

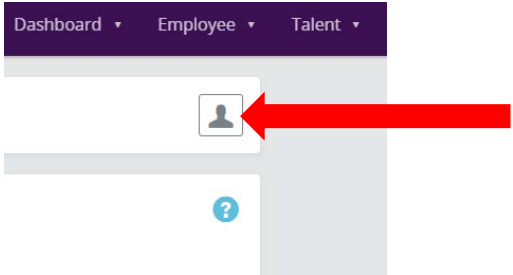

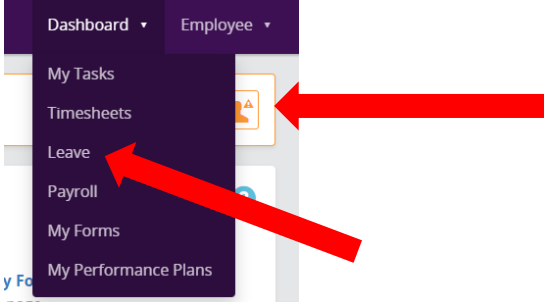
Annual Leave and Long Service Leave Balances – Accessing staff records

There are three ways Supervisors can access annual leave and long service staff leave balances in Staff Connect:

1. Individual Record (Direct and Indirect Report);
2. Direct Reports to Supervisor; and
3. All Direct and Indirect staff reporting to the Supervisor.

This guide takes the Supervisor through each of these options:

1. Accessing an individual record (Direct or Indirect Reporting Staff)

Step	Description
1.1	<ul style="list-style-type: none"> • Access Staff Connect as yourself. • Click the person icon. 
1.2	<ul style="list-style-type: none"> • On clicking the person icon, the following screen will appear showing staff who report to you. • Click on the staff member whose leave balance you want to review. 
1.3	<ul style="list-style-type: none"> • The staff member’s record will appear. • The staff members name will appear on the left and the person icon will have changed to the colour orange. • Click on the “Dashboard” to access the dropdown menu and click on “Leave”. 

1.4

- The leave balances of the staff member are as at the day you access the record.
- Note: the balances include any future leave that has been approved in advance.
- As a supervisor you can also project the leave balances to any date by using entering a “**Future Date**” and clicking on “**Predict balance**”.

Type	Balance		Pending		Available
Annual Leave	5:31	-	0:00	=	5:31
Personal Leave	302:46	-	0:00	=	302:46
Long Service Leave	130:28	-	0:00	=	130:28

2. Direct Reports to Supervisor

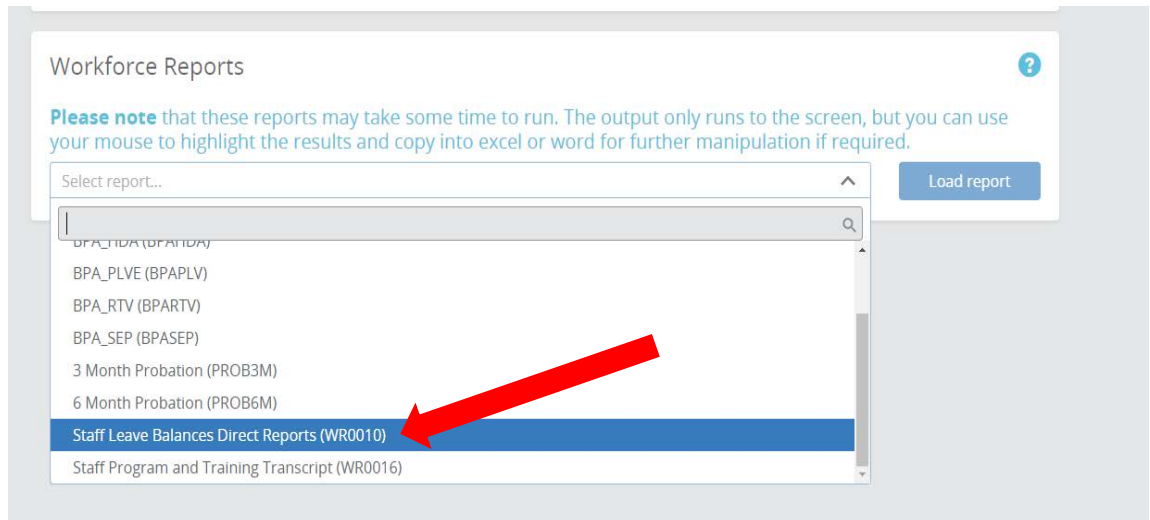
Note: Does not display indirect staff reporting to the Supervisor.

