



One **Council**

HR and Payroll

My Leave

User Guide

One Council

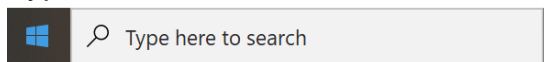
About OneCouncil

One Council is the new all in one Enterprise Resources Platform for Payroll, Finance, Supply Chain, Contracts, Asset Lifecycle Management, Works and Content Management.

Log on by Kwinana Email

Log on from your work computer

- a) Type OneCouncil in the search bar



- b) Double click on the OneCouncil icon



- c) Click on Office 365: for @kwinana.wa.gov.au email accounts

Log on from your own device

- a) Open your web browser
b) Enter URL: <https://kwinana.t1cloud.com/>
c) Click on Office 365 and add your @kwinana.wa.gov.au email account and network password

Log on by Personal Email

- a) Open web browser
b) Enter URL: <https://kwinana.t1cloud.com/>
c) Forgotten Password? Select:
 - to reset your password or
 - First time logging on (password reset is required)

d) Username: personal email address
e) Password: personal email password

Using this Guide



Notes for extra information.



Tips for handy hints.



Cautions before proceeding.



Online video tutorial reference.

Need extra help?



[Support Page](#)



MENU



Help & Assistance



OneCouncil Support page

Look for the OneCouncil Change Champion sign on their desk.



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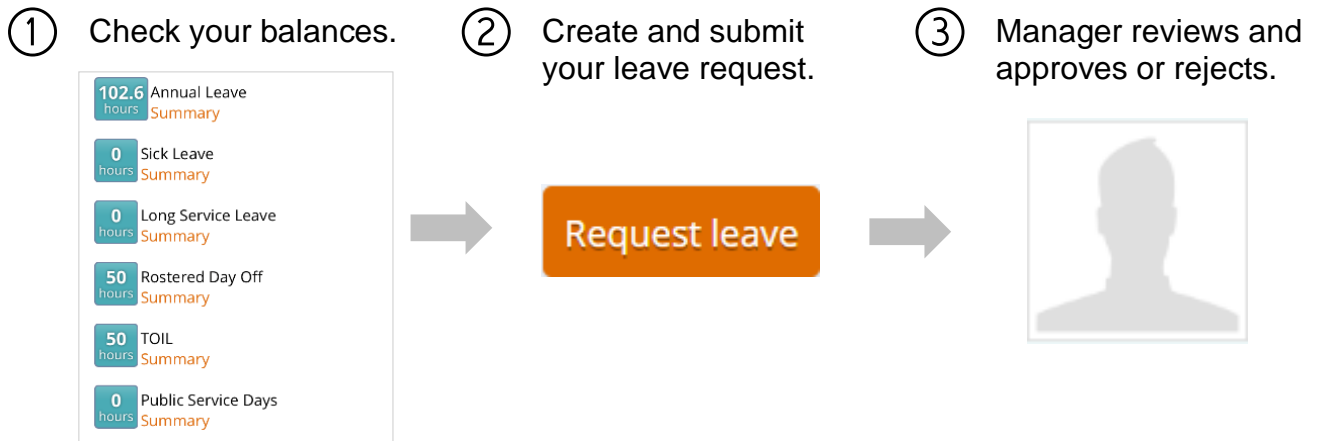
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Overview

My Leave is the function in OneCouncil to review your leave balances and submit leave requests.

Process



Notifications

Email notifications are sent for leave requests when:

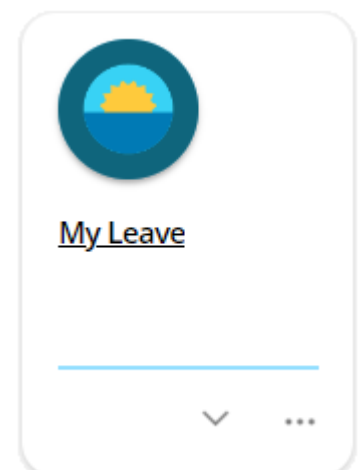
- Approved
- Rejected
- Cancelled (if approved)



Launch My Leave

- ① Go to **My** tab and launch **My Leave**.

Alternatively, use **Enterprise Search** to find My Leave.



