

Managers can approve **annual leave** and **long service leave** using HR Online at <https://hris.mq.edu.au>

## Approving Leave Requests:

1. Select 'Approvals' menu
2. Select 'Approve Transactions' to view all leave requests needing to be actioned
3. Last column 'To be actioned by' shows the final date to action the leave before it is escalated
4. Click on 'Record ID' number to view details of the request

5. A new screen will appear: Read details of the leave request and check there are **no warning messages** displayed at the top of the page

Please **reject** all leave requests with warning messages e.g. 'Amount requested exceeds rostered hours' or 'This leave request is an overlapping booking'

### View and Update Request

Person Id	STAFF001	Name	One, Staff Member
Job Id	01		
Position	STAFFMEM01 Staff Member 1		
Leave Code	AL - Annual Leave	Reason	
Start Date	03-Mar-2008	End Date	07-Mar-2008
Unit	35 Hours	Advance Pay	N
Medical Cert.		Other Doc.	
Comments			
Supervisor Comments			

6. Select from drop-down list to:
  - Approve or reject leave
  - Escalate (to next level approver)
  - Defer (to defer decision without escalating)

7. Add comment if necessary to next level approver (if escalating request) or to requesting employee (if rejecting request)

8. Click on the 'Update' button. The requesting employee will be emailed advising them of your decision

## Approval History:

1. Select 'Approval History' from the menu to see all leave requests you have approved or rejected (This also includes leave reversals)
2. Choose to display the requests for an individual or all reporting staff members (leave all fields blank)



## Approval Delegation:

This feature enables you to delegate another staff member to process all your leave requests whilst you are on leave. Your delegate will only receive new leave requests during your absence as the delegation is not applied to existing requests. Please finalise all existing leave requests prior to going on leave.

1. Select 'Approval Delegation' then 'Add New Delegation Record' then 'Web Leave Bookings'
2. Enter Delegated Position Number
3. Select Start and End Dates
4. Click on the 'Insert Button' You can edit or delete the delegation record at any time

## Team Management Menu:

This menu allows you to view your team list and team leave matrix. It also provides reports on:

- Leave balances
- Birthdays
- Leave bookings
- Length of service
- Staff profiles
- Team training and development

## Team List:

1. Select 'Team Management' menu
2. Select 'Team List' to display all staff who report to you
3. Click on 'View' in last column to view all team members who report to each of your staff

Person Id	Job Id	Name	Position#	Position Title	Team Members
1. STAFF001	01	One, Staff Member	STAFFMEM01	Staff Member 1	<a href="#">1. View</a>
2. STAFF003	01	Three, Staff Member	STAFFMEM03	Staff Member 3	<a href="#">2. View</a>
3. STAFF002	01	Two, Staff Member	STAFFMEM02	Staff Member 2	<a href="#">3. View</a>

## Team Leave Matrix:

1. Select 'Team Leave Matrix'
2. Select a start date for the matrix
3. Click on the 'Display' button
4. All approved and pending leave will be shown in the matrix for each reporting staff member

Start Date: 10-MAR-2008 to 09-Apr-2008 Leave Code: -- All Leave Codes -- Display

Show Training  Show Holidays  Show Leave

Person Id	Name	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
STAFF001	1. One, Staff Member	A	A	A	A	A									H	H	H					
STAFF003	2. Three, Staff Member	H	H	H																		
STAFF002	3. Two, Staff Member	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L

Records 1 to 3 of 3

Legend:

- Approved - Confirmed (Green)
- Approved - Unconfirmed (Orange)
- Pending (Red)
- Pending - Deferred (Yellow)
- Public Holiday (Black)
- Training Waitlisted (Purple)
- Training Attended (Blue)
- A Annual
- L Long Service
- P Paid
- S Sick
- U Unpaid
- H Public Holiday
- T Training
- \*\* Denotes various events exist for this day