This option displays current balance as at the date viewed (inclusive of future approved booked leave) for Annual Leave, Long Service Leave and Personal Leave.

Step	Description
2.1	<ul style="list-style-type: none">• Access Staff Connect as normal• Click on “Workforce” to access “Reports”• Click on Reports <p>The screenshot shows the navigation menu with the following items: Dashboard, Employee, Talent, Workforce, and a user profile icon. The Workforce dropdown menu is expanded, showing: Organisation Chart, Reports (highlighted with a red arrow), Report Folders, and Staff Schedule.</p>

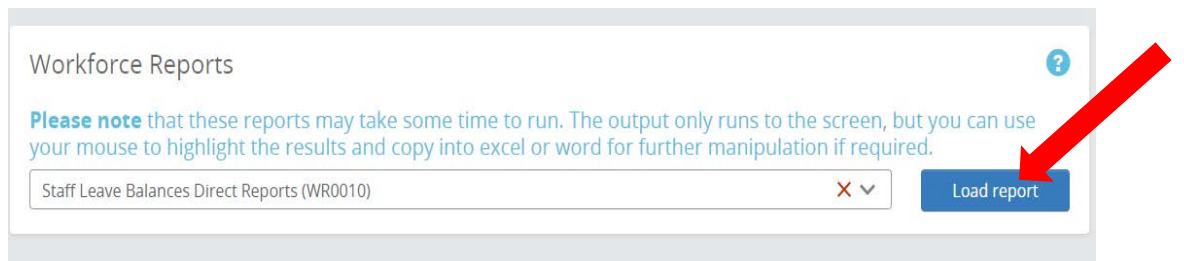
2.2

- Click on the down arrow and scroll down to “**Staff Leave Balances Direct Reports (WR0010)**”.
- Click on the report.



2.3

- Click on “**Load Report**”



