Leave Online for CSCS Staff
Division of Human Resources User Guide

Charles Sturt University

Contents

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

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.

The Leave Request Screen

To submit a leave request click on *My HR*, then *Leave* and *Leave Requests*. The screen is made up of three components being Leave Request, Leave Balances and Future Leave Bookings.

For quick access to this function, you may set up a "favourite" as detailed in the General Web Kiosk User Guide.

Leave Request

No Records returned

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01-AUG-2013	02-AUG-2013	-2.467	0	-2.467	Days
Long Service Leave	01-AUG-2013	02-AUG-2013	0	.468	.468	Calendar days
Personal/Carers Leave	01-AUG-2013	02-AUG-2013	-.233	0	-.233	Days

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-NOV-2013	19-NOV-2013	AL - Annual Leave	15.50	Hours				381336	Trip away	

Leave Request

Any requests sitting with your supervisor for approval will be listed under *Leave Request* otherwise it will show "No Records Returned" as above.

Leave Balances

A quick reference to what your leave balances are as of the system generated date (generally the next Thursday). To calculate your leave balance as of a different date, refer to the Viewing Leave Balances section of this guide.

Future Leave Bookings

Requests that have been approved by your supervisor, but have not yet been taken will appear under *Future Leave Bookings*. The request remains visible here until such time as the leave has finished (in the example above, you will still be able to see the request until 20 November 2013).

If you need to reverse a future leave booking, it is possible to do it from this screen and this will be explained in a later section.

Submitting a Leave Request

Whole Day Leave Booking

A whole day leave booking is required when you are taking an entire day off or a block of time. For part time staff, if you only work 4 hours a day for example, you still use this option to take an entire day off as it is one of your "whole days".

The system automatically takes into account public holidays and weekends so you do not need to book your leave around these days. This means if you want to take two weeks off where a public holiday falls in the middle of the first week, you can submit a request starting on Monday to the following Friday and the public holiday, as well as the weekend in the middle, will not be counted and the system will only deduct nine days (or the appropriate number of hours based on your roster) from your balance.

To create a request click on the *Whole Day Leave Booking* link and the below screen will appear:

Whole Day Leave Request

NOTE: Part-time staff **MUST use Hours** in the Unit field, except for Long Service Leave.

(A)	Leave Code	
(B)	Start Date	13-NOV-2013
(C)	End Date	
(D)	Unit (P/Time staff to book in Hours, except for LSL)	
(E)	Medical Certificate (Y/N)	
(F)	Medical Certificate File	Browse...
(G)	Certificate No	
(H)	Name of the Registered Health Practitioner	
(I)	Surgery Address1	
	Surgery Address2	
(J)	Cert. Issue Date	
(K)	Cert. Valid From	
(L)	Cert. Valid To	
(M)	Other Doc.	
(N)	Leave reason (if required)	
(O)	Comment	

Submit   Clear

Complete the fields as follows:

  (A) Leave Code
- Select the appropriate leave type you want to submit a request for. The leave types available in the Web Kiosk are:
  i.   Annual Leave;
  ii.   Personal/Carers Leave;

iii. Long Service Leave – a minimum of 5 working days needs to be requested.

(B) Start Date
- Enter, or select from the drop down calendar, the start date of your leave

(C) End Date
- Enter, or select from the drop down calendar, the end date of your leave. If you are only taking one day off, the start and end date should be the same.

(D) Unit
- This must **ALWAYS** be hours for CSCS staff, regardless of whether you are full time or part time. The reason for this is because there is a roster set up for full time staff and if booked in *Days*, there is the risk of an error occurring with your pay.

(E) Medical Certificate (Y/N)
- Fields (E) through (L) are only applicable to *Personal/Carers Leave* bookings.
- Select *Yes* or *No* from the drop down list to indicate whether you have a medical certificate for the period of leave.

