



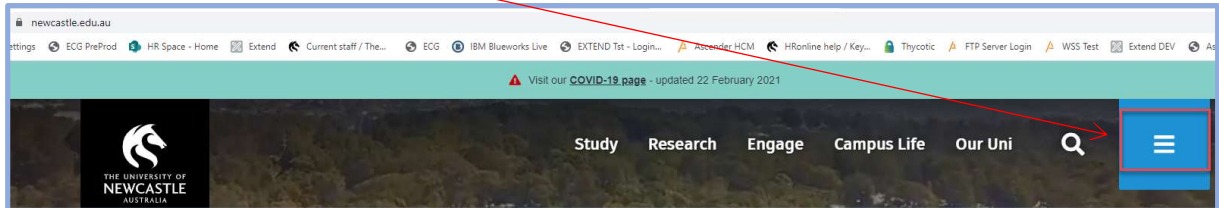
HRonline LEAVE REQUESTS User Guide

This guide provides information for the following areas and tasks:

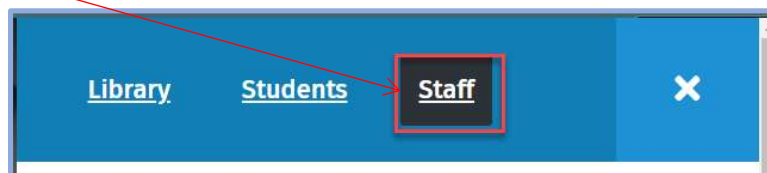
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LOGGING INTO HRONLINE

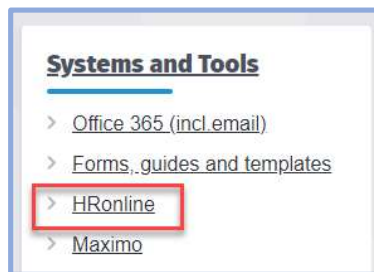
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines.



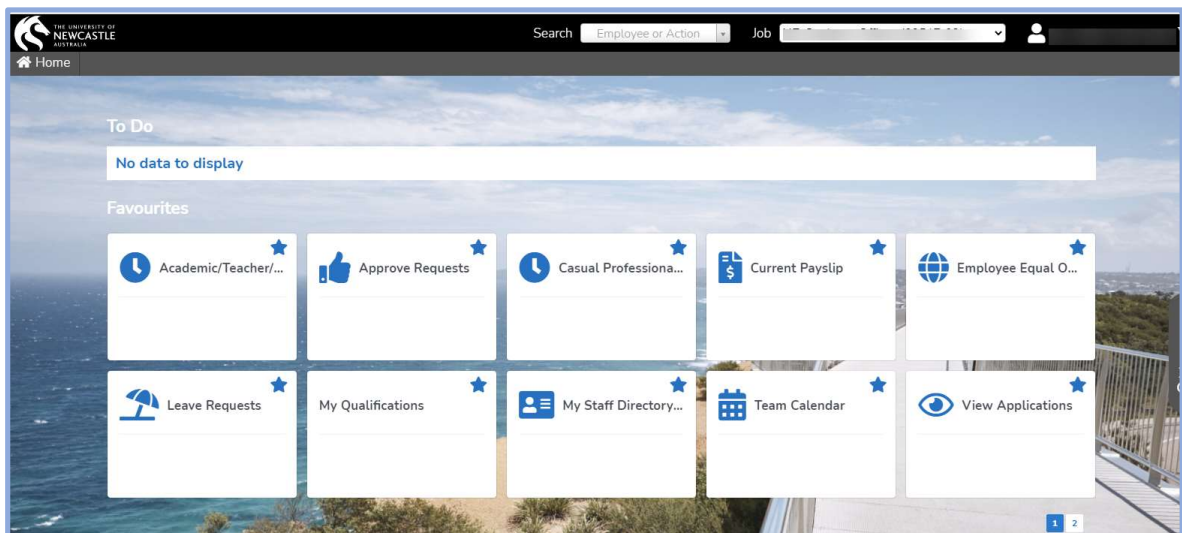
3. Select the Staff link at the top of the page.



