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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.

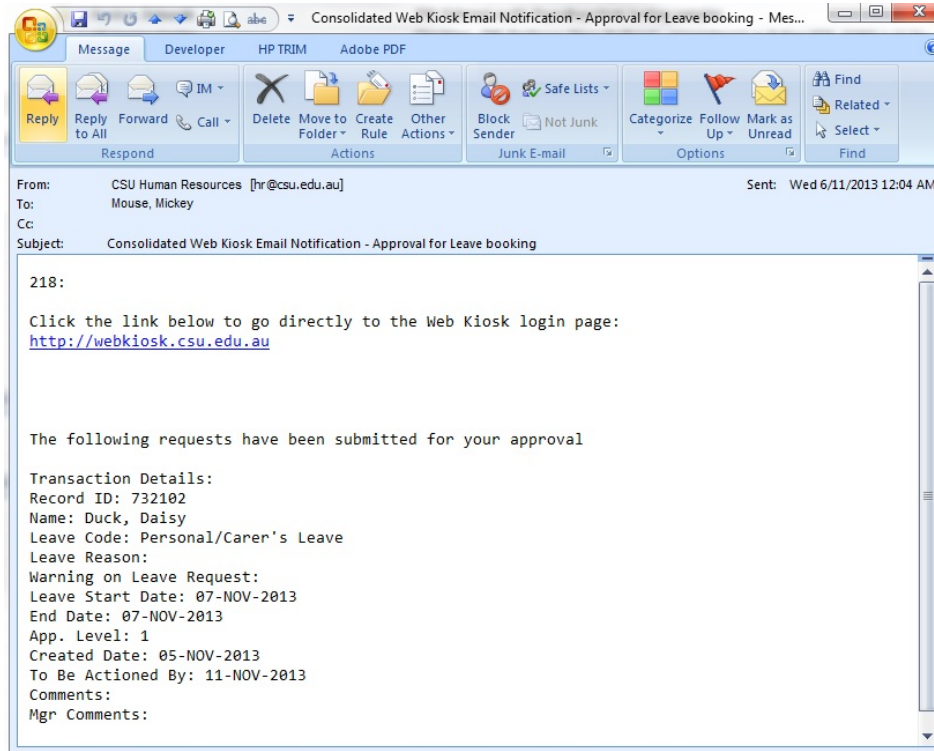
<http://connect.csu.edu.au/p72v4585htr/>

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.

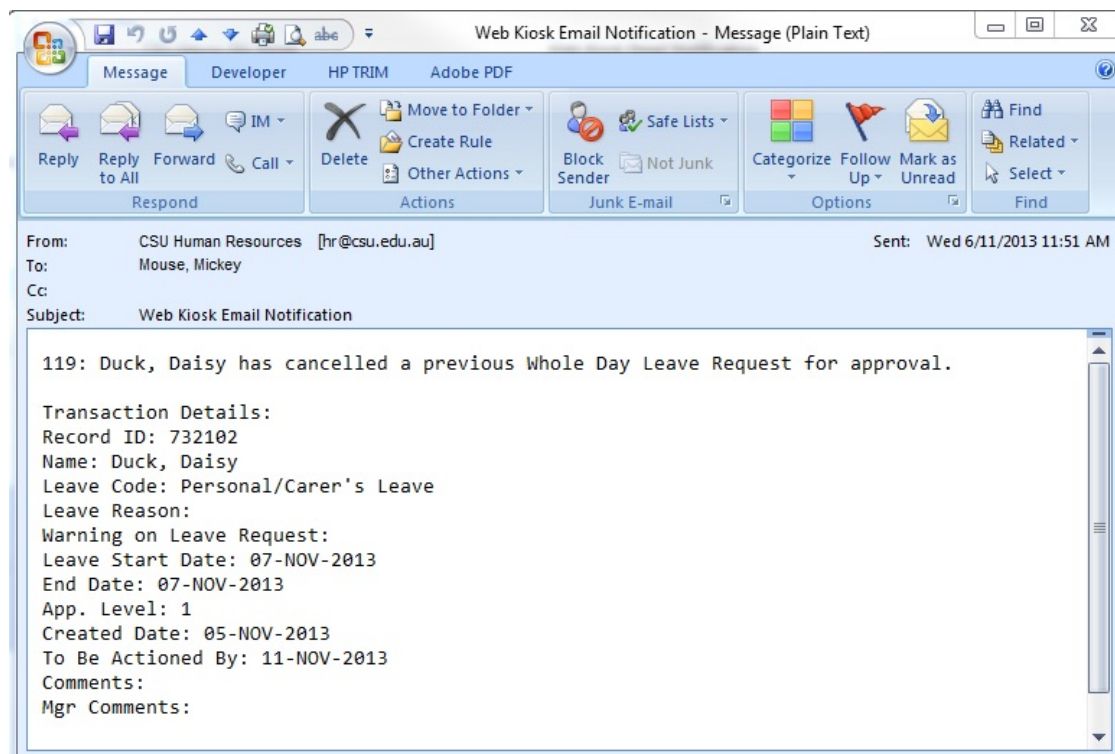
Chapters and bookmarks have been set up throughout the recording in line with this user guide so you can go straight to the area you are interested in.

