



User guide

Booking Leave Requests through Web Kiosk

DOCUMENT CHANGE CONTROL

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Leave Booking Requests through Web Kiosk

1. Accessing the Leave forms

- a. After opening and logging into the Web Kiosk, click on the **Leave Folder** on the left hand side, then choose **Leave Requests**



Figure 1-1

- b. The **Leave Request** screen will appear on the right hand side of the screen (Figure 1-2)

Leave Request

Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %
1. AL - Annual Leave	18-AUG-2008	20-AUG-2008	3.00	Days		

Record 1 of 1

[Whole Day Leave Booking](#) | [Part Day Leave Booking](#)

Leave Balances

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Unit
Annual Leave	10-JAN-2008	11-JAN-2008	5.329	Days
Long Service Leave	10-JAN-2008	11-JAN-2008	0	Calendar days
Sick Leave	10-JAN-2008	01-JAN-2009	26.734	Days

Records 1 to 3 of 3

Future Leave Bookings

Action	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
1. Reverse	18-JUN-2008	18-JUN-2008	AL - Annual Leave	1.00	Days				207482		
2. Reverse	13-MAY-2008	13-MAY-2008	AL - Annual Leave	1.00	Days				207481		
3. Reverse	20-MAR-2008	21-MAR-2008	AL - Annual Leave	1.00	Days				207478		
4. Reverse	14-MAR-2008	14-MAR-2008	FLEXI - Flex leave	1.00	Days				207485		

Records 1 to 4 of 4

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Figure 1-2

Overview of the Leave Request screen:

[The following information refers back to the numbered areas on Figure 1-2]

i. Leave Request

- This area of the form displays any pending Leave Requests, *i.e.* not yet approved by the supervisor/manager

ii. Leaving Booking Links

- Click these links to book Whole Day or Part Day Leave
- **NOTE:** If you need to book two and a half (2.5) days leave for example, you will have to complete a Whole Day Leave booking for the two (2) days and a separate Part Day Leave form for the half (0.5) day.

iii. Leave Balances

- Displays Leave Balances at the Calculation Date.

iv. Future Leave Bookings (and Reversing leave)

- Displays Leave Bookings that have been approved, but are yet to be taken.
- It is possible for the user to **Reverse** approved leave from this screen, by clicking the **Reverse** link beside the appropriate booking, then clicking the Reverse button.
- When the booking has been reversed by the user, the supervisor will be notified by e-mail, that the user has requested the leave to be reversed. The supervisor needs to approve the reversal.

2. Leave Request Forms

PART-STAFF PLEASE NOTE:

1. Part-time staff must book their leave using **hours only**.
2. Please check that your roster is current through Work Pattern Enquiry (Fig 1-1), under the Leave Folder in the Kiosk

a. Whole Day Leave Request

Whole Day Leave Request

Leave Code

Start Date 17-MAR-2008

End Date

Unit

Medical Cert.

Certificate No

Doctor

Surgery Address 1

Surgery Address 2

Cert. Issue Date

Cert. Valid From

Cert. Valid To

Other Doc.

N/A

N/A

Comment

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Figure 2-1

Field explanations

Field	Description
Leave Code	Select the appropriate code from the drop-down list Options: Annual Leave; Sick Leave; Flexi Leave NOTE: Flexi Leave is optional. It is not used by Divisions or Faculties. Please check with your supervisor.

Start Date	Enter the first day of the leave. <i>Choose the date by clicking the calendar icon beside the field.</i>
End Date	Enter the last day of the leave. <i>Choose the date by clicking the calendar icon beside the field.</i> NOTE: For a single day of leave choose the same date as the Start Date.
Unit	Choose unit for the leave booking. Options: Days and Hours NOTE: Part-time staff only use Hours when booking your leave.
Medical Certificate	This is a mandatory field for Sick Leave bookings. For sick leave bookings where a medical certificate is supplied, select 'Y' and complete the certificate details below. If no certificate number is supplied please use '0' (zero). Medical Certificates must be sighted by a supervisor before leave is approved if appropriate. Certificates will be stored at the School, Divisional or Faculty level. For sick leave bookings without a medical certificate, select 'N' and go to submit at the bottom of the page.
Certificate Number	If a Y has been entered into the Medical Certificate field, an entry has to be made into this field.
Medical Practioner	Enter the Doctor's name
Surgery Address 1	Enter the surgery address
Surgery Address 2	Enter the second line of the surgery address, if applicable
Cert. Issued Date	Enter the date on which the medical certificate was issued <i>Choose the date by clicking the calendar icon beside the field</i>
Cert. Valid From	Enter the date from which the certificate is valid <i>Choose the date by clicking the calendar icon beside the field</i>
Cert Valid To	Enter the date up to which the certificate is valid <i>Choose the date by clicking the calendar icon beside the field</i>
Comment	Enter any required comments here. If Carer's leave is being taken this field MUST be completed (e.g. Caring for a child, partner etc)

After completing the form, push the **Submit** button.

b. Part Day Leave Request

The **Part Day Leave Request** form is essentially the same as the Whole Day Leave Request form, except:

- there is only one Date field
- there is only an hours field, as it is a Part Day request

The form is used in the same way as the Whole Day Leave Request.

