GUIDE FOR APPROVERS

View Your Employee Team List
The Employee Web Kiosk enables team leaders to view a list of team members reporting to them.
1. Click on ‘My Team’
2. Click on ‘Team Details’
3. Click on ‘Team Appointment Summary’

Employment Status Code
1. Select the drop down menu and choose the employment status type you wish to enquire about
2. Leave the next two lines blank, then click ‘FIND’
3. The screen below will appear
View Your Employees' Leave Balances

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

1. Click on 'My Team'
2. Click on 'Leave'
3. Click on 'Team Leave Balances'

Leave Code

Use to display leave balances for specific leave entitlements.

1. Select the drop down menu and choose the leave type you wish to enquire about
2. Click on the 'FIND' button
3. The screen below will appear

View Your Employees' Leave Bookings

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

1. Click on 'My Team'
2. Click on 'Leave'
3. Click 'Team Leave Bookings'
Leave Code
Use to display leave balances for specific leave entitlements

1. Select the drop down menu and choose the leave type you wish to enquire about
2. Select the calendar drop down menu for both the start and end dates
3. Click on the ‘FIND’ button
4. The screen below will appear

Approve Requests
Requests for leave, general staff timesheets and overtime/additional hours made by employees who report to you will appear in your ‘Approval Requests’ for you to approve or reject.

1. Click on ‘My Team’
2. Click on ‘Leave’
3. Click ‘Approve Requests’
4. Click ‘Approve’ to approve the request or ‘Reject’ to NOT approve the request
5. Click on the ‘Update’ button
6. The screen below will appear

Approval History
Use to display all requests that you have approved

1. Click on ‘My Approval’
2. Click on ‘Approvals’
3. Click ‘Approval History’
4. Enter the employee number or select the arrow for a list of employees who report to you
5. Select the calendar drop down menu
for both the start and end dates