

Web Kiosk User Guide Applying for Long Service Leave Online

Division of People and Culture



For further information please contact dpc@csu.edu.au

Applying for Long Service Online

It is recommended that prior to making application for Long Service Leave that you discuss your plans with your supervisor. Applications for Long Service Leave need to be made a minimum of one (1) month prior to the proposed commencement date of the leave.

- 1. After logging into Web Kiosk, hover the mouse over 'Home' on the left
- 2. Choose 'My Leave' from the drop-down menu

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| L | | ▼ Job | | ✓ Search | Employee or Action | × | |
| 倄 Home | | | | | | | |
| My HR | | | | | | | |
| My Leave | | | | | | | |
| My Team | | | | | | | |
| My Pay | | o display | | | | | |
| My Administra | ation | | | | | | |
| Message Con | trol |)S | | | | | |
| | App | prove Tra | Current Payslip | Leave Requ | My Requests | | () Messages |
| | Recently | Visited Pag | es | | | | Ø |

3. Select the Leave Requests button from the My Leave Page

| 😭 Home | | | | | |
|--------|------------|---------------------|---------------|--------|---|
| | My Leave | | | | |
| | Leave Requ | ☆ Leave Balances | Leave History | Roster | ☆ |

4. Select Leave Booking Request link (highlighted below) from the Leave Request page

| Back | | | | | | Fit To Wind | low Print |
|---|-----------------------|-------------|---------------------|------------|---------|-------------------------|-----------|
| .eave Request | | | | | | | |
| Leave Code | Start Date | End Date | Amount | Leave Unit | Adv Pay | Salary % | Status |
| 1. SICK - Personal Leave (Sick, Carers) | 27-MAY-2020 | 27-MAY-2020 | 1.00 | Days | | | Rejected |
| ave Booking Request | | | | | | | |
| | | | | | | | |
| eave Balances | | | | | | | |
| eave Balances | Calculatio | n Date | Next Accr | ual Date | | Actual Balance | |
| | Calculatio 10-SEP- | | Next Accr 11-SEP | | ŀ | Actual Balance 8.918 | |
| eave Balances | | 2020 | | -2020 | ŀ | | |

5. Select 'Long Service Leave' from the Leave Code box

| Back | | | Fit To Window | Print |
|---|----------------------------|--|---------------|-------|
| Leave Reaking | Paquast | | | - |
| Leave Booking | Request | | | |
| Part Day | | | | |
| Leave Code | Long Service Leave | | | |
| Start Date | 07-SEP-2020 | | | |
| End Date Unit (P/Time staff to book in Hours) Medical Certificate (Y/N) | Choose File No file chosen | | | |
| Medical Certificate File Other Doc. | | | | |
| Leave reason (if required) | ~ | | | |
| Comment | | | | - 4 |
| Submit for Approval Ca | ancel Clear | | | • |

6. Complete the Start Date and End Date for the leave. Note: Long Service Leave is accrued and

booked in working days. If you plan to return to work on a Monday, then the Friday before is the end date that you should enter.

- a. Long Service Leave applications must be a minimum of 5 working days
- b. As with other types of leave part-time staff need to book in hours
- 7. Press 'Submit for Approval' Your request will be forwarded to your supervisor to recommend

approval/rejection of the leave. It will then be escalated through each level to a supervisor in your section with Band 6 delegation e.g. Head of School, Director or Manager.

Long Service Leave Errors



Error! Error - The amount of leave requested exceeds available balance.

If you receive the above error, you have requested more leave than you have accrued, or you have not yet reached the point of being entitled to take long service leave (i.e. over 10 years of service).

Type 2

You may also receive an email informing you if your request has been automatically rejected due to not applying for the minimum amount of Long Service Leave available (i.e. 7 calendar days).