Contents

Click on the section header you are interested in to be taken straight to the information.

Training Session Recording .............................................................................................................................................. 1
Notification of a Request for Approval .............................................................................................................................. 2
The My Approvals Menu ................................................................................................................................................... 3
   Approve Requests......................................................................................................................................................... 3
       Approval Statuses..................................................................................................................................................... 3
   From the Record........................................................................................................................................................... 4
   From the Initial Screen................................................................................................................................................ 5
Approval History ........................................................................................................................................................... 5
Approval Delegation ........................................................................................................................................................ 6
   Setting up a New Delegation ......................................................................................................................................... 6
   Amending or Deleting an Existing Delegation .............................................................................................................. 7
   Unexpected Absence of Supervisor so Unable to Set Up Delegation.............................................................................. 7

Please note:
Web Kiosk only displays information from 23 August 2013 for casual employees or 30 August 2013 for ongoing employees of CSCS.

Training Session Recording

The recording of the training session held on 6 November 2013 is available for viewing via the link below.

http://connect.csu.edu.au/p72v4585htr/

The first section of the recording covers staff submitting/deleting/reversing a leave request in Web Kiosk, with the second section from 0:28:09 covering the approval functions for supervisors.

Chapters and bookmarks have been set up throughout the recording in line with this user guide so you can go straight to the area you are interested in.
Notification of a Request for Approval

When a staff member submits a leave request in Web Kiosk, it is available in the supervisor’s Web Kiosk immediately. However, as a reminder, each night a notification is compiled of all leave requests submitted for approval and an email is sent to the supervisor so they can log in to Web Kiosk and action the requests as appropriate.

Should a staff member delete a request that is pending approval, an email will be sent instantly to advise that the request has been deleted so that the supervisor is aware (to prevent confusion after receiving an email about the request and logging in to Web Kiosk and it not being there).
The My Approvals Menu

There is an additional tab in Web Kiosk called My Approvals, and within it are three functions:

- Approve Requests
- Approval History
- Approval Delegation

Approve Requests

When you log in to Web Kiosk there will be red text on the home screen alerting you to leave pending approval.

<i>Welcome to the Employee Kiosk, Mickey Mouse<br> Please LOGOUT when finished.<br><br>024: 2 pending records are awaiting your approval.</i>

To access the requests, click on My HR, then Approvals and Approve Requests.

Approval Statuses

There are four approval statuses available. They are:

- **Approved**
  - If the record is approved, the record will be transferred through to the HR system and the employee will receive an e-mail to confirm approval.

- **Rejected**
  - If the reject option is chosen, the record will not be transferred through to the HR system. The employee will receive an email message and a screen prompt advising them that the booking was declined. If rejecting a request, a comment may be entered which will be accessible to the employee when they review the declined record.
  - **NOTE:** Any transaction that is declined will remain in the team members My Requests list until they delete the transaction and it can affect the booking of future leave as whilst it remains, the amount is deducted from their leave balance. This can be done by accessing the record using the My Requests option and clicking the ‘delete’ button.

- **Escalated**
  - The escalated option allows the approver to escalate the request up to the next level of the approvals hierarchy for action. A comment should be added that can then be viewed by the next level approver.
  - **NOTE:** Requests will be escalated to the next level of approval if they have not been approved after seven (7) days and requests may only be escalated once; they cannot be escalated again to the next level up.

- **Deferred** (only available when approving leave after clicking on the Record ID)
  - It is possible to defer an approval decision on a leave booking until a later date by selecting the status ‘Deferred’ and entering the date it is to be reactivated by in the Reactivated Date field. A ‘Deferred’ request may be approved, declined or escalated at any stage. If no further action is taken before the reactivation date is reached, a notification will be sent to you but it will also escalate immediately (so may be good to put in a calendar reminder in Outlook a few days prior to the reactivation date).
  - **NOTE:** It is not possible to defer a request that has already been escalated to another level, either manually or automatically.

Please be aware that 7 days actually means 7 dates. For example, if a request is submitted at 11:45pm, this will count as one day so you will have the next 6 to action the request.

Recommend Approval and Recommend Rejection are visible on the initial Approve Requests, but they are unavailable to be selected.
A summary is provided on the initial Approve Requests screen. However, should you wish to view a detailed version of the leave request, or view the medical certificate attached to a Personal/Carers leave request, you need to click on the Record ID link against the leave booking.

Clicking on the record ID will give you an additional option to “defer” the request.

