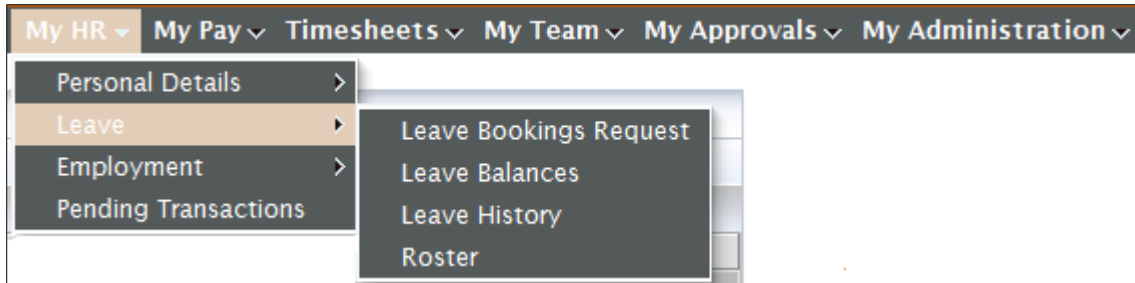


Leave Overview

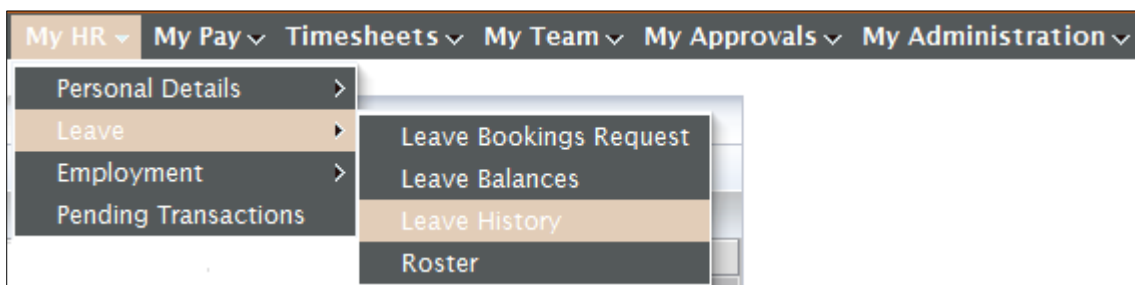


- Leave menu provides you with the following options:
 - Leave Bookings request
 - Allows you to Book Leave.
 - Leave Balances
 - Allows you to view your leave balances.
 - Also allows you to view leave balances at a future date.
 - Leave History
 - Displays leave that has been taken between two selected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

To access the Leave menu

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

Leave History



- Leave History allows you to view what leave you have taken in the past.

Leave History
Enter query criteria
Start Date 24-APR-2014 to 07-MAY-2014
Leave Code
Description

- Use the calendar tools to select dates.



- If you leave the dates blank, all the leave taken that are recorded in the HR system will be displayed.
- You can pick a leave type from the drop down arrow, or leave it blank for all leave types.
- Click on Find to display your leave history.

Leave History

Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
14-FEB-2014	14-FEB-2014	ARL - Annual Rec Leave	3.00	Hours				224145		
03-FEB-2014	03-FEB-2014	SLFP - Paid Sick Leave	1.00	Days	N			224144		
01-JAN-2014	12-JAN-2014	ARL - Annual Rec Leave	7.00	Days				221773		
20-DEC-2013	31-DEC-2013	ARL - Annual Rec Leave	6.00	Days				220486	CHRISTMAS 2013 ARL	
19-DEC-2013	19-DEC-2013	ARL -	1.00	Days				221771		

- This will display all your approved leave requests between the two chosen dates.

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.

Pending Transactions

Delete Clear

Whole Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By
<input type="checkbox"/>	229131	Miss M	Paid Sick Leave	21-JUL-2014	23-JUL-2014	1	03-JUL-2014	10-JUL-2014
<input type="checkbox"/>	229128	Miss M	Annual Rec Leave	03-JUL-2014	11-JUL-2014	1	03-JUL-2014	10-JUL-2014

Delete Clear

- 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.