LEAVE

This guide provides LEAVE information for the following areas and tasks:

- Leave (Professional and Academic)
- Leave Manager / Approver help
- Leave submission
- Leave amendments, approvals, rejections etc.

Continue to LEAVE | Table Of Contents | Quit

Please choose PROFESSIONAL or ACADEMIC leave:

LEAVE
PROFESSIONAL

LEAVE
ACADEMIC

OR

APPROVER timesheets (supervisor / manager / approval help):

LEAVE
APPROVER

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LEAVE

PROFESSIONAL

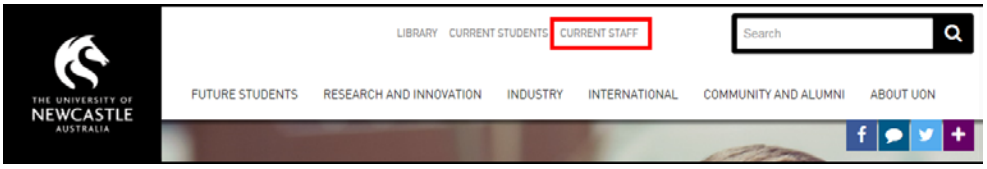
PROFESSIONAL **LEAVE in HRonline**

Leave requests are submitted and approved through HRonline.

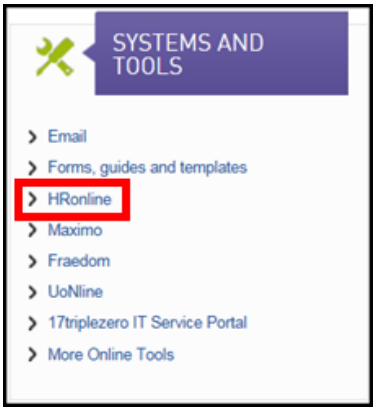
Login to HRonline

1. Go to www.newcastle.edu.au >

2. Click ***CURRENT STAFF*** at the top of the homepage:

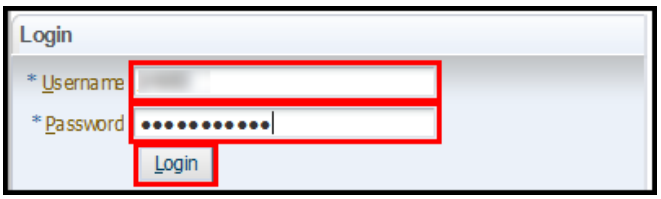


3. Under SYSTEMS AND TOOLS, click **HRonline**:



4. Login with:
   Username = your Number Plate (also known as your Uni ID)
   Password = your **main** password >

5. Click ***Login***:



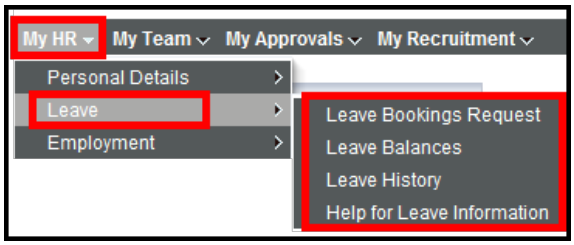
PROFESSIONAL **Leave**

The Leave section allows you to:

- Submit Leave Requests
- Calculate Future Leave Balances
- Check your Future Leave Bookings
- Cancel future leave by Reversing a Future Leave Request
- Review your Leave History

1. From the menu, select **My HR** > ***Leave***:

2. **Choose an option from the menu**:
   - Leave Bookings Request
   - Leave Balances
   - Leave History
   - Help for Leave Information



TIP: If you have more than one job at the University, ensure you book leave against the correct job number.

TIP: To **reverse** approved leave bookings, go to:
myHR > **Leave** > **Leave Booking Request** > **Select the request** you wish to change from the Future Leave Bookings List > **Select Reverse** in the Action column to confirm the reversal.

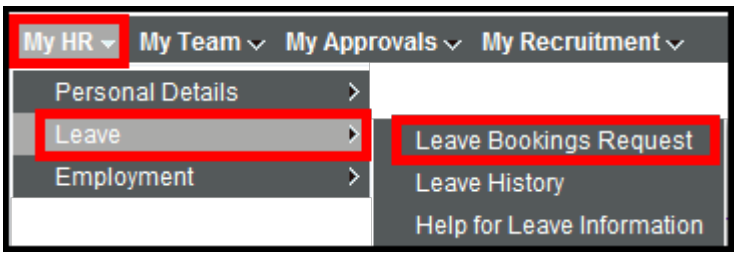
NOTE: A Leave Reversal must also be *approved*. Therefore you cannot change or rebook leave until the reversal has been approved.

Leave Requests

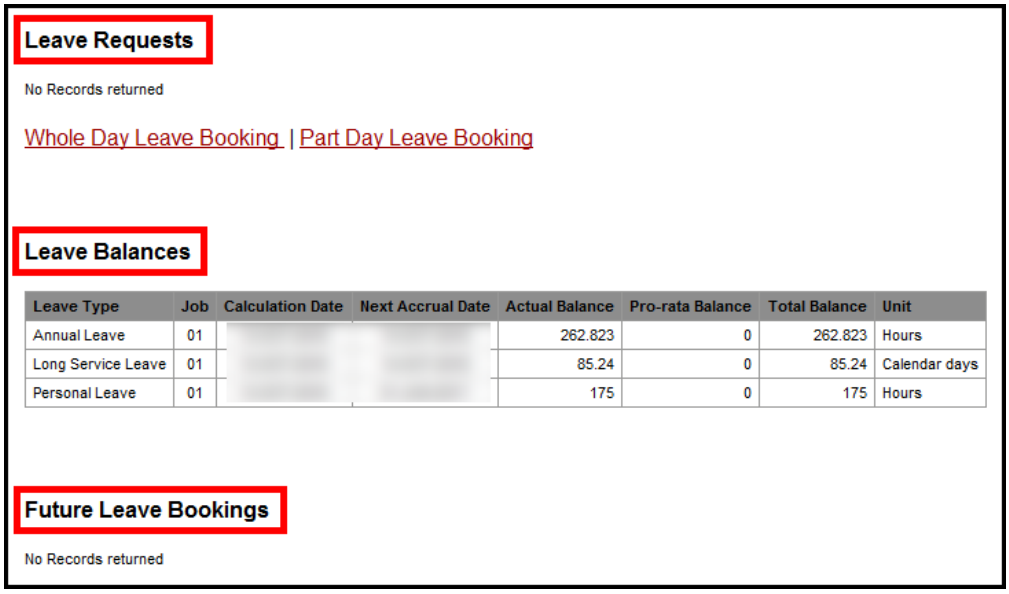
Leave requests are submitted and approved through HRonline.

Submit a new leave request

1. From the menu, select **My HR** > **Leave** > ***Leave Bookings Request***:



2. A page will display, showing:
   - Leave Requests (**submitted** requests, and also links to submit **new** Whole Day or Part Day requests)
   - Leave Balances
   - Future Leave Bookings



Leave Requests

No Records returned

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

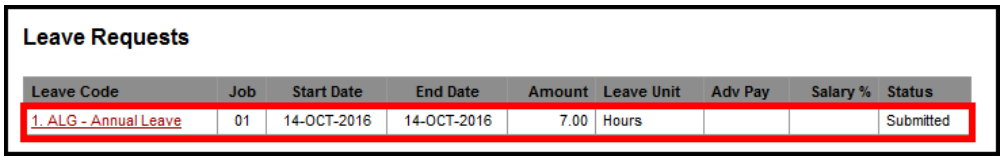
Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01			262.823	0	262.823	Hours
Long Service Leave	01			85.24	0	85.24	Calendar days
Personal Leave	01			175	0	175	Hours

Future Leave Bookings

No Records returned

Leave Requests: *Submitted*

1. **My HR** > **Leave** > ***Leave Bookings Request*** will show your leave requests awaiting approval:



Leave Requests

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. ALG - Annual Leave	01	14-OCT-2016	14-OCT-2016	7.00	Hours			Submitted

Leave Requests: *New*

1. **My HR** > **Leave** > ***Leave Bookings Request***

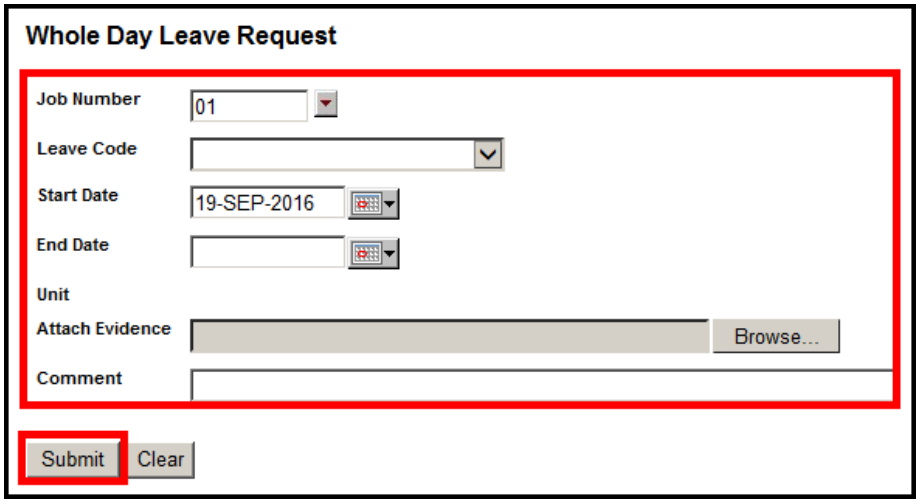
2. Click **Whole Day Leave Booking** to make a whole day leave request. Click **Part Day Leave Booking** for leave less than a day.

Leave Requests

No Records returned

Whole Day Leave Booking | Part Day Leave Booking

3. The **Leave Request form** will be **displayed**:

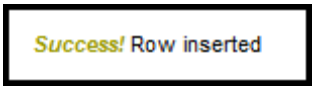


4. **Different fields** will be displayed in this form, depending on the Leave Code you select.