4. Scroll down to Systems and Tools, click the HRonline link.

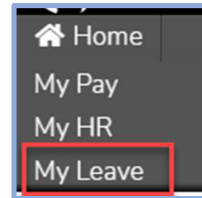


This will take you to the home screen of HRonline.

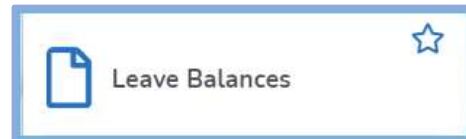


VIEWING LEAVE BALANCES

1. At the Home menu, click on **My Leave**.



2. Click on the **Leave Balances** tile.



3. Your leave balances as at the current day will be displayed.

Leave Balances

Calculation Date

Balances at calculation date

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Approved Leave (Future Leave)	Actual Balance (less Future Leave)	Total Balance (less Future Leave)	Unit
Long Service Leave	02	27-NOV-2025	28-NOV-2025	14.465	0	14.465	0	14.465	14.465	Calendar days
Time off in lieu	02	27-NOV-2025	28-NOV-2025	0	0	0	0	0	0	Hours

4. The default leave balances display is calculated daily at the time and date shown in fine print below the table.

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5. You are able to calculate your leave entitlements as at a future date by clicking on the calendar, selecting an Enquiry Date, then click Calculate Balances.

Leave Balances

Enquiry Date

Balances at enquiry date

6. A table showing your Leave Balances (including accrual dates and long service leave) will be displayed.

Leave Balances

Calculation Date



Calculate Balances

Balances at calculation date

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Approved Leave (Future Leave)	Actual Balance (less Future Leave)	Total Balance (less Future Leave)	Unit
Long Service Leave	02	27-NOV-2025	28-NOV-2025	14.465	0	14.465	0	14.465	14.465	Calendar days
Time off in lieu	02	27-NOV-2025	28-NOV-2025	0	0	0	0	0	0	Hours

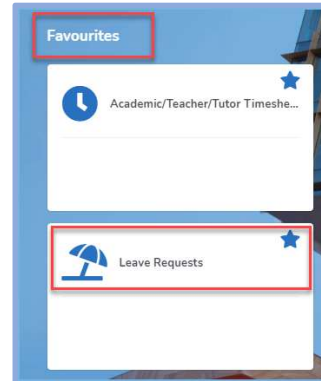
TIP: Your annual leave balance is shown in hours. Your long service leave is shown in calendar days. For details of leave entitlements, refer to your offer of employment from the University.

SUBMITTING A LONG SERVICE LEAVE REQUEST

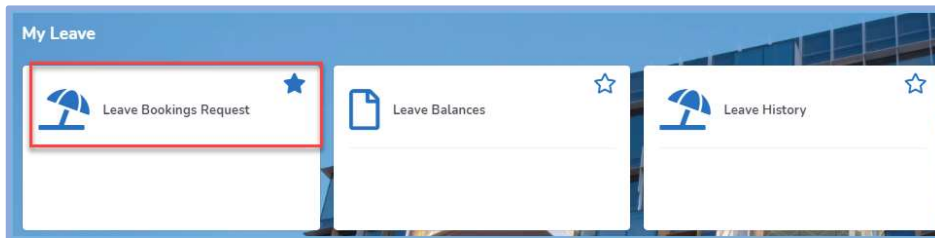
1. At the Home menu, click on **My Leave**.