2.4

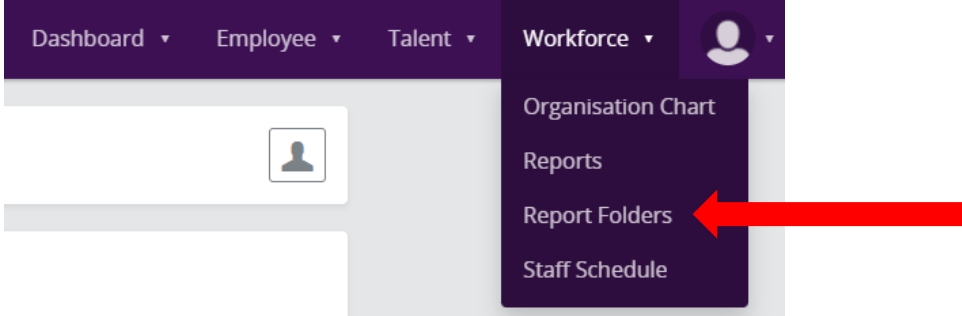
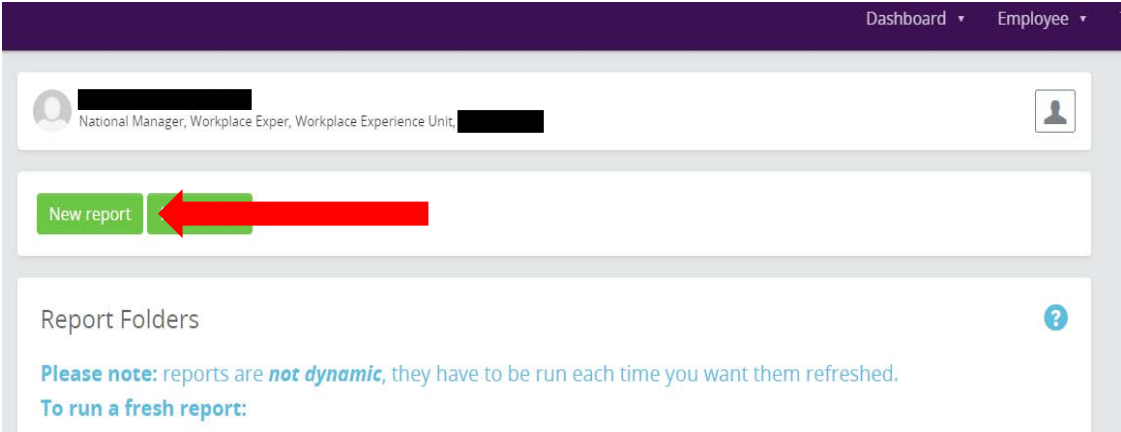
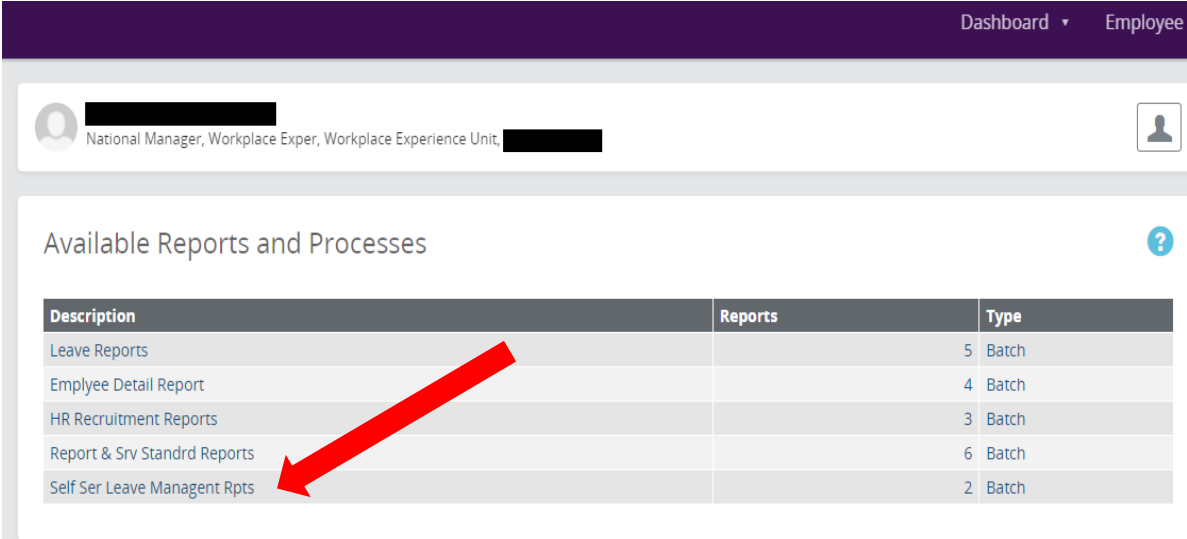
- The report will display the following on your screen for Annual Leave, Long Service Leave and Personal Leave for each staff member directly reporting to you.

Staff Leave Balances Direct Reports

Emp Number	Full Name	Job Title	Leave Type	Balance Hours
#00001	Name #1	Job Title #1	Annual Leave	1:12
#00001	Name #1	Job Title #1	Long Service Leave	129:05
#00001	Name #1	Job Title #1	Personal Leave	302:46
#00002	Name #2	Job Title #2	Annual Leave	152:00
#00002	Name #2	Job Title #2	Long Service Leave	364:34
#00002	Name #2	Job Title #2	Personal Leave	1635:28
#00003	Name #3	Job Title #3	Annual Leave	45:37
#00003	Name #3	Job Title #3	Long Service Leave	0:00
#00003	Name #3	Job Title #3	Personal Leave	105:00
#00004	Name #4	Job Title #4	Annual Leave	116:16
#00004	Name #4	Job Title #4	Long Service Leave	0:00
#00004	Name #4	Job Title #4	Personal Leave	210:00
#00005	Name #5	Job Title #5	Annual Leave	95:02
#00005	Name #5	Job Title #5	Long Service Leave	350:54
#00005	Name #5	Job Title #5	Personal Leave	706:54

3. All Staff reporting to Supervisor (both Direct and Indirect reporting staff)

Note: This will produce separate reports for both annual leave and long service leave.