5. **Update** relevant fields >

6. Click ***Submit*** to Save
   OR
   Click ***Clear*** to clear the form and start again.

7. You will receive a *Success!* message when submitted:



8. The leave request is submitted to your supervisor for approval.

View requests awaiting approval

1. Click on **Favourites** > ***My Pending Transactions***

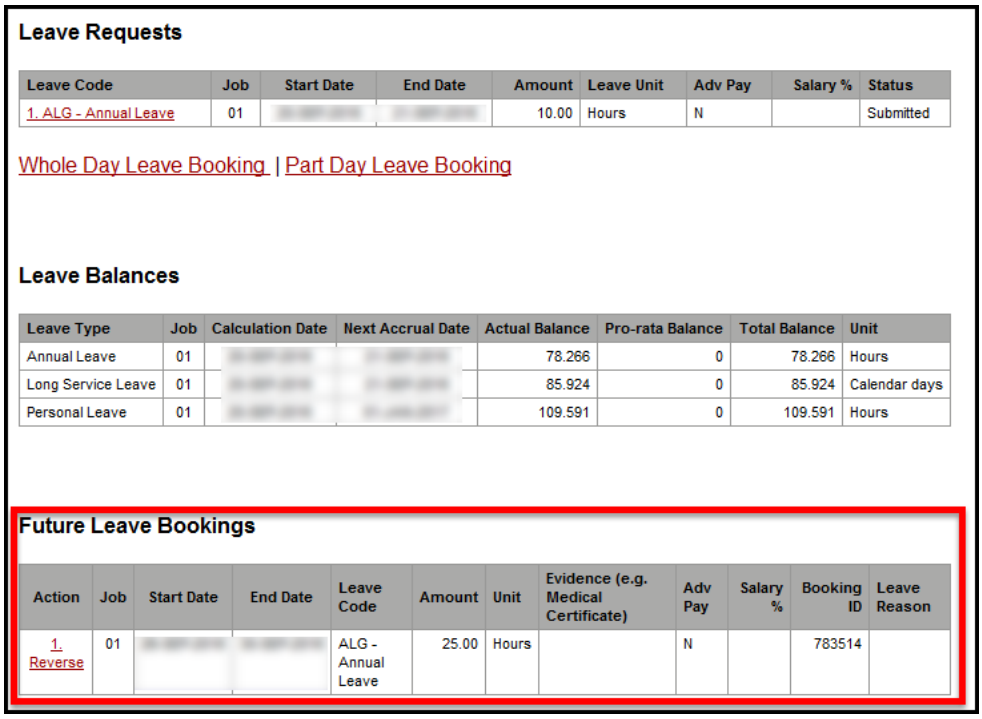
2. Once approved, a leave request will appear as a Future Leave booking.

Future Leave Bookings

Your approved leave requests are shown on the Leave Requests page.

1. From the menu, select **My HR** > **Leave** > ***Leave Requests***.

2. Your *approved* future leave bookings will be displayed:



Leave Requests

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. ALG - Annual Leave	01	[illegible]	[illegible]	10.00	Hours	N		Submitted

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01	[illegible]	[illegible]	78.266	0	78.266	Hours
Long Service Leave	01	[illegible]	[illegible]	85.924	0	85.924	Calendar days
Personal Leave	01	[illegible]	[illegible]	109.591	0	109.591	Hours

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	01	[illegible]	[illegible]	ALG - Annual Leave	25.00	Hours		N		783514	

Reversing a Future Leave Request

You are **able** to reverse an approved leave request with a **future** start date.

You are **also able** to reverse an approved leave request with a **past** start date.

> **Note**: The leave reversal must be approved by your Supervisor and the leave balance will not update until the day after the reversal is approved.

1. Go to **My HR** > **Leave** > ***Leave Bookings Request***.

2. Your leave request details will be displayed >

3. Go to the **Future Leave Bookings area** >

4. Identify the request you wish to reverse > Under **Action**, click on **Reverse**:

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1 Reverse	01	26-SEP-2016	30-SEP-2016	ALG - Annual Leave	25.00	Hours		N		783514	

5. **Check the** Leave Reversal **information** >

6. Click ***Reverse*** to confirm:

Leave Reversal

Leave Code	ALG - Annual Leave
Start Date	[redacted]
End Date	[redacted]
Amount	25
Unit	H - Hours
Advance Pay	N - No
Evidence (e.g. Medical Certificate)	
Other Doc.	
Reason	

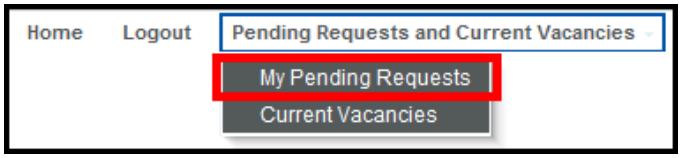
Reverse

Viewing Pending Requests

You can view your pending requests in HRonline.

1. Go to **My Favourites** > ***My Pending Transactions***
   OR
   Pending Requests and Current Vacancies at the top right hand corner of the home page:

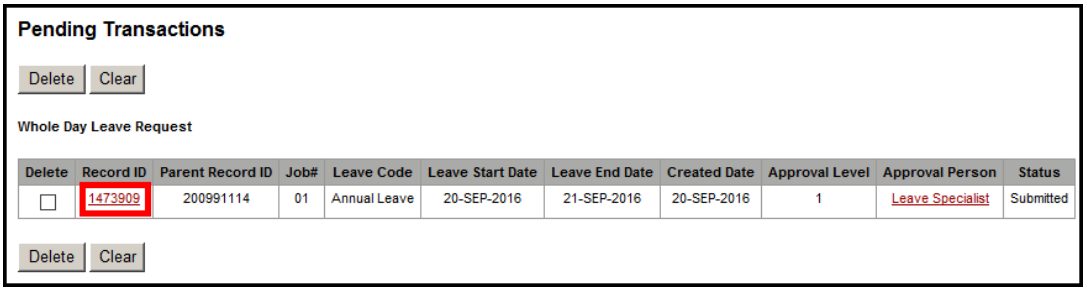
2. Choose ***My Pending Requests***:



3. The **Pending Transactions** screen will be **displayed**, showing any requests awaiting approval.

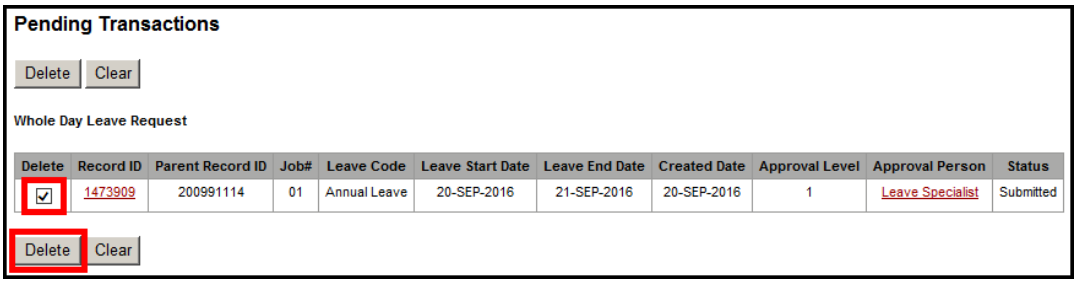
4. If no records are displayed, you can also view your ***Leave History***.

5. **To view details** of a request, click the ***Record ID***:



6. Delete pending (*unapproved*) requests **by ticking the delete box** to the left of the record >

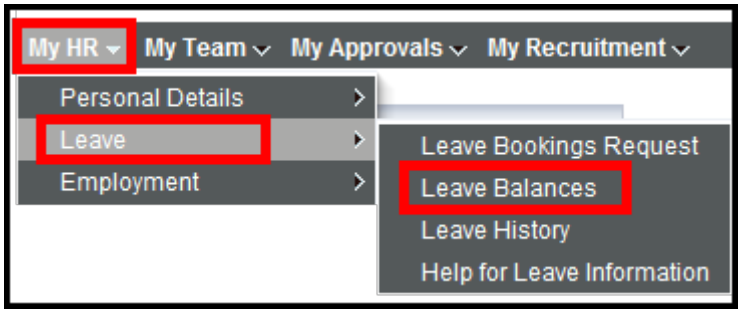
7. Click ***Delete*** to save:



Leave Balances

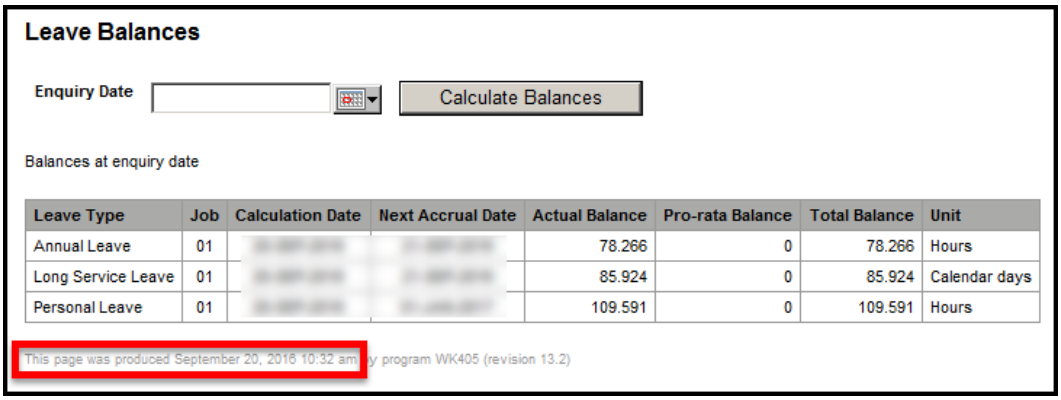
Calculate leave balance

1. From the menu, select **My HR** > **Leave** > ***Leave Balances***:



2. Your leave balances as at the **current day** will be displayed >

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



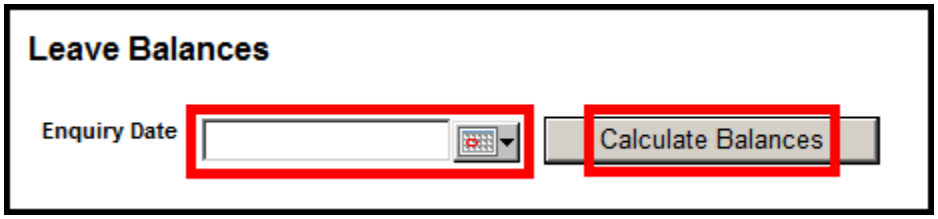
Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01			78.266	0	78.266	Hours
Long Service Leave	01			85.924	0	85.924	Calendar days
Personal Leave	01			109.591	0	109.591	Hours

Calculate leave available as at another date

You can calculate the leave available to you as at a future date.

1. From the menu, select **My HR** > **Leave** > ***Leave Balances*** >

2. Click the **Calendar** > **select an Enquiry Date** > Click ***Calculate Balances***:



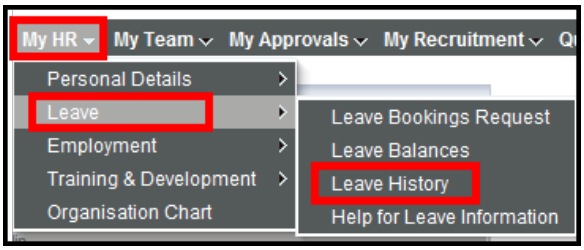
3. A table showing your Leave Balances (including accrual dates and long service leave) will be displayed.

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.

Leave History

You can view all of your leave history.