 See the My Leave video tutorial.

Interface

After launching **My Leave** on from the desktop, the screen displays as follows:

The desktop interface for 'My Leave' displays the following information:

- Header:** Includes navigation icons (Home, Menu), an 'Enterprise search' bar, and the user's name 'MY - KWN > My Leave' and 'Bruce Banner'.
- Request leave:** A prominent orange button with a right-pointing arrow.
- User Profile:** Shows 'Bruce Banner (1)' and 'Admin Officer Environmental Health, Environmental Health (City of Kwinana)'.
- Leave Balances:** A summary section showing:
 - As at 14-Jul-2022
 - 102.6 hours Annual Leave (Summary)
 - 50 hours Rostered Day Off (Summary)
 - 0 hours Sick Leave (Summary)
 - 50 hours TOIL (Summary)
 - 0 hours Long Service Leave (Summary)
 - 0 hours Public Service Days (Summary)
- Leave History:** A section with navigation arrows and a 'Today' button, with a 'View all leave' link on the right.
- Calendar:** A multi-month view showing June, July, and August 2022. The current month, July, is highlighted in blue, with dates 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, and 25 visible.

When launched from mobile, the **My Leave** displays as follows:

The mobile interface for 'My Leave' displays the following information:

- Header:** Shows 'MY LEAVE' and navigation icons (Home, Menu, Request leave).
- User Profile:** Shows 'Bruce Banner (1)' and 'Admin Officer Environmental Health, Environmental Heal..'.
- Calendar:** A vertical view of the calendar for July 2022, with dates 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, and 25 highlighted in blue.
- Submitted:** A small blue box with a right-pointing arrow and the text 'Submitted'.
- View all leave:** A link in orange text.
- Leave Balances:** A section showing:
 - As at 14-Jul-2022
 - 102.6 hours Annual Leave (Summary)
 - 0 hours Sick Leave (Summary)
 - 0 hours Long Service Leave (Summary)

The interface for **My Leave** desktop consists of:

- **Leave Balances**

Leave Balances

As at
14/07/2022

102.6 Annual Leave
hours [Summary](#)

50 Rostered Day Off
hours [Summary](#)

0 Sick Leave
hours [Summary](#)

50 TOIL
hours [Summary](#)

0 Long Service Leave
hours [Summary](#)

0 Public Service Days
hours [Summary](#)

- **Leave History**

Leave History

< > Today
View all leave

| June 2022 | | | | | | | July 2022 | | | | | | | August 2022 | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | 31 | | | | | | | | | | | | | |

- **Function and Action Menu**

- Function Menu launches the leave request form
- Action Menu launches the quick links to pre-populated leave request forms

Request leave

Bruce Banner (1)

Leave Balances

The type of Leave balances display based on your employment contract.

These update each day with the leave you have accrued.

102.6 Annual Leave
hours [Summary](#)

50 Rostered Day Off
hours [Summary](#)

If during your employment in local government you have changed your employment status (i.e. full-time/part-time/casual) please contact payroll to confirm your long service leave balances as the regulations require an assessment of ordinary hours worked.

Leave balances can be forecast by entering a future date in the **As at** field. The balances will update with the leave accrued less any future leave that has already been approved.

| | |
|------------|---|
| As at |  |
| 31/12/2022 | |

Leave History

Leave requests are plotted on a calendar in colour coded tiles:

- Blue: Submitted to your supervisor for approval.
- Green: Approved by your supervisor.
- Red: Rejected, or cancelled after approval.

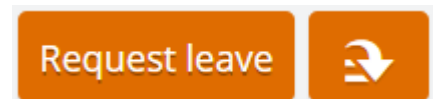


The calendar will always show the current month in the middle, with the previous and next months on either side. Use the navigation icons to scroll through previous and coming months.



Function and Action Menu

The functional button available on the desktop is **Request Leave**, which launches a blank leave request form.



For mobile, **Request Leave** is an option on the **Action Menu**.



The **Action Menu** also has the following shortcuts for faster submission:

- **I was sick yesterday** launches a form with the type of leave defaulted to *Sick Leave (without certificate)* and the dates prefilled to the previous date.
- **I am sick today** launches a leave request form with the type of leave defaulted to *Sick Leave (without certificate)* and the dates prefilled to today's date.
- **I need a holiday** launches a leave request form with the type of leave defaulted to *Annual Leave*.

