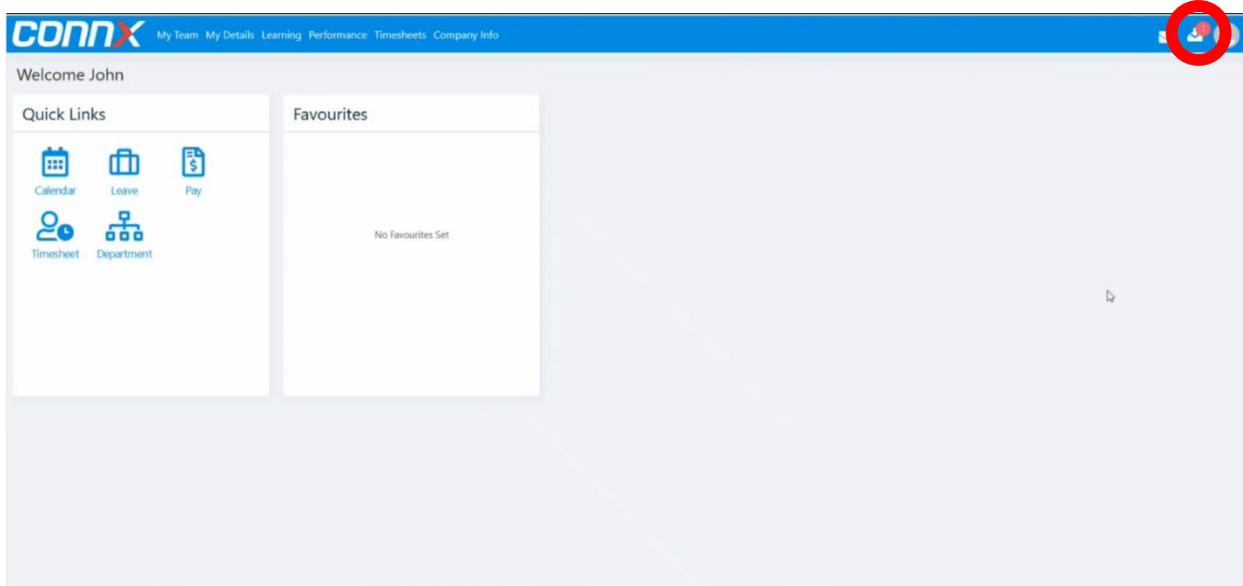


Instructional Guide – Actioning Leave Applications

When a leave application is submitted by your trainee, you will be able to view the application in your Workflow Inbox.

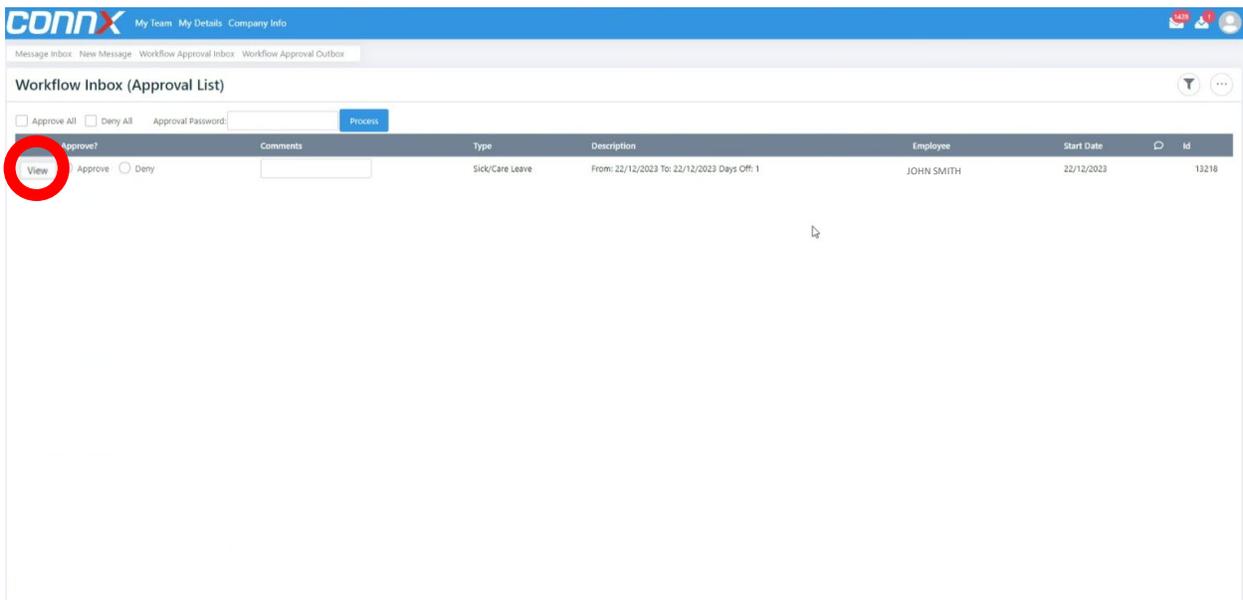


The summary details of the leave application will be listed in your inbox.

