



# Web Kiosk Quick Start Guide

## Making a Leave Request

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## Leave Booking Requests

To make a leave request

- Select My HR >> Leave >> Leave Requests

### Leave Request

Leave Code	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status	Delete	Unsubmit
1. SICK - Personal Leave (Sick, Carers)	01-JUN-2020	05-JUN-2020	5.00	Days			Submitted	Delete Booking	Unsubmit Booking

[Leave Booking Request](#) 

### Leave Balances

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	20-AUG-2020	21-AUG-2020	16.31	0	16.31	Days
Domestic Violence Leave	20-AUG-2020	01-JAN-2021	15	0	15	Days
Long Service Leave	20-AUG-2020	21-AUG-2020	53.19	0	53.19	Days
Personal Leave (Sick, Carers)	20-AUG-2020	01-JAN-2021	57.588	0	57.588	Days
Special Leave	20-AUG-2020	01-JAN-2021	10	0	10	Days

### Future Leave Bookings

No Records returned

- To enter a leave booking select 'Leave Booking Request'

## Leave Booking Request

Part Day

Leave Code

Start Date  

End Date  

Unit (P/Time staff to book in Hours)

Medical Certificate (Y/N)

Medical Certificate File  MedicalCertificate.doc

Other Doc.

Leave reason (if required)

Comment

Enter the appropriate information:

**Part Day** - Tick this checkbox if the leave request is for a part day. **Please note:** *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 (this field will not display if the Part Day checkbox is ticked).

**Unit** - Enter the unit for the leave booking e.g. D for Days, H for Hour (this field will not display if the Part Day checkbox is ticked).

**Hours** - Enter the number of hours required for a part day booking. This 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 in excess of 3 working days.

**\* Medical Certificate File**

Click the 'Browse' button and navigate to the document to be attached.

**Reason**

Choose a reason for the leave from the drop down list.

**Comment**

Enter any useful comments here.

Actions to complete the leave request are as follows:

'**Save and Submit**' will create both the WSS leave request (with the status "Submitted") and will submit the request for approval.

'**Cancel**' will return the user to the main WSS Leave Request screen.

'**Clear**' will reset the screen (displays a new Leave Booking Request screen).

**Please note:** When the booking is submitted, **it is not automatically approved**. The system will check the available balance for the leave type, along with the booking rules set by the University, and may produce the following warning:

## Leave Booking Request

**DONE!**  
Your request has been processed

Leave Code	SICK - Personal Leave (Sick, Carers)
Start Date	18-AUG-2020
End Date	21-AUG-2020
Amount	4
Unit (P/Time staff to book in Hours)	Days
Medical Certificate (Y/N)	Yes
Medical Certificate File	<a href="#">MedicalCertificate.doc</a>
Other Doc.	
Leave reason (if required)	Carers Leave (comment below)
Comment	

[Back to Leave Requests List](#)

Selecting Back to Leave Requests List will display all current and future leave bookings that have been submitted for approval, or have already been approved by your manager