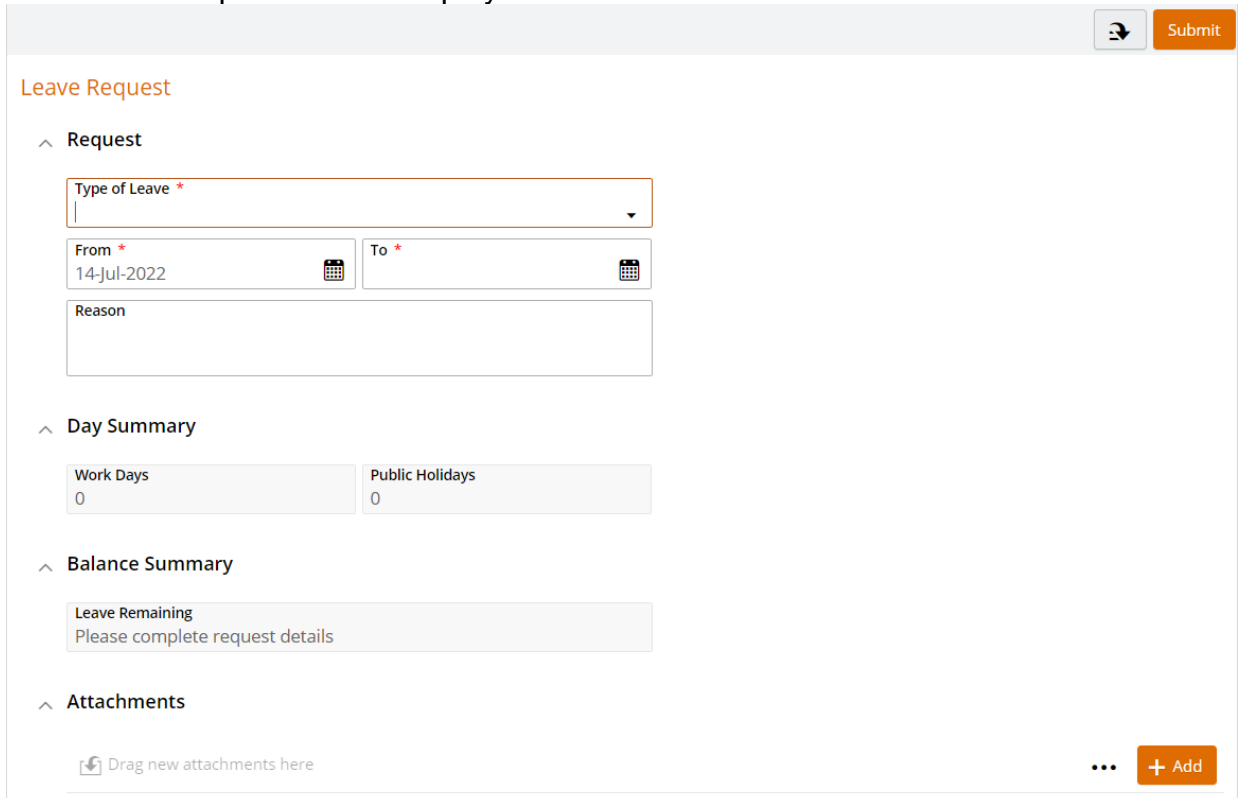
Create a Leave Request

Desktop

- ① After launching **My Leave**, select the **Request Leave** button.



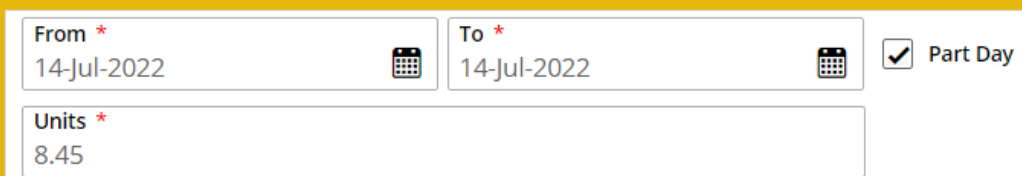
- ② The Leave Request screen displays as follows:

A screenshot of a web form titled "Leave Request". The form is contained within a light gray border. At the top right of the form area, there is a small icon of a person and a "Submit" button. The form is divided into several sections, each with a chevron icon to its left: "Request" contains a "Type of Leave" dropdown menu, "From" and "To" date pickers (both showing "14-Jul-2022"), and a "Reason" text area; "Day Summary" contains "Work Days" and "Public Holidays" fields, both showing "0"; "Balance Summary" contains a "Leave Remaining" field with the text "Please complete request details"; "Attachments" contains a "Drag new attachments here" area and an "+ Add" button. The "Submit" button is orange with white text.

- ③ Complete the following fields:
 - **Type of Leave:** Select the relevant type from the drop-down list.
 - **From:** Select the date leave commences
 - **To:** Select the date leave concludes
 - **Reason:** (optional)



Entering the same date in the **To** and **From** fields generates the **Part Day** tick box. Ticking this box will bring in the **Units** field where you can enter the number of hours you will be away for.

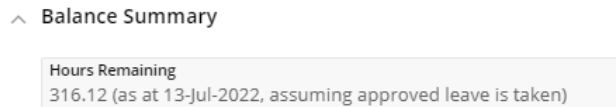
A screenshot of a form section on a yellow background. It shows two date pickers for "From" and "To", both set to "14-Jul-2022". To the right of these is a checked "Part Day" checkbox. Below these is a "Units" field containing the value "8.45".

- ④ The **Day Summary** will determine how many work days are being taken based on your work pattern, and how many public holidays are being taken, if applicable.



| Day Summary | |
|-------------|-----------------|
| Work Days | Public Holidays |
| 1 | 0 |

- ⑤ Check the **Balance Summary > Hours Remaining** to ensure you have enough balance to take the leave.




| Balance Summary |
|--|
| Hours Remaining |
| 316.12 (as at 13-Jul-2022, assuming approved leave is taken) |



IMPORTANT: You cannot submit a leave request if the hours remaining is in negative. You will need to reduce the time you are taking, or submit a second leave request to take the additional hours from another balance, such as Time Off In Lieu.

- ⑥ If required, provide any leave support documents under **Attachments** (See Add Attachment on page 13).

- ⑦ When all fields have been completed, select **Submit**



Submit

- ⑧ The screen returns to the **My Leave** launch page, and the leave request now displays on the calendar as a blue tile.

- Your manager will review and either Approve or Reject your request.
- For further changes, see Change Leave on page 17.



21



When a leave request is rejected, you will receive an email notification with the reason and the tile will turn red.

Mobile

- ① After launching **My Leave**, select the action menu and **Request Leave**.



- ② The Leave Request screen displays as follows:

Complete the following fields:

- **Type of Leave:** Select the relevant type from the drop-down list.
- **From:** Select the date leave commences
- **To:** Select the date leave concludes
- **Reason:** (optional)



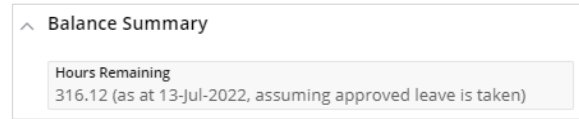
Entering the same date in the **To** and **From** fields generates the **Part Day** tick box. Ticking this box will bring in the **Units** field where you can enter the number of hours you will be away for.

A screenshot of a mobile form. It shows a checkbox labeled 'Part Day' which is checked. Below it is a text input field labeled 'Units*' containing the value '8.45'.A screenshot of the 'LEAVE REQUEST' screen. At the top, there is a dark blue header with 'LEAVE REQUEST' in white. Below the header are two buttons: 'Cancel' (black) and 'Submit' (orange). The main content area is white and contains several sections: 'Leave Request' (orange text), 'Request' (collapse icon), 'Type of Leave*' (dropdown menu), 'From*' (date field with '14-Jul-2022' and a calendar icon), 'To*' (date field with a calendar icon), 'Reason' (text area), 'Day Summary' (collapse icon), 'Work Days' (input field with '0'), 'Public Holidays' (input field with '0'), 'Balance Summary' (collapse icon), 'Leave Remaining' (input field with 'Please complete request details'), and 'Attachments' (collapse icon) with a '+ Add' button.

