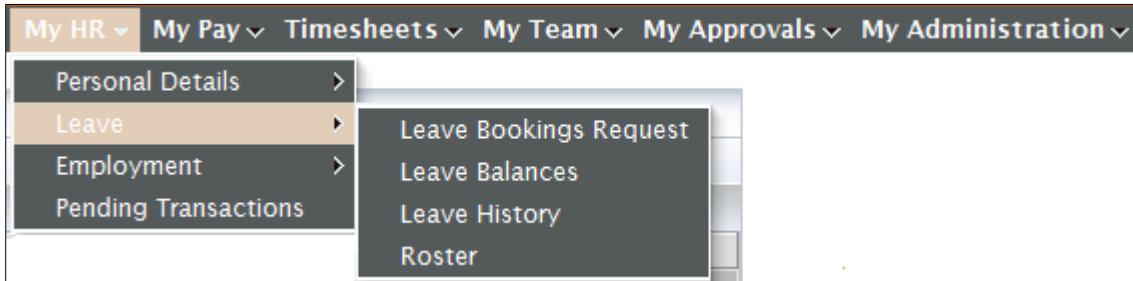


Leave Overview

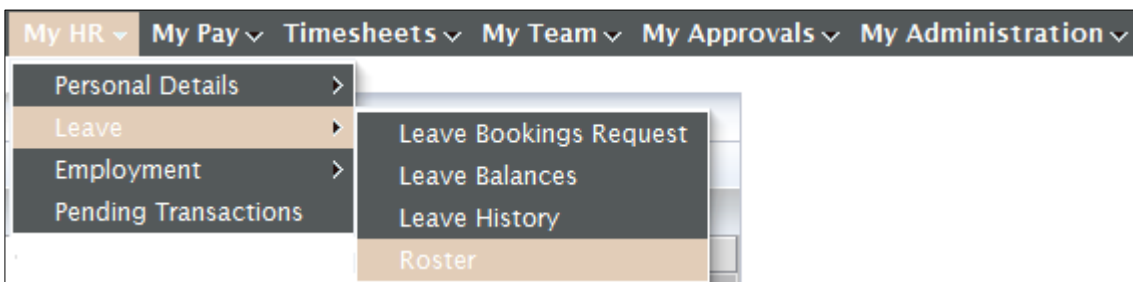


- Leave menu provides you with the following options:
 - Leave Bookings request
 - Allows you to Book Leave.
 - Leave Balances
 - Allows you to view your leave balances.
 - Also allows you to view leave balances at a future date.
 - Leave History
 - Displays leave that has been taken between two selected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

To access the Leave menu

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


Roster



This screen displays your roster pattern for a period around the Enquiry Date. For example, if the enquiry date is 28-Nov-2014 for a period of 14 days, then 6 days prior and 7 days after that date will be displayed.


This is particularly useful for part time employees to check that their roster is correct.

Roster

Enquiry Date 

Period of Enquiry

Roster

Enquiry Date 

Period of Enquiry

This page was produced on 28-Nov-2014 10:10:10 AM

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< Nov 2014 >

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today : Nov 28, 2014

- Use the calendar tool to select the date.
- Enter the number of days for the period of enquiry.
- Click on Find.
- This will display roster for days around the Enquiry Date entered.

Roster

Date	Day	Hours	Position Fraction	Duty	Employee Status	Roster	Description
22-NOV-2014	SAT	0.00	100	SUB	PE		
23-NOV-2014	SUN	0.00	100	SUB	PE		
24-NOV-2014	MON	7.35	100	SUB	PE		
25-NOV-2014	TUE	7.35	100	SUB	PE		
26-NOV-2014	WED	7.35	100	SUB	PE		
27-NOV-2014	THU	7.35	100	SUB	PE		
28-NOV-2014	FRI	7.35	100	SUB	PE		
29-NOV-2014	SAT	0.00	100	SUB	PE		
30-NOV-2014	SUN	0.00	100	SUB	PE		
01-DEC-2014	MON	7.35	100	SUB	PE		
02-DEC-2014	TUE	7.35	100	SUB	PE		
03-DEC-2014	WED	7.35	100	SUB	PE		
04-DEC-2014	THU	7.35	100	SUB	PE		
05-DEC-2014	FRI	7.35	100	SUB	PE		

Records 1 to 14 of 14