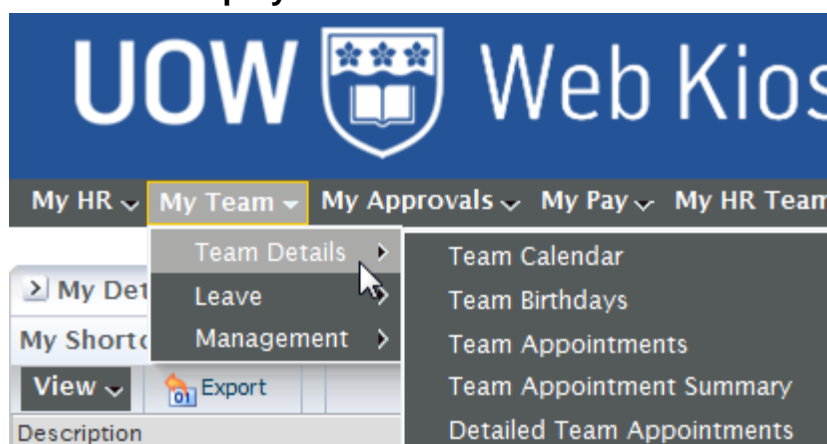


TEAM LEADER INSTRUCTIONS PROCEDURE

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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

Team Appointment Summary

For Employment Status Code like 'PE' and Description like '%'

Person Id	Job	Name	Entry on Duty Date	End Date	Occupancy Type	Title	Emp Status	Award	Class	Step
05	1.	Ms Employee Number 3	19-JUN-1997	31-DEC-2049	Substantive	Reconciliation Office	PE	GS	L3550	05
01	2.	Ms Employee Number 1	01-JAN-2010	31-DEC-2049	Substantive	Salary Packaging Officer	PE	GS	L3505	02

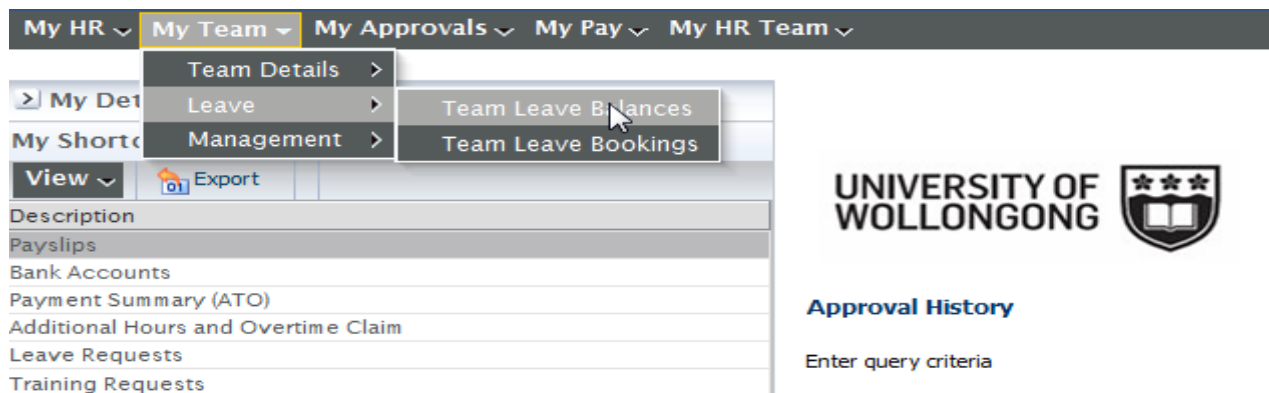
Records 1 to 2 of 2

First Previous Next Last ReQuery Count

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'



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.

Team Leave Balances

For Leave Code like 'SICK' and Description like '%'

Person Id	Name	Job	LV Code	Description	Actual Balance	Pro-rata Balance	Unit	Accrued To
8790555	Ms Employee Number 3	05	SICK	Sick Leave - Effective 31-MAY-1996	65	76.572	Days	09-MAY-2010

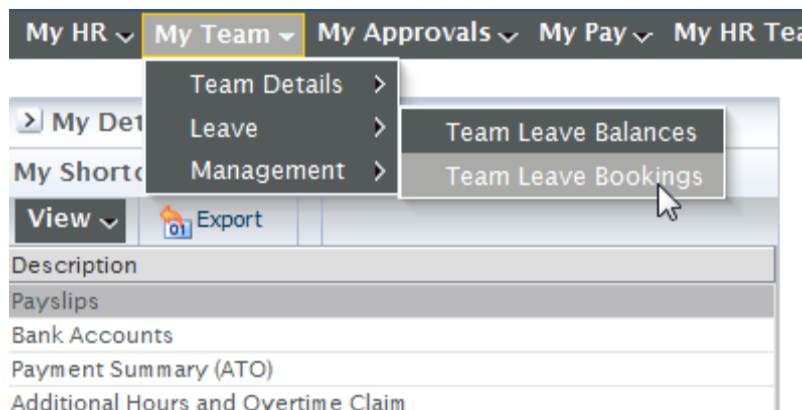
Record 1 of 1

First Previous Next Last ReQuery Count

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'



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.

Team Leave Bookings

For Leave Code like 'REC20' and Description like '%'

Person Id	Name	Job	LV Code	Description	Start date	End date	Amount	Unit	Med C
Ms Employee Number 3		05	REC20	Recreation Leave for permanent staff -20dpy	22-DEC-2009	29-JAN-2010	70	Hours	N
		05	REC20	Recreation Leave for permanent staff -20dpy	18-OCT-2010	22-OCT-2010	21	Hours	N

Records 1 to 2 of 2

First Previous Next Last ReQuery Count

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	<input type="text"/>	
Approval Date	<input type="text"/>	
	to	<input type="text"/>
		

Employee: Enter the employee number