

Quick Reference Guide – Approving Leave Online via Web Kiosk

STEP ONE	STEP TWO		OTHER FEATURES	
Approving Leave Requests	Simple Method	Comprehensive Method	Leave Matrix	Delegating Approval
<ol style="list-style-type: none"> 1. Go to Web Kiosk on the HR webpage, enter login details. If you have pending leave requests a message will appear on the right hand side. 2. Click on Approvals on the left hand side. 3. Select Approve Transactions and the Approve Request screen will appear. 	<ol style="list-style-type: none"> 1. Check for warnings. 2. Select Approve, Reject or Escalate, then click Update. The employee is notified via email of your decision. 	<ol style="list-style-type: none"> 1. Check for warnings. 2. Select the Record ID for more details regarding the request including the employee’s leave balances, leave booking enquiry (displays other leave applications) and the Team Leave Matrix. 3. You can then use the drop down menu to Approve, Reject, Escalate or take no action (defer). 4. Add comments if necessary. 5. Click on Update. The employee is then notified of your decision via email. 	<ol style="list-style-type: none"> 1. Displays leave requests and bookings for you entire team. 2. It can be accessed through the Team Management folder, then by selecting the Team Leave Matrix. 3. You can look at different dates if required by using the Calendar button and then the Display button. 	<ol style="list-style-type: none"> 1. Go to the Approvals folder. 2. Select Approval Delegation. 3. To set a new delegation click on the Add new Approval Delegation record link. 4. Select Web Leave Bookings from the list that appears. 5. Enter the number of position that is receiving the Approval Delegation and also the start and end dates of the period of delegation.
<p>Points to remember:</p> <ul style="list-style-type: none"> ▪ An employee who is sick for at least five (5) consecutive days while on annual or long service leave and who has sick leave available may apply to reverse their annual or long service leave and take sick leave instead. ▪ Sick leave of more than three (3) days requires a certificate from a registered health practitioner. ▪ Carer’s leave is available for an employee who has responsibility for their spouse or former spouse, de facto spouse or former de facto spouse (including same sex); or their child or adult child (including an adopted, step or ex-nuptial child), parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law. 				