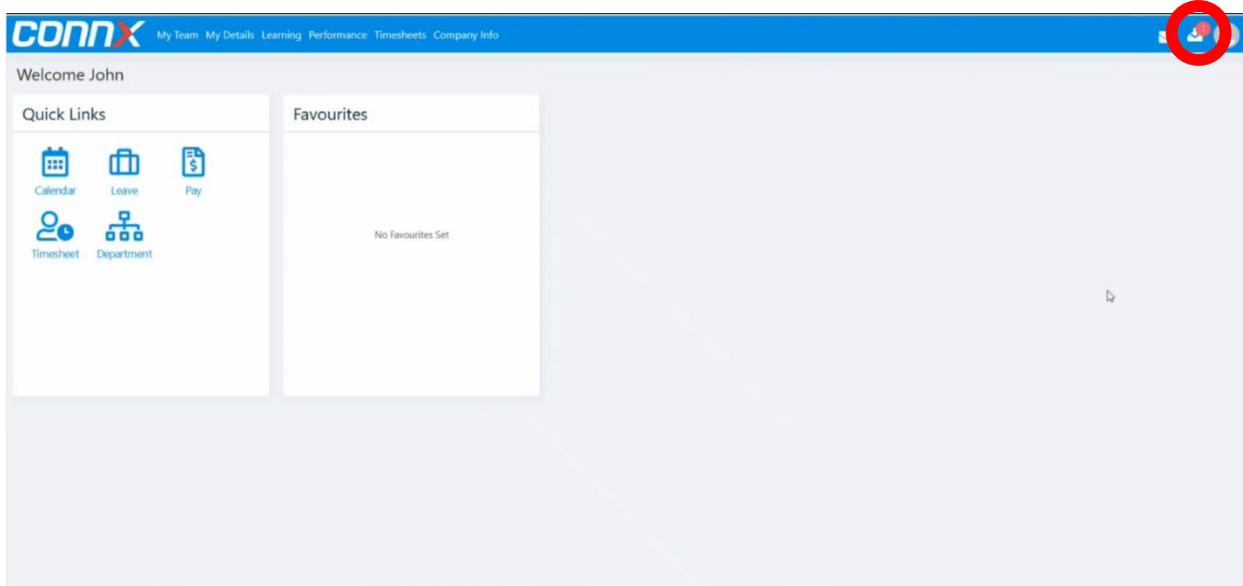# Instructional Guide – Actioning Leave Applications

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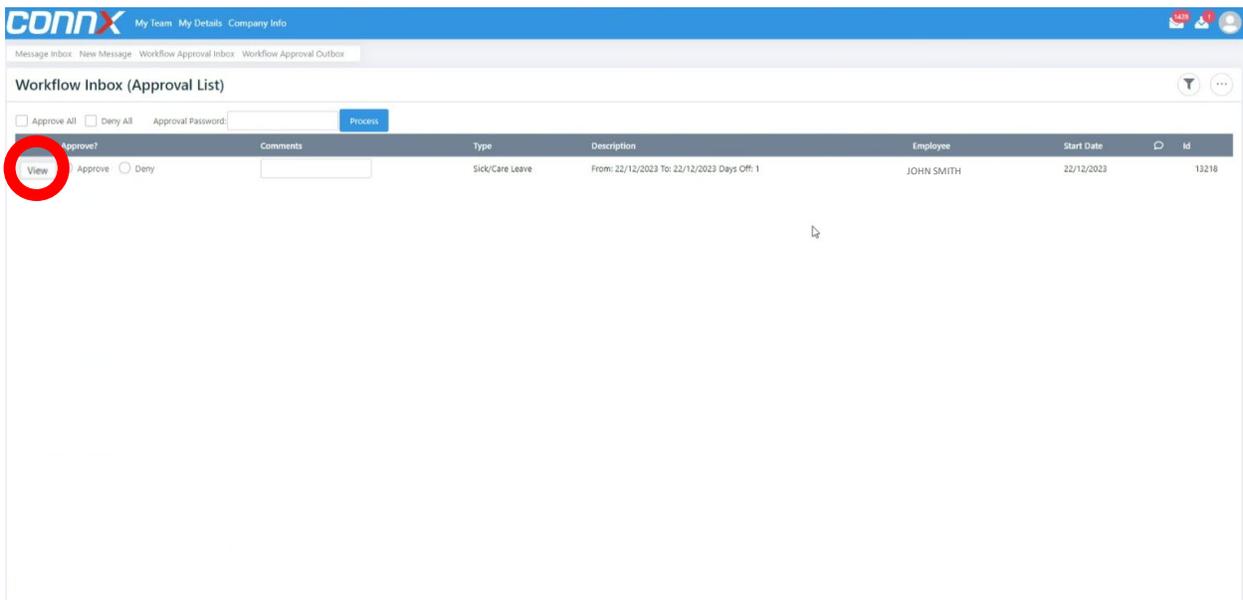