(F) Medical Certificate File
- Web Kiosk allows you to attach an electronic copy of your medical certificate to your leave request which then enables your supervisor to see it when they are approving the request. To attach a copy of the medical certificate:
    i. Create an electronic copy of the medical certificate (e.g. scanning to a PDF) and save the file to your computer.
    ii. Click on the "Browse" button next to the "Medical Certificate File" field; locate the file on your computer and click "open".

(G) Certificate No
- Not all medical certificates have a certificate number so you may choose a number (e.g. 1, 0) or use the medical provider number. This is a required field if you indicated you have a medical certificate so something needs to be entered.

(H) Name of Registered Health Practitioner
- Full name of the registered health practitioner

(I) Surgery Address
- The address of the surgery can be completed across two lines

(J) Certificate Issue Date
- The date the certificate was signed by the registered health practitioner

(K) Certificate Valid From
- The start of the period the registered health practitioner has advised you are unfit from.

(L) Certificate Valid To
- The end of the period the registered health practitioner has advised you are unfit from.

(M) Other Document
- If you have additional document(s) to show your supervisor pertaining to the leave request, indicate *Yes* and make a comment in the box below. Otherwise can be left blank or select *No*.

(N) Leave reason (if required)
- Only applicable to *Personal/Carers Leave* bookings.
- If you are taking leave for caring responsibilities, select *Carers Leave* from the drop down and briefly advise the details in the comments box (e.g. caring for unwell child).

(O) Comment
- For any leave bookings, you may add comments for your supervisor to see when they go to approve the request. These comments are then recorded in the HR system for future reference.

Once you have completed the relevant fields, click on *Submit* to send the request to your supervisor for approval. If you want to start over, click on the *Clear* button to remove all of the data entered into the form.

If the request is successful, it will say **SUBMITTED Your request has been forwarded for approval**. You will also notice that is has calculated the number of hours based on your roster and this is a way of double checking that the correct amount of leave will be deducted. If you receive any other message other than **SUBMITTED**, please refer to the Warning and Error Messages section for explanation.

Part Day Leave Booking

If you are finishing work early or need to come in late and use some leave to cover the absence, a part day leave booking is required.

This booking type asks you to manually type the number of hours you need to book as leave and only allows you to enter one day (i.e. there is no end date to choose).

If you go home early one day, and then have the remainder of the week off, you will need to submit a part day leave request for the first day, and then a whole day leave request to cover the remainder of the period.

To create a request click on the *Part Day Leave Booking* link and the below screen will appear:

Part Day Leave Request

(A)	Leave Code	
(B)	Start Date	13-NOV-2013
(C)	Hours	
(D)	Medical Certificate (Y/N)	
(E)	Medical Certificate File	Browse...
(F)	Certificate No	
(G)	Name of the Registered Health Practitioner	
(H)	Surgery Address1	
	Surgery Address2	
(I)	Cert. Issue Date	
(J)	Cert. Valid From	
(K)	Cert. Valid To	
(L)	Other Doc.	
(M)	Leave reason (if required)	
(N)	Comment	

Submit   Clear

Complete the fields as follows:

- (A) Leave Code
  - Select the appropriate leave type you want to submit a request for. The leave types available in the Web Kiosk are:
    - i. Annual Leave;
    - ii. Personal/Carers Leave;
    - iii. Long Service Leave – not able to be used for part day leave bookings as a minimum of 5 working days is required for LSL. If chosen, the request will automatically be rejected.
- (B) Start Date
  - Enter, or select from the drop down calendar, the start date of your leave

(C) Hours
- Enter the number of hours that needs to be booked as leave. It should be less than what you would normally work for that particular day.
- Hours are to be entered as a decimal. For example, if wanting to take three and a half hours, it should be 3.5.

(D) Medical Certificate (Y/N)
- Fields (E) through (L) are only applicable to *Personal/Carers Leave* bookings.
- Select *Yes* or *No* from the drop down list to indicate whether you have a medical certificate for the period of leave.