Alternatively, select Leave Requests from the Favourites menu:



2. Click on the **Leave Booking Request** tile:

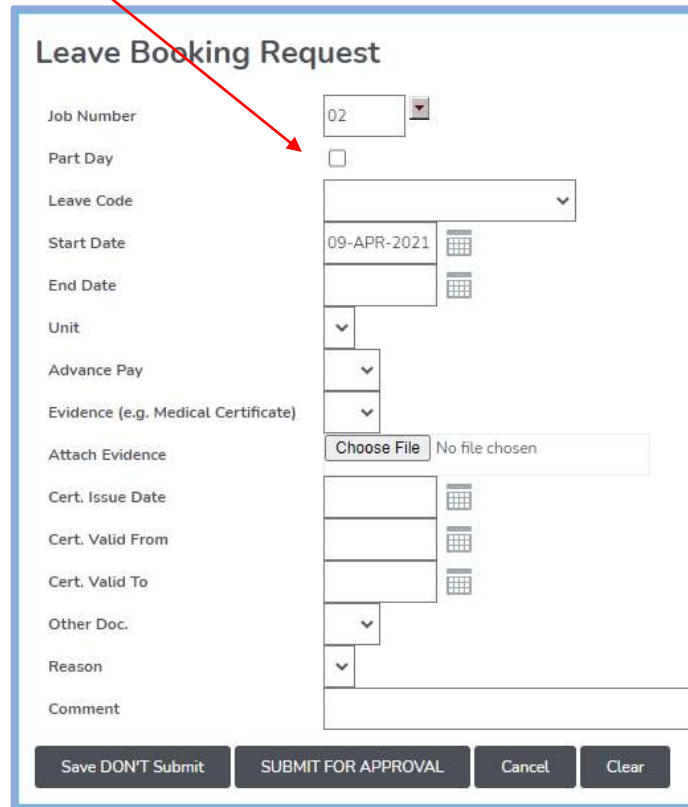


3. Click on the **Leave Booking Request** to open the leave form.



4. The blank **Leave Request** form will be displayed.

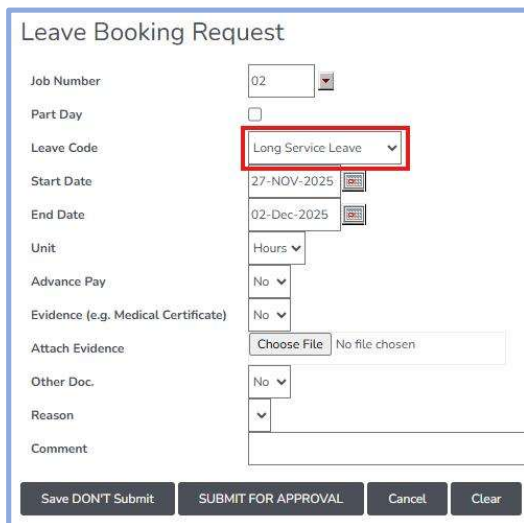
TIP: Click **Part Day** for leave less than a day.



The screenshot shows the 'Leave Booking Request' form. A red arrow points from the 'TIP' box to the 'Part Day' checkbox, which is currently unchecked. The form includes fields for Job Number (02), Leave Code, Start Date (09-APR-2021), End Date, Unit, Advance Pay, Evidence (e.g. Medical Certificate), Attach Evidence (Choose File), Cert. Issue Date, Cert. Valid From, Cert. Valid To, Other Doc., Reason, and Comment. At the bottom are buttons: Save DON'T Submit, SUBMIT FOR APPROVAL, Cancel, and Clear.

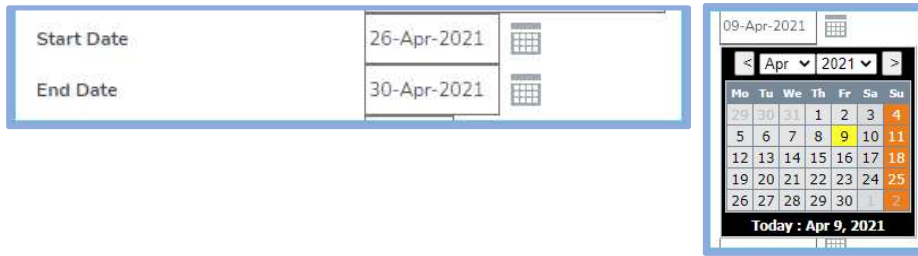
TIP: If you have more than one current job, ensure you have selected the correct Job Number from the drop-down menu.

