



## LEAVE PROCESSING FOR SUPERVISORS

If you are a Supervisor you will be required to approve or reject leave applications via myUNSW instead of signing a leave form.

You will be notified via email when an employee has submitted an application for leave.



**Step 1:** Log in to [my.unsw.edu.au](http://my.unsw.edu.au) with your UniPass; select **Leave Approvals** under the **My Staff Profile** tab.

**Step 2:** All applications awaiting processing will be listed in summary.

**Step 3:** Select **View Details** next to the application to be processed.

**Step 4:** By selecting **Approve** or **Reject** an email will be generated to the applicant informing them of your decision.

**Step 5:** Forward the relevant documentation, eg medical certificates, to Human Resources for filing.

**Note:** If required, refer to **HELP** for UNSW leave policy.

# my.unsw.edu.au



# myUNSW

Apply  
for leave  
online via  
myUNSW

[my.unsw.edu.au](http://my.unsw.edu.au)



# myUNSW

is the single online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW employees.

## APPLYING FOR LEAVE VIA MYUNSW

Employees can now apply for leave via myUNSW. This replaces the paper based leave application for the following absence types:

- Bereavement
- Carers\*
- Conference
- Defence Force
- Exam
- Holy Days\*\*
- Jury Service
- Leave Without Pay (short-term)
- Long Service
- Partner
- Pre-Natal\*
- Recreation
- Sick
- Special
- Trade Union Course
- Witness\*\*

\* from sick leave balance

\*\* from rec leave balance

myUNSW will check your entitlement to leave as well as taking into account public holidays and part-time profiles when calculating duration.

Applying for Leave via myUNSW will generate an email to your Supervisor who will then approve or reject the application, also via myUNSW. Once the Supervisor processes the application you will receive an email confirming that the application has been "Approved" or "Rejected". An overnight process will upload applications from myUNSW to NewSouth HR.

Some types of leave require supporting documentation, eg medical certificates, to be provided to your supervisor and then forwarded on to Human Resources. *This documentation must have your name and Employee ID clearly written on it.*

You can refer to UNSW leave policy at any stage, which is available through the **HELP** function at the top of each panel.

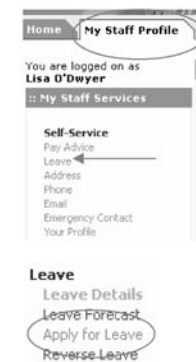
Employees are still required to apply in writing for the following absence types:

- Adoption
- Internal Release
- Maternity
- Leave Without Pay (long-term)
- Parental
- Repatriation
- Short Term Professional (COFA)
- Study
- SSP

Employees who do not have access to myUNSW are still able to apply for all types of leave by completing a leave form. Staff in Facilities working rotating shifts also need to use the leave form.

If you have forgotten your UniPass phone the Service Desk on 51333 to have a new UniPass issued over the telephone.

## HOW TO APPLY FOR LEAVE ON MYUNSW



**Step 1:** Log in to my.unsw.edu.au with your UniPass

**Step 2:** Navigate to Staff Profile tab

**Step 3:** Select Leave from the menu

**Step 4:** Select Apply for Leave from the menu

**Step 5:** Select Job Record (if necessary); Absence Type; and either Full Day(s) or Part Day

A screenshot of the 'New Leave Application' form. It includes fields for 'Job Record' (Please Select), 'Absence Type' (Please Select), and radio buttons for 'Full Day(s) Leave' and 'Part Day Leave'. A 'Next' button is visible at the bottom right.

**Step 6:** Select Start Date; Return to Work Date and Supervisor

A screenshot of the 'Absence Type' form. It includes fields for 'Start Date' (Day, Month, Year), 'Return to Work Date' (Day, Month, Year), and 'Supervisor' (Please Select). A 'Submit' button is visible at the bottom right.

**Step 7:** Ensure that you provide the required documentation for your Supervisor with your ID clearly marked on it.

I have provided a medical certificate covering this period of leave to my Supervisor to be forwarded to Human Resources.

...then ... **Save**

Note: Refer to **HELP** for UNSW leave policy at any stage.