(E) Medical Certificate File
- Web Kiosk allows you to attach an electronic copy of your medical certificate to your leave request which then enables your supervisor to see it when they are approving the request. To attach a copy of the medical certificate:
    i. Create an electronic copy of the medical certificate (e.g. scanning to a PDF) and save the file to your computer.
    ii. Click on the "Browse" button next to the "Medical Certificate File" field; locate the file on your computer and click "open".

(F) Certificate No
- Not all medical certificates have a certificate number so you may choose a number (e.g. 1, 0) or use the medical provider number. This is a required field if you indicated you have a medical certificate so something needs to be entered.

(G) Name of Registered Health Practitioner
- Full name of the registered health practitioner

(H) Surgery Address
- The address of the surgery can be completed across two lines

(I) Certificate Issue Date
- The date the certificate was signed by the registered health practitioner

(J) Certificate Valid From
- The start of the period the registered health practitioner has advised you are unfit from.

(K) Certificate Valid To
- The end of the period the registered health practitioner has advised you are unfit from.

(L) Other Document
- If you have additional document(s) to show your supervisor pertaining to the leave request, indicate *Yes* and make a comment in the box below. Otherwise can be left blank or select *No*.

(M) Leave reason (if required)
- Only applicable to *Personal/Carers Leave* bookings.
- If you are taking leave for caring responsibilities, select *Carers Leave* from the drop down and briefly advise the details in the comments box (e.g. caring for unwell child).

(N) Comment
- For any leave bookings, you may add comments for your supervisor to see when they go to approve the request. These comments are then recorded in the HR system for future reference.

Once you have completed the relevant fields, click on *Submit* to send the request to your supervisor for approval. If you want to start over, click on the *Clear* button to remove all of the data entered into the form.

If the request is successful, it will say ***SUBMITTED Your request has been forwarded for approval***. If you receive any other message other than ***SUBMITTED***, please refer to the Warning and Error Messages section for explanation.

Warning and Error Messages

Occasionally you might come across a message other than *SUBMITTED Your request has been forwarded for approval*. Below are the common messages that may appear.

Not Enough Leave

Error!
The following unhandled error has occurred in the routine WK417$WLB.ActionInsert:

ORA-20999: TAPI-:Error - The amount of leave requested exceeds available balance.

Please contact your support representative.

If you have submitted a leave request, but you do not have the appropriate amount of leave to cover the entire period you will receive this message.

You will need to look at your leave balances and determine how many days/hours you are short by. Once determined, you can resubmit your request for the shorter period, with the balance to be taken as another form of leave (e.g. leave without pay).

Duplicate Leave Booking

Warning! The Leave Request was successful, however the following issue(s) were identified with the request:

18-NOV-2013 19-NOV-2013 AL is an Overlapping Booking.

Leave Code	AL - Annual Leave
Start Date	18-NOV-2013
End Date	19-NOV-2013
Amount	15.5
Unit (P/Time staff to book in Hours, except for LSL)	Hours
Medical Certificate (Y/N)	
Other Doc.	
Leave reason (if required)	
Comment	

[Reverse]

The overlapping leave booking warning message occurs when you are submitting a request which overlaps by at least one day with a booking that has previously been approved.

Sometimes there are legitimate reasons (e.g. you are submitting a Personal/Carers Leave request to replace a period of Annual Leave booked) or it could be an error as you didn't think it had already been submitted.

You can reverse the request immediately by clicking on the reverse button and confirming the deletion. Otherwise, if it is a different booking that needs to be reversed, refer to the Deleting or Reversing a Leave Request section for how to proceed.

