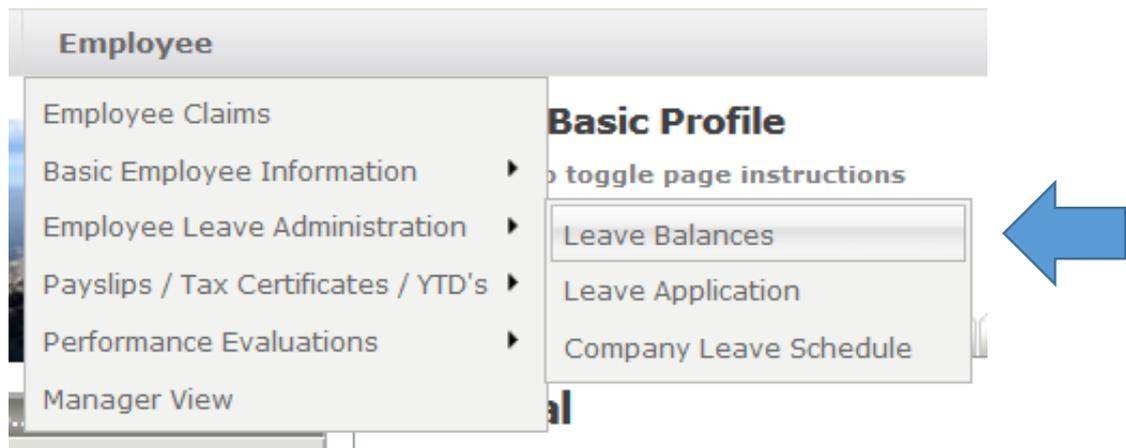


Paymaster Online Tutorial

Your leave balance and applying for leave

If you want to view your leave balance, you click on **employee, employee leave administration, leave balances**



Once you have clicked on leave balances, your screen should look like this:

Leave Balances
[Click here to toggle page instructions](#)

Details

run: --October - 2015 (1)

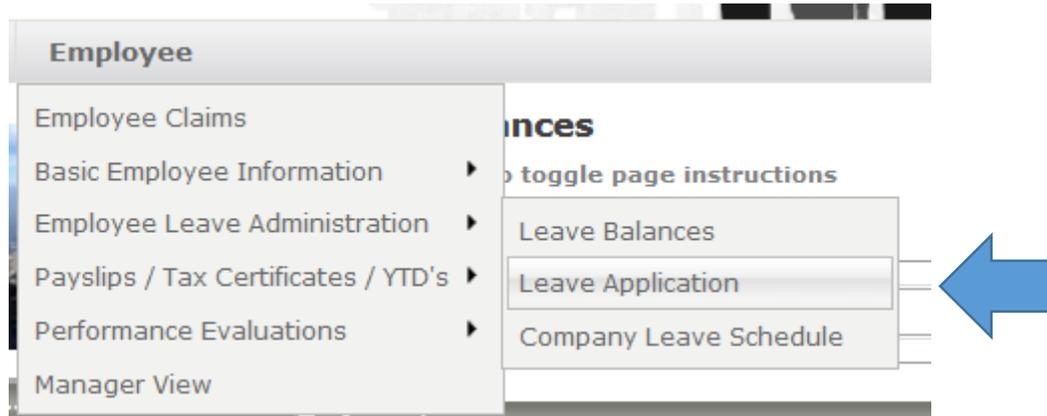
Annual

| Leave Description | Leave Accrual | Leave Balance | Due to Expire |
|-------------------|---------------|---------------|---------------|
| Annual Leave | 1.25 | 63.00 | |

It shows the current month, your leave balance and the accrual. If you have any queries regarding your leave balance, speak to your manager.

If you have a leave application you need to do, you can do this on your employee self service profile. Please check with your manager if leave applications are setup on your profile.

To apply for leave, click on **employee, employee leave administration, leave application**



Once you have clicked on leave application, your screen should look like this:

Leave Application

[Click here to toggle page instructions](#) [PAGE HELP](#)

[Click here to view audit trail](#)

Details

| | | | |
|---|--|---|---|
| * leave type: | --select one-- | ? | ↺ |
| * start date: | 26 October 2015 | ? | ↺ |
| * end date: | 26 October 2015 | ? | ↺ |
| projected leave balance as at start date: | | | |
| * number of days: | 1 | ? | |
| comments: | | | |
| reference: | | | |
| send this leave application to the following person for approval: | <input type="radio"/> ian Hurst | ? | |
| attachment: | <input type="button" value="Browse..."/> No file selected. | ? | |

This screen is where you put the details of your leave.

Select the leave type from the drop down menu – Annual, Sick, Family responsibility or any other option you need to select

Details [Click here to view audit trail](#)

| | | | |
|---|---|---|---|
| * leave type: | --select one-- | ? | ? |
| * start date: | --select one-- | ? | ? |
| * end date: | Annual Family Responsibility Sick Special Study | ? | ? |
| projected leave balance as at start date: | | | |
| * number of days: | 1 | ? | |
| comments: | | | |
| reference: | | | |
| send this leave application to the following person for approval: | <input checked="" type="radio"/> ian Hurst | ? | |
| attachment: | <input type="button" value="Browse..."/> No file selected. | ? | |

I am going to select Family responsibility.

Insert the start date and end date of your leave.

The system will automatically load number of days. If you have taken half a day, make the start and end dates the same day, and manually override the number of days as 0.5

You can insert any comments, such as the reason for the leave taken. You can then select your approval manager from the options.

If you need to add an attachment, such as a sick note, you can add this here as well.

Once you have completed all the sections, click on save.

Details [Click here to view audit trail](#)

| | | | |
|---|--|---|---|
| * leave type: | Family Responsibility | ? | ? |
| * start date: | 26 October 2015 | ? | ? |
| * end date: | 26 October 2015 | ? | ? |
| * number of days: | 1 | ? | |
| comments: | Daughter was ill | | |
| reference: | | | |
| send this leave application to the following person for approval: | <input checked="" type="radio"/> ian Hurst | ? | |
| attachment: | <input type="button" value="Browse..."/> No file selected. | ? | |



You will now be taken back to your home screen. Your leave balance will only change as soon as your manager has approved your leave.

You will also receive an email advising you that you applied for leave:

Good day paul

If you filled in an email address when you captured the following leave application, this email has also been sent to your manager for approval. You will be notified via email when this leave application is processed.

| | |
|---------------------------------------|-----------------------|
| Name: | paul du toit |
| Approver: | ian Hurst |
| Leave Type: | Family Responsibility |
| Leave balance as at leave start date: | 8.00 |
| Start Date: | 26 Oct 2015 |
| End Date: | 26 Oct 2015 |
| No. of Days: | 1.00 |
| Comments: | Daughter was ill |

If you have any questions or concerns regarding this leave application please do not hesitate to contact your payroll or HR department.