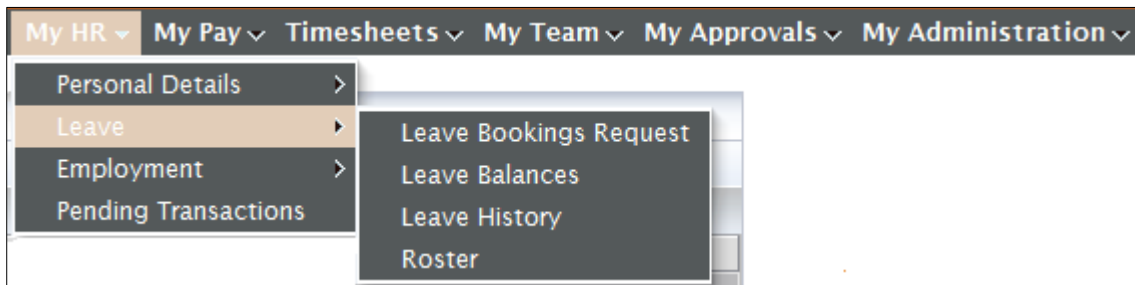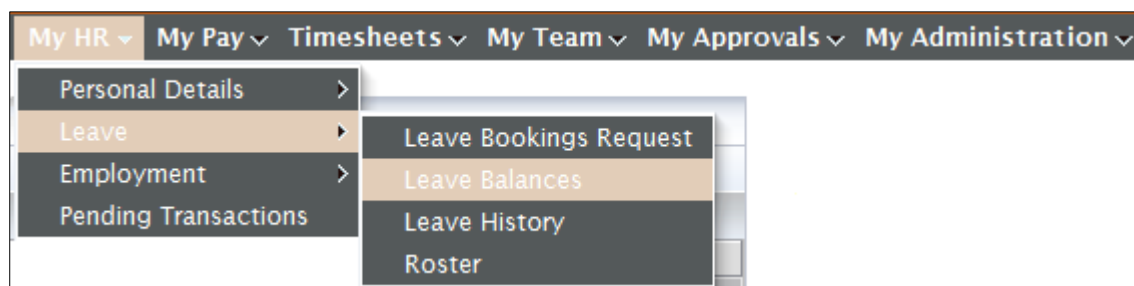## Leave Overview

- Leave menu provides you with the following options:
  - Leave Bookings request
    - Allows you to Book Leave.
  - Leave Balances
    - Allows you to view your leave balances.
    - Also allows for future leave balances.
  - Leave History
    - Displays leave that has been taken between two dates.
  - Roster
    - Displays your roster for part time staff if the roster has been provided to salaries.

To access the Leave menu
  - Login to StaffOnline
  - Under the My HR
  - Select Leave

Leave Balances

- To assist you in making future leave requests, the **Leave Balances** option will allow you to calculate future leave balances.
- Leave is calculated at the time the leave is to be taken. If sufficient leave is available at that time then StaffOnline will allow the future booking to process.
- Leave balances are calculated by the system nightly. Submitting a leave application will not affect your leave balance until:
  1. it is approved; and
  2. the nightly balance update process is runs.

Leave Balances

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	11-DEC-2014	21-DEC-2014	35	35	Days
Long Service Leave	11-DEC-2014	21-MAY-2015	0	5.055	Calendar days
Sick Leave Half Pay	11-DEC-2014	21-MAY-2015	0	0	Days

Enquiry Date [blank] — Calculate Balances

Balances at enquiry date

- Using the calendar tool, it is possible to see your Leave balances at a point in time in the future.

December 2014 calendar

- Today : Dec 16, 2014

    o Select and enter the Enquiry Date for the date to project balances to.

- Click on Calculate Balances

Leave Balances

Enquiry Date [blank] — Calculate Balances

Balances at enquiry date 31-DEC-2014

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Rec Leave	31-DEC-2014	21-JAN-2015	37.5	37.5	Days
Long Service Leave	31-DEC-2014	21-MAY-2015	0	5.548	Calendar days
Sick Leave Half Pay	31-DEC-2014	21-MAY-2015	0	0	Days

Tips & Tricks

- **Pending Transactions**
  - **Pending Transactions** can be found in the **My HR** menu.
  - All Transactions that are not approved yet or rejected will appear in your pending transaction queue.

Delete	Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By
☐	229131	Miss M	Paid Sick Leave	21-JUL-2014	23-JUL-2014	1	03-JUL-2014	10-JUL-2014
☐	229128	Miss M	Annual Rec Leave	03-JUL-2014	11-JUL-2014	1	03-JUL-2014	10-JUL-2014

  - Leave transactions that have been rejected need to be deleted before resubmitting the leave. Failure to do this will cause an overlapping booking error.
- If leave cannot be booked via StaffOnline the most common reasons are:
  - **Leave Not Available:** You are unable to book leave that you aren't entitled to. Please reassess your leave and amend the dates.
  - **Data Entry Error:** Try again and if problem persists, call x7227 for assistance.