5. Select the appropriate **Long Service Leave** type from the drop down menu.



The screenshot shows the 'Leave Booking Request' form with the 'Leave Code' dropdown menu highlighted by a red box. The selected option is 'Long Service Leave'. The form also shows Start Date (27-NOV-2025), End Date (02-Dec-2025), Unit (Hours), Advance Pay (No), Evidence (e.g. Medical Certificate) (No), Attach Evidence (Choose File), Other Doc. (No), Reason, and Comment. At the bottom are buttons: Save DON'T Submit, SUBMIT FOR APPROVAL, Cancel, and Clear.

6. Select the **Start** and **End** dates by clicking on the calendar.



7. Add any further details in the comments field if required.

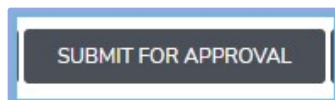


TIP: Selecting Y Advance Pay will pay you an increased fortnightly salary in advance, but will then reduce in subsequent fortnights.

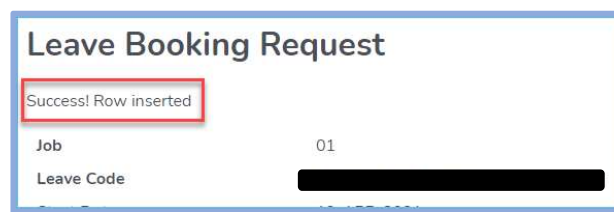
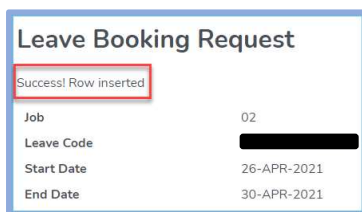
8. If you wish to update later, select **Save DON'T Submit** button.



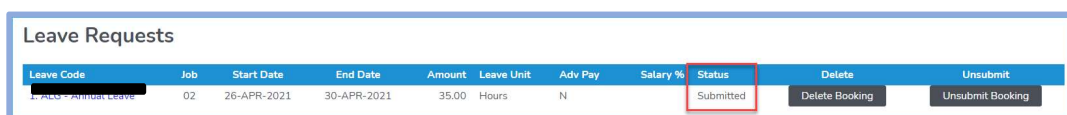
9. If complete, click **Submit for Approval**.



10. You will receive a Success! Row inserted message.



11. This will display in the Leave Requests screen, with a status of **submitted**.



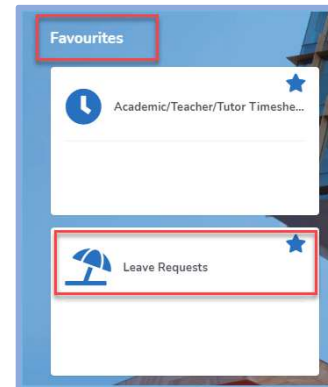
Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status	Delete	Unsubmit
0000000000000000	02	26-APR-2021	30-APR-2021	35.00	Hours	N		Submitted	Delete Booking	Unsubmit Booking

AMENDING A SUBMITTED LEAVE REQUEST

1. At the Home menu, click on **My Leave**.



Alternatively, select Leave Requests from the Favourites menu:



2. Click on the **Leave Request** Tile.

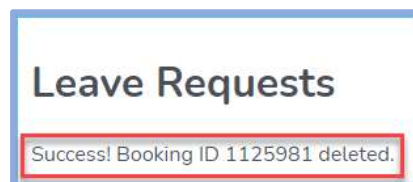


3. **To DELETE:** Click on **Delete Booking** to remove the leave request.

Delete Booking will remove the leave request from both you and your supervisor's HRonline.

Leave Requests									
Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status	
██████████	01	19-APR-2021	20-APR-2021	15.00	Hours			Submitted	
								Delete	Unsubmit
								Delete Booking	Unsubmit Booking

You will receive a Success! Booking ID deleted message.



To CHANGE: Click on **Unsubmit Booking** to make changes to the leave request.

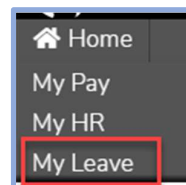
Unsubmit Booking will allow amendments and remove the request from your supervisor's approval queue.