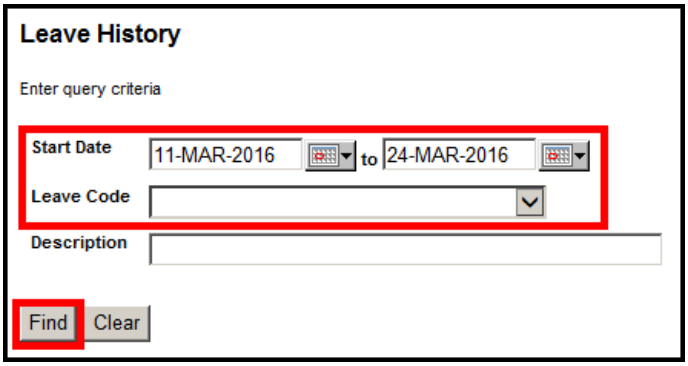
1. From the menu, select **My HR** > **Leave** > ***Leave History***:



2. A leave history query form will be displayed >

3. **Complete** relevant fields >

4. Click ***Find***
   OR
   Click ***Clear*** to clear the form and start again:



5. Your leave history will be displayed:

Leave History

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	01	[illegible]	[illegible]	ALG - Annual Leave	25.00	Hours		N		[illegible]	
	01	[illegible]	[illegible]	LWOP - Leave Without Pay	190.00	Hours				[illegible]	School terms Condition
3. Reverse	01	[illegible]	[illegible]	PL - Personal Leave	10.00	Hours	N			[illegible]	Sickness or Injury
4.	01	[illegible]	[illegible]	PL -	5.00	Hours	N			[illegible]	Sickness

PROFESSIONAL **LEAVE FAQ**

How do I check my leave balances?

See the ***Leave Balances*** section.

How do I find out what leave I have booked?

See the ***Leave History*** section.

How do I book Annual Leave?

See the ***Leave Requests: New*** section.

How do I cancel a leave booking?

See the ***Reversing a Future Leave Request*** section.

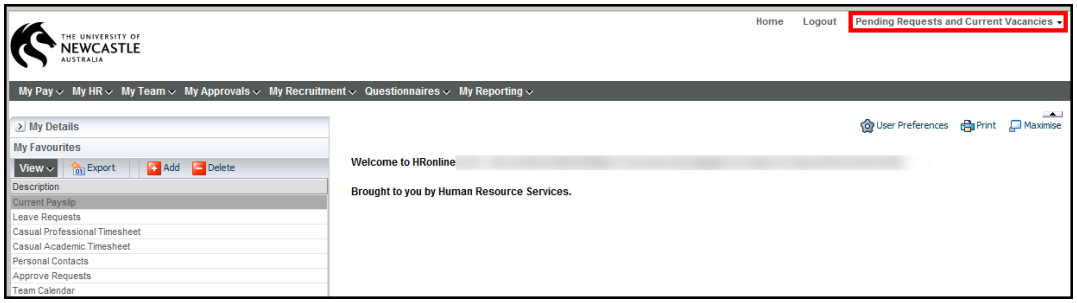
I want to change a Leave Request that I have submitted and is not yet approved.

Instead of editing an existing request, please *delete* the request you want to change and submit a new request.

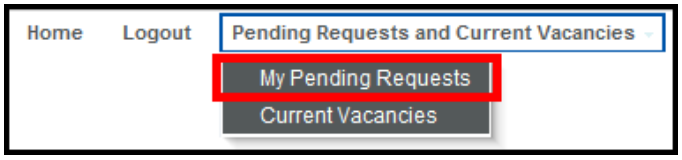
You can delete a pending leave request via **My Pending Requests**.

1. Go to **My Favourites** > ***My Pending Transactions***

OR
Pending Requests and Current Vacancies at the top right hand corner of the home page:

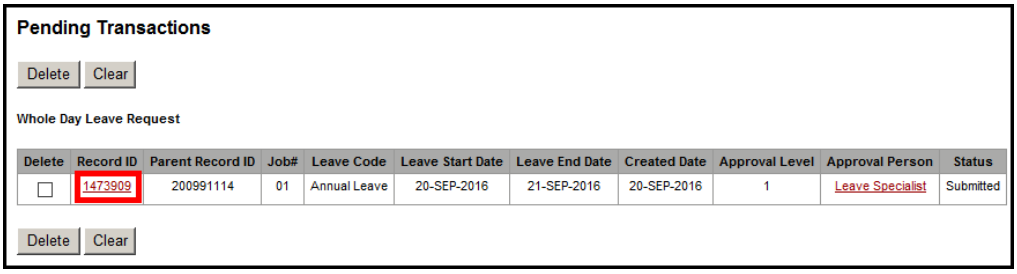


2. Choose ***My Pending Requests***:



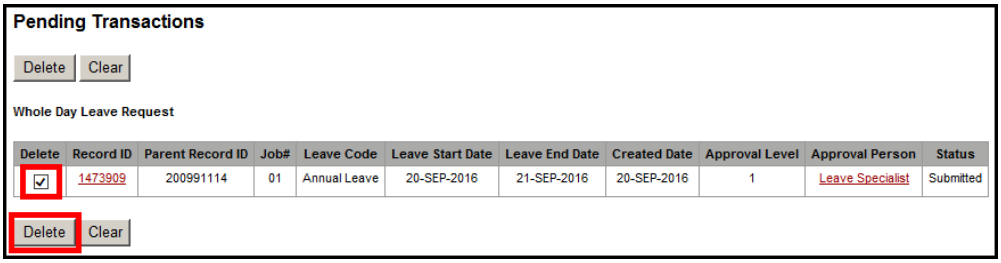
3. The **Pending Transactions** screen will be **displayed**, showing any requests awaiting approval.

4. **To view details** of a request, click the ***Record ID***:



5. Delete pending (*unapproved*) requests **by ticking the delete box** to the left of the record >

6. Click ***Delete*** to save:

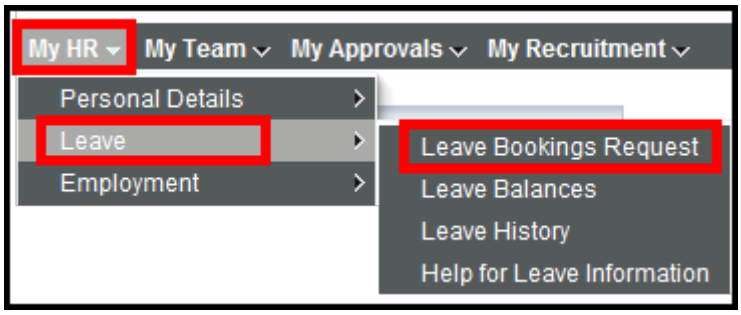


How do I reverse an approved leave request?

You are **able** to reverse an approved leave request with a ***future*** start date.
You are **also able** to reverse an approved leave request with a ***past*** start date

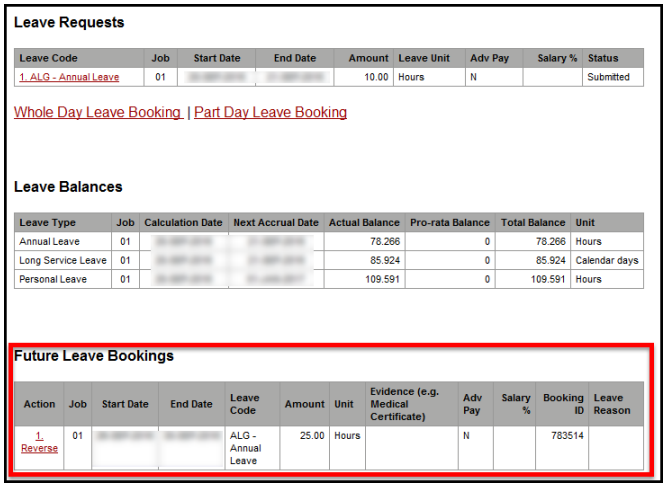
Note: The leave reversal must be approved by your Supervisor and the leave balance will not update until the day after the reversal is approved.

1. From the menu, select **My HR** > **Leave** > ***Leave Bookings Request***:



2. Your leave request details will be displayed >

3. Go to the **Future Leave Bookings area**:



Leave Requests

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. ALG - Annual Leave	01			10.00	Hours	N		Submitted

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01			78.266	0	78.266	Hours
Long Service Leave	01			85.924	0	85.924	Calendar days
Personal Leave	01			109.591	0	109.591	Hours

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	01			ALG - Annual Leave	25.00	Hours		N		783514	

4. Identify the request you wish to reverse >

5. Under **Action**, click on **Reverse**:

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1 Reverse	01			ALG - Annual Leave	25.00	Hours		N			

6. **Check the** Leave Reversal **information** >

7. Click ***Reverse*** to confirm:

Leave Reversal

Leave Code	ALG - Annual Leave
Start Date	26-SEP-2016
End Date	30-SEP-2016
Amount	25
Unit	H - Hours
Advance Pay	N - No
Evidence (e.g. Medical Certificate)	
Other Doc.	
Reason	

Reverse

How do I know if my leave has been approved?

1. Go to **My HR** > **Leave** > ***Leave Bookings Request*** >

2. Your leave request details will be displayed >

3. The **Future Leave Bookings area** will show your approved requests.

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

Error! Error - The amount of leave requested exceeds available balance.

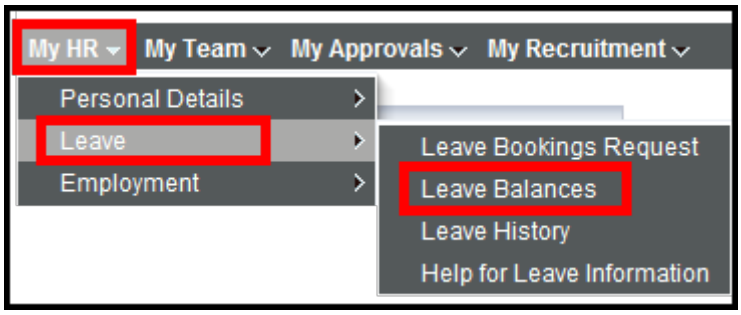
The hours requested are greater than the hours available.

See the ***Calculate Leave Balance*** section to check your balance.

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

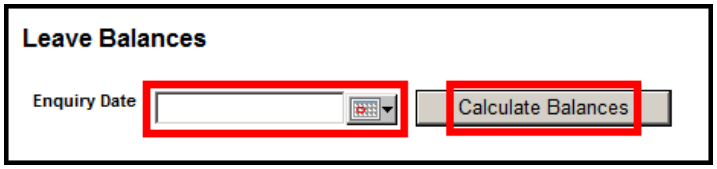
What date should I use to calculate my leave balance?

1. From the menu, select **My HR** > **Leave** > ***Leave Balances***:



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

3. Click ***Calculate Balances***:



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

Error! Zero Leave Amount. Check booking for Public Holiday/Weekend or non-rostered day

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 this form here.

NEED MORE HELP?

Please read the below to make sure you contact the correct team!

Contacting the correct team saves time and ensures your question is answered quickly.

