

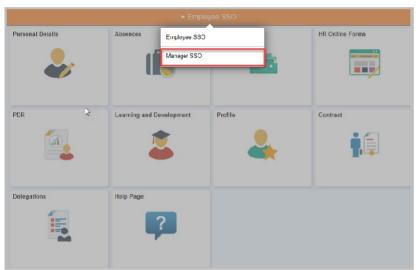
Manager – How to submit a leave request on behalf of an Employee

Introduction

This is a step by step guide to assist Managers to submit a leave request on behalf of a staff member.

Procedure

1. Log into Staff Services Online (SSO) and select Manager SSO from the dropdown list.

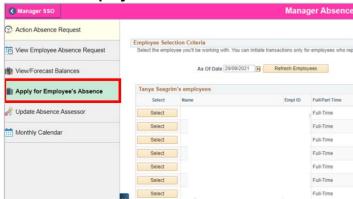


2. Select Absence Management tile.

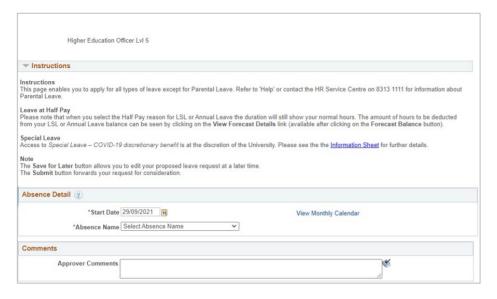


Select 'Apply for Employee's Absence'

3. Select the 'Employee' to submit leave on behalf of



4. Enter the leave details and Submit request:



Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au