Overlapping bookings need to be addressed immediately as there is the risk of an error occurring with your pay if both bookings remain.
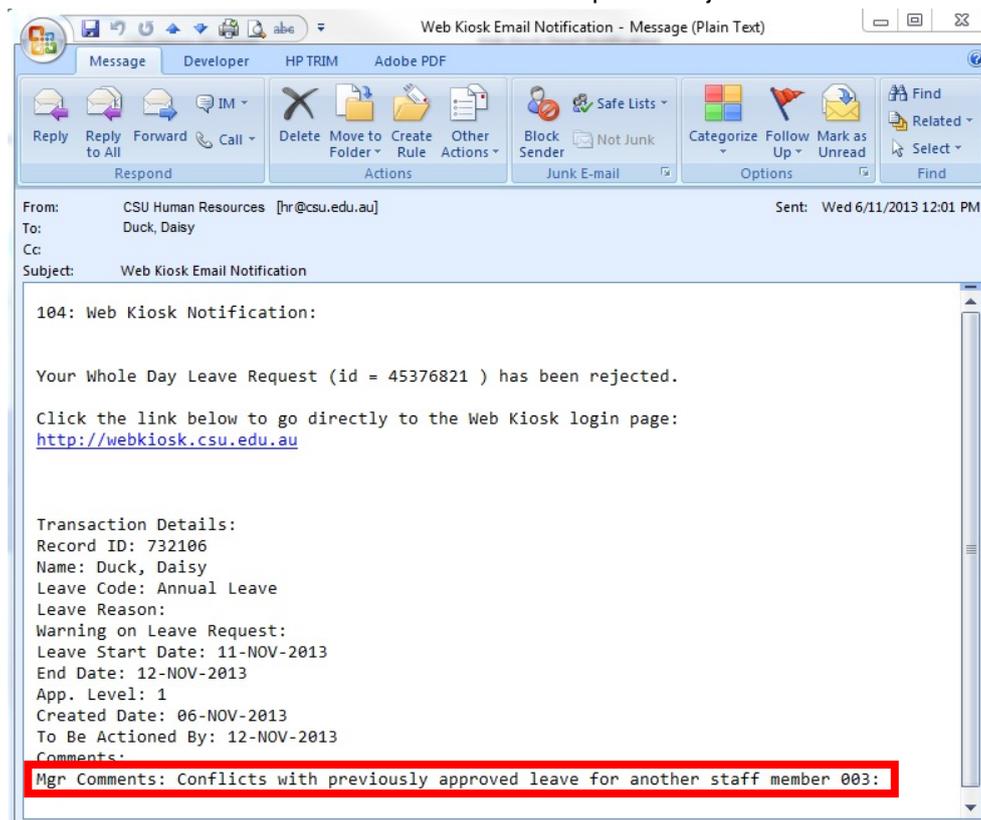
Email Notifications

