### Annual Leave and Long Service Leave Balances – Accessing staff records

There are three ways Supervisors can access annual leave and long service staff leave balances in Staff Connect:

- 1. Individual Record (Direct and Indirect Report);
- 2. Direct Reports to Supervisor; and
- 3. All Direct and Indirect staff reporting to the Supervisor.

This guide takes the Supervisor through each of these options:

#### 1. Accessing an individual record (Direct or Indirect Reporting Staff)

Step	Description
1.1	<ul> <li>Access Staff Connect as yourself.</li> <li>Click the person icon.</li> </ul> Dashboard • Employee • Talent •       Image: Click the person icon.
1.2	<ul> <li>On clicking the person icon, the following screen will appear showing staff who report to you.</li> <li>Click on the staff member whose leave balance you want to review.</li> </ul>
1.3	<ul> <li>The staff member's record will appear.</li> <li>The staff members name will appear on the left and the person icon will have changed to the colour orange.</li> <li>Click on the "Dashboard" to access the dropdown menu and click on "Leave".</li> </ul>

4	•	The leave balances of the staff member are as at the day you access the record. Note: the balances include any future leave that has been approved in advance. As a supervisor you can also project the leave balances to any date by using entering a <b>Date</b> " and clicking on " <b>Predict balance</b> ".
		Dashboard • Employe
		Leave Balances       + Apply for leave         Predict your leave balance by selecting a future date.       Where you have not reached your initial 7 year eligibility period for Long Service Leave, the Staff Connect 'Predict' function will calculate based on your current employment fraction. At the time when you reach your initial 7 year eligibility period, your balance will be accurately displayed.         Staff Connect user guides and help can be found on the ACU Staff Connect Support page. Additional knowledge articles are also available on Service Central.         FUTURE DATE:         26 Apr 2022
		TypeBalancePendingAvailableAnnual Leave5:31-0:00=5:31Personal Leave302:46-0:00=302:46Long Service Leave130:28-0:00=130:28

#### 2. Direct Reports to Supervisor

Note: Does not display indirect staff reporting to the Supervisor.

This option displays current balance as at the date viewed (inclusive of future approved booked leave) for Annual Leave, Long Service Leave and Personal Leave.

Step	Description
2.1	<ul> <li>Access Staff Connect as normal</li> <li>Click on "Workforce" to access "Reports"</li> <li>Click on Reports</li> </ul>
	Dashboard • Employee • Talent • Workforce • Organisation Chart Reports Report Folders
	Staff Schedule

2.2	•	Click on the do Click on the rep	wn arrow and s port.	scroll down to " <b>St</b>	aff Leave Balances Dire	ct Reports (WR0010)".
		Workforce Re Please note the your mouse to a Select report DrA_nDATORIER BPA_PLVE (BPAF BPA_RTV (BPAR BPA_SEP (BPASE 3 Month Probatt 6 Month Probatt Staff Leave Bala Staff Program at	eports at these reports may highlight the results a now, PLV) TV) TV) ion (PROB3M) ion (PROB6M) nces Direct Reports (WR00 nd Training Transcript (WF	take some time to run. T and copy into excel or wo	The output only runs to the scree ord for further manipulation if rec o	an, but you can use quired.
2.3	•	Click on "Load Workforce Rep Please note that your mouse to hi Staff Leave Balance	Report" Dorts these reports may ghlight the results a s Direct Reports (WR0010	take some time to run. ind copy into excel or w 0)	The output only runs to the scre ord for further manipulation if i X	een, but you can use required.
2.4	•	The report will Personal Leave	display the fol	lowing on your sci member directly r	reen for Annual Leave, L reporting to you.	ong Service Leave and
		Fmp Number	Full Name	Job Title	Leave Type	Balance Hours
		#00001	Name #1	Job Title #1	Annual Leave	1.12
		#00001	Name #1	Job Title #1	Long Service Leave	129:05
		#00001	Name #1	Job Title #1	Personal Leave	302:46
		#00002	Name #2	Job Title #2	Annual Leave	152:00
		#00002	Name #2	Job Title #2	Long Service Leave	364:34
		#00002	Name #2	Job Title #2	Personal Leave	1635:28
		#00003	Name #3	Job Title #3	Annual Leave	45:37
		#00003	Name #3	Job Title #3	Long Service Leave	0:00
		#00003	Name #3	Job Title #3	Personal Leave	105:00
		#00004	Name #4	Job Title #4	Annual Leave	116:16
		#00004	Name #4	Job Title #4	Long Service Leave	0:00
		#00004	Name #4	Job Title #4	Personal Leave	210:00
		#00005	Name #5	Job Title #5	Annual Leave	95:02
		#00005	Name #5	Job Title #5	Long Service Leave	350:54
		#00005	Name #5	Job Title #5	Personal Leave	706:54