Step	Description																		
3.1	<ul style="list-style-type: none"> Access Staff as normal Click on “Workforce” for the drop-down menu and click on “Report Folders” 																		
3.2	<ul style="list-style-type: none"> Click on “New Report” 																		
3.3	<ul style="list-style-type: none"> Click on “Self Ser Leave Managent Rpts”  <table border="1" data-bbox="285 1744 1422 1951"> <thead> <tr> <th>Description</th> <th>Reports</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Leave Reports</td> <td>5</td> <td>Batch</td> </tr> <tr> <td>Employee Detail Report</td> <td>4</td> <td>Batch</td> </tr> <tr> <td>HR Recruitment Reports</td> <td>3</td> <td>Batch</td> </tr> <tr> <td>Report & Srv Standrd Reports</td> <td>6</td> <td>Batch</td> </tr> <tr> <td>Self Ser Leave Managent Rpts</td> <td>2</td> <td>Batch</td> </tr> </tbody> </table>	Description	Reports	Type	Leave Reports	5	Batch	Employee Detail Report	4	Batch	HR Recruitment Reports	3	Batch	Report & Srv Standrd Reports	6	Batch	Self Ser Leave Managent Rpts	2	Batch
Description	Reports	Type																	
Leave Reports	5	Batch																	
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HR Recruitment Reports	3	Batch																	
Report & Srv Standrd Reports	6	Batch																	
Self Ser Leave Managent Rpts	2	Batch																	

3.4

- For an annual leave report click “WEB AL Management Report”
- For a long service leave report click “WEB LSL management Report”

Dashboard ▾ Employee ▾

National Manager, Workplace Exper, Workplace Experience Unit,

Self Ser Leave Managent Rpts

Click on Report you would like to run from the **Available Reports and Processes** list below. Then click the **'Submit'** button.

DESCRIPTION: Self Ser Leave Managent Rpts

AVAILABLE FOR PROCESSING

MON: Any time of the day
TUE: Any time of the day
WED: Any time of the day
THU: Any time of the day
FRI: Any time of the day
SAT: Any time of the day
SUN: Any time of the day

Available Reports and Processes

Description	Reports	Type
WEB AL Management Report		Report
WEB LSL Management Report		Report

3.5

- Click “Submit” to run the report

Dashboard ▾ Employee ▾

Hanckel, Michael J 300871 National Manager, Workplace Exper, Workplace Experience Unit, North Sydney

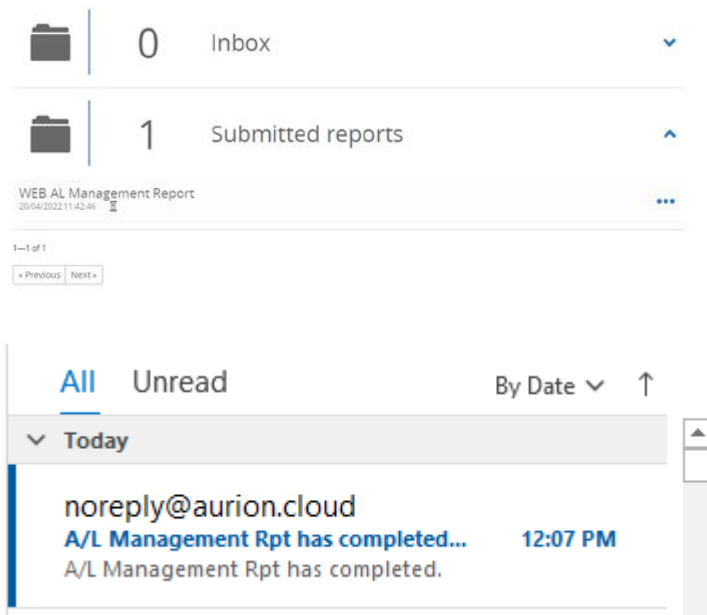
WEB AL Management Report

Click on Report you would like to run from the **Available Reports and Processes** list below. Then click the **'Submit'** button.