Leave Approved

A sample of the email a staff member receives when their leave request is approved:
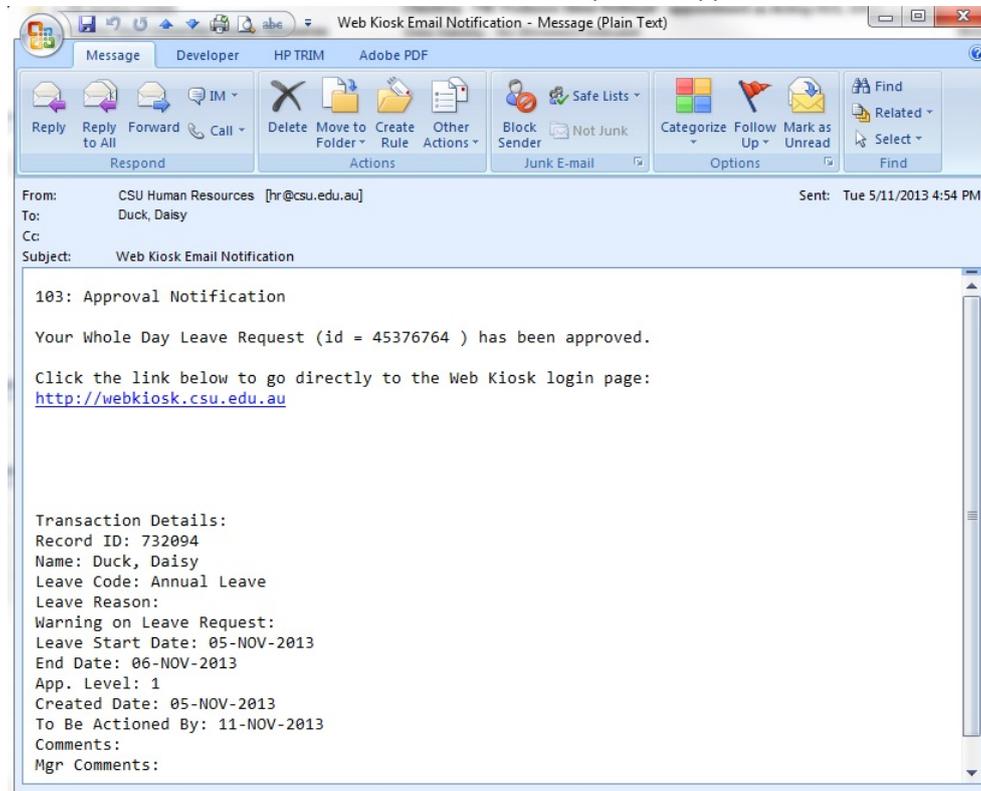
Leave Rejected

A sample of the email a staff member receives when their leave request is rejected:

Any comments made by the supervisor detailing why the request was rejected can be found next to *Mgr Comments*.

Deleting or Reversing a Leave Request

Not Yet Approved

Any requests pending approval can be found under the *Leave Request* section in Web Kiosk or under *My Requests* at the top right hand side of Web Kiosk (near the log out button).

Leave Request

Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. AL - Annual Leave	13-NOV-2013	13-NOV-2013	7.50	Hours			Submitted

If you need to delete a request that is yet to be approved, click on *My Requests* and a list will appear. Tick the box under the *Delete* column against the appropriate request(s) and then click on the *Delete* button. You will then be asked to confirm the deletion, so click *OK*.

Pending Transactions

Delete | Clear

Whole Day Leave Request

Delete	Record ID	Name	Leave Code	Warning on Leave Request	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By	Comments	Mgr Comments
☐	732134	Duck, Daisy	Annual Leave		28-NOV-2013	29-NOV-2013	1	13-NOV-2013	19-NOV-2013		
☐	732130	Duck, Daisy	Annual Leave		13-NOV-2013	13-NOV-2013	1	13-NOV-2013	19-NOV-2013		
☑	732138	Duck, Daisy	Annual Leave	Y	18-NOV-2013	19-NOV-2013	1	13-NOV-2013	19-NOV-2013		

Delete | Clear

A successful message will then appear confirming the deletion(s).

Success! 1 Row Deleted

Future Leave

Should you no longer be taking leave in the future that has previously been approved, you are able to reverse it from the *Future Leave Bookings* screen.

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-NOV-2013	19-NOV-2013	AL - Annual Leave	15.50	Hours				381336	Trip away	

Click on the reverse link against the appropriate leave booking.

Leave Reversal

Leave Code	AL - Annual Leave
Start Date	18-NOV-2013
End Date	19-NOV-2013
Amount	15.5
Unit	H - Hours
Advance Pay	
Medical Cert.	
Other Doc.	
Reason	
Comment	Trip away

Reverse

A second screen will appear detailing the leave booking.

Click on the *Reverse* button and you will then be asked to confirm the reversal so click *OK*.

Success! Your reversal has been forwarded for approval

Your reversal request needs to be approved by your supervisor before the balance is reinstated to your leave.