## 3. All Staff reporting to Supervisor (both Direct and Indirect reporting staff)

**Note:** This will produce separate reports for both annual leave and long service leave.

Step	Description
3.1	Access Staff as normal
	<ul> <li>Click on "Workforce" for the drop-down menu and click on "Report Folders"</li> </ul>
	Dashboard - Employee - Talent - Workforce -
	Organisation Chart
	<b>Reports</b>
	Report Folders
	Staff School up
	Stan Schedule
3.2	Click on "New Report"
	Dashboard • Employee •
	National Manager, Workplace Exper, Workplace Experience onic
	New report
	Report Folders 🐨
	Please note: reports are not dynamic, they have to be run each time you want them refreshed.
	To run a fresh report:
3.3	Click on "Self Ser Leave Managent Rpts"
	Dashboard • Employee
	National Manager, Workplace Exper, Workplace Experience Unit,
	Available Reports and Processes
	Description Reports Type
	Leave Reports 5 Batch
	Emplyee Detail Report 4 Batch
	HR Recruitment Reports 3 Batch
	Report & Srv Standrd Reports     6     Batch
	Self Ser Leave Managent Rpts 2 Batch
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		Dashboard 🔹 Employ
National Manager, Wo	rkplace Exper, Workplace Experience Unit,	
Self Ser Leave N	lanagent Rpts	(
Click on Report you <b>'Submit'</b> button.	i would like to run from the <b>Available Reports and Processes</b> lis	t below. Then click the
DESCRIPTION:	Self Ser Leave Managent Rpts	
AVAILABLE FOR PR	OCESSING	
MON:	Any time of the day	
TUE:	Any time of the day	
WED:	Any time of the day	
THU:	Any time of the day	
FRI:	Any time of the day	
SAT:	Any time of the day	
SUN:	Any time of the day	
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3.6	<ul> <li>Once submitted the following screen will appear and report will take time to run.</li> <li>Once the report is ready it will appear in the "Inbox" and you will also receive an email from "noreply@aurion.cloud" so that you can perform other work.</li> </ul>
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	WEB_AL_Management Report
	Previous Next+
	All Unread By Date ✓ ↑
	✓ Today
	A/L Management Rpt has completed 12:07 PM A/L Management Rpt has completed.
3.7	• To access the report from your email, click the link and this will take you back to the Staff Connect
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	Ignore     Image: Constraint of the second sec
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	A/L Management Rpt has completed. Click: <u>https://selfserv</u> 1
	A/L Management Rpt has completed. Click: https://conferencies.guries.g
	For more options, follow this link: https://selfservice.aurion.cloud/acu/production/
3.8	Click on the "Inbox"
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	1 Submitted reports 🗸

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	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name		t Name	Title	- 1	20-Anr-22	13.89	97.2	2.78	Less than 4						13.89	97.2			PROF
	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name		Name	Title	1	20-Apr-22	8.64	60.48	1.73	Less than 4						8.64	60.48			PROF
	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name		Name	Title	1	20-Apr-22	21.85	152.98	4.37	between 4 & 6					2	19.85	138.98		2-May-22	PROF
	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	0	Name	Title	1	20-Apr-22	15.12	105.87	3.02	Less than 4						15.12	105.87			PROF
	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	0	Name	Title	1	20-Apr-22	3.6	25.17	0.72	Less than 4					1	2.6	18.17		20-May-22	PROF
	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	0	Name	Title	1	20-Apr-22	17.02	119.15	3.4	Less than 4					19	-1.98	-13.85		29-Jun-22	PROF
	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	0	Name	Title	1	20-Apr-22	3.17	22.22	0.63	Less than 4						3.17	22.22	1		PROF
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	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	0	Name	Title	0.7	20-Apr-22	6.96	42.63	1.74	Less than 4						6.96	42.63			PROF
	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name	0	Name	Title	1	20-Apr-22	17.4	121.77	3.48	Less than 4						17.4	121.77			PROF
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	Chief Operating Officer	Human Resources	Unit Name	Sub Unit Name		Name	Title	1	20-Apr-22	15.23	106.6	3.05	Less than 4					5.5	9.73	68.1		16-May-22	PROF
	Chief Operating Officer H	Human Resources	Unit Name	Sub Unit Name	۵	Name	Title	0.8	20-Apr-22	3.04	21.3	0.76	Less than 4					4	-0.96	-6.7		13-May-22	PROF
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## Annual Leave (Aurion) Report

