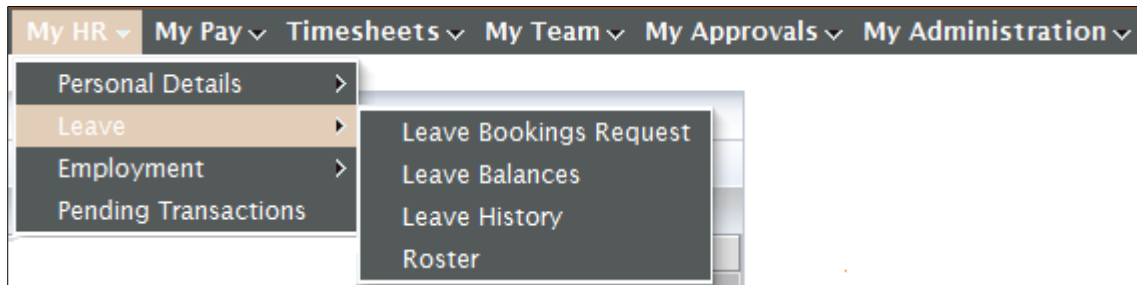


## Leave Overview



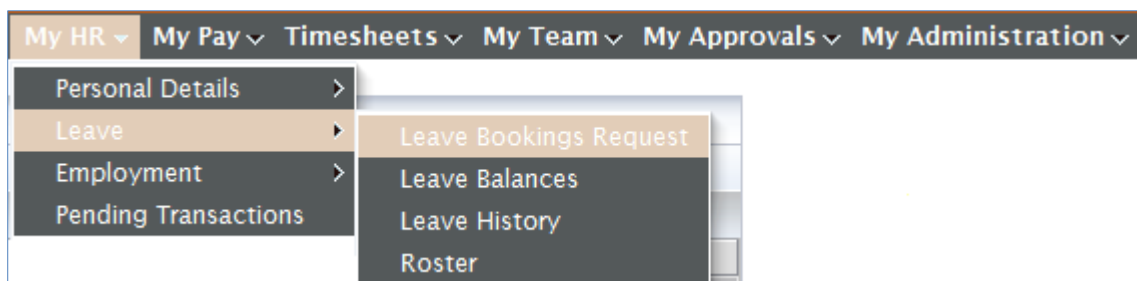
- Leave menu provides you with the following options:
  - Leave Bookings request
    - Allows you to Book Leave.
  - Leave Balances
    - Allows you to view your leave balances.
    - Also allows for forecasting of future leave balances.
  - Leave History
    - Displays leave that has been taken between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

To access the Leave Bookings Request menu

- Login to StaffOnline
- Under the My HR
- Select Leave
- Select Leave Booking Request

## Leave Bookings Request

- Leave requests are automatically escalated to your supervisor for approval. This escalation uses the position hierarchy within the HR System. You will receive an email from Staffonline when your leave transaction has been actioned by your supervisor.



- Select Leave Booking Request
  - Whole Day Leave Requests are booked in Days.
  - Part Day Leave Requests are booked in Hours and must be booked in decimal time – HR takes no responsibility for errors made by users booking incorrect times.

- If booking is one and a half days booking needs to be made for a whole day (1) and part day (0.5).
- If you have made an error in your leave booking you can delete this from **'My HR/Pending Transactions'** before it is approved. Once approved, amendment to leave paper form must be completed and sent to HR.

## Whole Day and Part Day Leave Booking Request

Whole Day and Part Day leave forms are consolidated into one Leave Booking Request page. However, if booking is one and a half days, booking request still needs to be made for a whole day (1) and part day (0.5).

Select 'Leave Booking Request' to enter a leave booking and the leave booking form will be displayed.

**Leave Requests**

No Records returned





[Leave Booking Request](#)

The initial leave booking request page displays all the labels and fields applicable to whole day leave bookings including and End Date and Unit fields.

**Leave Booking Request**

Part Day	<input type="checkbox"/>
Leave Code	<input type="text"/>
Start Date	01-DEC-2016 <input type="text"/>
End Date	<input type="text"/>
Unit	<input type="text"/>
Medical Cert.	<input type="text"/>
Medical Certificate File	<input type="button" value="Browse..."/> No file selected.
Certificate No (PIs enter NA if not available)	<input type="text"/>
Doctor	<input type="text"/>
Surgery Address1	<input type="text"/>
Surgery Address2	<input type="text"/>
Cert. Issue Date	<input type="text"/>
Cert. Valid From	<input type="text"/>
Cert. Valid To	<input type="text"/>
Other Doc.	<input type="text"/>
Reason	<input type="text"/>
Comment	<input type="text"/>

If the 'Part Day' checkbox is ticked, the End Date and Unit fields disappear. Hour field will display.