AREA	CONTACT
Payslips	**Payroll Services** Telephone: (02) 4033 9999 > Option 1 Email: **payrollservices**@newcastle.edu.au
Payment Summaries	**Payroll Services** Telephone: (02) 4033 9999 > Option 1 Email: **payrollservices**@newcastle.edu.au
Tax	**Payroll Services** Telephone: (02) 4033 9999 > Option 1 Email: **payrollservices**@newcastle.edu.au
Superannuation	**Superannuation** Telephone: (02) 4033 9999 > Option 1 Email: **superannuation**@newcastle.edu.au
Leave	**Leave Specialist** Telephone: (02) 4033 9999 > Option 1 Email: **leave**@newcastle.edu.au
Staff Directory Updating HRonline information.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Staff Directory HRonline is correct but it has not updated the Staff Directory on the website.	**Web Team** Email: **web**@newcastle.edu.au
Approvers Who is my timesheet approver?	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Approvers My timesheet approver isn't in my HRonline list.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Training	**Discover** Website: http://www.newcastle.edu.au/current-staff/working-here/performance-and-development/workforce-development/discover

Recruitment I can't see the progress of an application.	**Recruitment Team** Telephone: (02) 4033 9999 > Option 2 Email: **employment**@newcastle.edu.au
Qualifications Information about adding qualifications.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Qualifications Qualifications are correct in HRonline but my Research Profile is not updated.	**Research Performance and Systems Unit** Email: **rps**@newcastle.edu.au Website
Alesco / Ascender Report requests	**HR Information Systems** Email: **hris**@newcastle.edu.au
Alesco / Ascender System access	**HR Information Systems** Email: **hris**@newcastle.edu.au
ECG System access	**HR Information Systems** Email: **hris**@newcastle.edu.au
Discoverer System access	**HR Information Systems** Email: **hris**@newcastle.edu.au

Further HRonline assistance is available through the following:

About Your Contract or Appointment
Contact your Supervisor / Timesheet Approver or HR Support

HR Support
Telephone: (02) 4033 9999
Email: hrsupport@newcastle.edu.au

PRD Online
Email: prdonline@newcastle.edu.au

HR Information Systems
Email: hris@newcastle.edu.au

General IT Help
Telephone: (02) 4921 7000
Email: 17000@newcastle.edu.au

LEAVE

ACADEMIC

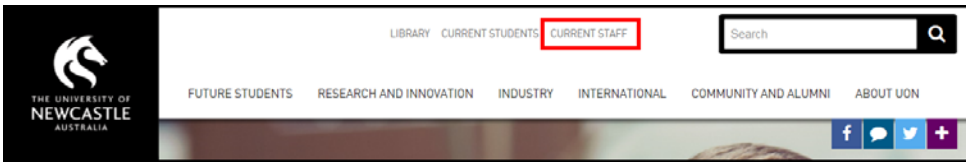
ACADEMIC LEAVE in HRonline

Leave requests are submitted and approved through HRonline.

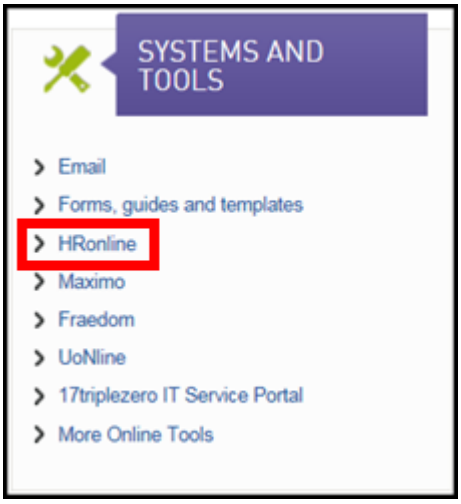
Login to HRonline

1. Go to www.newcastle.edu.au >

2. Click ***CURRENT STAFF*** at the top of the homepage:

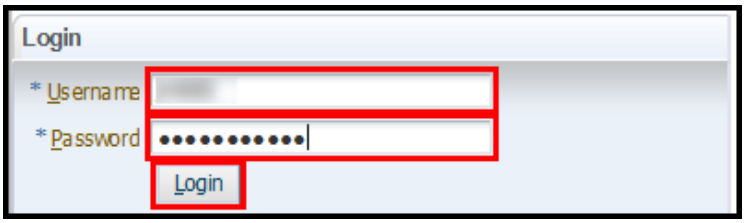


3. Under SYSTEMS AND TOOLS, click **HRonline**:



4. Login with:
   Username = your **Number Plate** (also known as your Uni ID)
   Password = your **main** password >

5. Click ***Login***:

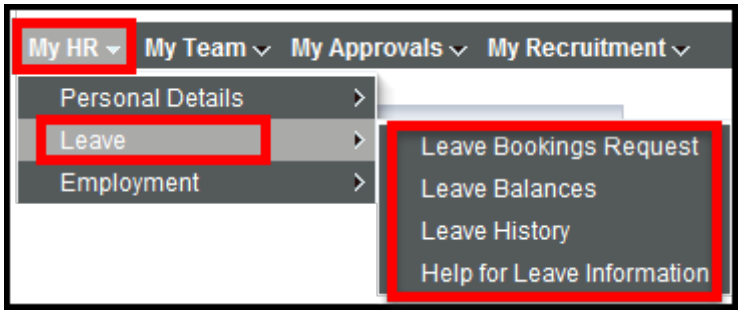


ACADEMIC **Leave**

1. From the menu, select **My HR** > ***Leave***:

2. **Choose an option from the menu**:

- Leave Bookings Request
- Leave Balances
- Leave History
- Help for Leave Information

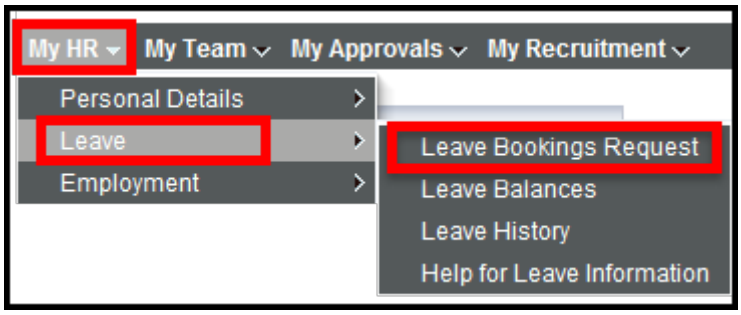


Leave Requests

Leave requests are submitted and approved through HRonline.

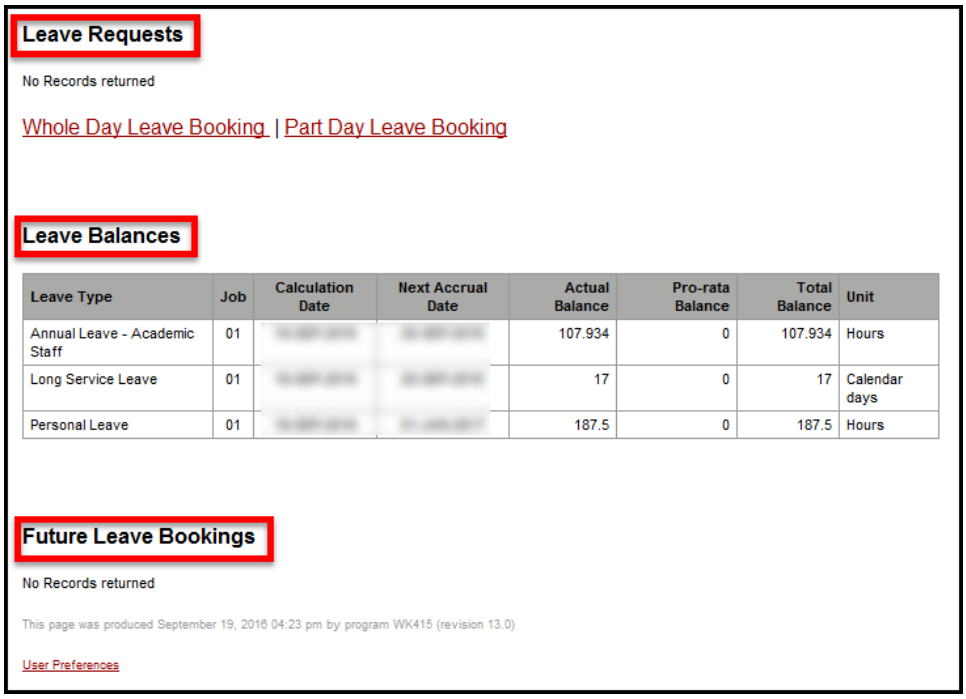
Submit a new leave request

1. From the menu, select **My HR** > **Leave** > ***Leave Bookings Request***:



2. A page will display, showing:

- Leave Requests (**submitted** requests, and also links to submit **new** Whole Day or Part Day requests)
- Leave Balances
- Future Leave Bookings



Leave Requests

No Records returned

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave - Academic Staff	01	[illegible]	[illegible]	107.934	0	107.934	Hours
Long Service Leave	01	[illegible]	[illegible]	17	0	17	Calendar days
Personal Leave	01	[illegible]	[illegible]	187.5	0	187.5	Hours

Future Leave Bookings

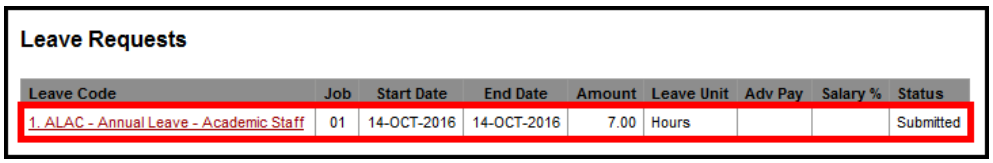
No Records returned

This page was produced September 19, 2016 04:23 pm by program WK415 (revision 13.0)

User Preferences

Leave Requests: *Submitted*

1. **My HR** > **Leave** > ***Leave Bookings Request*** will show your leave requests awaiting approval:



Leave Requests

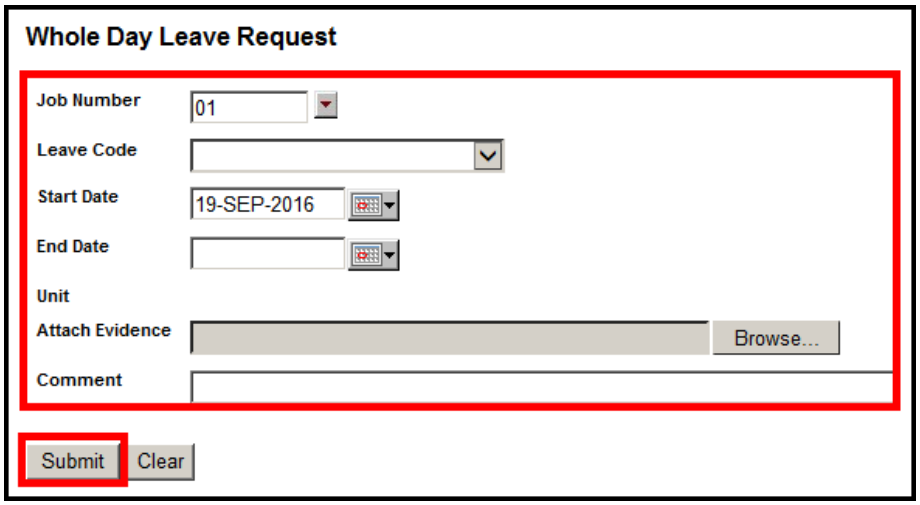
Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. ALAC - Annual Leave - Academic Staff	01	14-OCT-2016	14-OCT-2016	7.00	Hours			Submitted

Leave Requests: *New*

1. **My HR** > **Leave** > ***Leave Bookings Request***

2. Click **Whole Day Leave Booking** to make a whole day leave request. Click **Part Day Leave Booking** for leave less than a day.