Column Heading	Explanation
FTE	Full Time Equivalent
Date of Liability (Today)	The report is a point in time providing information as at the date the report is run.
A/L Liability Days at today (not incl future leave)	Annual leave balance in days as at the day the report is run.
A/L Liability Hours at today (not incl future leave)	Annual leave balance in hours as at the day the report is run.
Weeks of Leave	Converts days of leave into weeks to identify if current leave balance is above or below 4 weeks annual leave. This uses the staff members current number of weekly hours. If a staff member's FTE varies the weeks of leave will change accordingly.
Weeks Category excludes future leave	<ul> <li>Leave identified in periods of weeks as an easy identifier for those who are above 4 weeks annual leave. The categories being: <ul> <li>Less than 4;</li> <li>Between 4 &amp; 6;</li> <li>Between 6 &amp; 8; and</li> <li>Over 8.</li> </ul> </li> <li>Note: at the beginning of a calendar year any staff member currently above 4 weeks annual leave should normally be planning to take leave to reduce their balance below 4 weeks by the end of the same calendar year. 8 weeks is also a point at which the University may direct, with written notice, a staff member to take leave.</li> </ul>
Currently on Approved Annual Leave	Identifies who, at the time of the report, is currently on annual leave.
Leave Date From & Leave Date To	For those currently on leave at the time of the report, identifies the period.
On Leave Now for a further "n" days	Identifies the remaining period in days of those currently on annual leave.
Future approved Days (excluding currently on leave days)	Displays future approved leave in days.
Net Balance Days (today less future – excluding Pending)	Displays today's leave balance less any future approved days (annual leave). It excludes "Pending" as this is leave requested but not yet approved by the nominated supervisor. <b>Note:</b> some Net Balances will show as minus. This occurs because based on the annual leave balance as at today there is insufficient leave to take the future approved leave. However, as annual leave accrues daily, by the time of the future leave, the leave balance required will be available. As you run this report over time you will see the negative balance reducing and then becoming a positive.
Net Balance in Hours	As per previous row shows Net Balance in Hours
Total Day Pending Approval (including Overdue)	Displays as at today that the staff member has a pending annual leave request waiting to be approved by the nominated supervisor.
Next Annual Leave Starts	Where future dated annual leave has been approved shows the next commencement date.

# Long Service Leave (Aurion) Report

Column Heading	Explanation
FTE	Full Time Equivalent
Date of Liability (Today)	The report is a point in time providing information as at the date the report is run.
LSL Liability Days at today (not incl future leave)	Long Service Leave balance in days as at the day the report is run.
LSL Liability Hours at today (not incl future leave)	Long Service Leave balance in hours as at the day the report is run.
Weeks of Leave	Converts days of leave into weeks to identify if current leave balance is above or below 9 weeks long service leave. This uses the staff members current number of weekly hours. If a staff member's FTE varies the weeks of leave will changes accordingly.
Weeks Category excludes future leave	<ul> <li>Leave identified in periods of weeks as an easy identifier for those who are above 9 weeks long service leave. The categories being: <ul> <li>Less than 9;</li> <li>Between 9 &amp; 16;</li> <li>Over 16.</li> </ul> </li> <li>Note: 16 weeks is a point at which the University may direct, with written notice, a staff member to take long service leave.</li> </ul>
7 year Accrual Due Date	Displays the date at which the staff member is eligible to access long service leave after 7 years recognised service. <b>Note:</b> Where there is no date the staff member is currently not eligible to take long service leave.
Prior Service Qualification Due Date	Where a staff member has had prior service of other higher education institutions recognised this displays the date on which they become eligible to access long service leave.
Currently on Approved Long Service Leave	Identifies who, at the time of the report, is currently on long service leave.
Leave Date From & Leave Date To	For those currently on long service leave at the time of the report, identifies the period of leave.
On Leave Now for a further "n" days	Identifies the remaining period in days of those currently on long service leave.
Future approved Days (excluding currently on leave days)	Displays future approved long service leave in days.
Net Balance Days (today less future – excluding Pending)	Displays today's long service leave balance less any future approved days. It excludes "Pending" leave as this is leave requested but not yet approved by the nominated supervisor.
Net Balance in Hours	As per previous row shows Net Balance in Hours
Total Day Pending Approval (including Overdue)	Displays as at today that the staff member has a pending long service leave request waiting to be approved by the nominated supervisor.
Next Long Service Leave Starts	Where future dated long service leave has been approved shows the next commencement date.