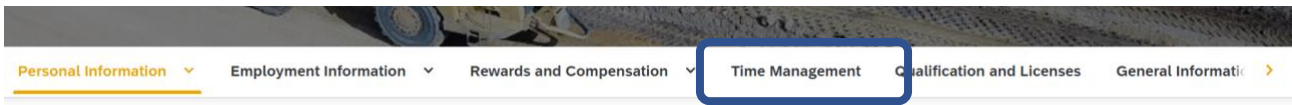


## MYHUB – HOW DO I MANAGE MY LEAVE VIA DESKTOP

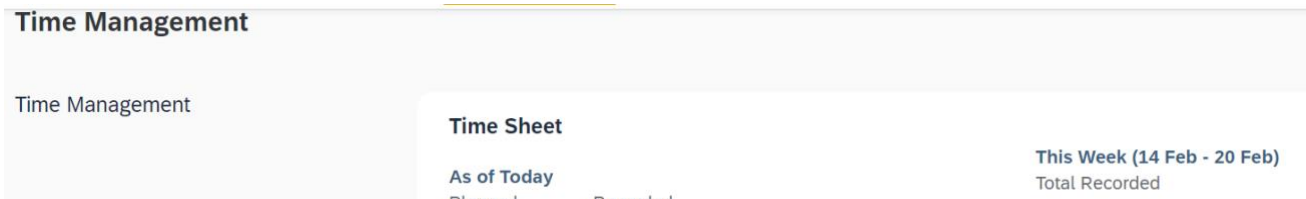
Open the SAP SuccessFactors Desktop app on your computer and log in to your account using your credentials.

### Checking Current Annual & Long Service Leave Balances

1. Click on **Home** and select “My Employee File” from the drop down.



2. Select **Time Management** from the available options.



3. Scroll down to locate Time Off Balances.



### Checking Leave Balances at a Future Point in Time

When you are requesting leave for a future date then MyHub will calculate your available leave balance at that time. The system will indicate if you have insufficient leave to cover your request.

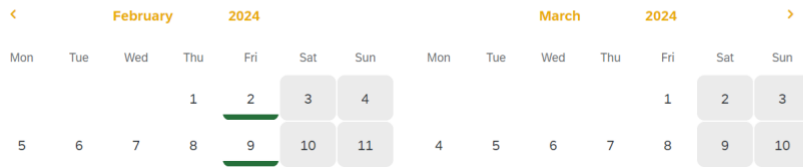
1. In the **Time Management** section, under **Upcoming Time Off**, click on **Go to Time Off**.

You will now see the following screen.

Continued next page.

## Time Off

[Show Team Absences](#)



### Balances

There is no favourite time type configured with the associated time account for this user.

[Show All](#)

- On the top right corner, under Balances, Click on

[Show All](#)

### Balance Overview

[Time Type View](#)

[Account View](#)

[As of Today](#)

Time Type	Available Balance
Annual Leave	139:05 hours
Long Service Leave	12:57 hours
Long Service Leave Half Pay	12:57 hours

- Click on [As of Today](#) and amend the date in the calendar to reflect the point in time in the future that is of interest to you. You should now see the leave balances calculated to reflect what you will have available at that date.

### Balance Overview

[Time Type View](#)

[Account View](#)

[As of 14 May 2024](#)

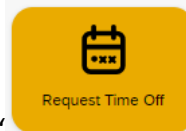
Time Type	Available Balance
Annual Leave	139:05 hours
Long Service Leave	21:30 hours
Long Service Leave Half Pay	21:30 hours

Continued next page.


## Requesting Leave

**NOTE: Any request for leave will need to meet Winslow Group policy associated with that leave.**

1. Whilst in the Time Off page, Click on “Create Absence” button.



Alternatively, from the MyHub Home Page, Click on “

2. Time type: Select the type of leave you are requesting by clicking on the drop down  and making a selection.

Time Type * 	Available Balance
<input type="text" value="Annual Leave"/>	<input type="text" value="137:51 hours"/>


### Leave Options:


- Annual Leave
- Personal / Carers Leave No Certif.
- Personal / Carers Leave with Cert.
- Compassionate Leave
- Jury Duty
- Domestic Violence Leave
- Study / Exam Leave
- Paid Parental Leave
- Paid Parental Leave Half Pay
- Parental Leave Unpaid
- Accident Leave (Workcover)
- Blood Donors Leave
- Community Leave
- Defence Leave
- Long Service Leave
- Unpaid Leave
- Long Service Leave Half Pay

3. Then enter the dates for the period you wish to take off and a comment that might be useful to the approver.
4. The system will generate messages should your request not have sufficient leave available, or if your leave clashes with other leave and so on.