Part Day Leave Request

Leave Code: [dropdown]

Start Date: 14-MAR-2008 [calendar]

Hours: [text]

Medical Cert.: [dropdown]

Certificate No: [text]

Figure 2-2

After completing the form, push the **Submit** button.

If request has been **successfully** entered on either form, the user will see a screen like the image in Figure 2-3.

Whole Day Leave Request

Success! Row inserted

Leave Code	AL - Annual Leave
Start Date	18-AUG-2008
End Date	20-AUG-2008
Amount	3
Unit	Days
Medical Cert.	
Other Doc.	
Reason	
Salary %	
Comment	

Figure 2-3

- An e-mail will be sent to the supervisor’s inbox, notifying them that they have received a leave request within Web Kiosk.
 - Any action that the Supervisor makes regarding the leave will trigger an e-mail to be sent to the user’s inbox. These actions are:
 - Approved
 - Rejected
 - Deferred

c. Errors

If there is a data entry problem (for example you enter an End date that is before the Start date of the Leave) or you try to book leave on a public holiday, you will receive **errors** similar to these:

Error! Start Date must be less than or equal to End Date

Leave Code: Flex leave [dropdown]

Start Date: 14-MAR-2008 [calendar]

End Date: 13-JAN-2008 [calendar]

Unit: Days [dropdown]

Medical Cert.: [dropdown]

Certificate No: [text]

Doctor: [text]

Error! Zero Leave Amount. Check booking for Public Holiday/Weekend or non-rostered day

Figure 2-4

d. Warnings

You may see a Warning Screen after booking Leave. For example, if the leave you requested overlaps with other leave or you do not have enough leave at the time of booking, a Warning Screen will be displayed (Fig 2-5). You will be given a chance to reverse the leave, by clicking the Reverse button at the bottom of the page. To continue **without reversing the leave**, click on the Leave Request option on the side menu (Fig 1-1), this will allow you to continue. Your supervisor will also be notified that there is a Warning associated with the Leave Request.

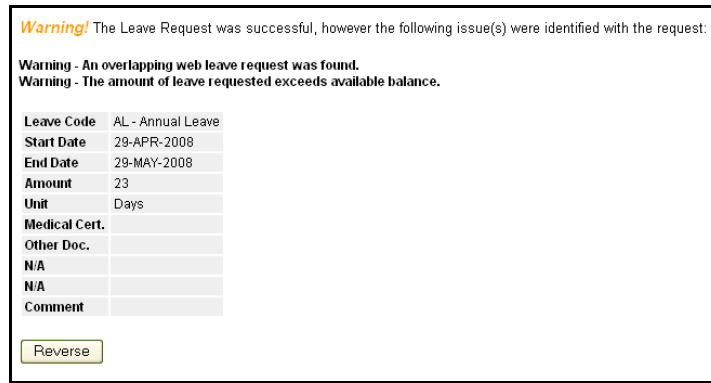


Figure 2-5

If a warning appears for an overlapping booking, it is essential that booking is reversed and re entered correctly. Continuing with an overlapping booking will result in overpayment.

3. View pending (unapproved) leave

After submitting a leave request, any **pending** (unapproved) leave can be viewed by selecting **View Transactions** at the bottom of the web kiosk menu.

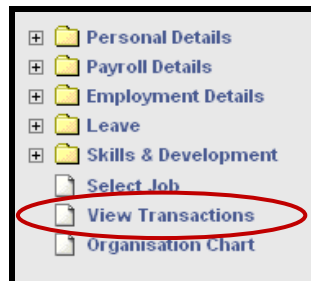


Figure 3-1

a. Pending Transactions screen

After clicking **View Transactions** the **Pending Transactions** screen will open. This screen shows any pending leave the user has.

The user is able to **Delete**/cancel any of the pending leave requests.

By clicking on the Record ID number the user can view all the details of the leave, including comments by the User and the Supervisor.

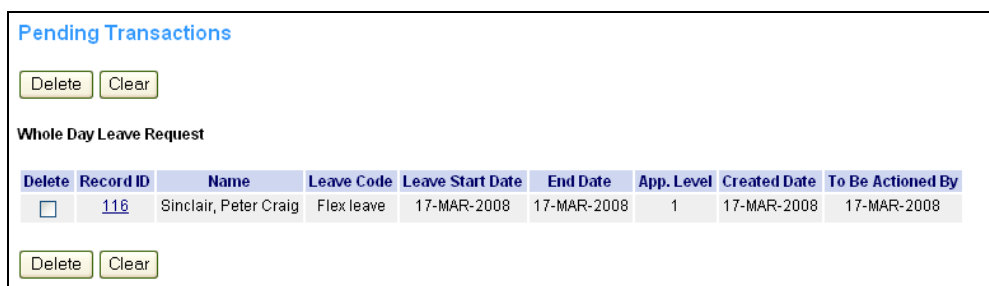


Figure 3-2

Once the leave has been approved, this request will move to the **Future Leave Bookings** on the **Leave Request** form.