



Staff Services Online Absence Leave Requests

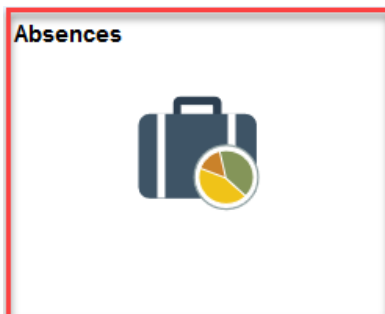
This guide assists staff to action the below in Staff Services Online:

- submit, view, amend and cancel their absence leave requests
- save a request to submit at a later date
- attach supporting documents (eg medical certificate) to leave requests
- forecast leave balances.

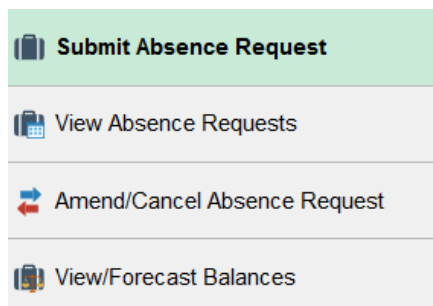
Procedure

Log into SSO

1. Click on the **Absence** tile.



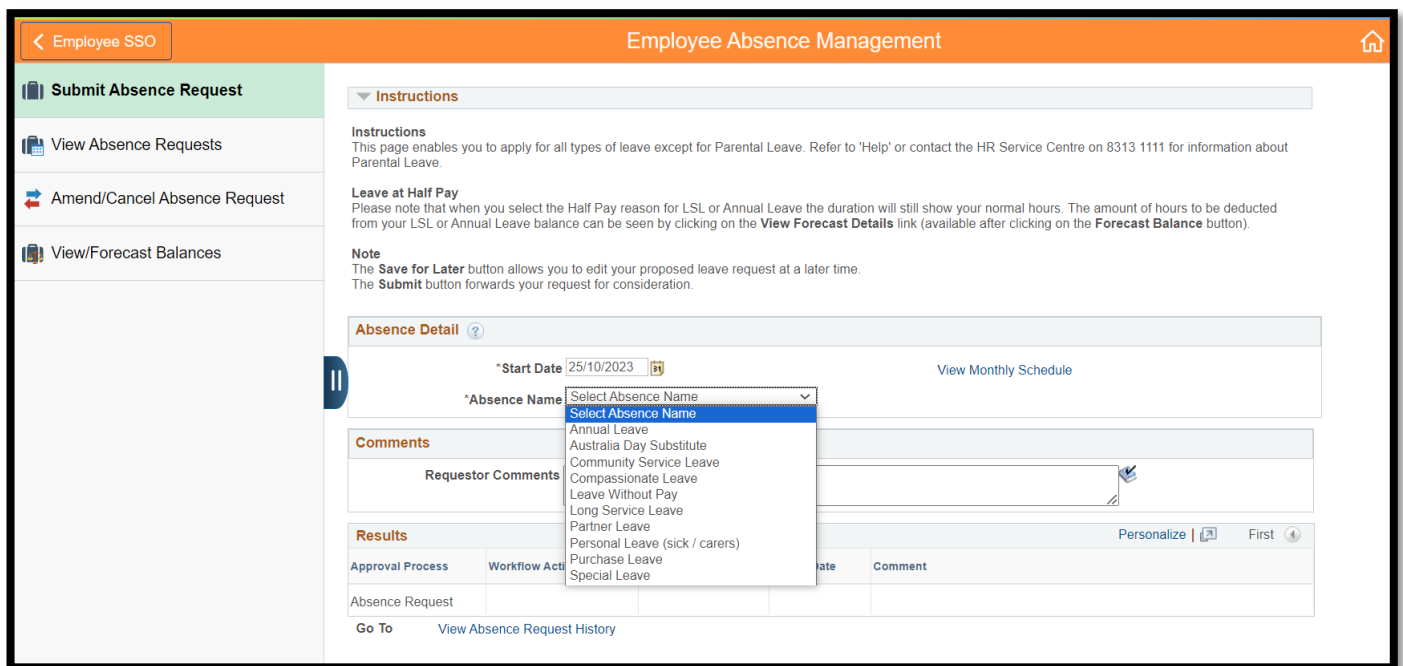
Navigate to the menu as shown below and select the appropriate request:



Submit Absence Request:

1. Select the **Start & End dates**
2. Select the **Type of leave** (Absence Name – e.g. Annual leave)
3. Select a **Sub-type of leave** (if applicable)
4. Click **Calculate Duration**.
5. Click **Forecast** to see if you have enough time available.
6. Add comments (optional).
7. Click **Save for Later** or **Submit**.

Note: Staff Services Online can be used to apply for all absences except Parental leave, Conference leave, Time Off for Study (Professional Staff).