3. The **Leave Request form** will be **displayed**:

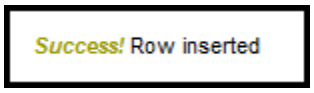


4. **Different fields** will be displayed in this form, depending on the Leave Code you select.

5. **Update** relevant fields >

6. Click ***Submit*** to Save
   OR
   Click ***Clear*** to clear the form and start again.

7. You will receive a *Success!* message when submitted:



8. The leave request is submitted to your supervisor for approval.

View requests awaiting approval

1. Click on **Favourites** > ***My Pending Transactions***

Once approved, a leave request will appear as a Future Leave booking.

Future Leave Bookings

Your approved leave requests are shown on the Leave Requests page.

1. From the menu, select **My HR** > **Leave** > ***Leave Requests***.

2. Your *approved* future leave bookings will be displayed:

Leave Requests

No Records returned

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave - Academic Staff	03			148.016	0	148.016	Hours
Annual Leave Deferred	03			10	0	10	Days
Long Service Leave	03			146.216	0	146.216	Calendar days
Personal Leave	03			187.5	.514	188.014	Hours

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	03	14-OCT-2016	14-OCT-2016	ALAC - Annual Leave - Academic Staff	7.50	Hours				794100	

Reversing a Future Leave Request

You are **able** to reverse an approved leave request with a ***future*** start date.

You are **also able** to reverse an approved leave request with a ***past*** start date.

Note: The leave reversal must be approved by your Supervisor and the leave balance will not update until the day after the reversal is approved.

1. Go to **My HR** > **Leave** > ***Leave Bookings Request***.

2. Your leave request details will be displayed >

3. Go to the **Future Leave Bookings area** >

4. Identify the request you wish to reverse > Under **Action**, click on **Reverse**:

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1 Reverse	03	14-OCT-2016	14-OCT-2016	ALAC - Annual Leave - Academic Staff	7.50	Hours				794100	

5. **Check the** Leave Reversal **information** >

6. Click ***Reverse*** to confirm:

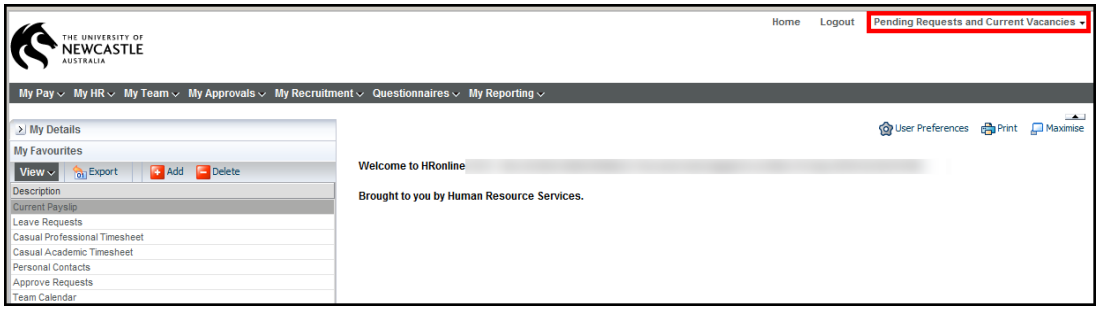
Leave Reversal

Leave Code	ALAC - Annual Leave - Academic Staff
Start Date	14-OCT-2016
End Date	14-OCT-2016
Amount	7.5
Unit	H - Hours
Advance Pay	
Evidence (e.g. Medical Certificate)	
Other Doc.	
Reason	

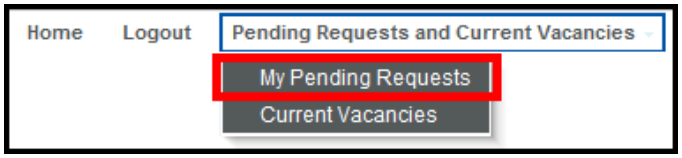
Reverse

Viewing Pending Requests

1. Go to **My Favourites** > ***My Pending Transactions***
   OR
   Pending Requests and Current Vacancies at the top right hand corner of the home page:



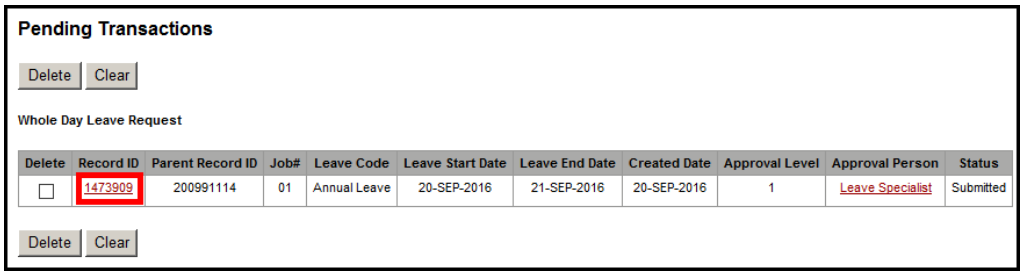
2. Choose ***My Pending Requests***:



3. The **Pending Transactions** screen will be **displayed**, showing any requests awaiting approval.

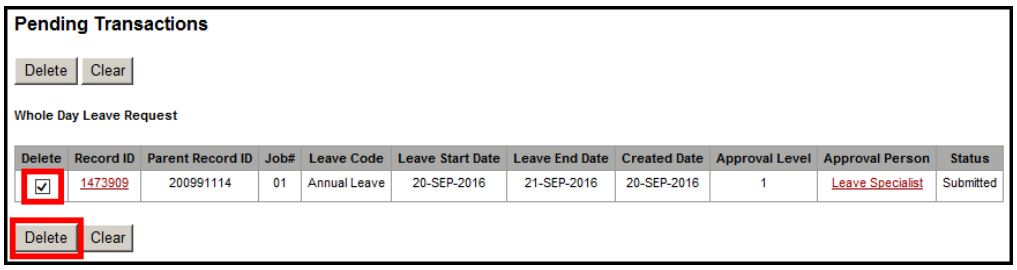
   If no records are displayed, view your Leave History.

4. **To view details** of a request, click the ***Record ID***:



5. Delete pending (*unapproved*) requests **by ticking the delete box** to the left of the record >

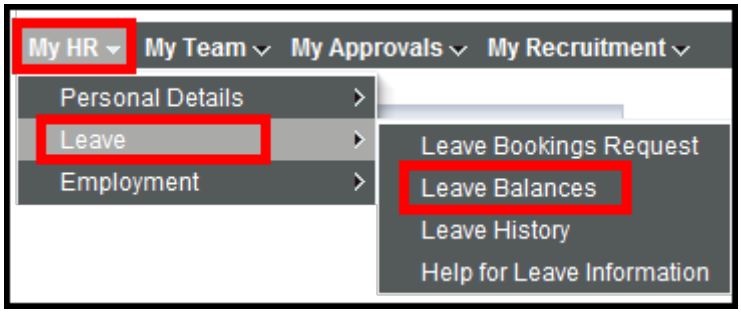
6. Click ***Delete*** to save:



Leave Balances

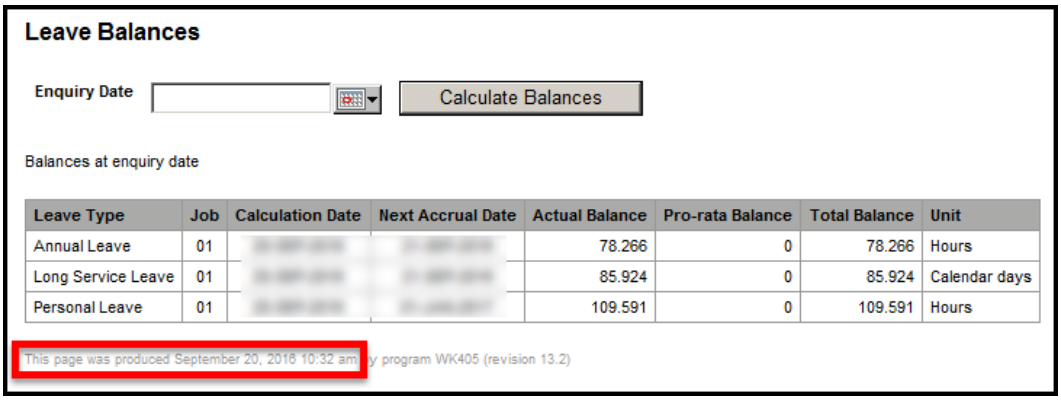
Calculate leave balance

1. From the menu, select **My HR** > **Leave** > ***Leave Balances***:



2. Your leave balances as at the **current day** will be displayed >

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



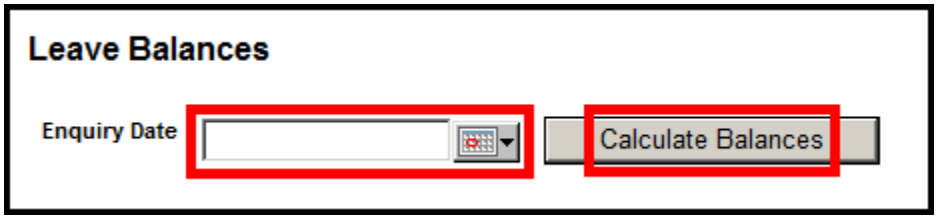
Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	01			78.266	0	78.266	Hours
Long Service Leave	01			85.924	0	85.924	Calendar days
Personal Leave	01			109.591	0	109.591	Hours

Calculate leave available as at another date

You can calculate the leave available to you as at a future date.

1. From the menu, select **My HR** > **Leave** > ***Leave Balances*** >

2. Click the **Calendar** > **select an Enquiry Date** > Click ***Calculate Balances***:



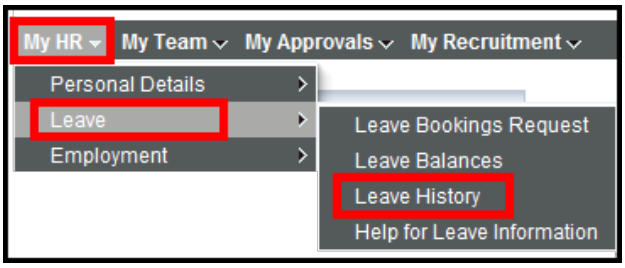
3. A table showing your Leave Balances (including accrual dates and long service leave) will be displayed.