Leave Booking Request	
Part Day	<input checked="" type="checkbox"/>
Leave Code	<input type="text"/>
Start Date	01-DEC-2016 
Hours	<input type="text"/>
Medical Cert.	<input type="text"/>
Medical Certificate File	<input type="button" value="Browse..."/> No file selected.
Certificate No (Pls enter NA if not available)	<input type="text"/>
Doctor	<input type="text"/>
Surgery Address1	<input type="text"/>
Surgery Address2	<input type="text"/>
Cert. Issue Date	<input type="text"/> 
Cert. Valid From	<input type="text"/> 
Cert. Valid To	<input type="text"/> 
Other Doc.	<input type="text"/>
Reason	<input type="text"/>
Comment	<input type="text"/>

Enter all relevant details into the screen as shown below.

**Part Day:** Tick this checkbox if the leave request is for a part day. **Please note:** this must be done prior to selecting a leave code to trigger the correct fields for booking type and units for part day leave.

**Leave Code:** Click on the drop-down arrow to display leave types and select the leave code required.

**Start Date / End Date:** The system will default the start date to today's date. Click on the date calendar icon to select dates.  
The **Start Date** refers to the first whole or part day of your leave period. **The End Date** is the last whole day of your leave. Both Start and End dates need to entered, even if the leave is for one day.

**Unit:** When booking a **Whole Day Leave Request** you must select **Days**.

When booking a **Part Day Leave Request** you must enter **hours** in decimals.

### **Sick Leave Bookings ONLY**

**Medical Cert.:** If you have a medical certificate to cover the period of absence, select the **Yes** option from the drop-down.

If you do not have a Medical Certificate to cover the period of absence, select the **No** option from the drop-down.

Please note this is a mandatory field for Sick Leave requests.

**If you have a Medical Certificate you must fill in all applicable details of that certificate in the following fields:**

**Start Date / End Date:** The system will default the start date to today's date. Click on the date calendar icon to select dates.

**Medical Certificate File:** You are able to attach your scanned medical certificate here.

If submitting a hard copy you must write your **Name** and **Employee ID** on the top of the certificate and hand it in to the person who approves your leave requests. Supervisors/managers are not permitted to approve Sick Leave Bookings where a Medical Certificate is claimed until they have received the Medical Certificate.

**Certificate No.:** Insert Certificate No. If there is none then enter 'NA'

**Doctor:** Name of Doctor.

**Surgery Address:** Street address of the surgery.

**Cert. Issue Date:** Click on the **date icon calendar** to select the date the certificate was issued.

**Cert. Valid From:** Using the **date icon calendar** select the date the certificate is valid from.

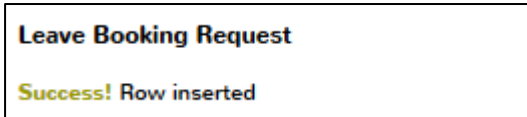
**Cert. Valid To:** Using the **date icon calendar** select the date the certificate is valid to.

**Other Doc. and Reason:** Not required.

**Comment:** Enter comments as appropriate by typing in the comment box. This field is mandatory.

### 'Submit for Approval' button

- Once the applicable fields have been entered, click on the **Submit for Approval** button and a **Success! Row inserted** message will be displayed at the top of the screen.



- When leave is submitted, it is displayed under Leave Requests with a status of 'Submitted'. Your Supervisor should receive an email notification for that request.

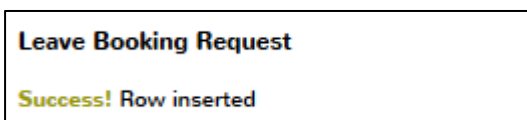
Leave Requests							
Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. ARL - Annual Rec Leave	01-DEC-2016	01-DEC-2016	1.00	Days			Submitted

- If it is approved and is a booking for the future it will be displayed under Future Leave Bookings.

Future Leave Bookings											
Start Date	End Date	Leave Code	Amount	Am/Pm	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
03-JAN-2017	06-JAN-2017	ARL - Annual Rec Leave	4.00		Days				270917		


### 'Do not Submit – Review Later' button







- Once the applicable fields have been entered, click on the **Do not Submit - Review Later** button and a **Success! Row inserted** message will be displayed at the top of the screen.



- The leave request created will have the status 'Unsubmitted'. **Please note that the leave request will not be submitted to Supervisor for approval yet. This allow user to review before actual submission to Supervisor by using the 'Submit for Approval' button later.**

Leave Requests							
Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. ARL - Annual Rec Leave	02-DEC-2016	02-DEC-2016	1.00	Days			Unsubmitted

- To review request with 'Unsubmitted' status, select '**MyHR/Leave/Leave Booking Request**' menu again and then click at the Leave Code link display details to make changes. When no further changes are needed, then click at  button and the request will be sent to your supervisor for approval.

Leave Booking Request	
Part Day	<input type="checkbox"/>
Leave Code	Annual Rec Leave
Start Date	02-DEC-16 
End Date	06-Dec-2016 
Unit	Days
Medical Cert.	
Other Doc.	
Reason	
Comment	
   	

## 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.
  - 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.