

Paid Leave Process (managers)

Click **My People**

Click **Time & Attendance**

The screenshot shows the Xentrall interface. The top navigation bar includes the Xentrall logo, the user name 'Welcome, Forrest', and options for 'Account' and 'Sign Out'. The left sidebar menu has 'ME' and 'MY PEOPLE' (circled in red). Under 'MY PEOPLE', there is a 'Not Selected' profile icon and a 'Team Selector' section. The 'Time & Attendance' option is circled in red. Below the sidebar, the main content area is titled 'Direct Reports for Forrest Gump' and shows 'Showing 8 results (0 vacant) / 0 Selected'. There are 'Select All' and 'Deselect All' buttons. Three employees are listed: Halle Berry (HR Team Leader), Sandra Bullock (Senior HR Officer), and Leo DiCaprio (HR Team Leader). Each employee entry includes a profile picture, name, title, position code, contact information, and 'Select' and 'Show Reports' buttons.

Locate and select the required employee

Click **Next**

The screenshot shows the Xentrall interface with the 'MY PEOPLE' section active. The left sidebar menu has 'ME' and 'MY PEOPLE'. Under 'MY PEOPLE', there is a 'Not Selected' profile icon and a 'Team Selector' section. The 'Time & Attendance' option is circled in red. The main content area displays a table of employees. The table has columns for 'Employee Name', 'Employee Number', 'Post', and 'Employee Information'. The employee 'Kate Winslet' is selected, indicated by a checked checkbox in the first column. The 'Next' button at the bottom right is circled in red.

Employee Name	Employee Number	Post	Employee Information
Forrest Gump	TESTMAN	Xentrall HR Manager (POS002838)	
<input type="checkbox"/> Leo DiCaprio	0224647	HR Team Leader (Payroll Services) (POS002867)	
<input type="checkbox"/> Reese Witherspoon	1007466	HR Team Leader (Payroll) (POS002839)	
<input type="checkbox"/> Forrest Gump	6027979	HR Team Leader (Recruitment) (POS002890)	Has another post
<input checked="" type="checkbox"/> Kate Winslet	1007413		
<input type="checkbox"/> Halle Berry	7001562	HR Team Leader (System Development) (POS002901)	
<input type="checkbox"/> Sandra Bullock	1008739	Senior HR Officer (POS002840)	
<input type="checkbox"/> Julia Roberts	0206014	Senior Project Officer (POS002889)	
<input type="checkbox"/> Regina King	TESTEMP		

Using the calendar, **right click** on the required date and select **Add**
Click **Paid Leave**

Time Management

The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.

< Previous Week Ending 19/07/2020 Next >

Name	Employee No.	Avg Weekly Contract Hrs	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	My
			13/07/2020	14/07/2020	15/07/2020	16/07/2020	17/07/2020	18/07/2020	19/07/2020	Holiday
Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Balance
Kate Winslet	5006875	37								

- Add
- View
- Edit
- Delete

- CAS Casual Sicknes
- CVD Coronavirus Isolation
- PL DBC Paid Leave
- UPL DBC Unpaid Leave
- PAY Payments

Complete the Paid Leave request form and **Submit**

Type DBC Paid Leave

Comments

Dates Full Day Part Day Open Ended

From* 15/07/2020

To* 15/07/2020

hours mins hrs decimal

Total Time 7 24 7.40

Reason* Coronavirus - Isolation

Cancel Submit

The Leave Request will be sent to HR Advisory for approval.

Note: the leave will show in the calendar while it is pending approval, this is to ensure no duplicate entries are submitted.

Time Management

The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.

< Previous Week Ending 19/07/2020 Next >

Name	Employee No.	Avg Weekly Contract Hrs	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		My Holiday Balance
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	
Kate Winslet	5006875	37					PL	8.00									

You will receive an email to advise if the request has been authorised or denied.

