



Leave App

Purpose

The purpose of the **Leave App** is to supply the functionality where employees can:

- View their **leave balances**, and
- **Apply for leave**; and
- **Cancel leave**. Only already approved leave can be cancelled.
- Apply for / cancel leave **on behalf of** another employee – only supervisors may apply for / cancel leave on behalf of another employee, and only if that employee is part of the supervisor’s organisation entity (OE)

Supervisors

- Supervisors also have the additional functionality of viewing the leave balances of employees in their organisation entity (OE).
- From 1 October the **Leave App** relies on the position hierarchy (as setup and maintained by People & Culture) to know who is authorised to approve a leave application. Should the current uploaded supervisor be incorrect, kindly send the new position hierarchy details to the respective P&C Practitioner.
- Only **one level of approval** is required for any leave application.

In the case of **cancellation of future-dated leave** the cancellation is automatically approved and a notification email is sent to the supervisor.

A **status** indicates where in the process the application is:

- **Pending** – waiting for approval from the supervisor.
- **Approved** – approved leave application/cancellation (indicated in the Reason column) and captured in Oracle HR.
- **Rejected** – rejected by the supervisor.

Leave Balances - Steps for the applicant

1. Sign into the **Leave App**.
2. View the leave balances.
3. By changing the “Leave Period From” and “To” date and clicking on “Go”, the values displayed in the “Leave Balance” column will adjust accordingly.
4. Click on the  icon in the “Action” column to see the detail transactions for a specific leave type.

Leave Balances - Steps for the supervisor

1. Sign into the **Leave App**.
2. Click on the magnifying glass next to the university number.
3. Select an OE from the dropdown list and click on the “Go” button. A list of employees in the OE will be displayed.
4. Click on the  icon in the “Action” column to see the leave balances for a specific employee.

Apply for Leave - Steps for the applicant

1. Sign into the [Leave App](#).
2. Please note the supervisor name below your university number. This is the person who will approve your leave. If the name displayed is incorrect, contact the respective P&C Practitioner.
3. Click on the “Apply for Leave” button at the bottom of the screen.
4. In the table below **Leave Application**, select the “Leave Type” and “Reason” by clicking on the dropdown arrow and selecting a reason.
5. Select the “From” and “To” date by clicking on the calendar.
 - **5 Day Shift** employees - the “Days” selected are automatically calculated and displayed.
 - **6/7 Day Shift** employees – the “Days” selected **must be manually entered**.



8. Click on the “Submit” button.

An email will be sent to the applicant as proof of the application. Another email requesting action will be sent to the applicant’s supervisor every 72 hours until the application has been approved/rejected.

Cancellation of Leave - Steps for the applicant

1. Sign into the [Leave App](#).
2. Please note the supervisor name below your university number. This is the person who will approve your leave. If the name displayed is incorrect, contact the respective P&C Practitioner.
3. Click on the “Cancel Leave” button at the bottom of the screen.
4. In the table below **Leave Cancellation**, select the tick box in the last column next to the line(s) you want to cancel.
5. Click on the “Submit” button.

An email will be sent to the applicant as proof that the application/cancellation has been submitted. Another email requesting action will be sent to the applicant’s supervisor every 72 hours until a response is registered.

In the case of cancellation of future-dated leave the cancellation is automatically approved and a notification email is sent to the supervisor.

Approval of Leave Application or Cancellations - Steps for the supervisor:

1. Sign into the [Action List App](#).
 2. Click on the  icon next to the appropriate item.
- For leave types with an attached document it is the responsibility of the supervisor to verify that the document uploaded by the applicant is the correct document.
3. In the “Action” column, click on the  icon to view the document.
 4. Click on the “Accept” or “Reject” button, depending on the action. If the “Reject” button is clicked, a pop-up screen will appear and a reason must be supplied.

An email will be sent to the applicant to notify him/her of the result.

On Behalf of Leave Application – Steps for the supervisor:

1. Sign into the [Leave App](#).
2. Choose the “On behalf of”
3. Enter the employee’s university number in the search box and press “Tab” or “Enter”.
4. Click on the “Apply for Leave” button at the bottom of the screen.



6. In the table below **Leave Application**, select the “Leave Type” and “Reason” by clicking on the dropdown arrow and choosing a reason.
7. Select the “From” and “To” date by clicking on the calendar.
 - **5 Day Shift** employees - the “Days” selected are automatically calculated and displayed.
 - **6/7 Day Shift** employees – the “Days” selected **must be manually entered**.



10. Click on the “Submit” button.

An email will be sent to the applicant and his/her supervisor as proof of the application. On behalf of (OBO) leave transactions are automatically approved because the application is completed by the supervisor.

Need help?

The **Leave App** is available from the DIY Services Portal. Open the browser and navigate to www.nwu.ac.za. Click on the “DIY Services” link in the page footer.

Sign in with your NWU number and network password. Click on the “Staff” link at the top of the page, just below the page header. Click on the **Leave App** icon.

To sign out, click on the “Logout” button in the page header.

Visit <https://intranet.nwu.ac.za/pc-leave> for more information regarding Leave at the NWU.

For help regarding the **Leave App** log a ticket at <http://ithelp.nwu.ac.za>

For making changes to the position hierarchy, contact the respective P&C Practitioner.

FAQ

Q: This is not my supervisor

A: Contact the respective P&C Practitioner and request the change.

Q: I’ve submitted with the wrong supervisor assigned

A: That supervisor is to reject your leave. You can then contact the respective P&C Practitioner and request the change in supervisor and only submit again once the change reflects in the **Leave App**