

# Staff Connect Self Service User Guide Leave

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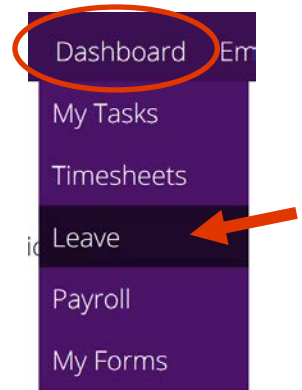
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## 1. VIEWING, PREDICTING AND APPLYING FOR LEAVE

Use the Leave page to:

- apply for leave
- view your current leave balances (available leave)
- predict your future leave balances
- view your leave history, and
- view your leave loading.



### Apply for leave

To apply for leave:

1. Select **Leave** from the **Dashboard** dropdown menu. The Leave Balances page is displayed.
2. Click **Apply for leave**. The Leave application details page is displayed.
3. Select the Leave Type from the drop down menu.
4. Under Duration, select either Full Day (one full day), Multiple Days (more than one full day) or Part Day (part of one day).
5. Complete the remaining fields. The fields (boxes) outlined in red must be completed.
6. Under Start Date, select the date of the full or part day – or the first date and last date of multiple days.
7. Click on the document upload button in the Document field if you need to add supporting documentation. Some leave types may require you to attach a supporting document before you can submit (for example, a medical certificate for personal sick leave).
8. Click Submit. The application is sent to your supervisor for approval and the leave request is added to your unapproved (pending) balance.
9. The leave you have applied for can be viewed under Leave History (found by scrolling down the Leave Balances page).

### View current leave balance (available leave)

To view your current leave balances:

1. Select **Leave** from the **Dashboard** dropdown menu. The Leave Balances page is displayed.
2. Your configured leave balances are displayed on this page (see image on page 3). Leave balances are displayed in hours.

### Predict future leave balances

To view your future leave balances:

1. Select **Leave** from the **Dashboard** dropdown menu. The Leave Balances page is displayed.
2. Select a **Future Date** and click the **Predict** button.
3. Click **Reset** to clear the Future Date. Current leave balances are displayed

NOTE: the leave accrual calculation happens at midnight, so select the day after the date required.

### View leave history

To view your leave history:

1. Select **Leave** from the **Dashboard** dropdown menu. The Leave Balances page is displayed.
2. On the Leave Balances page, scroll down to view **Leave History**.
3. Click on a leave history record to view the **Leave Details** page for that record.

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Dashboard Employee Talent Workforce

My Tasks  
Timesheets  
Leave  
Payroll  
My Forms

Leave Balances

Apply for leave

Select a date below to view a predicted leave balance as at that date.

FUTURE DATE:  
19 Mar 2018

Predict Reset

TYPE	BALANCE	PENDING	AVAILABLE
Annual Leave	29:29	0:00	29:29
Personal Leave	105:00	0:00	105:00
Long Service Leave	0:00	0:00	0:00
Purchased Leave	0:00	0:00	0:00

Predict Reset

Leave History

SHOW 10 ENTRIES FILTER:

LEAVE TYPE	DATE FROM	DATE TO	LEAVE HRS	LEAVE DAYS	STATUS
Community Services	06/04/2018	06/04/2018	7:00	1.00	Pending
Annual Leave	04/04/2018	04/04/2018	7:00	1.00	Pending

'Pending' is leave that you have applied for which has not been approved

## View leave loading

1. On the Leave Balances page, scroll down to view **Leave Loading**.
2. Your leave loading records are displayed.

## Reverse an approved leave request

1. Select **Leave** from the **Dashboard** dropdown menu. The Leave Balances page is displayed.
2. Scroll down to **Leave History** and, on the list, select the leave application you want to cancel.
3. The **Leave Details** page is displayed.
4. Review the Leave Details and Balance/Payment Details.

5. Click on the red **Reverse** button. The application is sent to your supervisor for approval and the leave request is removed from your Leave History once approved.