Leave Already Taken

If you had previously booked one type of leave and need to apply for another type of leave for that period instead, or if you have an overlapping booking, use the steps detailed in *Viewing your Leave History* to bring up a list of your previous leave bookings.

Action	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
	18-NOV-2013	19-NOV-2013	AL - Annual Leave	15.50	Hours				381336	Trip away	
2. Reverse	07-NOV-2013	08-NOV-2013	SICK - Personal/Carer's Leave	15.00	Hours	Y			381337		
3. Reverse	16-SEP-2013	19-SEP-2013	AL - Annual Leave	4.00	Days				381302		
	30-AUG-2013	30-AUG-2013	PERS - Personal/Carers Leave	1.00	Days				381301		

You are only able to reverse bookings you have submitted in Web Kiosk. Any leave booked by the HR Service Centre is unable to be reversed through Web Kiosk and notification will need to be provided to the Service Centre of the change.

As for reversing future leave bookings, click on the reverse link against the appropriate leave booking. A second screen will appear detailing the leave booking. Click on the *Reverse* button and you will then be asked to confirm the reversal so click *OK*.

Success! Your reversal has been forwarded for approval

Your reversal request needs to be approved by your supervisor before the balance is reinstated to your leave.

Rejected Requests

Rejected requests <u>must</u> be deleted as whilst ever they remain in *My Requests* in Web Kiosk the number of hours on that booking are unable to be used. When you log in to Web Kiosk you will be able to identify if you have any rejected requests as there will be red text across the home screen.

Welcome to the Employee Kiosk, Daisy Duck
Please LOGOUT when finished.

022: 1 pending records have been rejected.

023: 1 pending records have comments to be viewed.

To view the comments made by your supervisor, go to *My Requests* at the top right of Web Kiosk. You will be able to identify the rejected requests as there will be details under *Mgr Comments* showing the date it was rejected as well as any comments your supervisor has made. You can click on the *Record ID* for a more detailed view of the request.

Mgr Comments

003: This WEB_LV_BOOKINGS record was rejected on 13-NOV-2013.

To delete the request, tick the box under the *Delete* column against the appropriate request(s) on the *My Requests* screen and then click on the *Delete* button. You will then be asked to confirm the deletion, so click *OK*.

Viewing Leave Balances

To calculate how much leave you will have at any particular date, click on *My HR*, then *Leave* and *Leave Balances*. Select the date from the calendar and then click on the *Calculate Balances* button.

Leave Balances

Enquiry Date [   ] [Calculate Balances]

Web Kiosk will then show the number of days you have available to user under *Actual Balance*.

Balances at enquiry date 07-AUG-2013

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	07-AUG-2013	08-AUG-2013	1.862	0	1.862	Days
Long Service Leave	07-AUG-2013	08-AUG-2013	0	.568	.568	Calendar days
Personal/Carers Leave	07-AUG-2013	08-AUG-2013	.931	0	.931	Days

Please note, until you are eligible to take long service leave, your actual balance will show as "0" but you can see how much you have accrued so far by looking at the amount listed under *pro-rata balance*.

Viewing Leave History

Should you need to enquire on what leave you have taken previously, whether it be a particular type of leave (e.g. sick leave), or your overall history, you are able to view this in Web Kiosk.

Click on *My HR*, then *Leave* and *Leave History*. Enter the start date and the end date of the period you are enquiring about and if you want to see your entire history for this time, click *Find*. If you want to refine it further by only looking for a particular type of leave, select it from the drop down menu under *Leave Code* and then click on *Find*.

Leave Booking Enquiry

Enter query criteria

Start Date	05-JUL-2013 to 18-JUL-2013
Leave Code	
Description	

[Find] [Clear]

The results will appear and you will be able to sort them by clicking on any of the column headings (e.g. to sort by leave type, click on *Leave Code* to group each type of leave together).

Leave Booking Enquiry

Action	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
	17-JUN-2013	02-JUL-2013	AL - Annual Leave	12.00	Days						