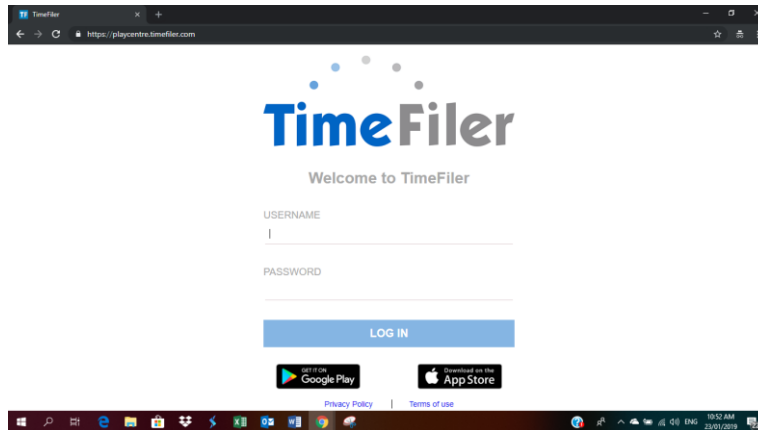




How to Apply for Leave in TimeFiler

Step 1:
Copy and paste this link into your web browser

<https://playcentre.timefiler.com>



Step 2:
To login, use your Employee ID as your username and the initial password is your IRD number (9 digits, no dashes). Your employee code is found on your payslip. It is the 4-digit code before your name.
NB: IRD number must be 9-digits long with no spaces. If your IRD number is 12-345-678 you will need to enter a zero before your number ie. 012345678

PAYSLIP

Employee 2510
Pay Point Management Team - CFO
Job Title Accounts Manager

Step 3:
You can change your password after you log on to TimeFiler by clicking on the "My Password" tab

IMS Online - NZ Playcentre Federation

My time My leave My payslips My documents My details My password

Change my password

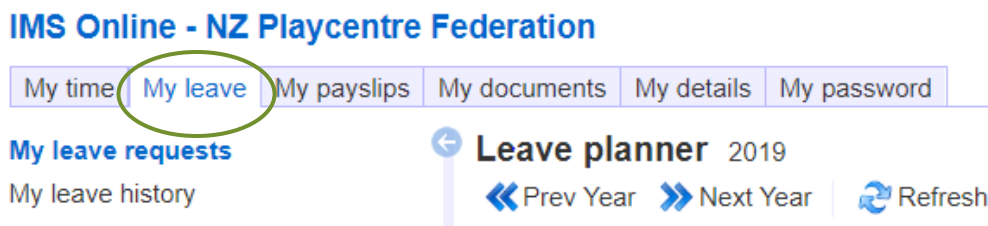
Current Password

New Password *

Confirm Password *

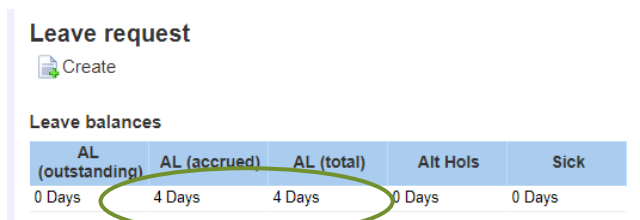
Step 4:

Click on the **My leave** tab



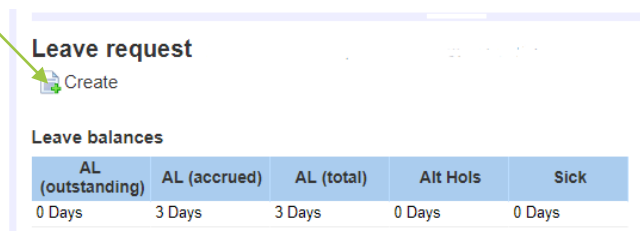
Step 5:

Scroll down to check your leave balance to ensure you have leave/s to take



Step 6:

Click on Create

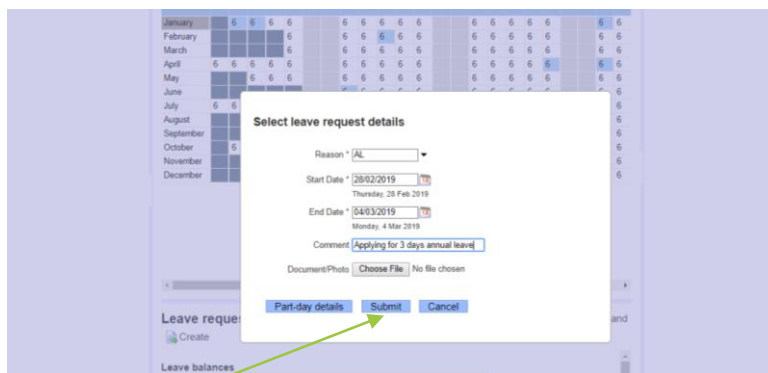


Step 7:

Input the type of leave and the period you intend to take leave. You can also include a comment or attach a leave form or medical certificate for sick leave/s.

Apply your leave/s only on your scheduled working days (i.e. Mondays to Fridays). If you are applying for 2 weeks, you need to apply your leave twice as it will include weekends, which is not a normal working day.

Exclusions for weekend work would be schedules for cleaning, lawn mowing etc.



Step 8:

Click on Submit

Step 9:

Scroll up and you will see your leave marked on the calendar

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
January		6	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6
February					6			6	6	6	6	6			6	6	6	6	6			6	6
March					AL			AL	6	6	6	6			6	6	6	6	6			6	6
April	6	6	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6
May			6	6	6			6	6	6	6	6			6	6	6	6	6			6	6
June								6	6	6	6	6			6	6	6	6	6			6	6
July	6	6	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6
August					6	6		6	6	6	6	6			6	6	6	6	6			6	6
September								6	6	6	6	6			6	6	6	6	6			6	6
October	6	6	6	6	6			6	6	6	6	6			6	6	6	6	6			6	6
November					6			6	6	6	6	6			6	6	6	6	6			6	6
December								6	6	6	6	6			6	6	6	6	6			6	6

Step 10:

Check your personal email address for confirmation that your leave request has been emailed to your manager.

Wed 23/01/2019, 11:22 AM
You

Dear

Your Leave Request for Annual Leave from 28/02/2019 to 4/03/2019 has been submitted to

You will be notified by e-mail when it has been approved or declined.

Click [here](#) to view the Leave Request.

Step 11:

You will receive a notification from your manager advising if your leave has been approved

Dear

Your Leave Request for Annual Leave from 28/02/2019 to 4/03/2019 has been **approved** by |

If you wish to modify the Leave Request, click [here](#) to view it and withdraw the request.

You can then create a new Leave Request for alternative dates if required.

Click [here](#) to view the Leave Request.