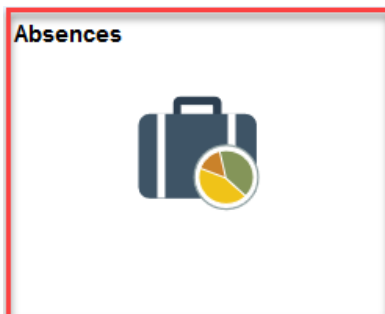# Staff Services Online Absence Leave Requests

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
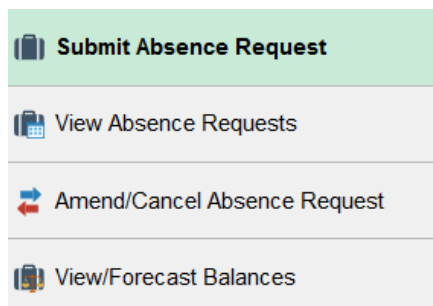- forecast leave balances.

## 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).
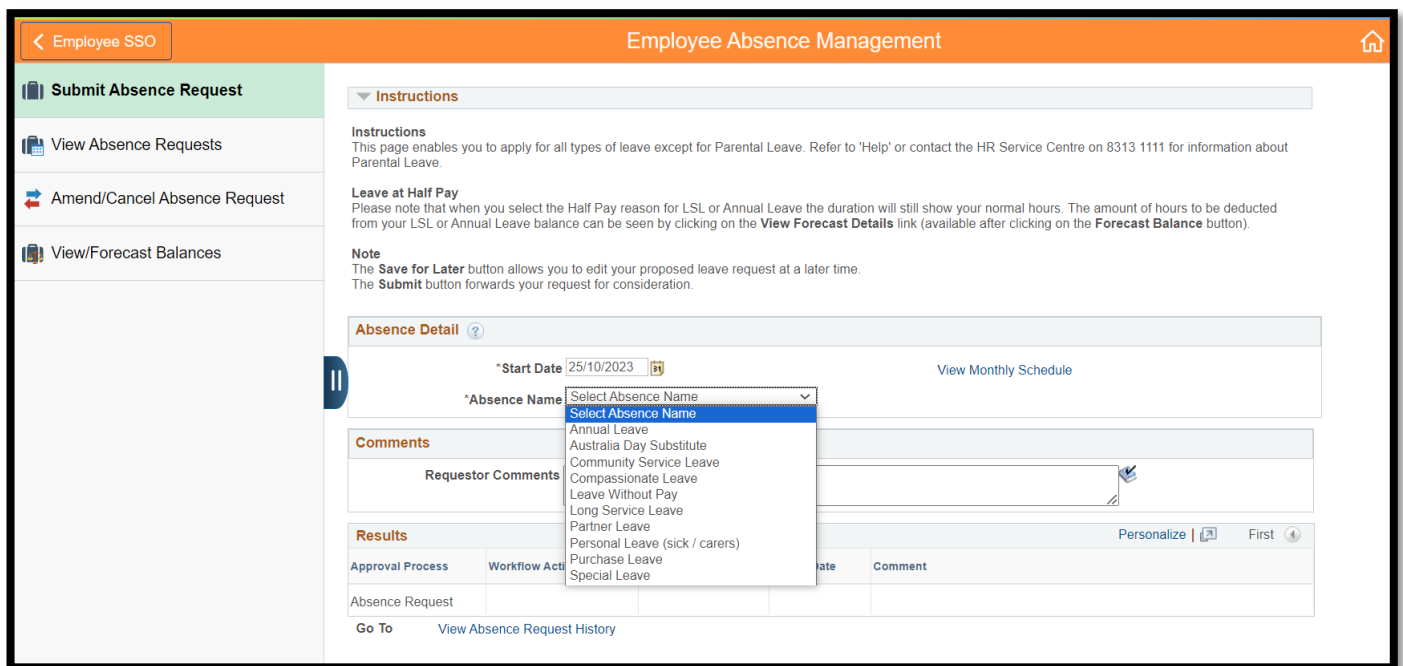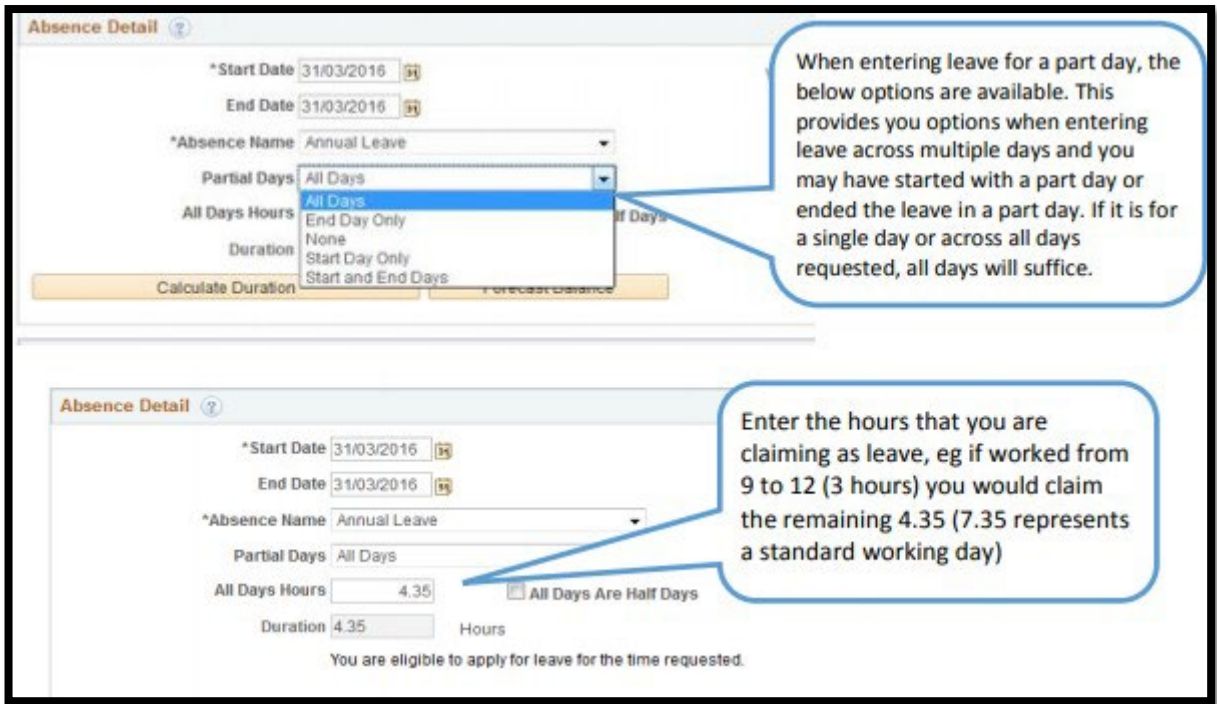

