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.

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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.

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

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If the details of the leave application are incorrect or will not be approved, select <u>Deny</u>, provide a reason in the <u>Comments</u> 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.

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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.