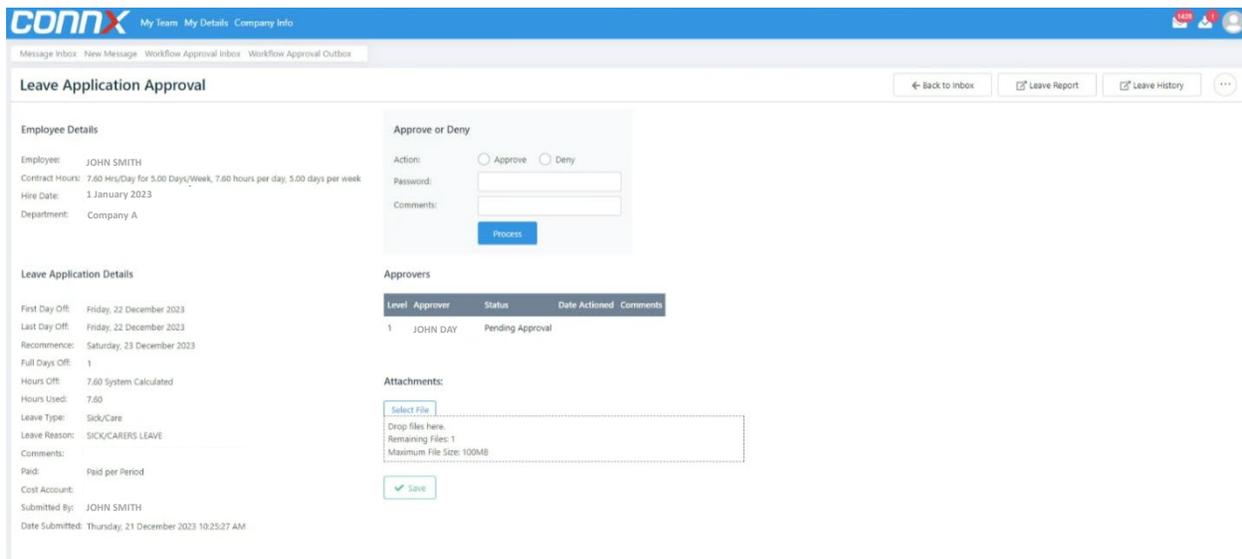
Select [View](#) for the full details of the leave request.

*Please note, that if there is a timecard in your workflow inbox, the leave application **must be actioned** (approved or denied) **prior to the timecard for the same period being approved.***

If a leave application is approved after a timecard has been approved, the system will withdraw the timecard and the trainees pay will not be processed unless the timecard is reapproved.



Instructional Guide – Actioning Leave Applications



Employee Details

Employee: JOHN SMITH
Contract Hours: 7.60 Hrs/Day for 5.00 Days/Week, 7.60 hours per day, 5.00 days per week
Hire Date: 1 January 2023
Department: Company A

Leave Application Details

First Day Off: Friday, 22 December 2023
Last Day Off: Friday, 22 December 2023
Recommence: Saturday, 23 December 2023
Full Days Off: 1
Hours Off: 7.60 System Calculated
Hours Used: 7.60
Leave Type: Sick/Care
Leave Reason: SICK/CAREGERS LEAVE
Comments:
Paid: Paid per Period
Cost Account:
Submitted By: JOHN SMITH
Date Submitted: Thursday, 21 December 2023 10:25:27 AM

Approve or Deny

Action: Approve Deny
Password:
Comments:

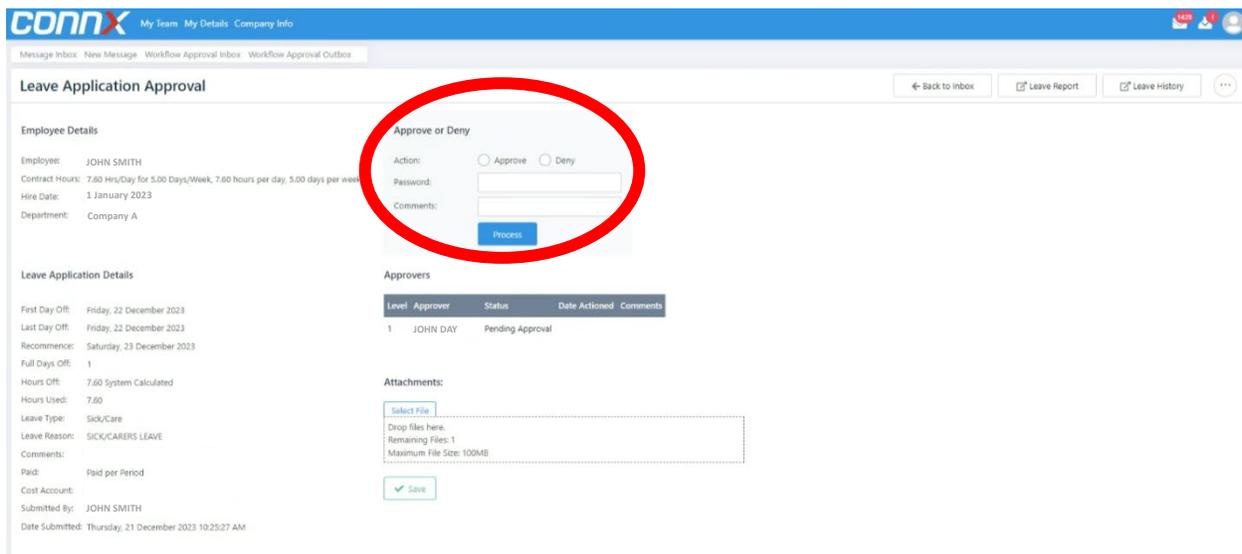
Approvers

Level	Approver	Status	Date Actioned	Comments
1	JOHN DAY	Pending Approval		

Attachments:

Drop files here.
Remaining Files: 1
Maximum File Size: 100MB

If the details of the leave application are correct and will be approved, select Approve and enter your ConnX password.



If the details of the leave application are incorrect or will not be approved, select Deny, provide a reason in the Comments box and enter your ConnX password.

When not approving a leave request, please ensure that you discuss the leave request and the reason for it not being approved with your trainee.

LEAVE APPLICATIONS AND TIMECARDS

Again, please ensure that all leave requests are finalised PRIOR to finalising the timecard for the same pay period.

If a leave application is approved after a timecard has been approved, the system will withdraw the timecard and the trainees pay will not be processed unless the timecard is reapproved.