TEAM LEADER INSTRUCTIONS PROCEDURE

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View Your Employee Team List

The Employee Web Kiosk enables team leaders to view a list of team members reporting to them

• Click on ‘My Team’
• Click on ‘Team Details’
• Click ‘Team Appointment Summary’

Employment Status

Using the drop-down menu, choose the employment status type you wish to enquire about Leave the next two lines blank, and then click the ‘FIND’ button

The screen below will appear
View You Employees’ Leave Balance

The Employee Web Kiosk enables team leaders to view a list of their team members’ leave balances

- Click on ‘My Team’
- Click on ‘Leave’
- Click ‘Team Leave Balances’

![Image of Team Leave Balances](image1)

**Leave Code:** Using the drop-down menu, choose the leave type you wish to enquire about, then click on the ‘FIND’ button
The screen below will appear, listing your employees and their leave balance as at the ‘Accrued To’ date.

![Image of Team Leave Balances](image2)

View You Employees’ Leave Bookings

The Employee Web Kiosk enables team leaders to view a list of their team members’ leave balances

- Click on ‘My Team’
- Click on ‘Leave’
- Click ‘Team Leave Bookings’

![Image of Team Leave Bookings](image3)
Start Date: Using the drop-down calendar menu, choose the start date for a date range
To: Using the drop-down calendar menu, choose the end date for a date range
Leave Code: Using the drop-down menu, choose the leave type you wish to enquire about, then click on the ‘FIND’ button

The screen below will appear, listing your employees and their leave balance as at the ‘Accrued To’ date.

Approve Requests

- Click ‘My Approval’
- Click ‘Approvals’
- Click ‘Approve Requests’ Approval History

As per the screen below, the various approval requests made by employees that report to you will appear. You have the option for each request to either approve or reject it. This will include approval requests for leave, Professional Services Casual Timesheets and Overtime/ Additional Hours.

- Click ‘Approve’ to approve the request or ‘Reject’ to NOT approve the request
- Click on the ‘Update’ button

The screen below will appear showing ‘Success’
Approval History

- Click ‘My Approval’
- Click ‘Approvals’
- Click ‘Approval History’

**Approval History**

Enter query criteria

```
| Employee | [ ]  |
| Approval Date | [ ] to [ ] |
```

Find Clear

Employee: Enter the employee number