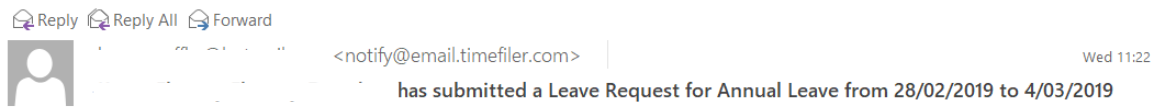




How to Approve Leave in TimeFiler

Step 1: when a staff member in your team applies for leave you will receive an email asking you to approve



Dear

has **submitted** a Leave Request for Annual Leave from 28/02/2019 to 4/03/2019.

The following comment was provided: Applying for 3 days annual leave

Click [here](#) to view the Leave Request, and approve or decline it as appropriate.

Click here to be taken to TimeFiler. You may need to log in:

Use your staff ID number as your Username and your IRD number as your Password to log in to TimeFiler for the first time. NB: your IRD number must be 9 digits long with no spaces so if your IRD number is 12-345-678 you will need to enter a zero before your number ie. 012345678 into TimeFiler.

Step 2:

You will be automatically taken to the staff members request, review and click "approve" or "decline"

Leave requests March 2019

[← Prev Month](#)
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Employee			F/1	S/2	S/3	M/4	T/5	W/6	T/7	F/8	S/9	S/10	M/11	T/12	W/13	T/14	F/15	S/16
Code	Name	Work area																
	Kai	Management Team - CFO	AL			AL	6	6	6	6			6	6	6	6	6	
		Management Team - CFO	5			5	5	5	5	5			5	5	5	5	5	
		Management Team - Ger	9			6	6	9		9			6	6	9		9	

Leave request

(Submitted - Starts on 28/02/2019 - Ends on 4/03/2019 - Applying for 3 d

[Create](#)
[Approve](#)
[Decline](#)
[View Roster](#)

28/2-4/3

Leave balances

AL (outstanding)	AL (accrued)	AL (total)	Alt Hols	Sick
0 Days	4 Days	4 Days	0 Days	0 Days

Date	Request type	Hours	Partial day?	Notes	Roster
Thu 28/2	Annual Leave				6

Finished

Note that you will have to click on one of the days in the period of leave before the option to approve it appears. When you go in directly from the email you receive advising you an employee has applied for leave, you will be able to select the option to approve, but if you have multiple periods of leave, or people with leave requests and you want to move between them you need to click on the period in the calendar otherwise there is no way to approve it.