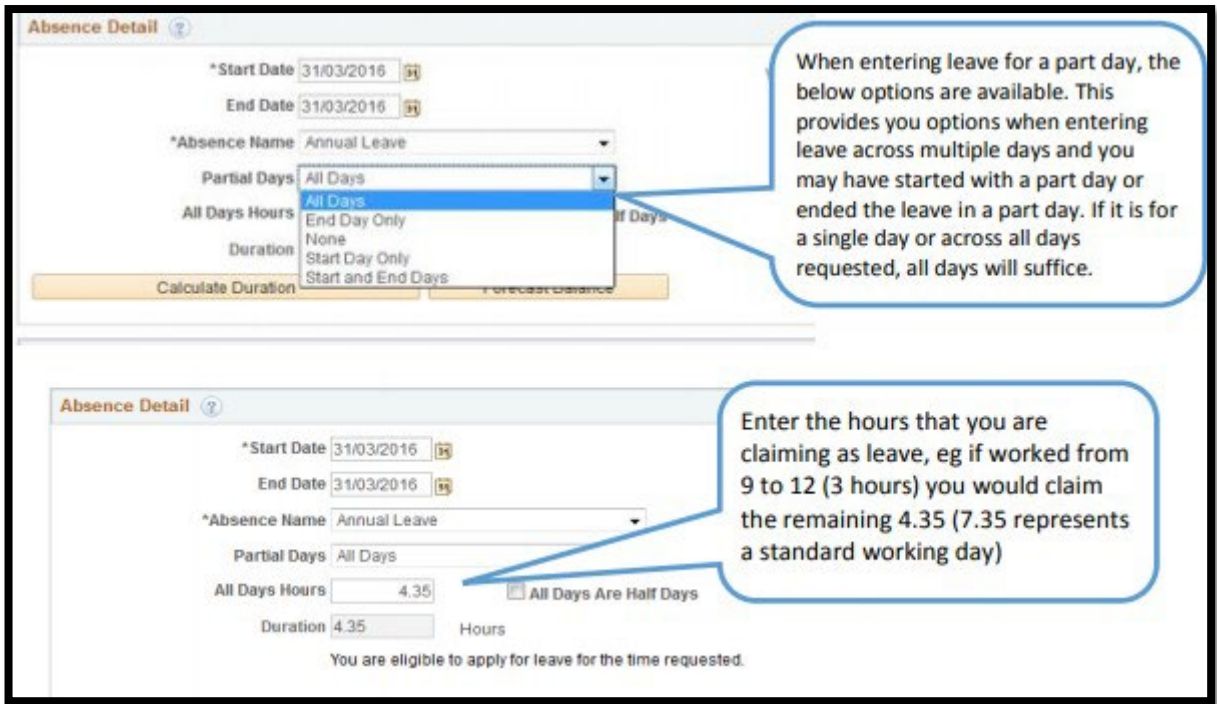


After Submit:

1. Your manager can **Approve, Deny** or **Push back** your request.
2. You will be sent a notification email once your absence request 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.

Submit Absence Request for Partial Days:

1. Enter the **Start and End dates**.
2. Select **Type of Leave** (Absence Name)
3. Select a **Sub-type of Leave** (if applicable).
4. If only part of the day, select **Partial days** and **enter hours** you are away from work.
5. Click **Calculate Duration**.
6. Click **Forecast** to see if you have enough time available.
7. Add comments (optional).
8. Click **Save for Later** or **Submit**.



After Submit:

1. Your manager can **Approve**, **Deny** or **Push back** your request.
2. You will be sent a notification email once your absence request 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.

Viewing Absence Requests:

1. Navigate to the **View Absence Requests** screen.
2. 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.
3. Click **Refresh**.

From: 21/12/2018 Through: 19/06/2019 Refresh

Absence Request History Personalize | Find | View All | First 1-3 of 3 Last

Absence Name	Status	Start Date	End Date	Edit
Personal Leave (sick / carers)	Approved	27/03/2019	28/03/2019	Edit
Annual Leave	Push Back	02/01/2019	07/01/2019	Edit
Annual Leave	Approved	28/12/2018	31/12/2018	Edit

Amend Absence Request:

1. Navigate to the **Amend/Cancel Absence Request** screen.
2. Only absence requests with a status of Push Back, Denied, Saved can be amended. Approved absence requests cannot be amended, they have to be cancelled.

Absence Name	Status	Start Date	End Date	Edit
Personal Leave (sick / carers)	Approved	27/03/2019	28/03/2019	Edit
Annual Leave	Push Back	02/01/2019	07/01/2019	Edit
Annual Leave	Approved	28/12/2018	31/12/2018	Edit

3. Click Edit to amend an absence request.

Amend the leave request details

Absence Detail

*Start Date: 02/01/2019
 End Date: 07/01/2019
 *Absence Name: Annual Leave
 Partial Days: None
 Duration: 29.40 Hours
 Status: Push Back

Buttons: Calculate Duration, Forecast Balance

View Monthly Schedule

Comments: Requestor Comments

Results Table:

Approval Process	Workflow Action	Name	Action Date	Comment
Absence Request	Submitted		05/12/2018	
Absence Request	Push Back		06/12/2018	

Buttons: Submit, Save for Later, Cancel

Cancel Leave request:

