

SSO Employee – Submit Absence Request

Navigation: **Employee Home** -> **Absences** -> **Submit Absence Request**

The screenshot shows the 'Absence Detail' form in two states: before and after calculation. Callouts provide the following information:

- End Date:** The End Date is the last day of your absence.
- Duration:** Absence duration can be calculated in days by dividing total hours by the hours normally worked each day. Eg. 7.35 for a standard working day.
- Buttons:**
 - Calculate Duration:** Click **Calculate Duration** to forward your request to your manager.
 - Forecast Balance:** Click **Forecast Balance** allows you to edit your request at a future time before submitting to your manager.

The form fields include: *Start Date (01/12/2015), End Date (04/12/2015), *Absence Name (Annual Leave), Partial Days (None), and Duration (17.62 Hours). A message states: "You are eligible to apply for leave for the time requested."

Submit Absence Request

1. Navigate to the **Submit Absence Request** screen.
2. Enter the start and end dates.
3. Select **Type of Leave**. (Absence Name)
4. Select a **Sub-type of Leave** (if applicable).
5. If only part of the day, select partial days and enter hours. For full days, click **Calculate Duration** (optional).
6. Click **Forecast** to see if you have enough time available.
7. Add comments (optional).
8. Click **Save for Later** or **Submit**.

Note: Staff Services Online can be used to apply for all absences except Parental leave.

After Submit:

1. Your manager can approve, deny or push back your request.
2. You will be sent a notification email whether your absence has been approved, denied or pushed back.
3. If a manager does not action your absence request within 8 days, SSO will automatically escalate the request to your manager's direct manager.

SSO Employee – Submit Absence Request (Partial Days)

Navigation: **Employee Home -> Absences -> Submit Absence Request**

Absence Detail ?

*Start Date: 31/03/2016

End Date: 31/03/2016

*Absence Name: Annual Leave

Partial Days: **All Days** (dropdown menu open showing: All Days, End Day Only, None, Start Day Only, Start and End Days)

Duration: []

Calculate Duration

Forecast Balance

When entering leave for a part day, the below options are available. This provides you options when entering leave across multiple days and you may have started with a part day or ended the leave in a part day. If it is for a single day or across all days requested, all days will suffice.

Absence Detail ?

*Start Date: 31/03/2016

End Date: 31/03/2016

*Absence Name: Annual Leave

Partial Days: All Days

All Days Hours: 4.35 All Days Are Half Days

Duration: 4.35 Hours

You are eligible to apply for leave for the time requested.

Calculate Duration

Forecast Balance

View Forecast Details

Enter the hours that you are claiming as leave, eg if worked from 9 to 12 (3 hours) you would claim the remaining 4.35 (7.35 represents a standard working day)

Comments

Requestor Comments: []

Go To: [View Absence Request History](#), [View Absence Balances](#)

Once the hours are entered, select **Forecast Balance**, this will populate the **Duration** field and confirm your eligibility to take the leave.

Submit

Save for Later

Click **Submit** to forward your request to your manager

Save for later allows you to edit your request at a future time before submitting to your manager

Submit Absence Request

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2. Enter the start and end dates.
3. Select **Type of Leave**. (Absence Name)
4. Select a **Sub-type of Leave** (if applicable).
5. If only part of the day, select partial days and enter hours. For full days, click **Calculate Duration** (optional).
6. Click **Forecast** to see if you have enough time available.
7. Add comments (optional).
8. Click **Save for Later** or **Submit**.

Note: Staff Services Online can be used to apply for all absences except Parental leave.

After Submit:

1. Your manager can approve, deny or push back your request.
2. You will be sent a notification email whether your absence has been approved, denied or pushed back.
3. If a manager does not action your absence request within 8 days, SSO will automatically escalate the request to your manager's direct manager.

SSO Employee – View/Amend/Cancel Absence Requests

Navigation: **Employee Home** -> **Absences** -> **View Absence Requests** or **Amend/Cancel Absence Request**

Absence Request History

Employee Profile

Project Manager
Higher Education Officer Lvl 9

Instructions

This page allows you to view your absence requests. In addition you can amend requests with a 'Status' of Push Back, Saved or Denied or request to cancel a leave request with a 'Status' of Approved.

From Through

Absence Request History				
Absence Name	Status	Start Date	End Date	Edit
Annual Leave	Approved	30/12/2015	31/12/2015	<input type="button" value="Edit"/>
Long Service Leave	Approved	02/11/2015	27/11/2015	<input type="button" value="Edit"/>
Annual Leave	Approved	28/09/2015	09/10/2015	<input type="button" value="Edit"/>
Special Leave	Submitted	10/08/2015	14/08/2015	<input type="button" value="Edit"/>
Leave Without Pay	Submitted	03/08/2015	27/08/2015	<input type="button" value="Edit"/>
Annual Leave	Approved	03/08/2015	11/08/2015	<input type="button" value="Edit"/>
Annual Leave	Pending	27/07/2015	27/07/2015	<input type="button" value="Edit"/>
Compassionate Leave	Submitted	22/06/2015	25/06/2015	<input type="button" value="Edit"/>
Special Leave	Submitted	15/06/2015	16/06/2015	<input type="button" value="Edit"/>
Long Service Leave	Submitted	10/06/2015	12/06/2015	<input type="button" value="Edit"/>

Retrieve a complete list of future leave by leaving the **Through** field blank.

Click **Refresh** to update your list.

Click on the Type of Leave link to view the request details.

Viewing Absence Requests:

1. Navigate to the **View Absence Requests** screen.
2. Select the **Type of Leave** link to view your leave request details.
3. Enter a date range to view leave for a specific time period. Or retrieve a complete list by leaving the **From** and **Through** date fields blank.
4. Click **Refresh**.

Amend/Cancel Absence Request:

1. Only absence requests with a status of **Push Back, Denied, Saved** or a request to cancel a previous request with a 'status' of **Approved** can be amended.
2. Click **Edit** to amend an absence request.