Make the required changes and select **Save** or **Submit for Approval**.

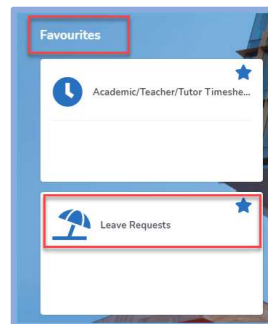
Leave Requests									
Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status	Delete
[REDACTED]	01	19-APR-2021	20-APR-2021	15.00	Hours			Submitted	Delete Booking Unsubmit Booking

AMENDING AN APPROVED LEAVE REQUEST

- At the Home menu, click on **My Leave**.



Alternatively, select Leave Requests from the Favourites menu:



- Click on the **Leave Requests** tile.



- Any future leave bookings will be displayed.

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date
[REDACTED]	02	02-MAR-2021	03-MAR-2021
	02	02-MAR-2021	03-MAR-2021
	02	02-MAR-2021	01-JAN-2022

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence Certificate
1. Reverse	02	30-APR-2021	30-APR-2021	FLEX - Flextime Leave	7.00	Hours	
2. Reverse	02	19-APR-2021	23-APR-2021	[REDACTED]	35.00	Hours	

2. Click on the **Modify Booking** button to make any changes.

Future Leave Bookings													
Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Comment	Leave Reason	Modify Booking
1. Reverse	02	30-APR-2021	30-APR-2021	FLEX - Flextime Leave	7.00	Hours				1125997			Modify Booking
2. Reverse	02	19-APR-2021	23-APR-2021		35.00	Hours				1125996			Modify Booking

3. The leave booking screen will display with the current details.

Leave Booking Request

Job Number

02

Part Day

☐

Leave Code

Flextime Leave

Start Date

30-APR-2021

End Date

30-APR-2021

Unit

Hours

Advance Pay

Evidence (e.g. Medical Certificate)

Attach Evidence

Choose File No file chosen

Other Doc.

Reason

Comment

Save DON'T Submit

SUBMIT FOR APPROVAL

Cancel

Clear

4. Update the leave request, adding any comments if required.

Job Number

02

Part Day

☐

Leave Code

Flextime Leave

Start Date

29-Apr-2021

End Date

30-APR-2021

Unit

Hours

Advance Pay

Evidence (e.g. Medical Certificate)

Attach Evidence

Choose File No file chosen

Other Doc.

Reason

Comment

Now 2 days as discussed.

5. Click **Submit for Approval**.

Save DON'T Submit

SUBMIT FOR APPROVAL

6. You will receive a **Success! Row inserted** message.

Leave Booking Request

Success! Row inserted

Job	02
Leave Code	FLEX - Flextime
Start Date	29-APR-2021
End Date	30-APR-2021
Amount	14

7. The leave request will now change from approved to **submitted**.

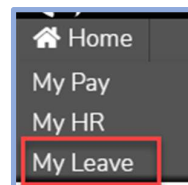
Leave Requests									
Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status	
1. FLEX - Flextime Leave	02	29-APR-2021	30-APR-2021	14.00	Hours			Submitted	
Leave Booking Request									

Delete BookingUnsubmit Booking

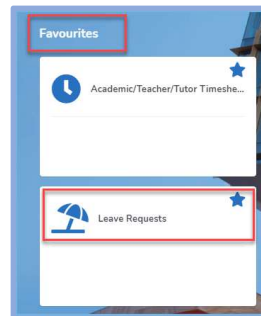
Once approved by your Supervisor, it will return to the **Future Bookings** section of the screen.

REVERSING A LEAVE BOOKING

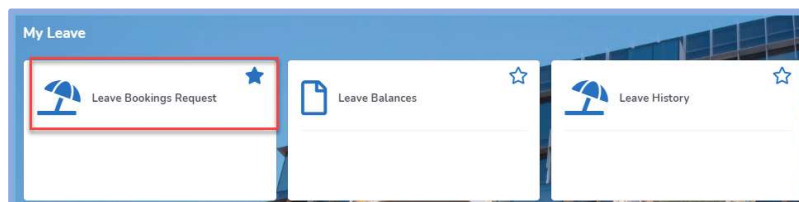
1. At the Home menu, click on **My Leave**.