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.

Leave History

You can view all of your leave history.

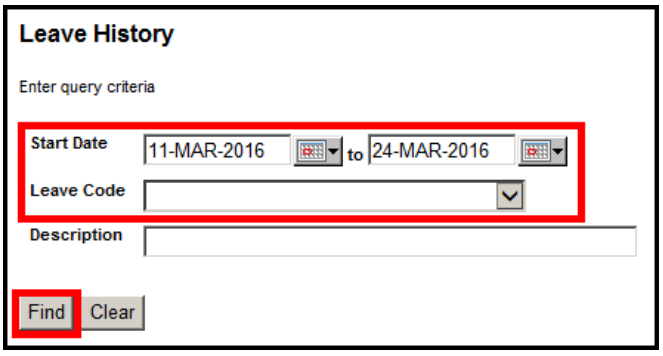
1. From the menu, select **My HR** > **Leave** > ***Leave History***:



2. A leave history query form will be displayed >

3. **Complete** relevant fields >

4. Click ***Find***
   OR
   Click ***Clear*** to clear the form and start again:



5. Your leave history will be displayed:

Leave History

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	03	14-OCT-2016	14-OCT-2016	ALAC - Annual Leave - Academic Staff	7.50	Hours				794100	

ACADEMIC LEAVE FAQ

How do I check my leave balances?

See the ***Leave Balances*** section.

How do I find out what leave I have booked?

See the ***Leave History*** section.

How do I BOOK Academic Annual Leave?

See the ***Leave Requests: New*** 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, this application form will need 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.

Accrued annual leave unused credit request (Academic staff) (PDF, 808KB).

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

For more information about academic annual leave see Clause 39 of the Academic staff enterprise agreement (PDF, 1.7MB).

How do I cancel a leave booking?

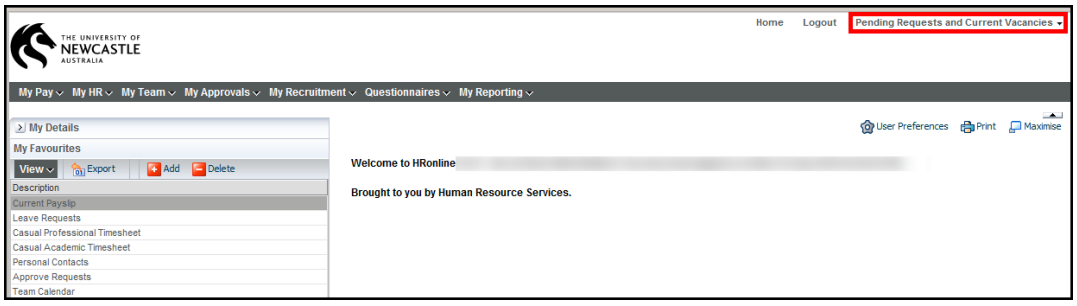
See the ***Reversing a Future Leave Request*** section.

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

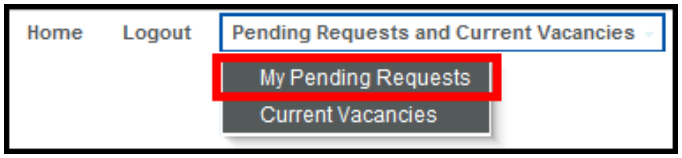
Instead of editing an existing request, please *delete* the request you want to change and submit a new request.

You can delete a pending leave request via **My Pending Requests**.

1. Go to **My Favourites** > ***My Pending Transactions***
   OR
   Pending Requests and Current Vacancies at the top right hand corner of the home page:

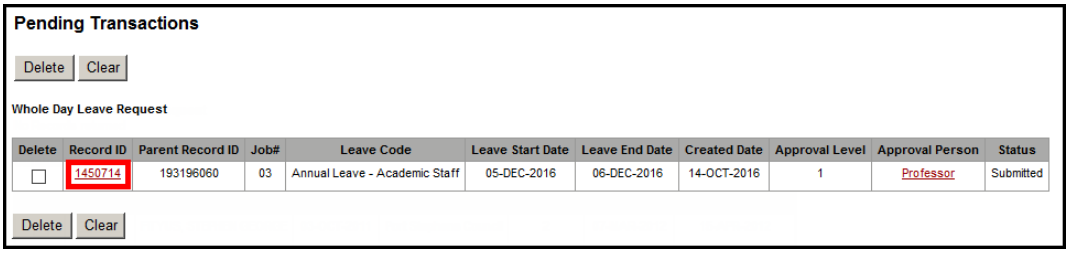


2. Choose ***My Pending Requests***:



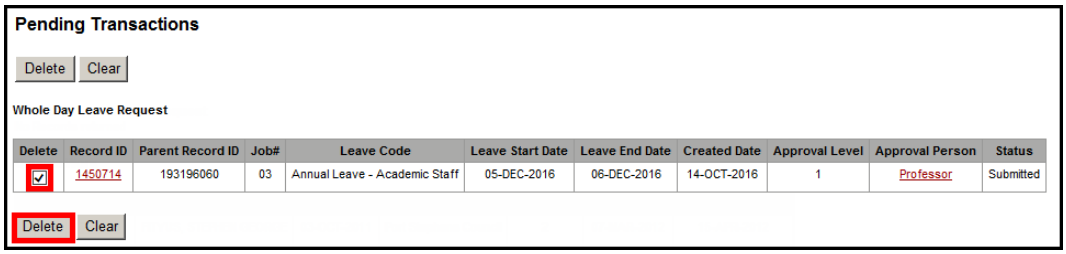
3. The **Pending Transactions** screen will be **displayed**, showing any requests awaiting approval.

4. **To view details** of a request, click the ***Record ID***:



5. Delete pending (*unapproved*) requests **by ticking the delete box** to the left of the record >

6. Click ***Delete*** to save:

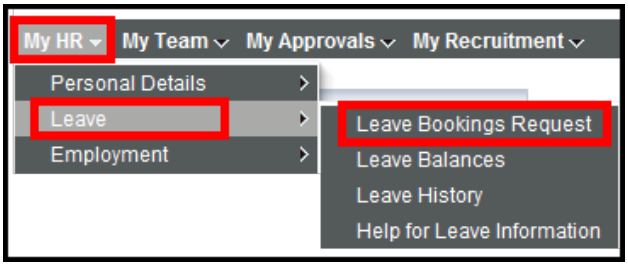


How do I reverse an approved leave request?

You are able to reverse an approved leave request with a future start date.
You are also able to reverse an approved leave request with a past start date

Note: The leave reversal must be approved by your Supervisor and the leave balance will not update until the day after the reversal is approved.

1. From the menu, select **My HR** > **Leave** > ***Leave Bookings Request***:



2. Your leave request details will be displayed >

3. Go to the **Future Leave Bookings area**:

Leave Requests

No Records returned

Whole Day Leave Booking | Part Day Leave Booking

Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave - Academic Staff	03			148.016	0	148.016	Hours
Annual Leave Deferred	03			10	0	10	Days
Long Service Leave	03			146.216	0	146.216	Calendar days
Personal Leave	03			187.5	.514	188.014	Hours

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1. Reverse	03	14-OCT-2016	14-OCT-2016	ALAC - Annual Leave - Academic Staff	7.50	Hours				794100	

4. Identify the request you wish to reverse >

5. Under **Action**, click on **Reverse**:

Future Leave Bookings

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Leave Reason
1 Reverse	03	14-OCT-2016	14-OCT-2016	ALAC - Annual Leave - Academic Staff	7.50	Hours				794100	

6. **Check the** Leave Reversal **information** >

7. Click ***Reverse*** to confirm:

Leave Reversal

Leave Code	ALAC - Annual Leave - Academic Staff
Start Date	14-OCT-2016
End Date	14-OCT-2016
Amount	7.5
Unit	H - Hours
Advance Pay	
Evidence (e.g. Medical Certificate)	
Other Doc.	
Reason	

Reverse

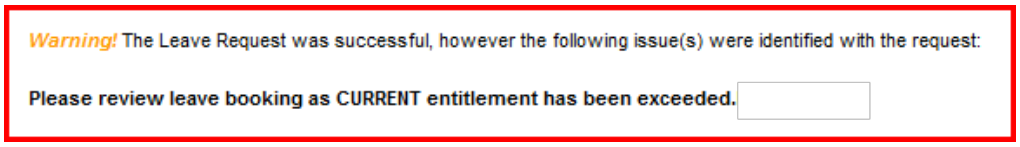
How do I know if my leave has been approved?

1. Go to **My HR** > **Leave** > ***Leave Bookings Request*** >

2. Your leave request details will be displayed >

3. The **Future Leave Bookings area** will show your approved requests.

When I submit an academic annual leave request, I receive the error: "*Warning! The Leave Request was successful, however the following issue(s) were identified with the request: Please review leave booking as CURRENT entitlement has been exceeded.*"

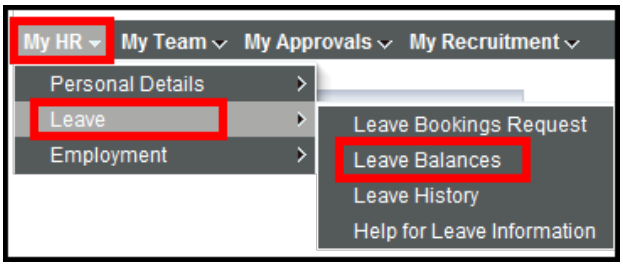


The leave request has been submitted successfully however, the hours requested are greater than the hours available, and your balance will be in the negative.

The error is also displayed when your approver opens the request.

What date should I use to calculate my leave balance?

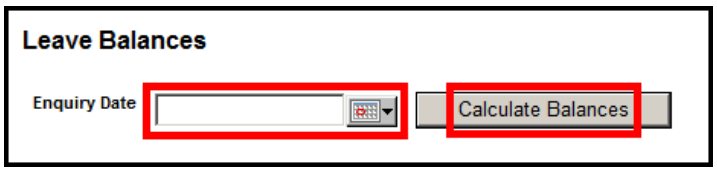
1. From the menu, select **My HR** > **Leave** > ***Leave Balances***:



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

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

4. Click ***Calculate Balances***:



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 this form here.

NEED MORE HELP?

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Contacting the correct team saves time and ensures your question is answered quickly.