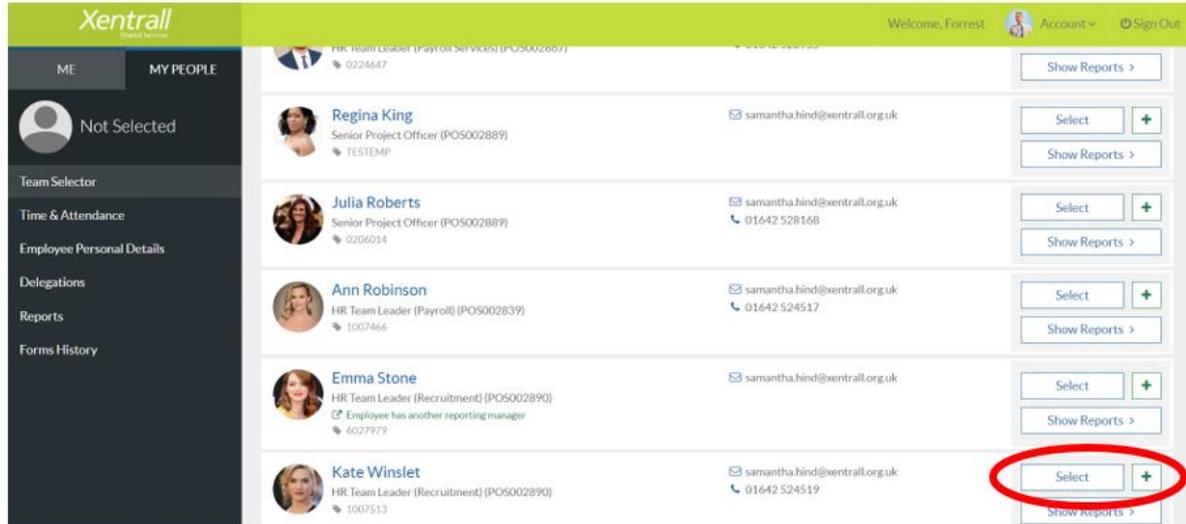
If the request is denied, your HR Advisor will contact you to discuss.

To check the progress of a request in MyHR ...

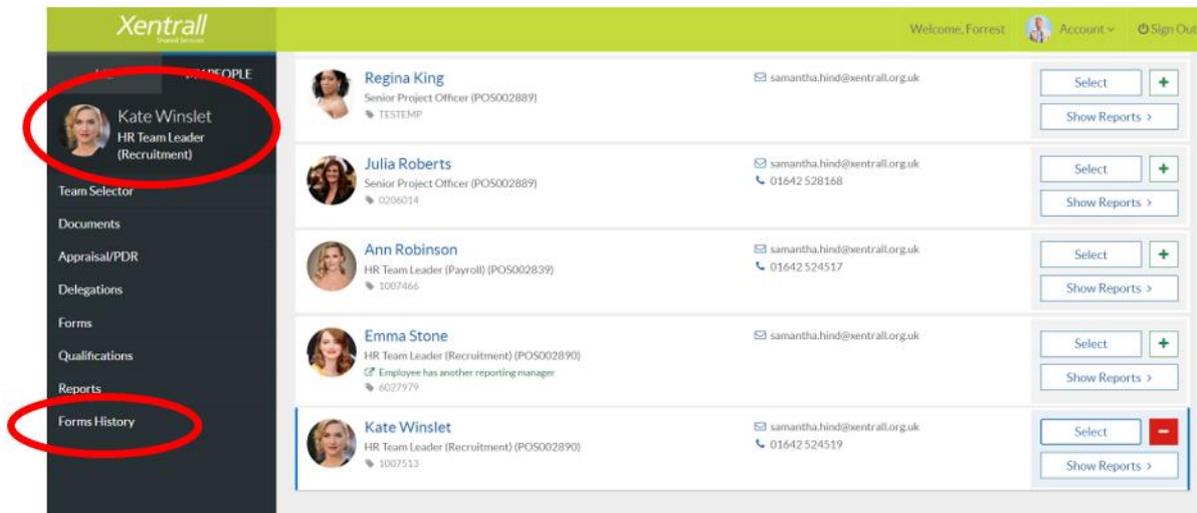
Click **My People**

Use **Team Selector** to locate the employee

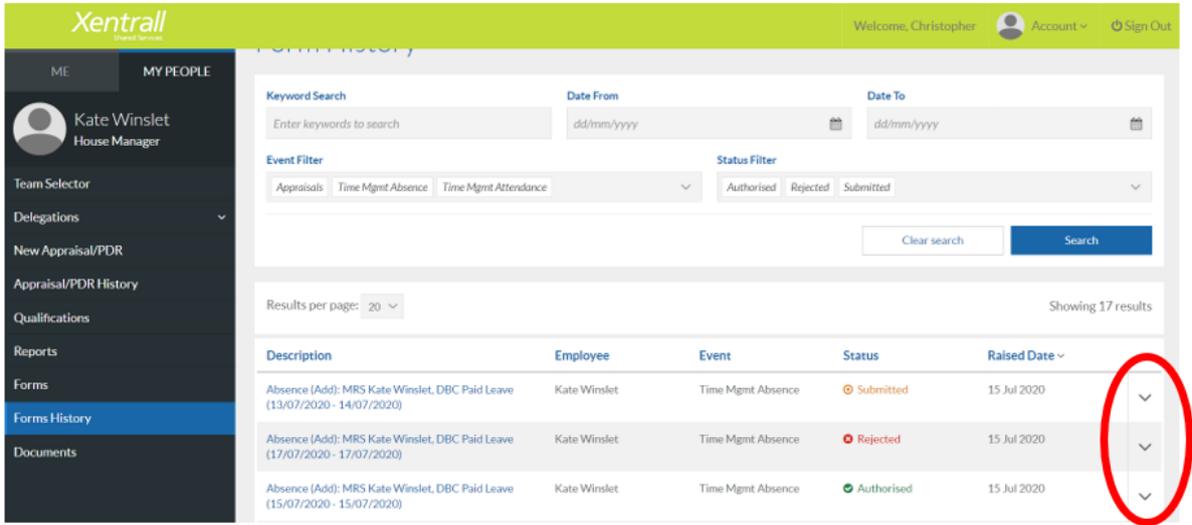
Click **Select** (across to the right)