DESCRIPTION: WEB AL Management Report

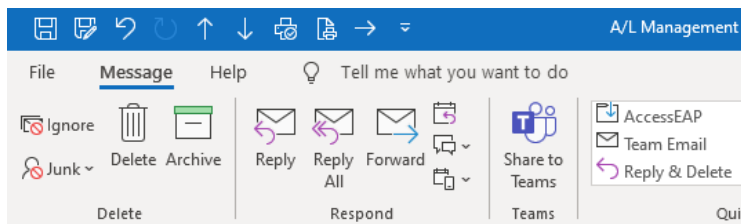
3.6

- Once submitted the following screen will appear and report will take time to run.
- Once the report is ready it will appear in the “Inbox” and you will also receive an email from “noreply@aurion.cloud” so that you can perform other work.


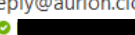


3.7

- To access the report from your email, click the link and this will take you back to the Staff Connect page.



A/L Management Rpt has completed. Click: [https://selfserv... 1](https://selfserv...)

 noreply@aurion.cloud
To: 

A/L Management Rpt has completed.

Click:

<https://selfservice.aurion.cloud/acu/production/workforce/reportfolders>

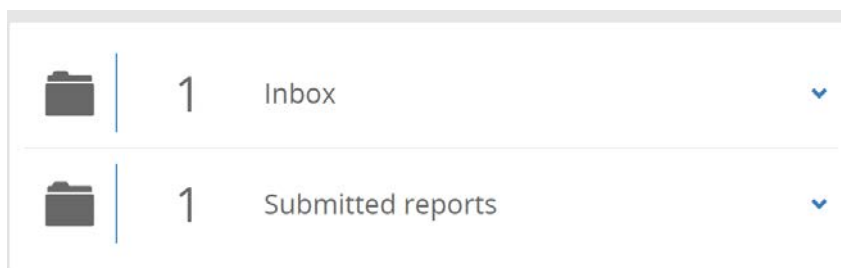
For more options, follow this link:

<https://selfservice.aurion.cloud/acu/production/>



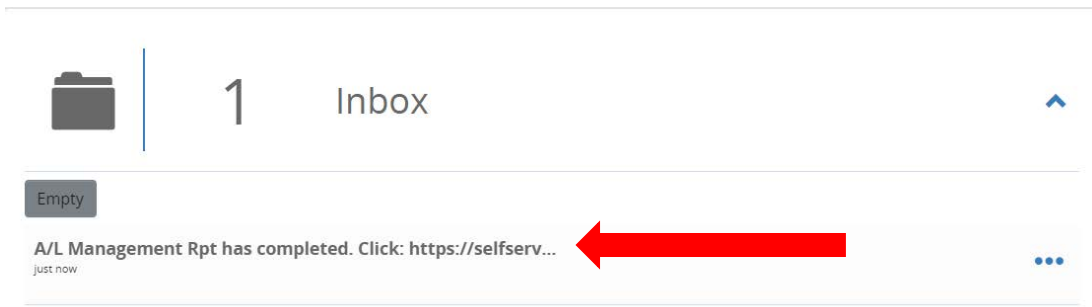
3.8

- Click on the “Inbox”



3.9

- Access the report



3.10

- Access the "csv file"

Message Details

Please **ARCHIVE** this message after you have read it or taken the appropriate action. This will stop reminder emails being automatically generated. The 'Archive Message' button is at the bottom of this page or in the ellipses ... beside the message in the **My Tasks > MAIL** page.

DATE: 20/04/2022 11:57:37
 FROM: [REDACTED]
 TO: [REDACTED]
 FOR: [REDACTED]
 SUBJECT: A/L Management Rpt has completed. Click: https://selfserv...

STATUS: Latest
 FILE: ann_lve_man_report.csv

TRANSCRIPT:
 A/L Management Rpt has completed.
 Click:
 https://selfservice.aurion.cloud/acu/production/workforce/reportfolders

3.11

- The file will download as a "csv file" and you will need to save as an "Excel file"
- Once you have saved the report as an "Excel file" you will need to expand the columns to read the headings.