Alternatively, select Leave Requests from the Favourites menu:



2. Click on the **Leave Booking Request** tile.



3. Any future leave bookings will be displayed.

Future Leave Bookings							
Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence
1. Reverse	02	30-APR-2021	30-APR-2021	FLEX - Flextime Leave	7.00	Hours	
2. Reverse	02	19-APR-2021	23-APR-2021		35.00	Hours	

4. To reverse the appropriate leave booking, click on the **Reverse** link.

Future Leave Bookings					
Action	Job	Start Date	End Date	Leave Code	
1. Reverse	02	30-APR-2021	30-APR-2021	FLEX - Flextime Leave	
2. Reverse	02	19-APR-2021	23-APR-2021		

5. Click on the **Reverse** Button to complete the reversal.

Leave Reversal

Leave Code	FLEX - Flextime Leave
Start Date	30-APR-2021
End Date	30-APR-2021
Amount	7
Unit	H - Hours
Advance Pay	
Evidence (e.g. Medical Certificate)	
Other Doc.	
Reason	
Comment	
Reverse	

6. A dialogue box will appear requesting you to confirm the Reversal, click **OK**.

payrolltest.ascenderpay.com says

Please Confirm the Reversal

OK Cancel

7. You will receive a **Success! Leave Reversed** message.

Note: This leave booking will not be reversed until approved by your supervisor.

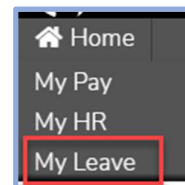
Leave Reversal

Success! Leave Reversed

Leave Code	FLEX - Flextime
Start Date	29-APR-2021
End Date	30-APR-2021

VIEWING LEAVE HISTORY

1. At the Home menu, click on **My Leave**.



2. Click on the **Leave History** Tile.



3. Select the required Date Range, leave type (or leave bank for all leave types). Click **Find**.

Leave History

Enter query criteria

Start Date

01-JAN-2021

to

31-MAR-2021

Leave Code

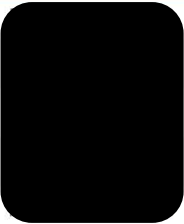
Description

Find

Clear

4. The Leave history will be displayed.

Leave History

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)
1. Reverse	02	26-MAR-2021	26-MAR-2021		7.00	Hours	N
2. Reverse	02	18-MAR-2021	18-MAR-2021		7.00	Hours	
3. Reverse	02	05-MAR-2021	05-MAR-2021		7.00	Hours	
4. Reverse	02	06-JAN-2021	08-JAN-2021		21.00	Hours	
5. Reverse	02	23-DEC-2020	05-JAN-2021		28.00	Hours	

Approved leave can be reversed from the Leave History screen, following the steps listed in the **Reversing a leave booking** section above.

TIP: You will receive a 'Success! Leave Reversed' notification once you have reversed leave.

Note: your leave is not reversed until it has been approved by your supervisor.

LEAVE FAQs

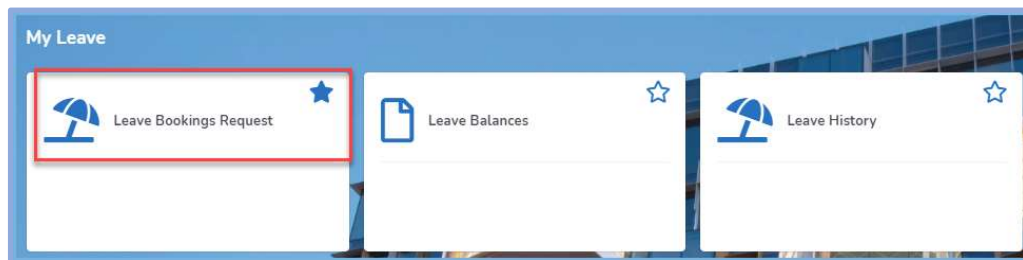
- **How do I know if my leave has been approved?**

An email confirmation will be sent to your UON email account.