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.

Welcome to the Employee Kiosk, Mickey Mouse
Please LOGOUT when finished.

024: 2 pending records are awaiting your approval.

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.

From the Record

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.

Approval Status				Record ID	Name	Leave Code	Warning on Leave Request	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
Approve	Reject	Escalate	No Action										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	542254		Annual Leave	Y	08-OCT-2012	12-OCT-2012	3		14-AUG-2012	13-AUG-2012

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

View and Update Request

(A)

Person Id	9997		Name	
Job Id	01			
Position				
Leave Code	AL - Annual Leave		Reason	
Start Date	30-Apr-2012		End Date	30-Apr-2012
Unit (P/Time staff to book in Hours)	1 Days			

(B) Medical Certificate (Y/N) Other Doc.

Comments

Supervisor Comments

(C) Additional Info [Leave Balances](#)
[Leave Booking Enquiry](#)
[Team Leave Matrix](#)

(D) Approval Status Submitted ▼

Approval Level	1		
Escalation Start	03-MAY-2012	Escalation End	09-MAY-2012
Table Name	WEB_LV_BOOKINGS	Description	Whole Day Leave Request
Record Id	34984779	Created Date	03-MAY-2012

(E) Comments

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

(F) Update Clear Close

- (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.

Approve Requests

Whole Day Leave Request

Approval Status						Record ID	Name	Leave Code	Warning on Leave Request	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By	Comments	Mgr Comments
Appr	Rej	Rec Appr	Rec Rej	Escalate	No Action												
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	732130	Duck, Daisy	Annual Leave		13-NOV-2013	13-NOV-2013	1		13-NOV-2013	19-NOV-2013		

Leave Reversal

Approval Status						Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
Appr	Rej	Rec Appr	Rec Rej	Escalate	No Action									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	732142	Duck, Daisy	Annual Leave	18-NOV-2013	19-NOV-2013	1		13-NOV-2013	19-NOV-2013

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

Employee

Approval Date **to**

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 History

Part Day Leave Request

Record ID	Name	Leave Code	Warning on Leave Request	Leave Date	No. of Hrs	App. Level	Escalated to you By	Created Date	To Be Actioned By	Comments	Mgr Comments
732118	Duck, Daisy	Annual Leave		29-NOV-2013	3	1		06-NOV-2013	12-NOV-2013		003: This WEB_LV_BOOKINGS record was rejected on 06-NOV-2013.

Whole Day Leave Request

Record ID	Name	Leave Code	Warning on Leave Request	Leave Start Date	End Date	App. Level	Escalated to you By	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		003: This WEB_LV_BOOKINGS record was rejected on 13-NOV-2013.
732110	Duck, Daisy	Annual Leave		18-NOV-2013	19-NOV-2013	1		06-NOV-2013	12-NOV-2013	Trip away	OK
732106	Duck, Daisy	Annual Leave		11-NOV-2013	12-NOV-2013	1		06-NOV-2013	12-NOV-2013		Conflicts with previously approved leave for another staff member 003:
732114	Duck, Daisy	Personal/Carer's Leave		07-NOV-2013	08-NOV-2013	1		06-NOV-2013	12-NOV-2013		
732094	Duck, Daisy	Annual Leave		05-NOV-2013	06-NOV-2013	1		05-NOV-2013	11-NOV-2013		

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

Position Title	Occupant	Clevel	Emp Status
%	%bunny%	%	%

Position Title	Occupant	Job	Clevel	Emp Status
648393 - General Manager	Bunny, Bugs	02	Charles Sturt Campus Services	CSCS Ongoing Staff

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

Transaction Type:	Web Leave Bookings
Approver Position:	648394 - Site Coordinator
Delegated Position Number:	648393
Start Date:	25-NOV-2013
End Date:	29-NOV-2013

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.

Approval Delegation

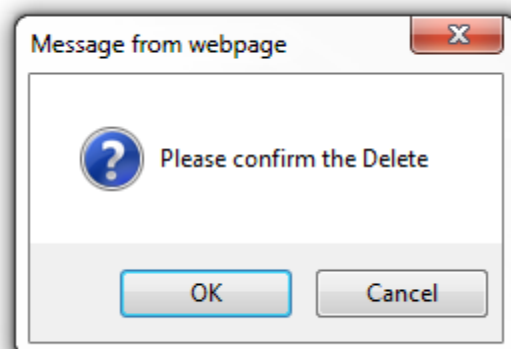
Action	From Position	From Person Id	To Position Id	To Person Id	Start Date	End Date	Transaction Type
Edit	648394		648393		25-NOV-2013	29-NOV-2013	Web Leave Bookings

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.

Approval Delegation

Transaction Type:	Web Leave Bookings
Approver Position:	648394 - Site Coordinator
Delegated Position Number:	648393
Start Date:	25-NOV-2013
End Date:	29-NOV-2013



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.