AREA	CONTACT
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Tax	**Payroll Services** Telephone: (02) 4033 9999 > Option 1 Email: **payrollservices**@newcastle.edu.au
Superannuation	**Superannuation** Telephone: (02) 4033 9999 > Option 1 Email: **superannuation**@newcastle.edu.au
Leave	**Leave Specialist** Telephone: (02) 4033 9999 > Option 1 Email: **leave**@newcastle.edu.au
Staff Directory Updating HRonline information.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Staff Directory HRonline is correct but it has not updated the Staff Directory on the website.	**Web Team** Email: **web**@newcastle.edu.au
Approvers Who is my timesheet approver?	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Approvers My timesheet approver isn't in my HRonline list.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Training	**Discover** Website: http://www.newcastle.edu.au/current-staff/working-here/performance-and-development/workforce-development/discover
Recruitment I can't see the progress of an application.	**Recruitment Team** Telephone: (02) 4033 9999 > Option 2 Email: **employment**@newcastle.edu.au
Qualifications Information about adding qualifications.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Qualifications Qualifications are correct in HRonline but my Research Profile is not updated.	**Research Performance and Systems Unit** Email: **rps**@newcastle.edu.au Website
Alesco / Ascender Report requests	**HR Information Systems** Email: **hris**@newcastle.edu.au

Alesco / Ascender System access	**HR Information Systems** Email: **hris**@newcastle.edu.au
ECG System access	**HR Information Systems** Email: **hris**@newcastle.edu.au
Discoverer System access	**HR Information Systems** Email: **hris**@newcastle.edu.au

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HR Support
Telephone: (02) 4033 9999
Email: hrsupport@newcastle.edu.au

PRD Online
Email: prdonline@newcastle.edu.au

HR Information Systems
Email: hris@newcastle.edu.au

General IT Help
Telephone: (02) 4921 7000
Email: 17000@newcastle.edu.au

LEAVE

APPROVERS

APPROVER LEAVE tasks in HRonline

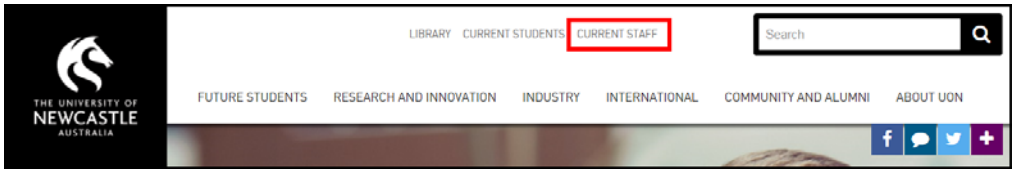
Approving Leave Requests or Reversals

Approvers receive an email notification when a leave request has been submitted and needs approval.

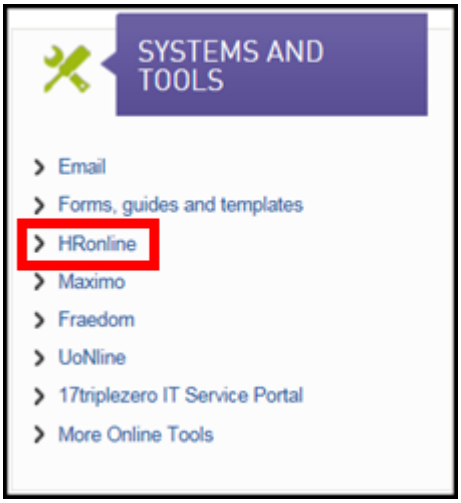
Approvers are also reminded of requests pending approval when opening the HRonline main menu.

1. Go to www.newcastle.edu.au >

2. Click ***CURRENT STAFF*** at the top of the homepage:

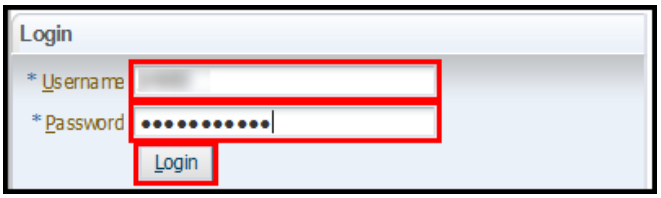


3. Under SYSTEMS AND TOOLS, click **HRonline**:



4. Login with:
   Username = your **Number Plate** (also known as your Uni ID)
   Password = your **main** password >

5. Click ***Login***:

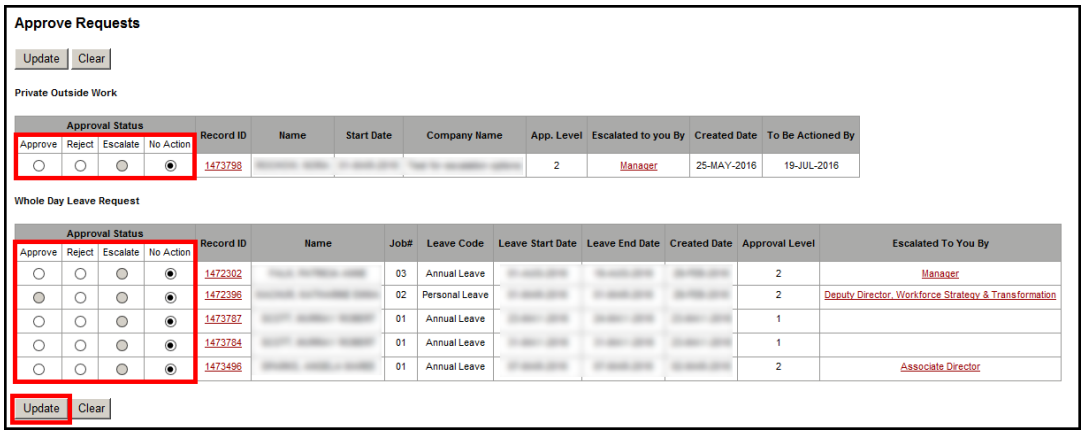


6. Click on **My Approvals** > ***Approve Requests***:

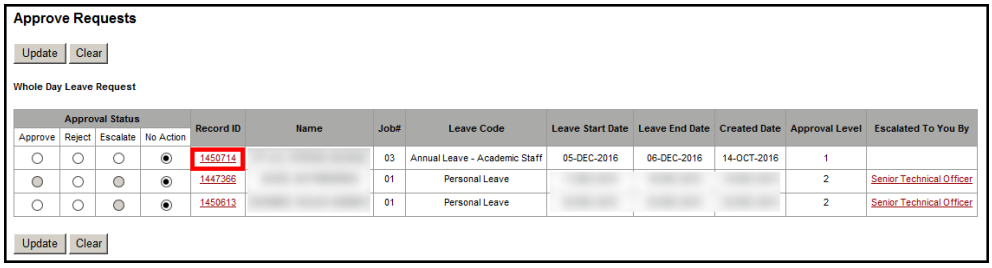
7. In some cases, details displayed on the Approve Requests summary screen will provide sufficient information to make an approval decision.

   If so, Approve or Reject by **choosing the relevant radio button** >

8. Click ***Update***:



9. To access the record details and all record options (e.g. the facility to record comments for rejected requests, or to denote a Medical Certificate has been sighted etc.), click the **Record ID**:



Approve Requests

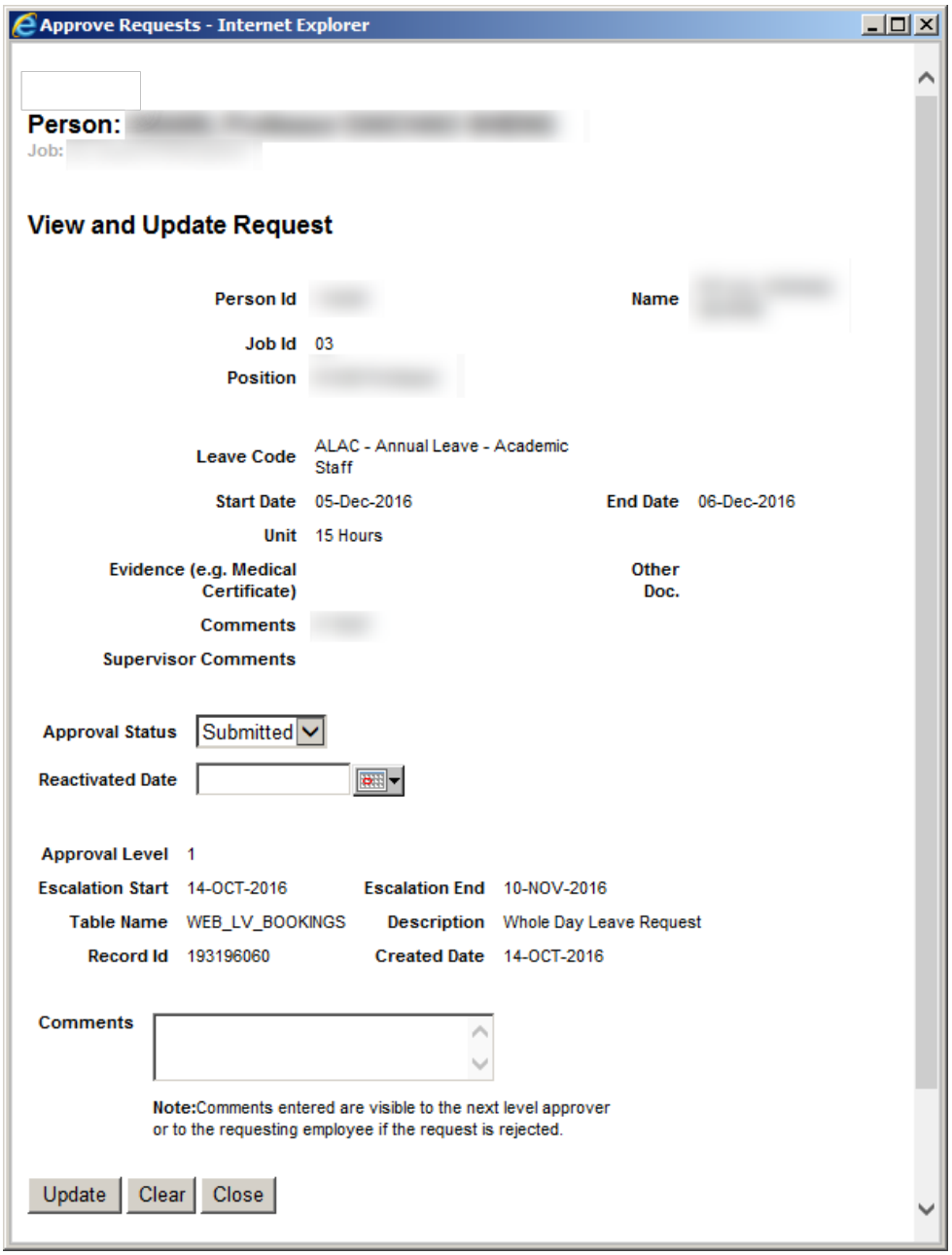
Update | Clear

Whole Day Leave Request

Approval Status				Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date	Approval Level	Escalated To You By
Approve	Reject	Escalate	No Action									
○	○	○	◉	1450714		03	Annual Leave - Academic Staff	05-DEC-2016	06-DEC-2016	14-OCT-2016	1	
●	○	●	◉	1447366		01	Personal Leave				2	Senior Technical Officer
○	○	●	◉	1450613		01	Personal Leave				2	Senior Technical Officer

