

## Quick Reference Guide – Applying for Leave Online via Web Kiosk

STEP ONE	STEP TWO			OTHER FEATURES
Applying for Leave	Annual Leave	Sick Leave & Carer's Leave	Flex Leave	Deleting & Reversing Leave
<ol style="list-style-type: none"> <li>1. Go to <b>Web Kiosk</b> on the HR webpage, enter login details.</li> <li>2. Select <b>Leave Folder</b> on the left hand side.</li> <li>3. Select <b>Leave Requests</b>.</li> <li>4. Select <b>Whole or Part day Leave Booking</b>.</li> <li>5. Fill in Leave request form – <b>Part time staff always book in hours</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select <b>Annual Leave</b> from drop down menu.</li> <li>2. Enter leave start and end dates using calendar (bookings for one day choose same start and end date).</li> <li>3. Select unit Type - Days or Hours.</li> <li>4. Add comment if necessary.</li> <li>5. Press <b>Submit</b> button. Your supervisor is then notified of your request via email.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select <b>Sick Leave</b> from drop down menu</li> <li>2. Enter leave start and end dates using calendar (bookings for one day choose same start and end date).</li> <li>3. Select unit Type - Days or Hours.</li> <li>4. If certificate has been supplied fill out all fields. <b>A certificate from a registered health practitioner is required for periods of sick leave over 3 days</b>. Enter 0 if there is no number on the certificate.</li> <li>5. Add a comment if necessary. Staff applying for <b>Carer's Leave MUST</b> fill out the comments field, stating who they are caring for ie child, partner.</li> <li>6. Press <b>Submit</b> button. Your supervisor is then notified of your request via email.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select <b>Flex Leave</b> from drop down menu.</li> <li>2. Enter leave start and end dates using calendar ( Bookings for one day choose same start and end date).</li> <li>3. Select unit Type - Days or Hours.</li> <li>4. Add a comment if necessary.</li> <li>5. Press <b>Submit</b> button. Your supervisor is then notified of your request via email.</li> </ol>	<p>If leave has been booked but <b>not approved</b>, it will appear as a <b>Leave Request</b>. Go to <b>View Transactions</b>. Select the booking, tick and <b>Delete</b>.</p> <p>If leave booking has been <b>approved</b> it will appear as a <b>Future Leave Booking</b>. Select the <b>Reverse</b> button, then <b>Submit</b> . You will be asked to confirm your action.</p> <p>If leave booking needs to be <b>reversed but leave has already been taken</b> ( ie taken as Annual leave but staff member fell ill for 5 days or more). Go to <b>Leave Bookings Enquiry</b>, select dates covering period of leave taken. Select <b>Reverse</b>. The reversal will then be forwarded to your supervisor for approval.</p>
<p><b>If you receive a <u>warning</u> after submitting your leave form please check your application, the reason will be stated. Please revise your application before final submission.</b></p>				