- ③ The **Day Summary** will determine:
 - how many work days are being taken based on your work pattern, and
 - how many public holidays are being taken, if applicable.

A screenshot of the 'Day Summary' section of the form. It shows two input fields: 'Work Days' with the value '1' and 'Public Holidays' with the value '0'.

- ④ **Balance Summary > Hours Remaining**
Check to see how many hours of leave are remaining after this leave has been taken.



- ⑤ If required, provide any leave support documents under **Attachments** (See Add Attachment on page 13).



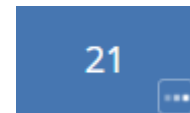
You cannot submit a leave request if the balance is in negative. You will need to:

- Reduce the time you are taking or
- Submit a second leave request to take the additional hours from another balance, such as Time Off In Lieu.

- ⑥ When all the relevant information has been provided, select **Submit**.



- ⑦ .
The screen returns to the **My Leave** launch page, and the leave request now displays on the calendar as a blue tile.
- Your manager will review and either Approve or Reject your request.
 - For further changes, see Change Leave on page 17.



When a leave request is rejected, you will receive an email notification with comments from your manager explaining why and the tile will turn red.

Public Holidays



Timesheets are not configured to include public holidays automatically. Therefore, you will need to submit a leave request where you are not working the public holiday.

If you are taking leave on a public holiday, you will only require the one request for the type of leave that you are taking.

① Open a new leave request.

- ② Complete the following fields:
- **Type of Leave:** select **Public Holiday** (from the dropdown list).
 - **From** and **To:** Enter the date of the public holiday

Request

Type of Leave *
Public Holiday

From *
25-Apr-2022

To *
25-Apr-2022

- ③ The **Day Summary** will show 0 Work days and 1 Public Holiday, and the **Balance Summary > Hours Remaining** will show 0 hours.

Day Summary

Work Days: 0

Public Holidays: 1

Balance Summary

Hours Remaining: 0 (as at 13-Jul-2022, assuming approved leave is taken)

- ④ Select **Submit** to send for approval.



If you navigate to My Timesheet, you will see the leave request displays and tallies toward your fortnight total.

Mon
25-Apr
8.45

Leave
8.45 hours
Human Resourc...



If you work the public holiday, see the **My Timesheet User Guide** page 16.

Add Attachment



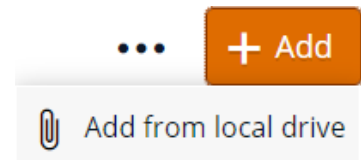
Any personal leave of over 3 consecutive days will require a medical certificate or statutory declaration.

Attachments must either be .doc, .pdf, .jpg with the following name convention: 'Medical Certificate – [Name] – [Date]

Desktop

① Complete the Create a Leave Request instructions as above.

② Under **Attachments**, select the **+Add** and **Add from local drive**.

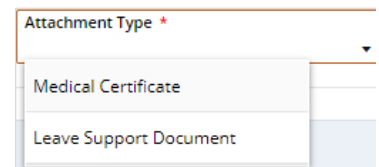


③ Navigate through your folders to where the document is saved.

- Select the document
- Select **Open**

④ On the **Add from local drive** popup window, complete:

- **Attachment Type:** Medical Certificate or Leave Support Document
- **Notes:** (optional).



When complete, click **OK**.

⑤ Look for the document sitting under the **Attachments** field.

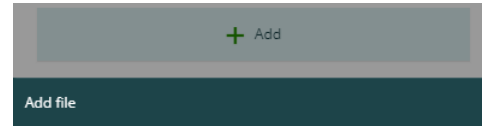
When all required fields have been completed, select **Submit**.



Mobile

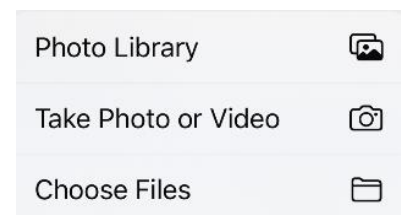
① Complete the Create a Leave Request instructions as above.

② Under **Attachments**, click the **+Add** and **Add file**.