Csv file format

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Portfol	Faculty/Unit	Sub Unit	EmpNo	Full Name	Position	FTE	Date fo	A/L Ual	A/L Ual	Weeks	Weeks	Current	Leave E	Leave E	On Leav	Future	Net Bal	Net Bal	Total D	Next Al	Report	egory	
66	Chief Ope	Human Re	Appointm	Appointm	# Name	Title	0.8	8.42	58.97	2.11	Less than	Yes					0.8	12	-4.38	-30.63	5-Dec-22	PROF		
67	Chief Ope	Human Re	Appointm	Appointm	# Name	Title	0.9	12.01	84.07	2.67	Less than	4							12.01	84.07		PROF		
68	Chief Ope	Human Re	Appointm	Appointm	# Name	Title	1	2.28	15.93	0.46	Less than	4						5	-2.72	-19.07		PROF		
69	Chief Ope	Human Re	Appointm	Appointm	# Name	Title	1	10.05	70.38	2.01	Less than	4							10.05	70.38		PROF		
70	Chief Ope	Human Re	Appointm	Appointm	# Name	Title	1	16.51	115.57	3.3	Less than	Yes					2		14.51	101.57		PROF		
71	Chief Ope	Human Re	Appointm	Appointm	# Name	Title	1	8.3	58.12	1.66	Less than	4							8.3	58.12		PROF		
72	Chief Ope	Human Re	Appointm	Appointm	# Name	Title	1	14.66	102.65	2.93	Less than	4							14.66	102.65		PROF		
73	Chief Ope	Human Re	Appointm	HR Service	# Name	Title	0.9	20.61	129.87	4.12	between 4 & 6						3.89	16.72	105.36		3-May-22	PROF		
74	Chief Ope	Human Re	Appointm	HR Service	# Name	Title	1	12.73	89.08	2.55	Less than	4					1	11.73	82.08			PROF		
75	Chief Ope	Human Re	Appointm	HR Service	# Name	Title	1	18.97	132.78	3.79	Less than	Yes					2	0	16.97	118.78	1		PROF	
76	Chief Ope	Human Re	Appointm	HR Service	# Name	Title	1	6.58	46.05	1.32	Less than	4							6.58	46.05			PROF	
77	Chief Ope	Human Re	Appointm	HR Service	# Name	Title	1	13.89	97.2	2.78	Less than	4							13.89	97.2			PROF	
78	Chief Ope	Human Re	Appointm	HR Service	# Name	Title	1	8.64	60.48	1.79	Less than	4							8.64	60.48			PROF	
79	Chief Ope	Human Re	Appointm	Learning &	# Name	Title	1	21.85	152.98	4.37	between 4 & 6						2	19.85	138.98		2-May-22	PROF		
80	Chief Ope	Human Re	Appointm	Learning &	# Name	Title	1	15.12	105.87	3.02	Less than	4							15.12	105.87			PROF	
81	Chief Ope	Human Re	Appointm	Learning &	# Name	Title	1	3.6	25.17	0.72	Less than	4						1	2.6	18.17			PROF	
82	Chief Ope	Human Re	Appointm	Appointments & Ser	# Name	Title	1	17.02	119.15	3.4	Less than	4						19	-1.98	-13.85		29-Jun-22	PROF	
83	Chief Ope	Human Re	Employment	WHS & Wh	# Name	Title	1	3.17	22.22	0.63	Less than	4							3.17	22.22	1		PROF	
84	Chief Ope	Human Re	Employment	WHS & Wh	# Name	Title	0.8	-0.23	-1.6	-0.06	Less than	4							-0.23	-1.6			PROF	
85	Chief Ope	Human Re	Employment	WHS & Wh	# Name	Title	0.7	6.96	42.63	1.74	Less than	4							6.96	42.63			PROF	
86	Chief Ope	Human Re	Employment	WHS & Wh	# Name	Title	1	17.4	121.77	3.48	Less than	4							17.4	121.77			PROF	
87	Chief Ope	Human Re	Employment	Relatio	# Name	Title	1	15.93	139.42	3.98	Less than	4							15.93	139.42			PROF	
88	Chief Ope	Human Re	Employment	Relatio	# Name	Title	1	15.23	106.6	3.05	Less than	4						5.5	9.73	68.1			PROF	
89	Chief Ope	Human Re	Employment	Relatio	# Name	Title	0.8	3.04	21.3	0.76	Less than	4						4	-0.96	-6.7			PROF	
90	Chief Ope	Human Re	Employment	Relatio	# Name	Title	1	14.14	99	2.83	Less than	4							14.14	99			PROF	
91	Chief Ope	Human Re	Employment	Relatio	# Name	Title	1	16.85	117.95	3.37	Less than	4							16.85	117.95			PROF	