After Submit:

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**.

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.

3. Click Edit to amend an absence request.

Amend the leave request details

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
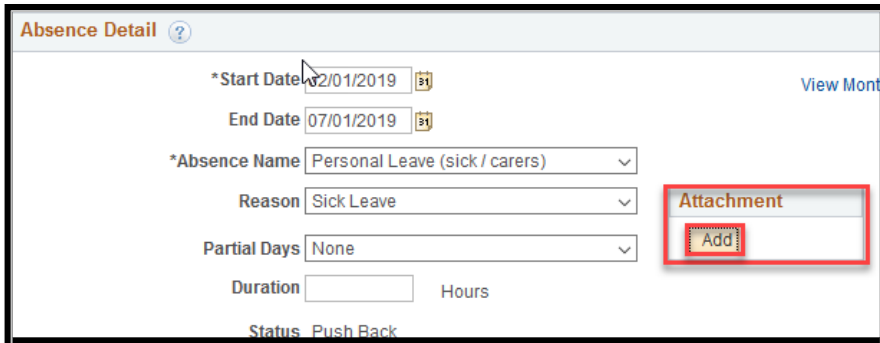

4. **Enter** the relevant **comments**
5. Click on **Action Cancel**

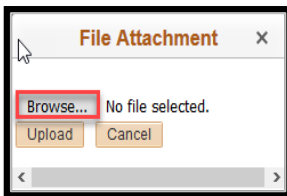Once your manager approves the leave cancellation only then can you submit a new leave request.

Add attachment:

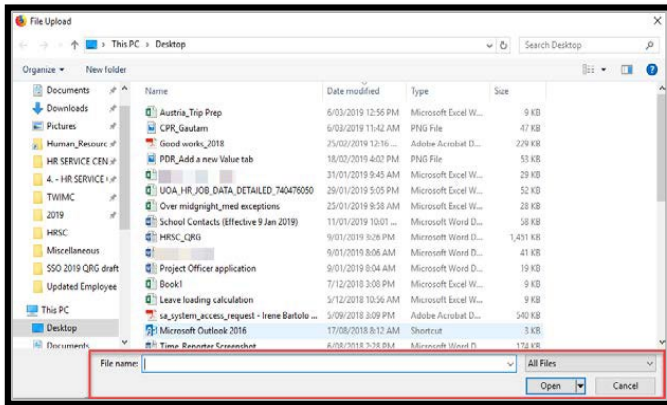**Note: Only jpeg/jpg or PDF files can be uploaded to the form**
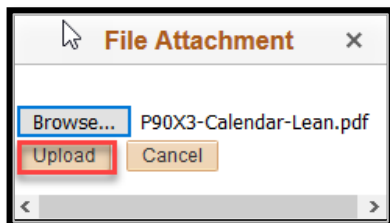
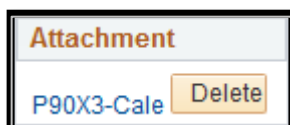1. Click Add Attachment

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:

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.

Further enquiries

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