1. Navigate to the **Amend/Cancel Absence Request** screen.
2. Approved absence requests cannot be amended, they have to be cancelled.
3. Select the Approved leave that needs to be edited by clicking the **Edit** button

Absence Name	Status	Start Date	End Date	Edit
Personal Leave (sick / carers)	Approved	27/03/2019	28/03/2019	Edit
Community Service Leave	Saved	22/03/2019	22/03/2019	Edit
Annual Leave	Push Back	02/01/2019	07/01/2019	Edit
Annual Leave	Approved	28/12/2018	31/12/2018	Edit

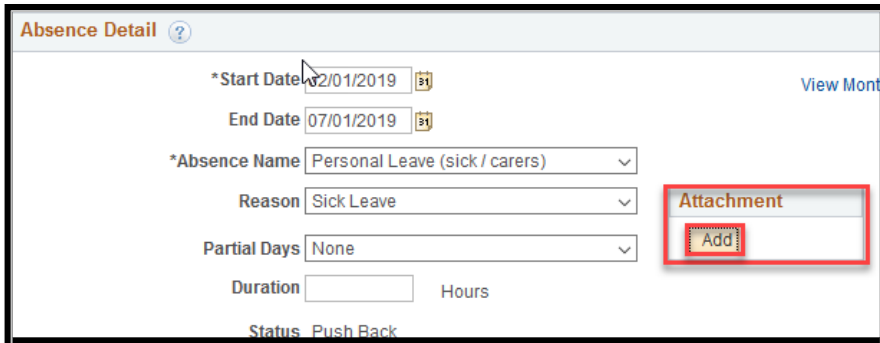
4. **Enter** the relevant **comments**
5. Click on **Action Cancel**

Once your manager approves the leave cancellation only then can you submit a new leave request.

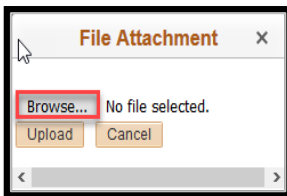
Add attachment:

Note: Only jpeg/jpg or PDF files can be uploaded to the form

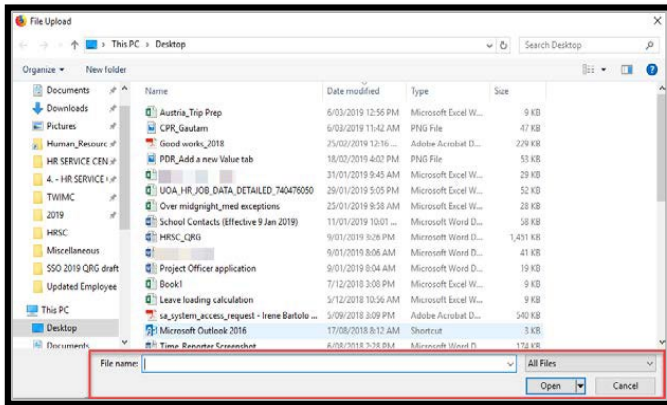
1. Click Add Attachment



2. Select Add

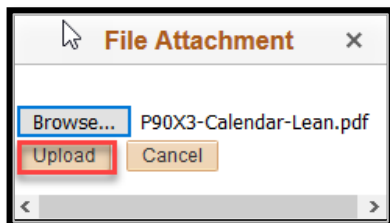


3. Click 'Browse'

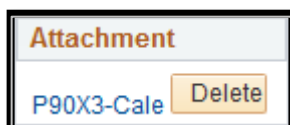


4. Select the file from the browser, click on **Open**.

5. Click **Upload**



6. Click **OK**



Save for Later:

Absence Detail ?

*Start Date: 22/03/2019 [View Monthly Schedule](#)

End Date: 22/03/2019

*Absence Name: Community Service Leave

*Reason: Jury Service

Partial Days: None

Duration: 7.35 Hours

Comments

Requestor Comments:

Results

Approval Process	Workflow Action	Name	Action Date	Comment
Absence Request				

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

Request Absence

Save Confirmation

✓ The Absence Request was successfully saved. The request must be submitted in order for it to be approved.

Details ?

Start Date: 22/03/2019

End Date: 22/03/2019

Absence Name: Community Service Leave

Reason: Jury Service

Partial Days: None

Duration: 7.35 Hours

Status: Data Saved

Request History

Approval Process	Status	Name	Date	Comments
Absence Request	Saved		21/03/2019	

Complete an absence request and click **Save for Later**

View/Forecast Balance:

1. Click on **View/Forecast Balance**
2. Select the **As of date** and **type of leave (Absence Name)**
3. Click on **Forecast Balance** or click the link **View forecast Details** and the balance will appear.

Personal Leave (sick / carers)	256.30 Hours
As Of 15/03/2019	
Annual Leave	141.05 Hours
As Of 15/03/2019	

Forecast Balance

As of Date: 01/04/2019

*Absence Name: Annual Leave

Forecast Balance View Forecast Details

Forecast Details [X]

The Forecast leave balance includes any submitted leave requests up to the forecast date. Leave requests for periods after the forecast date are not included.

Annual Leave	146.69
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Further enquiries

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