To view the approved leave request, at the Home menu, click on **My Leave**.



Click on the **Leave Booking Request** tile.



Any

future leave bookings will be displayed.

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date
Personal Leave	02	02-MAR-2021	03-MAR-2021
	02	02-MAR-2021	03-MAR-2021
	02	02-MAR-2021	01-JAN-2022

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Eviden Certifi
1. Reverse	02	30-APR-2021	30-APR-2021	FLEX - Flextime Leave	7.00	Hours	
2. Reverse	02	19-APR-2021	23-APR-2021	ALB - Annual Leave	35.00	Hours	

- **How do I find out what leave I have booked?**

At the Home menu, click on **My Leave**.



Click on the **Leave History** tile.



- **How do I cancel a leave booking?**

See the ***Amending a Submitted Leave Request*** section.

- **I want to change a Leave Request that I have submitted and is not yet approved.**

See the ***Amending a Submitted Leave Request*** section.

- **I want to change a Leave Request that has been approved.**

See the ***Amending an Approved Leave Request*** section.

- **How do I DEFER Academic Annual Leave?**

If it is not possible to take all of the annual leave that has accrued during the year, an application can be made to defer leave.

It is expected that all leave that is deferred will be used in the following year.

To defer leave, an application form must to be completed and provided to your Head of School to be approved by your Pro Vice-chancellor no later than the 31st January the following year. The form is available here:

<https://www.newcastle.edu.au/current-staff/working-here/benefits-and-conditions/leave>

Once your deferred leave is approved it will be entered into HRonline by Human Resource Services.

- **When I try to submit a Leave Request I receive an error referring to a Roster, or a Public Holiday.**

Public holidays and concessional days are pre-programmed into HRonline.

There is no need to book leave for public holidays and concessional days.

If you are booking leave spanning a public holiday, your leave balance will not be reduced for that day(s).

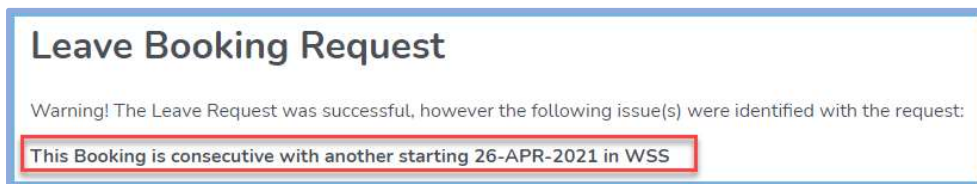
If you work on a part time basis or a roster, check that the leave you are trying to book does not fall on one of your non-working days.

- **How do I apply for leave without pay?**

Leave without pay is not submitted through HRonline. Please use the form available here:

<https://www.newcastle.edu.au/current-staff/working-here/benefits-and-conditions/leave>

- **When I submit a leave request for approval, I receive a warning this leave booking is consecutive**



This is for information only, and will not prevent your leave being submitted or approved.

- **When I submit a leave request, I receive the error: "Error! Error - The amount of leave requested exceeds available balance."**



The hours requested in your leave booking are greater than the hours available. See the **View Leave Balances** section to check your balance.

Note: Future leave bookings will affect the amount of leave available.

- **What date should I use to calculate my leave balance?**

Select the **last date** of the leave you require.

- **I received an error message that my request is an Overlapping Booking.**
Review your future leave bookings to determine where the leave requests overlap.



- **I received an error message 'This employee is not entitled to this type of Leave.'**



Review the type of leave you have requested, eg: have you selected Academic Annual Leave as a Professional staff member (instead of Annual Leave) or vice versa?

If you believe the leave type is correct, contact the Payroll Team via payrollservices@newcastle.edu.au for further assistance.

NEED MORE HELP

Click [here](#) to find the key contacts across our range of HR services.