③ Choose from the options:

- **Photo Library:** Select a photo previously taken
- **Take Photo or Video:** Take a photo of the document
- **Choose Files:** Select a file on your phone.

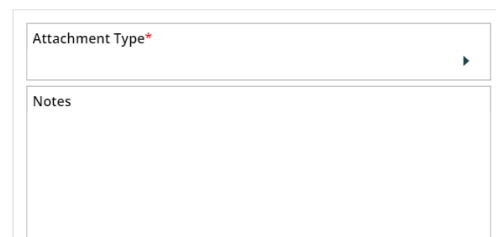


You should have the same options on your phone as shown here, however the names and icons may look different.

④ On the **Add from local drive** popup window, complete:

- Attachment Type: Medical Certificate or Leave Support Document
- **Notes:** (optional).

When complete, click **OK**.

A screenshot of a mobile application interface showing a form. The form has two sections. The top section is a dropdown menu labeled 'Attachment Type*' with a right-pointing arrow. The bottom section is a text input field labeled 'Notes'.

⑤ The document will now be sitting under the **Attachments** field.

When all required fields have been completed, select **Submit**.



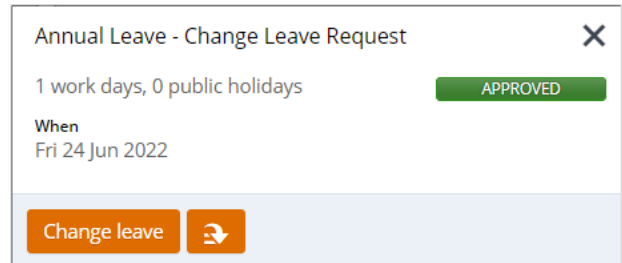
Cancel Approved Leave

Leave that is approved, can also be cancelled. This will also require approval.

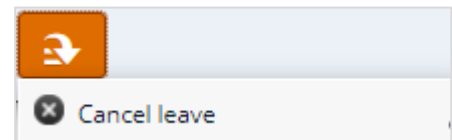
Desktop

- ① Select the approved leave tile (green) on the calendar to cancel.

A popup window displays.

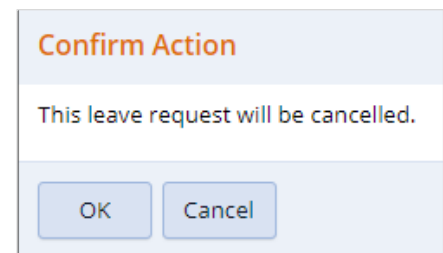


- ② From the popup window, select the **Action menu** and **Cancel leave**.

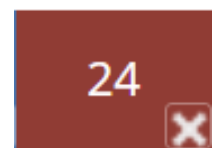


- ③ A **Confirm Action** displays.

Select **OK**.



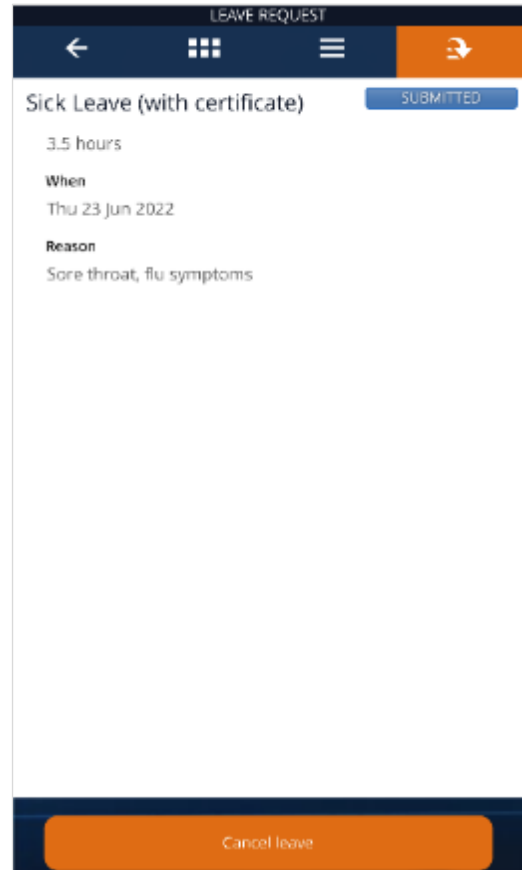
- ④ Your manager will receive a notification that there is a leave cancellation to approve. Once approved:
 - An email confirmation is sent to you.
 - The tile on the calendar will change to red.



