Charles Sturt University

Web Kiosk User Guide
Applying for Leave

Division of People and Culture

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

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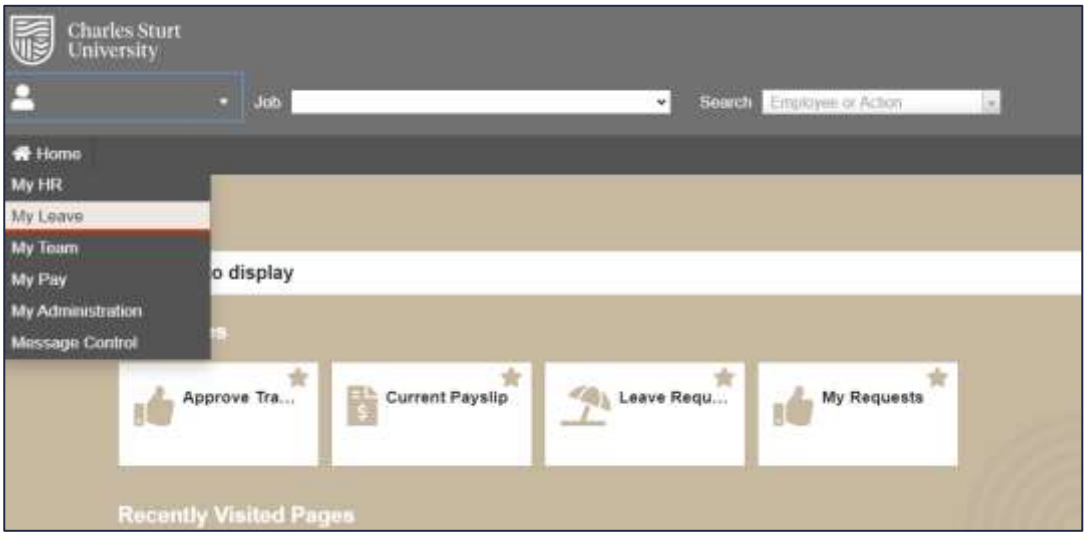
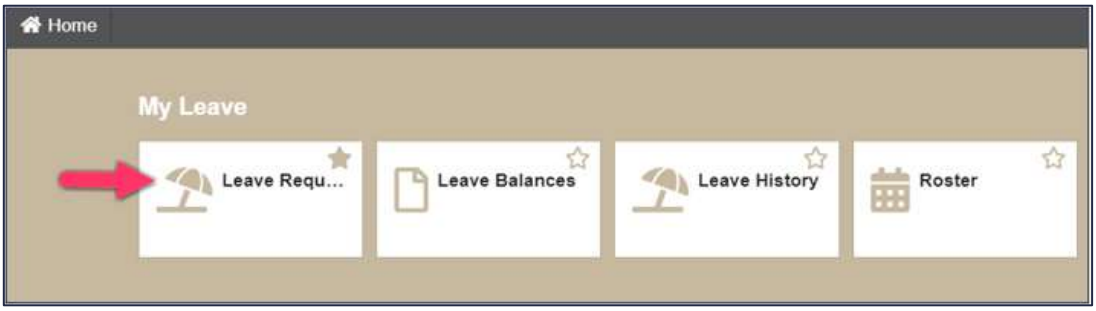
Accessing Leave Forms

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



3. Select the **Leave Requests** tile



4. Select Leave Booking Request link (highlighted below)

Leave Request Screen Overview

- Leave Request: This area of the form displays any pending Leave Requests.
  - Pending requests may be unsubmitted and/or deleted from here by clicking the relevant button(s)
- Leave Booking Request link: Click this link to book Whole Day or Part Day Leave.
- Leave Balances: Displays Leave Balances at the Calculation Date.
- Future Leave Bookings: 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 email.
  - The supervisor must accept or reject the reversal.

Leave Request Form

Field Explanations

- **Part Day:** Tick this checkbox if the leave request is for a part day.
    - This must be done prior to selecting a leave code to trigger the correct fields for booking type and units for part day leave.
- **Leave Code:** Pull down the drop-down list and select the appropriate code by clicking on it.
- **Start Date:** Enter the date the leave is to commence.
- **End Date:** Enter the date that the leave is to finish
    - Field will not display if the Part Day checkbox is ticked.
- **Unit:** Enter the unit for the leave booking e.g. D for Days.
    - Field will not display if the Part Day checkbox is ticked.
- **Hours:** Enter the number of hours required for a part day booking.
    - Field will only display if the selected leave code is not in either of the above code rules.
- **Medical Certificate:** Enter 'Y' if you have a medical Certificate for Sick Leave or 'N' if you do not.
    - This is a mandatory field for Sick Leave bookings.
    - The system will check medical certificate rules and may produce a warning message if the leave amount claimed would require a medical certificate.
- **Medical Certificate File:** Click the 'Browse' button and navigate to the document to be attached.
- **Other Doc:** Enter a 'Y' if you have any further documents relating to the leave booking.
- **Reason:** Choose a reason for the leave.
- **Comment:** Enter any required comments here.

After completing the form, press the 'Submit for Approval' button.

If the request has been successfully submitted, a confirmation like the image below will be displayed:

An e-mail will be sent to:

- you as confirmation of the leave request
- the supervisor notifying them that they have received a leave request in Web Kiosk to approve.

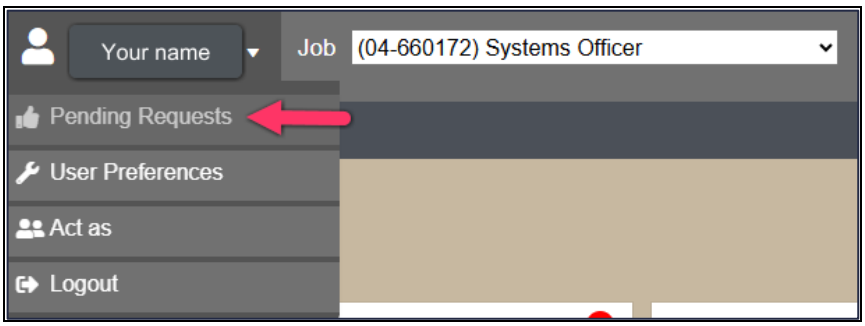
Any action that the Supervisor makes to the leave request will trigger an e-mail to be sent to you. These actions are:

  - Approved
  - Rejected
  - Deferred

Errors and Warnings

If you receive errors or warning messages relating to your leave booking request, carefully check the following:

- Start and end dates for the leave are valid and ordered correctly
- That you're not trying to book leave on a public holiday
- If you have an overlapping leave request
  - **Make sure that you reverse as many overlapping bookings as required to resolve this conflict and avoid overpayment**
- That you have enough balance for the leave type selected
- That you are rostered to work that day

View Pending (Unapproved) Leave

After submitting a leave request, any pending leave can be viewed in detail or deleted by accessing Pending Requests. This screen can be reached from the drop-down menu under your name to the left of the screen, as shown.