



# Approve Requests and View Leave

Online HR - Quick Reference Guide for Parliamentarians and MOP(S) Act Employees

You can undertake the following only when:

- an original signed *Form 7: Authorisation to Exercise Powers* has been submitted;
- with the boxes 'Access employee details' and 'Approve Leave' ticked; and
- the form has been processed by Ministerial and Parliamentary Services.

## Approve/Decline Requests for Leave and Leave Cancellation - viewing detail

1. From the menu bar select **Staff Info > Leave Requests**

A list of requests is displayed grouped by Staff Name.

2. To display the details, double-click on [Request Leave](#) or [Request Leave Cancellation](#).

3. For [Request Leave](#) it is important to check that,

- the employee has sufficient entitlement (**Total** - shows the number of days remaining before the request is approved).
- a Medical Certificate has been provided if requested, and
- details have been entered correctly.

4. If satisfied and you wish to approve the leave, click the **Approve** radio button.

If not satisfied and/or you do not wish to approve the leave then click the **Decline** radio button.

5. Click  **Save/Update** on the tool bar

6. Click **OK** to **Entry Updated Successfully**.

- An email is sent to the requester to advise that the request has been approved. Their leave balance is adjusted.  
Or

- An email is sent to the requester to advise that the request has been declined. Their leave balance is not adjusted.

The screen will display the next leave request for the employee selected. If there are no further leave requests for this employee, the screen will display a blank application. To go back to the list of requests, repeat Step 1.

7. Select another request or exit.

## Approve/Decline Requests for Leave and Leave Cancellation - without viewing detail


You can also approve or decline requests from the list screen without viewing the details. However, this option should be used with caution.

You can action one request at a time or multiple requests.

1. From the menu bar select **Staff Info > Leave Requests**

A list of requests is displayed.

2. To action one request or multiple select an action (either Approve or Decline) from the **Select Action** drop-down list, on the same row as the record you wish to action.

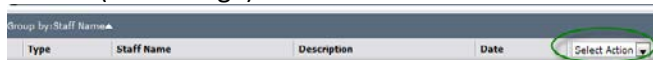
3. Click  **Save/Update** on the tool bar. Note: this may take a minute or so to refresh.

4. An email is sent to each requester, and Leave balances are adjusted as required.


## 5. To Action All Requests

This option should be used only after viewing the details for each request.

Select Action (either Approve or Decline) from the 'Select Action' drop-down list in the title banner (refer image)



**Caution:** This will apply the selected action to **all** requests in the list.

1. Click  Save/Update.
  - There will be no requests in the list;
  - Emails are sent to all the requesters; and
  - Leave balances are adjusted accordingly.

## View Leave Approved – individual staff

From the menu bar select **Staff Info > Office Staff**.

1. Click on a name in list so it is highlighted in yellow.
2. From the menu bar select **Staff Info > Leave Taken**.
3. Click on leave in list to view detail.
4. To clear (de-select employee) click on **View Self**.

## View Leave Approved – Staff Planner

The Staff Planner displays a calendar view of the leave approved for staff.

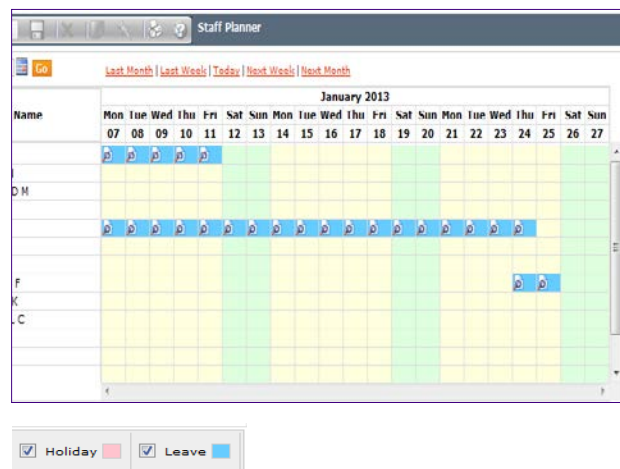
From the menu bar select **Staff Info > Office Staff**.


A list of staff is displayed.

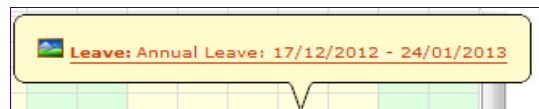
Do one of the following:

- To include all your staff, select (tick) the **Select All** checkbox on the right of the screen; or
  - Select (tick) the checkbox to the left of the name(s) of the staff that you wish to include.
5. Then go back to the menu bar, select **Staff Info > Staff Planner**.

A calendar view of each staff's leave is displayed. (See image below.)



Click on a  then on the red text to display details of the leave taken



You can also print the Planner by clicking on the print icon on the toolbar.

6. To clear selection click on **View Self**.

Help with Online HR

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