







Apply for Leave

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

Online HR gives you the option to use Menus (M) or Calendar (C) to:

- Apply for Annual & Personal Leave(M) (C)
- Request Leave Cancellation (M) (C)
- Print paper Leave forms (M)
- Predict Annual Balances (M)
- View Leave Taken (M)
- View Public Holidays (C)

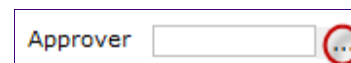
Apply for Annual or Personal Leave (Menu)

1. From the menu bar select **My Info > Leave Application**.
2. Click on the add button 
3. Select the **Leave Type**, Annual Leave or Personal Leave
4. Select the **Start Date** by clicking on .
Note: End date will default to Start Date if no End Date is entered.
5. Select the **End Date** by clicking on .
Warning: Leave should start and end on a work day.
6. Select a **Reason**
 - For annual leave, always select **Annual Leave**. Go to Step 9.
 - For personal leave, select **Personal Illness/Injury**.
 - For personal leave (carer's) select either **Carer's - Emergency** or **Carer's - Illness/Injury**.
7. If you wish to add extra information you may use the **Notes** box, which will create a note  on the leave record.
8. If you have a medical certificate, select (tick) **I have a medical certificate for this request** and give the certificate to your Leave Approver.

9. To select an approver, first click **Query Offices**.

Hint: This button will also calculate your leave balances as would **Query Balances**.


Then click the 3 dots to the right of the **Approver** field (circled below in red).



A list of Approvers is displayed.

Double-click on the name of an Approver.

The list is closed and the Approver's employee number is displayed in the **Approver** field with the **Surname and Initials**.

10. To submit the request click  **Save/Update**.
11. Click **OK to Entry added successfully**.
An email will be sent to the selected approver to advise them of your request.

When your Approver approves your leave, you will receive an email and your balances will be adjusted.

Apply for Annual or Personal Leave (Calendar)

1. On the menu bar, click **Calendar**.
2. When the calendar is displayed, use the arrows to display the required month/year.
3. Select the days by clicking on the first and last days of your leave. Those days will change to yellow cells.
4. Click the **Request Leave** radio button in the top right-hand corner. A yellow window is displayed for the selected date range.
5. In the yellow window, select the **Leave Type**, Annual Leave, or Personal Leave.


Select the radio button for **I'd like to add some extra details to this application before I submit**.


6. Refer **Apply for Annual or Personal Leave (Menu)** and follow steps 6 to 11.

View Leave Taken (Menu)


1. From the menu bar select **My Info > Leave Taken**. Your leave history is displayed.
2. Click the line of Annual or Personal leave (at the bottom of the screen).
The details are displayed in the top half of the screen.

Request Leave Cancellation (Menu)

1. From the menu bar select **My Info > Leave Taken**. Your leave history is displayed.
2. Click the line of Annual or Personal leave (at the bottom of the screen) that you wish to cancel.
The details are displayed in the top half of the screen.
3. To cancel the leave, click **Cancel Leave**
4. To submit the cancellation, click  **Save/Update**.
5. Click **OK** to **Entry added successfully**.
An email will be sent to the Leave Approver. The leave will be removed from your leave taken history after your cancellation request has been approved.

Hint: To exit without cancelling the leave use the Refresh button 

Request Leave Cancellation (Calendar)

1. On the menu bar, click **Calendar**.
2. Use the arrows to display the required month/year.
3. Select the Annual or Personal leave you wish to cancel by clicking on  and then on the red text that appears in yellow bubble.
4. Refer **Request Leave Cancellation (Menu)** and follow Steps 3 to 5.

Predict Annual Leave Balance (Menu)

This may help when planning future annual leave.


1. From the menu bar select **My Info > Predict Annual Leave Balance**.
2. Enter a date in As At Date and click **Predict Balance**.
The balance as at that date will appear.

Apply for Other Types of Leave (Menu)

To apply for leave (other than full pay Annual, Personal and Carer's Leave) you need to use a [paper form](#).

1. From the menu bar select **My Info > M&PS Intranet Leave Forms**.
The M&PS website is launched and the Forms page is displayed.
2. Select and print the form, complete and send to Ministerial and Parliamentary Services.

View Public holidays (Calendar)

1. On the menu bar, click **Calendar**.
2. Use the arrows to display the required month/year.
3. Public holidays are displayed as pink squares on the Calendar.
4. Click on  to view the holiday name.

Note: Only state wide public holidays are recorded in Online HR. If a local holiday falls in a period of leave, you should enter two periods of leave split either side of the holiday. This will prevent the public holiday being deducted from your leave balance.

Requesting a Pre-Payment of Leave

Pre-payment can only be made for a period of Annual Leave of at least 5 days that includes a future payday.

To request a pre-payment, send an email to MOPSPay&Conditions@finance.gov.au, prior to the relevant pay cut-off date, with a copy of the Leave Approval email that was sent to you when your leave was approved.

Help with Online HR

M&PS Staff Help Desk
Ph: 02 6215 3333
email: mpshelp@finance.gov.au