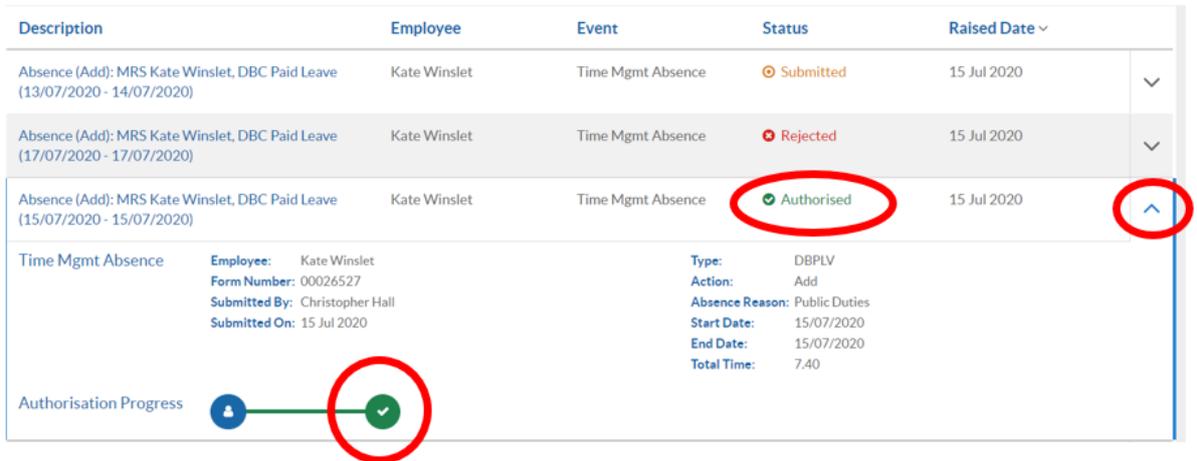
With the Employees name at the top of the menu, click on **Forms History**



You will see all details of all absence and leave entries for the employee.
Use the **V** to expand the line and view more detail



In this example, the request was approved. To view who it was approved by, click the green tick next to the Authorisation Progress bar.



In this example, the request was denied. To view who it was denied by, click the red cross next to the Authorisation Progress bar.

Description	Employee	Event	Status	Raised Date
Absence (Add): MRS Kate Winslet, DBC Paid Leave (13/07/2020 - 14/07/2020)	Kate Winslet	Time Mgmt Absence	Submitted	15 Jul 2020
Absence (Add): MRS Kate Winslet, DBC Paid Leave (17/07/2020 - 17/07/2020)	Kate Winslet	Time Mgmt Absence	Rejected	15 Jul 2020
Time Mgmt Absence	Employee: Kate Winslet Form Number: 00026528 Submitted By: Christopher Hall Submitted On: 15 Jul 2020		Type: DBPLV Action: Add Absence Reason: Public Duties Start Date: 17/07/2020 End Date: 17/07/2020 Total Time: 7.40	
Authorisation Progress				
Absence (Add): MRS Kate Winslet, DBC Paid Leave (15/07/2020 - 15/07/2020)	Kate Winslet	Time Mgmt Absence	Authorised	15 Jul 2020

In this example, the leave is marked as Submitted. This means it is pending approval

Description	Employee	Event	Status	Raised Date
Absence (Add): MRS Kate Winslet, DBC Paid Leave (15/07/2020 - 15/07/2020)	Kate Winslet	Time Mgmt Absence	Submitted	15 Jul 2020
Time Mgmt Absence	Employee: Kate Winslet Form Number: 00026527 Submitted By: Christopher Hall Submitted On: 15 Jul 2020		Type: DBPLV Action: Add Absence Reason: Public Duties Start Date: 15/07/2020 End Date: 15/07/2020 Total Time: 7.40	
Authorisation Progress				