My Approvals Overview

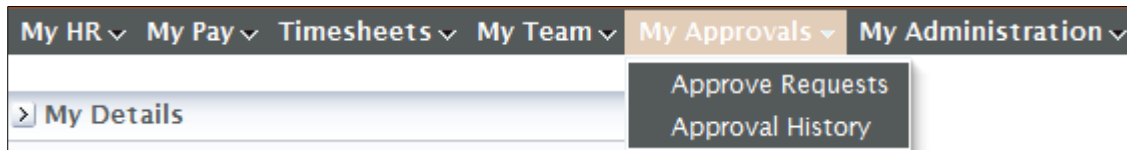| My HR ⌄	My Pay ⌄	Timesheets ⌄	My Team ⌄	My Approvals ⌄	My Administration ⌄
				Approve Requests	
› My Details				Approval History	

- The My Approvals allows you to action pending leave requests and view approval history for your team members.

When a team member submits a leave request or a timesheet entry for your approval you will receive an email notification as well as a message on your StaffOnline home screen.

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101: Web Kiosk Notification:

Mr SD Individual has submitted a Bulk T/S Entry for approval.

Please log into StaffOnline at https://rift.cdu.edu.au/pls/wsscprd/wk8003$.startup to
approve/reject/escalate this.

Transaction Details:
Record ID: 232398
Name: Mr SD Individual
Period Start Date: 20-JAN-2015
App. Level: 1
Escalated to you By:
Created Date: 21-JAN-2015
To Be Actioned By: 22-JAN-2015
```
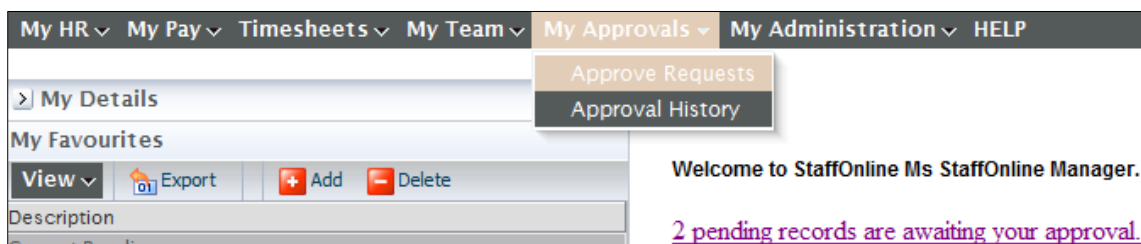
2 pending records are awaiting your approval.

Approve Requests

To access the Approve Requests menu
- o   Login to StaffOnline
- o   Under the My Approvals
- o   Select Approve Requests

My HR ⌄	My Pay ⌄	Timesheets ⌄	My Team ⌄	My Approvals ⌄	My Administration ⌄	HELP
				Approve Requests		
› My Details				Approval History		
My Favourites					Welcome to StaffOnline Ms StaffOnline Manager.	
View ⌄ 🗐 Export ➕ Add ➖ Delete						
Description					2 pending records are awaiting your approval.	

- Either navigate to the Approve Requests menu or click on the 'pending records are awaiting your approval' link

- Action the request from this screen to Approve/Reject/Escalate and click on 'Update' or
- Click on the 'Record ID' link to view and 'Update' request.

Action Leave Requests

Your team member may have indicated that a Medical Cert is given by the doctor and may attach the Medical Certificate Doc as shown below. Then you must open the document and sight the Medical Certificate and then select "Yes" in the "Medical Cert Sighted" drop down box before you can update the Approval Status. If your team member did not attach the document, then you must see the hard copy of the Medical Certificate instead before updating the "Medical Cert Sighted" and "Approval Status".

Medical Cert. Y

**Medical Certificate Doc** F230814911/201501072144.pdf

Medical Cert Sighted Yes

Approval Status Submitted

- Click on 'Additional Info' links for:
  - Leave Balances – In Context of the team member
  - Leave History – In Context of the team member
  - Team Calendar – for your team
  - Help to action pending medical leave

You will find a Defer option on this screen. This option can only be used for leave requests.

Approval Status	Submitted
	Rejected
	Approved
	Deferred
	Escalated

- Approval Status will default to Submitted.
- You can select and change the status from this screen.
- 'Deferred' status which is only applicable for leave applications will stop the escalation process and send you another reminder on the reactivated date.

Message from webpage

⚠ Reactivated date must be entered for approval status of DEFERRED

OK
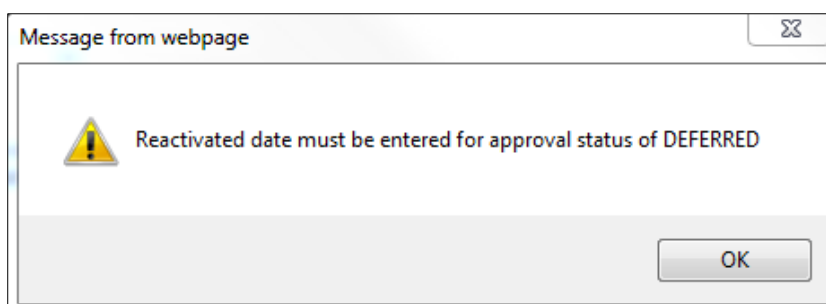
Use the dropdown calendar box to select the 'Reactivated Date'.

- Click on 'Update' button. A *Success!* message will be displayed.

- 'Close' the window to get back to the Approve Requests screen.

You will receive an email notification and the message on your home screen will reflect the change.

- Approval Status will default to Submitted.
- You can select and change the status from this screen. Note: 'Deferred' status is only applicable for leave applications.
- Click on 'Update' button. A *Success!* message will be displayed.

- 'Close' the window to get back to the Approve Requests screen.