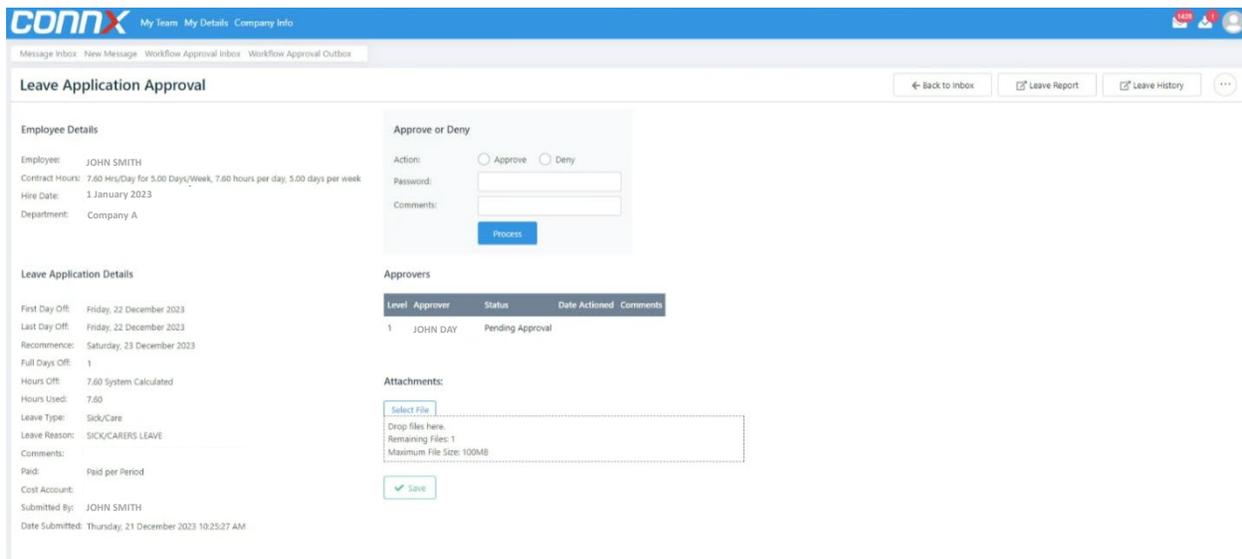The summary details of the leave application will be listed in your inbox.

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.

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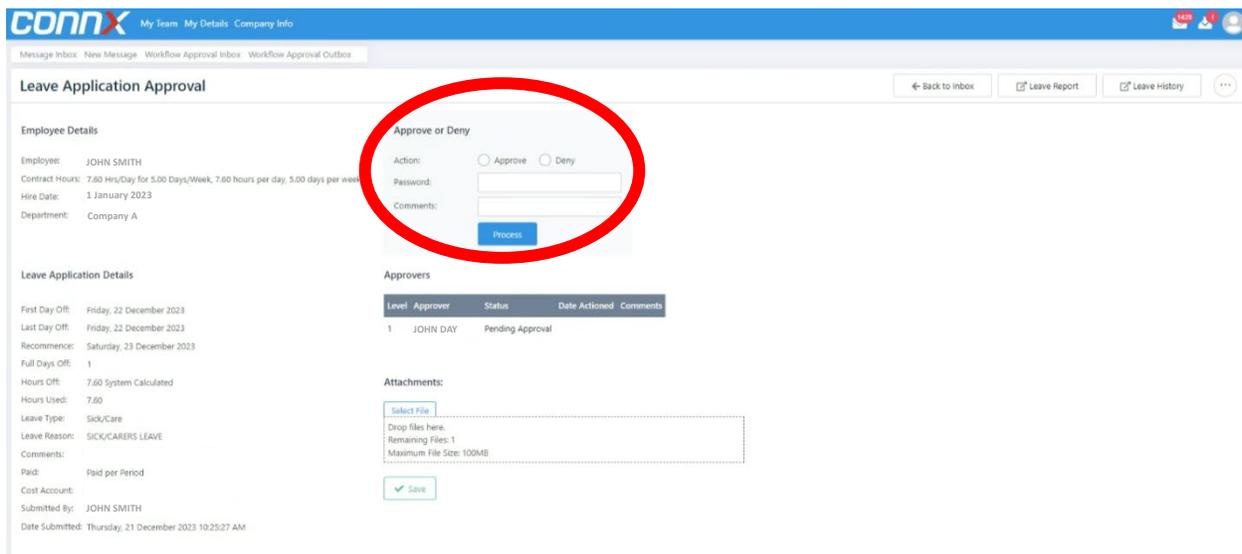
If the details of the leave application are incorrect or will not be approved, select _Deny_, provide a reason in the _Comments_ box and enter your ConnX password.

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.