3.12 Excel file format

Portfolio	Faculty/ Directorate	Unit	Sub Unit	Emp#	Full Name	Position Title	FTE	Date for Liability (Today)	A/L Liability Days at today (not incl future leave)	A/A Liability Hours at today (not incl future leave)	Weeks Category excludes future leave	Currently on Approved Annual Leave?	Leave Date From	Leave Date To	On Leave Now for further days	Future approved Days (excluding currently on leave days)	Net Balance Days (today less future - excluding Pending)	Net Balance in Hours	Total Days Pending Approval (including overdue)	Next Annual Leave starts	Report Category	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	0.8	20-Apr-22	8.42	58.97	2.11 Less than 4	Yes	19-Apr-22	21-Apr-22	0.8	12	-4.38	-30.63		5-Dec-22	PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	0.9	20-Apr-22	12.01	84.07	2.67 Less than 4						12.01	84.07			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	2.26	15.53	0.46 Less than 4						5	-2.72	-19.07		29-Aug-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	10.05	70.38	2.01 Less than 4						10.05	70.38			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	16.51	115.57	3.3 Less than 4	Yes	19-Apr-22	22-Apr-22	2		14.51	101.57			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	8.3	58.12	1.66 Less than 4						8.3	58.12			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	14.66	102.65	2.93 Less than 4						14.66	102.65			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	0.9	20-Apr-22	20.61	129.87	4.12 between 4 & 6						3.89	16.72	105.26		3-May-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	12.73	89.08	2.95 Less than 4						1	11.73	82.08		12-May-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	18.97	132.78	3.79 Less than 4	Yes	19-Apr-22	22-Apr-22	2	0	16.97	118.78	1	30-Sep-22	PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	6.58	46.05	1.32 Less than 4						6.58	46.05			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	13.89	97.2	2.78 Less than 4						13.89	97.2			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	8.64	60.48	1.73 Less than 4						8.64	60.48			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	21.85	152.98	4.37 between 4 & 6						2	19.85	138.98		2-May-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	15.12	105.87	3.02 Less than 4						15.12	105.87			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	3.6	25.17	0.72 Less than 4						1	2.6	18.17		20-May-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	17.02	119.15	3.4 Less than 4						19	-1.98	-13.85		29-Jun-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	3.17	22.22	0.63 Less than 4						3.17	22.22	1		PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	0.8	20-Apr-22	-0.23	-1.6	-0.06 Less than 4							-0.23	-1.6			PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	0.7	20-Apr-22	6.96	42.63	1.74 Less than 4							6.96	42.63			PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	17.4	121.77	3.48 Less than 4						17.4	121.77			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	15.93	139.42	3.98 Less than 4						15.93	139.42			PROF	
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	15.23	106.6	3.05 Less than 4						5	9.73	68.1		16-May-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	0.8	20-Apr-22	3.04	21.3	0.76 Less than 4						4	-0.96	-6.7		13-May-22	PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	14.14	99	2.88 Less than 4							14.14	99			PROF
Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	#	Name	Title	1	20-Apr-22	16.85	117.95	3.37 Less than 4							16.85	117.95			PROF

3.13 The following two documents explain the headings and columns within the respective annual leave and long service columns.

