



How to Apply for, or record Leave in TimeFiler

Important Note -

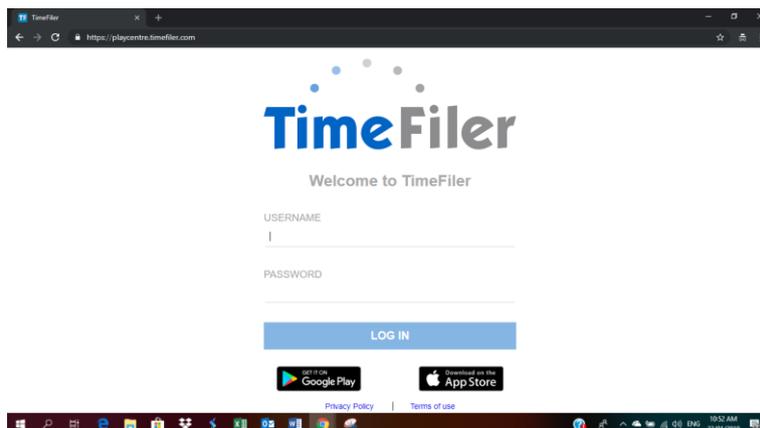
There are two ways to apply for leave in TimeFiler:

1. Apply for the leave in advance – if you know you will be taking leave in the coming days, weeks or later in the year, then please submit a Leave Application in the “My Leave” section of TimeFiler. Typically, the leave application can be made at least 1-2 days in advance of taking the leave, to allow for your manager/s to approve the leave. When a leave request has been made in advance in TimeFiler, and the manager/s have approved the leave prior to the leave taken, then the leave will automatically update into your timesheet on the date of your leave.
2. If you have taken the leave and had not been able to apply for it in advance, ie you were sick and notified your manager/s, and now need to record the leave taken. In these instances, you will need to add the leave into your timesheet, rather than applying for the leave as above.

Step 1: Go to TimeFiler

Copy and paste this link into your web browser

<https://playcentre.imsonline.co.nz>



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

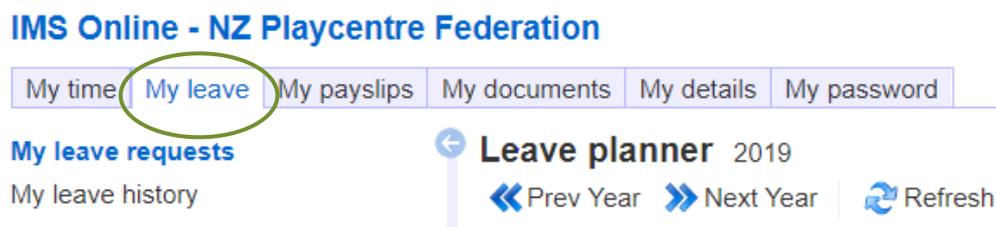
New Password *

Confirm Password *

To Apply for Leave via a Leave Request:

Step 1:

Click on the **My leave** tab



Step 2:

Scroll down to check your leave balance to ensure you have leave available to take

Leave request

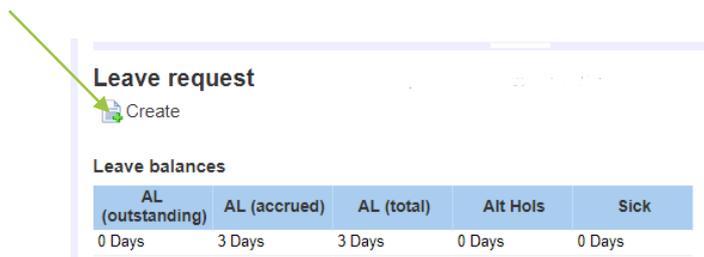
Create

Leave balances

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

Step 3:

Click on Create



Step 4:

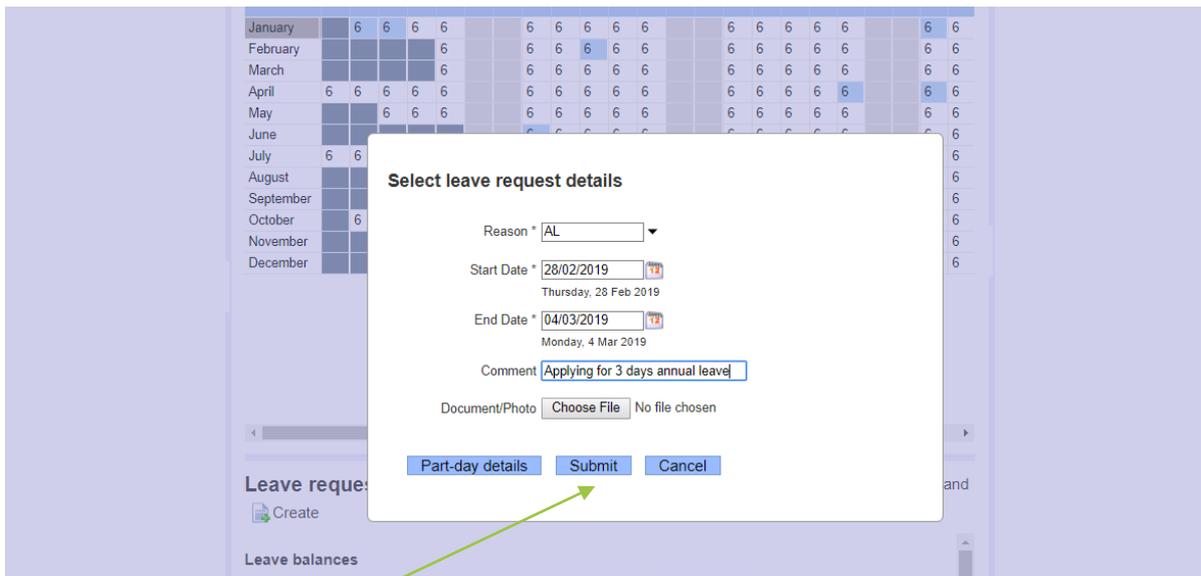
Input the type of leave and the period you intend to take leave. You can also include a comment or attach a leave form or medical certificate for sick leave.

Apply for your leave only on your scheduled working days (i.e. Mondays to Fridays). Exclusions for weekend work would be schedules for cleaning, lawn mowing etc.

If you are applying for 2 weeks or more of leave, you can enter the start date of the leave (ie the first day you are on leave) and the end date (being the day before starting back at work again). TimeFiler will pick up which days and hours you are usually rostered and create the leave payments for you. If you have used up all of your leave entitlement during the period that you have applied for leave, TimeFiler will automatically start recording Leave Without Pay once your Annual Leave balance is used up.

This works especially well during the School Holidays breaks. If you would like to use up your Annual Leave during the School Holidays, you don't need to work out how much leave you have outstanding and submit a leave request for only that time. Simply apply for the full period of time you are not working, and TimeFiler will generate annual leave payments up to the time that you run out of entitlement and will then change to Leave Without Pay for the remaining time.

For example, your centre may be having its last session on the 13th December 2019 and starting back again on 3rd February 2020. By entering a leave request with a start date of 16th December 2019, and a finish date of 2nd February 2020, your leave request will clearly show your manager when you are finishing for the year and starting back again next year. This would also allow you to be paid your annual leave for some of the School Holidays.



Step 5:
Click on Submit

Step 6:
Scroll up and you will see your leave marked on the calendar

Leave planner 2019

[← Prev Year](#)
[Next Year →](#)
[Refresh](#)
[Show me](#)
[Show Legend](#)
[Expand](#)

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	6
February					6			6	6	6	6	6				6	6	6	6	6	6		6	6
March								AL	6	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	6
May								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	6
July	6	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	6
September								6	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
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	6

Step 7:
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 8:
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.

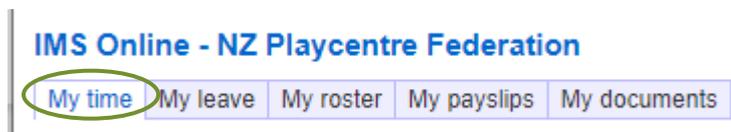
You can then create a new Léave Request for alternative dates if required.

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

To record Leave taken in your timesheet:

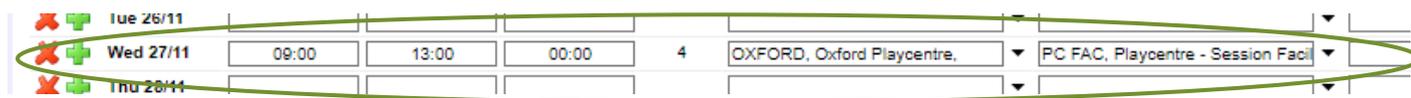
Step 1:

Click on the **My time** tab



Step 2:

Check your timesheet for the usual time entry on the day that you have taken the leave



Step 3:

Leave the time entry, cost centre and role as it is, and select the "Leave Type" drop down box beside the time entry

Hours	Cost centre	Role	Leave type
4	OXFORD, Oxford Playcentre,	PC FAC, Playcentre - Session Faci	

Step 4:

Select the type of leave that you have taken during this time (Annual Leave, Bereavement Leave, Leave without Pay or Sick Leave)

Role	Leave type
PC FAC, Playcentre - Session Faci	
<input type="checkbox"/> Annual Leave	AL
<input type="checkbox"/> Bereavement Leave	BL
<input type="checkbox"/> Leave without Pay	LWP
<input type="checkbox"/> Sick Leave	SL

Step 5:

Once you have completed all entries in your timesheet, submit your timesheet for approval. Your leave will be checked and approved as part of your timesheet approval.