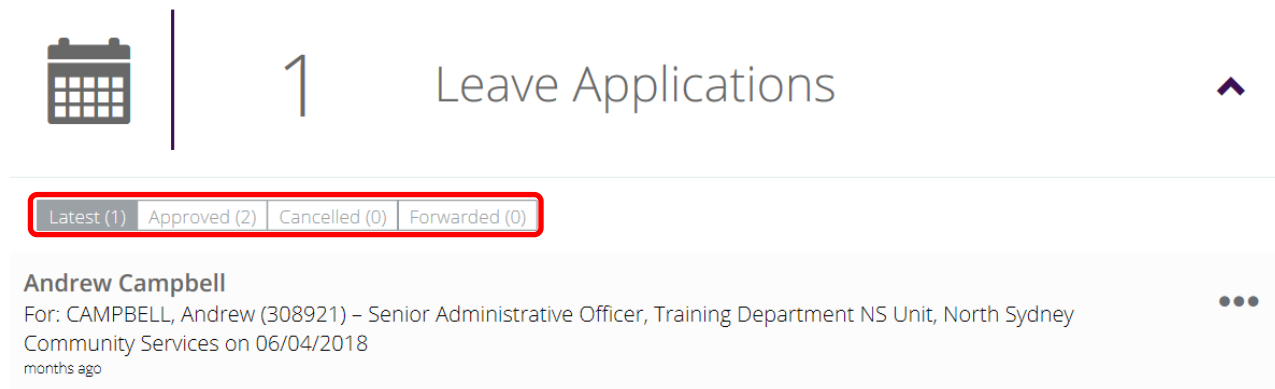
## Cancel a pending leave request

6. Select **Leave** from the **Dashboard** dropdown menu. The Leave Balances page is displayed.
7. Scroll down to **Leave History** and, on the list, select the pending leave application you want to cancel.
8. The **Leave Details** page is displayed.
9. Review the Leave Details and Balance/Payment Details.
10. Click on the red **Delete** button. The leave application is removed from your unapproved leave balance.

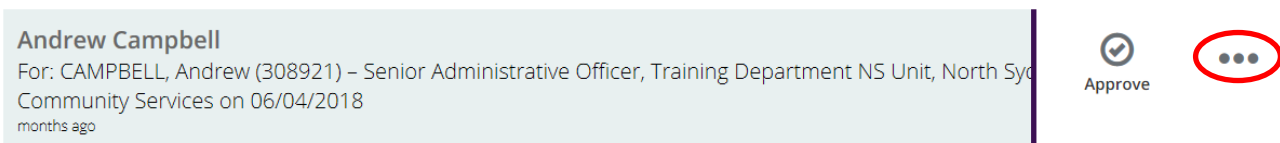
## 2. SUPERVISORS - APPROVING OR DECLINING A LEAVE REQUEST

The My Tasks page allows you to manage Leave Applications awaiting your attention.

Leave Applications can be classified as Latest , Approved, Cancelled, or Forwarded. Your latest Leave Applications are displayed by default. To switch the view between Latest, Approved, Cancelled, and Forwarded items click the relevant button at the top of the expanded Leave Applications panel



1. Select My Tasks from the Dashboard menu. The My Tasks page is displayed.
2. Click the Leave Applications panel. Leave applications assigned to you are displayed.
3. Click the ellipsis ... on the leave application you wish to process. The slide-out options panel is displayed



4. Click the Attachment icon, if required, to view any attachments for the leave application.
5. Click the Approve icon to approve the application without reviewing the leave details. The leave application is removed from the list and the applicant is notified of the approval.
6. Click the leave application you wish to process. The Leave Details page is displayed.
7. Review the Leave Details, Staff Schedule, and Balance/Payment Details for the leave application and the employee's Leave Balances and Leave History.
8. Add a message to other recipients, if required, by using the Add additional recipients search bar in the Workflow Details panel, and enter a Message. This step is only necessary if other staff need to be notified of the period of leave.
9. Select the required option to:

**Return** – the application to the sender for more information

**Approve** – the application

**Decline** – the application

The applicant is notified of the outcome of the leave application. If you selected Approve, the application will be forwarded to the next workflow recipient, if applicable

### **Glossary of terms**

**Accrued** Balance as at your last accrual date.

**Available** Leave balance less any pending leave.

**Balance** Sum of your Accrued and Pro Rata leave.

**Pending** Leave which you have applied for that has not been approved.

**Pro Rata** Pro rata of your leave balance before it becomes a full entitlement.

**Duration** When applying for leave, Full Day equates to one full day, Multiple Days means two or more full days and Part Day means part of one day.