



## **NEW FUNCTIONALITY IN STAFF ONLINE**

**The following new functionality will be available in Staff OnLine from 23 October 2017.**

### 1. Leave Bookings

- Part and whole day leave booking forms have been combined. To request a part day booking simply tick the 'Part Day' option.
- New 'Save' button, which allows booking details to be saved and returned to later for submission
- The medical certificate details have been simplified, with no need to enter the certificate details separately to the uploaded document

### 2. My Requests

- Ability to view the approval workflow, restart the workflow, and remind approver of pending requests

### 3. Net Pay Estimator

- Staff can use this tool to estimate their net pay based on taxable income. The estimator does not include any existing deductions, allowances or superannuation.

### 4. Approving Casual Timesheets

- Approvers can override the cost centre at the approval stage if the costing differs from the Casual Employment Authority (CEA).

### 5. Approval Delegations

- Approvers can split their approval delegation to various levels of the hierarchy
- Where a permanent delegation exists, the delegated employee requests will be sent to the original approver instead of escalating up. The approval delegation will be ignored.

### 6. Team Leader Admin

- Team leaders have the option to switch the 'My Team' view from their team to the admin access via User Preferences
- Team leaders can also access the new 'Admin Team Calendar' to view admin access only

**For more information on these changes, please consult the Staff OnLine user guides**