Update | Clear

10. The View and Update Request screen will pop up:



Approve Requests - Internet Explorer

Person:

Job:

View and Update Request

Person Id		Name	
Job Id	03		
Position			
Leave Code	ALAC - Annual Leave - Academic Staff		
Start Date	05-Dec-2016	End Date	06-Dec-2016
Unit	15 Hours		
Evidence (e.g. Medical Certificate)		Other Doc.	
Comments			
Supervisor Comments			

Approval Status: Submitted

Reactivated Date:

Approval Level	1		
Escalation Start	14-OCT-2016	Escalation End	10-NOV-2016
Table Name	WEB_LV_BOOKINGS	Description	Whole Day Leave Request
Record Id	193196060	Created Date	14-OCT-2016

Comments

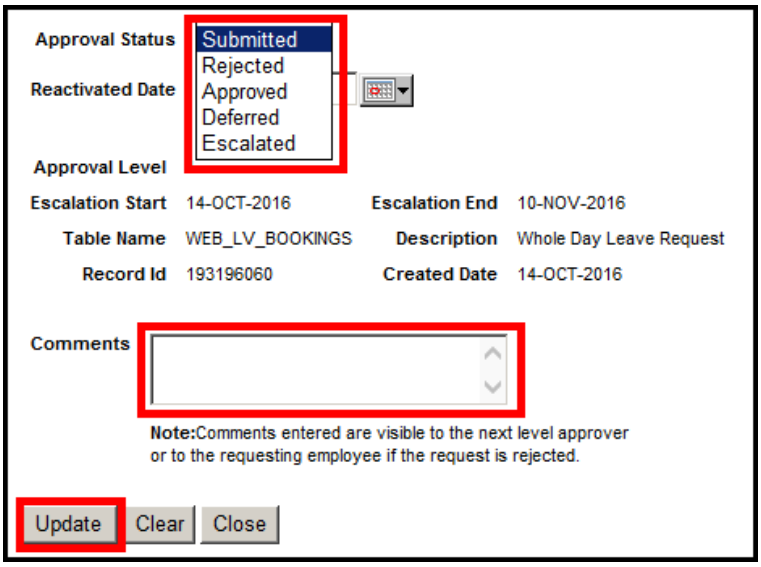
Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update | Clear | Close

11. **Select** the required Approval Status **from the drop-down list** >

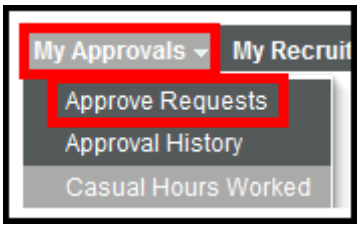
12. Enter **further Comments** where possible >

13. Click ***Update***:



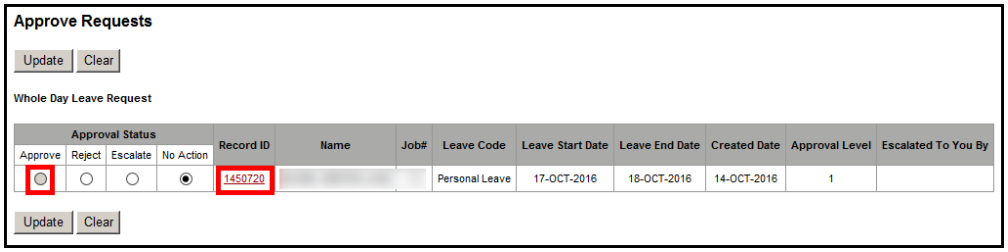
Approving PERSONAL Leave Requests or Reversals

1. Click on **My Approvals** > ***Approve Requests***:



2. Your **Approval Requests** page will **display**.

3. The "Approval" **radio button may be greyed-out** for a request, as you are **required to view the full leave request and accompanying supporting documentation** (e.g. Medical Certificate) **before approving** > Click on the **Record ID** to view the full request:



4. The View and Update Request screen will pop up >

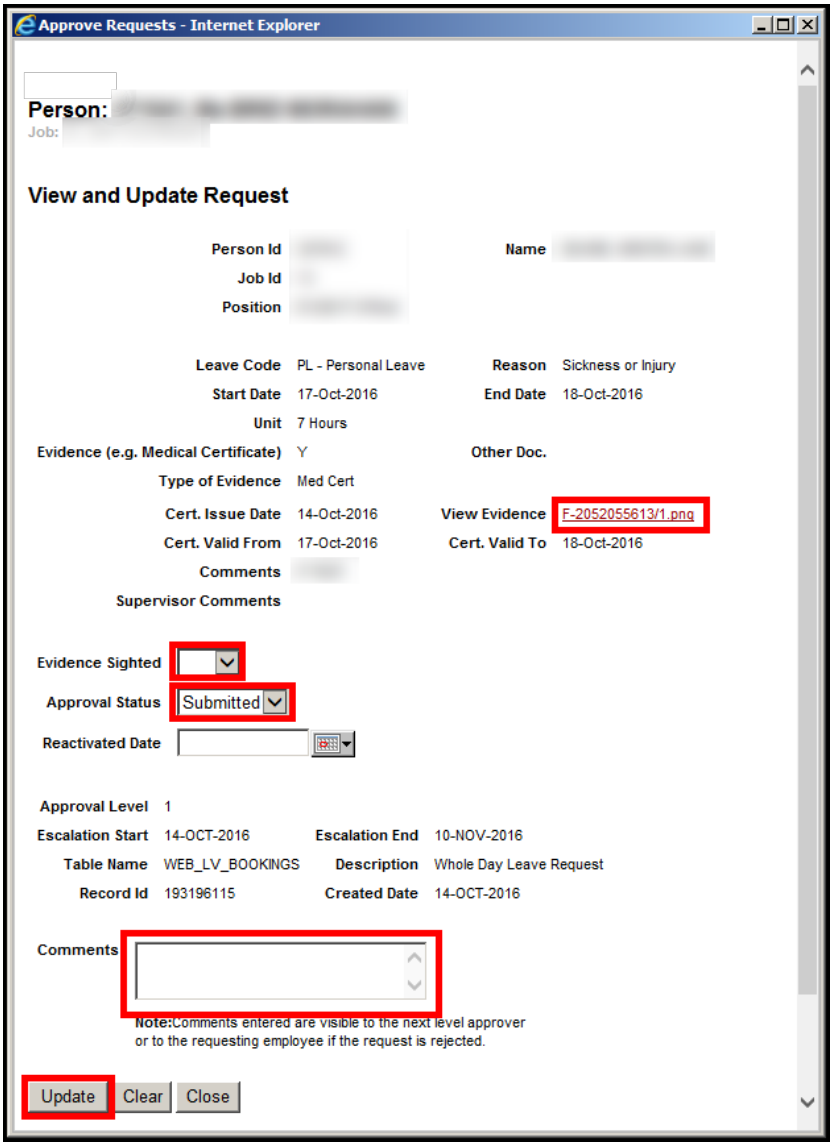
5. Click on the View Evidence **link** to **view the submitted supporting documentation** >

6. **Select** the appropriate Evidence Sighted option **from the drop-down list** >

7. **Select** the required Approval Status **from the drop-down list** >

8. Enter **further Comments** where possible >

9. Click ***Update***:



Approving a request

1. Select **Approved** from the drop-down list >

2. Click ***Update*.**

Rejecting a request

1. Select **Rejected** from the drop-down list >

2. **Enter Comments** >

3. Click ***Update***.

The comments will be available to the employee when they view the record.

What if the Academic leave request also displays a warning?

A message will show in the approval screen if an *Academic* staff member has booked leave exceeding their available balance.

This message can be ignored as long as the staff member does not book more than 20 days per year (pro-rata for part-time or part-year service).

Approving Leave Reversals

A staff member can reverse (cancel) an approved request.

See ***Reversing a Future Leave Request***.

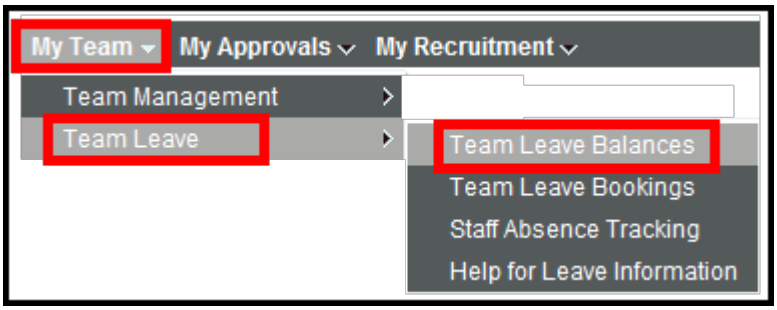
Team Leave Balances

Academic annual leave accrues daily from 1 January each year.

You can check the staff member's leave accrual in the ***Team Leave Balances*** section of HRonline.

View your team's leave balances.

1. Click on **My Team** > **Team Leave** > ***Team Leave Balances***:



2. The Team Leave Balances query form will be displayed >

3. **Fill in the field(s)**: Leave Code / Leave Description >

4. Click ***Find***

5. The Team Leave Balances table for your team will be displayed.

6. Divide the numbers by 7 to convert to working days.

APPROVER **LEAVE FAQ**

How do I check my team's leave balances?

See the ***Team Leave Balances*** section.

How do I approve a leave booking?

See the ***Approving Leave Requests or Reversals*** section.

I have been sent an email to approve a timesheet/leave request, but when I log in the *approval button is greyed out*.

You cannot approve requests from the Summary Screen.

To approve requests, first open each request by clicking on the Record ID.

The request details will be displayed. You can choose Approve / Reject / Escalate / No Action.

Choose an **Approval Status** > Click on ***Update***.

How do I approve a leave reversal?

See the ***Approving Leave Reversals*** section.

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Staff Directory Updating HRonline information.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Staff Directory HRonline is correct but it has not updated the Staff Directory on the website.	**Web Team** Email: **web**@newcastle.edu.au
Approvers Who is my timesheet approver?	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au

Approvers My timesheet approver isn't in my HRonline list.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Training	**Discover** Website: http://www.newcastle.edu.au/current-staff/working-here/performance-and-development/workforce-development/discover
Recruitment I can't see the progress of an application.	**Recruitment Team** Telephone: (02) 4033 9999 > Option 2 Email: **employment**@newcastle.edu.au
Qualifications Information about adding qualifications.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Qualifications Qualifications are correct in HRonline but my Research Profile is not updated.	**Research Performance and Systems Unit** Email: **rps**@newcastle.edu.au Website
Alesco / Ascender Report requests	**HR Information Systems** Email: **hris**@newcastle.edu.au
Alesco / Ascender System access	**HR Information Systems** Email: **hris**@newcastle.edu.au
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