Continued next page.



Start Date\*  

End Date\*  

Requesting

Returning to Work On

Recurring Absence

Comment

For more information about your time account balances and absences, please go to [Time Off](#).

5. Scrolling down you will have the ability to upload required attachments.


Attachment

[Upload](#)

No attachments uploaded

To upload files, drop them here or use the "Upload" button.

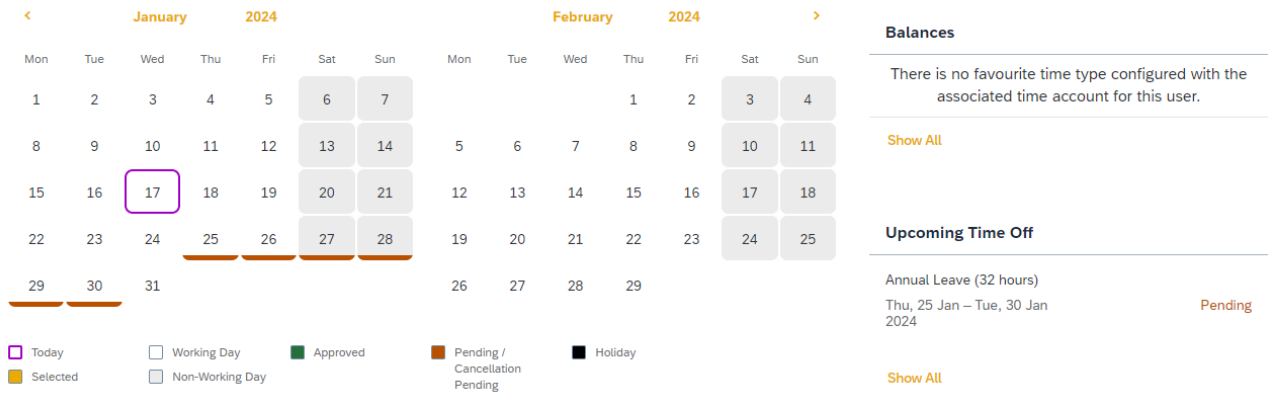
In line with Winslow policies, certain leave types will require the attachment of the designated documents and will not let you submit without the attachment(s).

6. If you are happy with your entry you can click on  .
7. A screen message will briefly appear indicating that your request has been saved and who it has been allocated to for approval.
8. For more information about your time account balances and absences, please go to [Time Off](#). Should you click on this option before submitting you will be taken to the following screen.

Continued next page.

## Time Off

[Show Team Absences](#)



This provides you with an overview of your “Time Off” position.

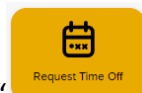
Clicking on [Show Team Absences](#), at top right, allows you to see what leave your peers or direct reports already have planned which may be useful in planning your own leave.

9. If, after reviewing the situation, you want to proceed with your leave request click on [Create Absence](#).

10. Add any comments that may be of use to the approver and [Submit](#).

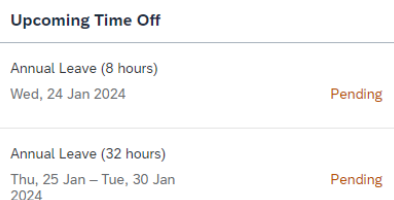
11. A screen message will briefly appear indicating that your request has been saved and who it has been allocated to for approval.

## Changing or Cancelling Planned Leave



1. Click on “[Request Time Off](#)” tile.

2. Click on “[Time Off](#)” at bottom right to see further detail.  
For more information about your time account balances and absences, please go to [Time Off](#).



Continued next page....



3. If leave is still “Pending” click on **Pending**, then **Edit Absence**.
  - a. Amend dates and click **Submit** if only a change is taking place.
  - b. Click on **Cancel Time Off** should you want to cancel requested leave. There will be a screen message prompting you to confirm the cancellation or not to. Selecting “Yes” will result in cancellation which will be confirmed by a screen message that appears briefly on the screen.
4. If leave has been “Approved”.
  - a. Click on **Cancel Time Off** should you want to cancel requested leave. There will be a screen message prompting you to confirm the cancellation or not to. Selecting “Yes” will result in a cancellation request being sent to the approver which will be confirmed by a screen message that appears briefly on the screen.

The status of the leave will then change:

**Upcoming Time Off**

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Annual Leave (32 hours)

Thu, 25 Jan – Tue, 30 Jan  
2024

Cancellation Pending

- b. A new leave request can then be entered, if required.

## Getting Changes to Processed Leave

If your leave requirements change after the point at which you can cancel, and resubmit, you will need to contact HR [people@winslow.com.au](mailto:people@winslow.com.au) to get them to review the situation and propose the correct course of action.