(A) Any warnings relating to the booking will appear here. Examples include: Overlapping leave requests, no medical certificate provided, HDA occupancy exists

(B) If a medical certificate has been attached, you will be able to click on the link in this area to view the document

(C) The available options are:
   Leave Balances – Displays the employee’s current leave balances
   Leave Booking Enquiry – Displays current leave bookings
   Team Leave Matrix – Displays the entire team’s leave in a colour coded table

(D) Change the approval status to Approve, Reject, Escalate or Deferred

(E) Add any relevant comments if you are escalating or rejecting the request to advise your reasons

(F) Click on the applicable button
From the Initial Screen

The initial Approve Requests screen provides a list of requests pending approval grouped by type (i.e. Part Day Leave Booking, Whole Day Leave Booking and Leave Reversal).

The basic information of the leave request is shown and if you are comfortable with the details, you can action the request by selecting the appropriate radio button and clicking on the Update button.

No Action is the default option selected so that if you do not update all of the pending requests, there will be no change so you can come back and action it later.

If rejecting a request from this screen, you are unable to enter any comments for the staff member to view so if you want to add a comment, please reject the request by clicking on the Record ID to view the full request.

Approval History

Should you need to view what leave you have approved, for instance if you are unsure if one of your team has submitted a leave request, you can do this through the Approval History function.

Approval History

Enter query criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Dropdown</td>
</tr>
<tr>
<td>Approval Date</td>
<td>From to</td>
</tr>
</tbody>
</table>

You can leave all the parameters blank to bring up everything you have approved (please note, the report may take some time to show the results) or you can refine it by employee and/or approval dates.

If you are unsure of your team members employee number, you can click on the drop down arrow and search by their name and then click on the ID number when it appears for it to populate in the field.

To refine the results further, you can enter the period in which you would have approved the leave (please note, this is not the date(s) the leave was taken).

Based on the parameters entered, the results will appear and you can click on the Record ID to open the leave request and view further information, including the medical certificate attached to a Personal/Carers leave request.
Approval Delegation

Providing a formal acting appointment hasn’t been made through completion of the Acting Appointment request form, you can delegate approval of leave requests and timesheets to another staff member.

Setting up a New Delegation

Go to My Approvals, then Approvals and Approval Delegation.

Approval Delegation

No Records returned

Add new Approval Delegation record

Click on the Add new Approval Delegation record link. You will be asked to select which transactions you would like to delegate, so select Web Leave Bookings.

Transaction Type

- ALL
- Staff Movement Requests
- WSS approvals table for TA START STOP
- WSS approvals table for TA START STOP COST
- Web Leave Bookings
- Web Timesheets

Delegations work on position numbers rather than employee numbers, and once again if you are unsure of the person’s position number click on the drop down arrow to search by their name in the Occupant box, and then click on the position number when it appears to populate the field.

List Of Values: Position

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Occupant</th>
<th>Clevel</th>
<th>Emp Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%bunny%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

Find  Close

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Occupant</th>
<th>Job</th>
<th>Clevel</th>
<th>Emp Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>643503 - General Manager</td>
<td>Bunny, Bugs</td>
<td>02</td>
<td>Charles Sturt Campus Services</td>
<td>CSCS Ongoing Staff</td>
</tr>
</tbody>
</table>
Enter the start and end dates of the period that you wish to delegate your leave approvals and then click on Insert.

**Approval Delegation**

**Success!** Row inserted

<table>
<thead>
<tr>
<th>Transaction Type:</th>
<th>Web Leave Bookings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver Position:</td>
<td>648394 - Site Coordinator</td>
</tr>
<tr>
<td>Delegated Position Number:</td>
<td>648393</td>
</tr>
<tr>
<td>Start Date:</td>
<td>25-NOV-2013</td>
</tr>
<tr>
<td>End Date:</td>
<td>29-NOV-2013</td>
</tr>
</tbody>
</table>

**Amending or Deleting an Existing Delegation**

Should you need to alter the start or end date for a delegation you have previously set up, change who it is going to or remove it completely, this can be achieved by clicking on **Edit** against the relevant delegation on the **Approval Delegation** screen.

All fields will be available for edit, and once again you can click on the drop down box next to the position to find the new person you wish to delegate to.

Should you wish to remove the delegation completely, click on the **Delete** button and then **OK** to confirm the deletion.

**Unexpected Absence of Supervisor so Unable to Set Up Delegation**

If a supervisor is unexpectedly absent for a long period of time, for example due to an illness, and therefore unable to set up a delegation in their Web Kiosk, the HR Service Centre is able to set up a delegation on their behalf to ensure that staff leave is approved in their absence. A request should be made via email to hr@csu.edu.au advising who the supervisor is, who should be approving the leave in their absence, and the expected period. If the period of absence is extended or reduced, amendments to the delegation can be made as required.