Mobile

- ① Select the approved leave tile (green) on the calendar to cancel.

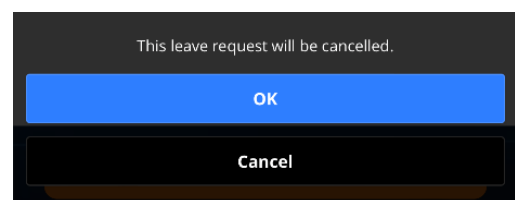
The **Leave Request** screen will open.



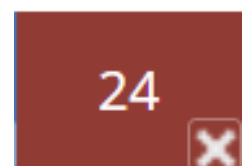
- ② Select the **Cancel leave** button at the bottom of the screen.

- ③ A pop up will appear with **This leave request will be cancelled.**

Select **Ok.**



- ④ Your manager will receive a notification that there is a leave cancellation to approve. Once approved:
 - An email confirmation is sent to you.
 - The tile on the calendar will change to red.



Change Leave

Leave requests with a Submitted or Approved status can be changed, and will re-submit the request to your manager for approval.

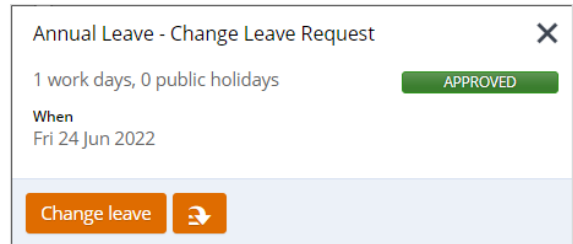


You cannot change a leave request after 10am on Monday following the pay period the request is within. If changes are required, contact Payroll.

Desktop

- 1 Select the tile on the calendar representing your leave.

A popup window displays a summary of the leave request.



- 2 From the popup window, select **Change leave**.

Change leave

- 3 The Leave Request screen displays.

Update the necessary field and select **Submit** to send for approval.

Submit

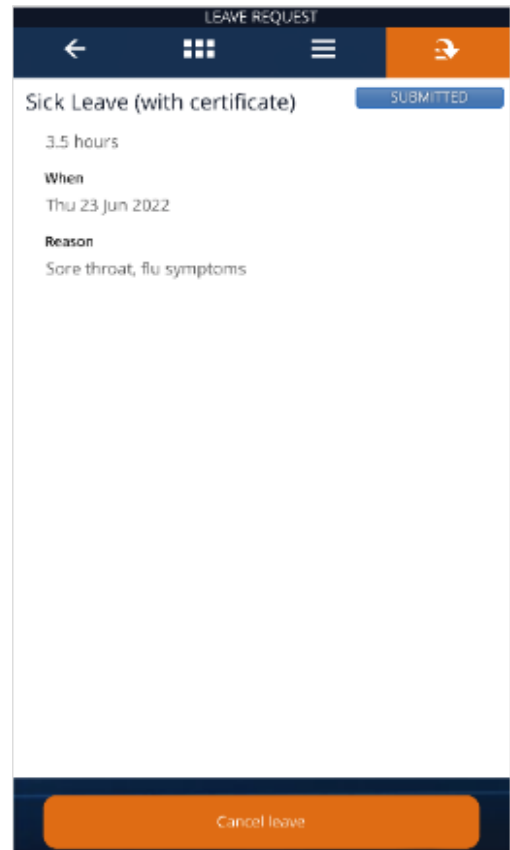


If you are changing an approved leave request, the request will go through the approval process again. The status of the leave request will revert to Submitted and the tile on the calendar will revert to blue.

Mobile

- ① Select the tile on the calendar representing your leave.

The **Leave Request** screen will open.



- ② Select the action menu and **Change leave**.



- ③ The Leave Request screen will display. Update the necessary field and select **Submit**



- ④ Your manager will receive a notification that there is a leave request to approve.



If you are changing an approved leave request, the status of the leave request will revert to Submitted and the tile on the calendar will revert to blue.