Annual Leave (Aurion) Report

Column Heading	Explanation
FTE	Full Time Equivalent
Date of Liability (Today)	The report is a point in time providing information as at the date the report is run.
A/L Liability Days at today (not incl future leave)	Annual leave balance in days as at the day the report is run.
A/L Liability Hours at today (not incl future leave)	Annual leave balance in hours as at the day the report is run.
Weeks of Leave	Converts days of leave into weeks to identify if current leave balance is above or below 4 weeks annual leave. This uses the staff members current number of weekly hours. If a staff member's FTE varies the weeks of leave will change accordingly.
Weeks Category excludes future leave	<p>Leave identified in periods of weeks as an easy identifier for those who are above 4 weeks annual leave. The categories being:</p> <ul style="list-style-type: none"> • Less than 4; • Between 4 & 6; • Between 6 & 8; and • Over 8. <p>Note: at the beginning of a calendar year any staff member currently above 4 weeks annual leave should normally be planning to take leave to reduce their balance below 4 weeks by the end of the same calendar year. 8 weeks is also a point at which the University may direct, with written notice, a staff member to take leave.</p>
Currently on Approved Annual Leave	Identifies who, at the time of the report, is currently on annual leave.
Leave Date From & Leave Date To	For those currently on leave at the time of the report, identifies the period.
On Leave Now for a further "n" days	Identifies the remaining period in days of those currently on annual leave.
Future approved Days (excluding currently on leave days)	Displays future approved leave in days.
Net Balance Days (today less future – excluding Pending)	<p>Displays today's leave balance less any future approved days (annual leave). It excludes "Pending" as this is leave requested but not yet approved by the nominated supervisor.</p> <p>Note: some Net Balances will show as minus. This occurs because based on the annual leave balance as at today there is insufficient leave to take the future approved leave. However, as annual leave accrues daily, by the time of the future leave, the leave balance required will be available. As you run this report over time you will see the negative balance reducing and then becoming a positive.</p>
Net Balance in Hours	As per previous row shows Net Balance in Hours
Total Day Pending Approval (including Overdue)	Displays as at today that the staff member has a pending annual leave request waiting to be approved by the nominated supervisor.
Next Annual Leave Starts	Where future dated annual leave has been approved shows the next commencement date.

Long Service Leave (Aurion) Report

Column Heading	Explanation
FTE	Full Time Equivalent
Date of Liability (Today)	The report is a point in time providing information as at the date the report is run.
LSL Liability Days at today (not incl future leave)	Long Service Leave balance in days as at the day the report is run.
LSL Liability Hours at today (not incl future leave)	Long Service Leave balance in hours as at the day the report is run.
Weeks of Leave	Converts days of leave into weeks to identify if current leave balance is above or below 9 weeks long service leave. This uses the staff members current number of weekly hours. If a staff member's FTE varies the weeks of leave will change accordingly.
Weeks Category excludes future leave	<p>Leave identified in periods of weeks as an easy identifier for those who are above 9 weeks long service leave. The categories being:</p> <ul style="list-style-type: none"> • Less than 9; • Between 9 & 16; • Over 16. <p>Note: 16 weeks is a point at which the University may direct, with written notice, a staff member to take long service leave.</p>
7 year Accrual Due Date	Displays the date at which the staff member is eligible to access long service leave after 7 years recognised service. Note: Where there is no date the staff member is currently not eligible to take long service leave.
Prior Service Qualification Due Date	Where a staff member has had prior service of other higher education institutions recognised this displays the date on which they become eligible to access long service leave.
Currently on Approved Long Service Leave	Identifies who, at the time of the report, is currently on long service leave.
Leave Date From & Leave Date To	For those currently on long service leave at the time of the report, identifies the period of leave.
On Leave Now for a further "n" days	Identifies the remaining period in days of those currently on long service leave.
Future approved Days (excluding currently on leave days)	Displays future approved long service leave in days.
Net Balance Days (today less future – excluding Pending)	Displays today's long service leave balance less any future approved days. It excludes "Pending" leave as this is leave requested but not yet approved by the nominated supervisor.
Net Balance in Hours	As per previous row shows Net Balance in Hours
Total Day Pending Approval (including Overdue)	Displays as at today that the staff member has a pending long service leave request waiting to be approved by the nominated supervisor.
Next Long Service Leave Starts	Where future dated long service leave has been approved shows the next commencement date.