

Changes to leave processes

A guide for frontline staff and managers

An exciting update is coming, enhancing the way leave is applied for and approved.

Carelink Plus and PeopleSoft help us manage our staff, the people we support, and their rostering needs. We've succeeded in building a platform to bridge the gap between these two systems, so Carelink Plus is automatically updated with PeopleSoft changes that impact rostering, like leave.

This guide will walk through improvements to the way you apply for leave and how these requests are approved.



This guide is for:

**Support Workers
rostered for shifts,
and their managers**

Covering changes resulting from the integration of PeopleSoft with Carelink:

1. Partial leave requests
2. Approving leave

Partial day leave requests

More details, quicker decisions

We're enhancing the way you apply for partial leave thanks to the introduction of a **start and end times** in addition to duration. This means you can submit your request knowing your manager has **all the details they need** to make an approval decision.

Remember that requests for partial days of leave must continue to be submitted **separately** to any full days of leave.



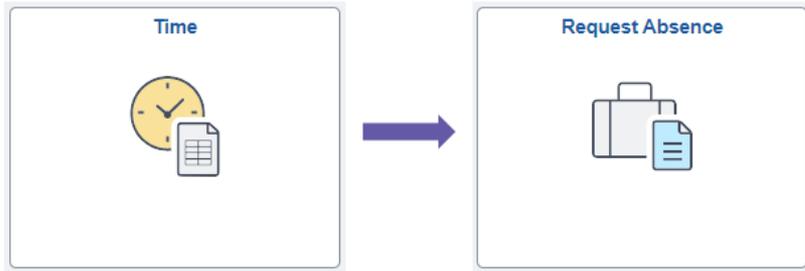
Vinnie needs to apply for 2.5 days' leave.

Vinnie jumps onto [PeopleSoft](#) and:

- enters details, including **start time**
- clicks 'Check Balance' to confirm he has adequate available leave,
- reviews the **end time** for the partial day.

He then enters another leave request for the 2 full days.

How to apply for partial day leave requests



1

Access PeopleSoft on your normal workstation or on any device, via <https://efhris.com.au>

*Absence Name

*Start Date

End Date

Partial Days None Clicking on **Partial Days** reveals a popup

2

Partial Days

Partial Days Choose **All Days**

Duration Hours Enter duration

Click **Done** to close the popup

3

Partial Days All Days

All Days Start Time Enter **Start Time**

All Day End Time **End Time** auto-populates after Check Eligibility is clicked

4

Click on **Check Eligibility** to reveal the end time. Submit your request.

For managers: Approving leave

We're saving you time by no longer needing to contact the Rostering Team.

Automatic approval emails

When managers approve leave, they will **no longer need to manually forward these approval emails to the Rostering Team**. The Rostering Team will automatically receive notifications from PeopleSoft directly. This includes new leave requests, and cancellation requests of previously approved leave.

Approving **standard** leave requests

Please remind your staff that for standard annual leave requests, a [minimum of 4 weeks' notice](#) should be given.

After approving the leave request in [PeopleSoft](#), **managers no longer need to notify the Rostering Team**.

The Rostering Team will automatically see the approved leave and can adjust rosters accordingly.

Approving **partial day** leave requests

Please remind your staff that these should be submitted **separately** to any full day requests.

This means, for a leave period of 2.5 days you should receive two requests to approve (one for 2 days, one for the partial day).

After approving the leave request/s in [PeopleSoft](#), **managers no longer need to notify the Rostering Team**.

Accessing help

For help with leave processes

If you have questions around how to request or approve leave differently, chat to your manager.

For technical queries

Service Desk

Phone 1300 742 212

[Log a request for assistance online](#)