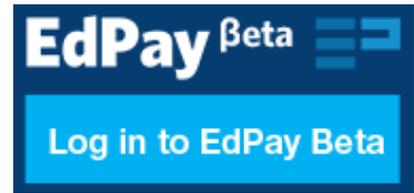


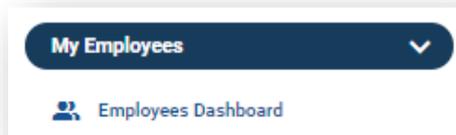
Booking leave

You can use EdPay to submit leave bookings.



Step 1

Begin on the **Employees List** page.



Step 2

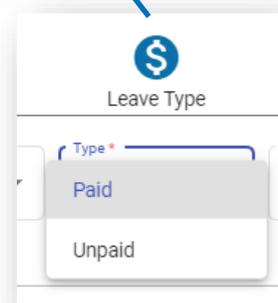
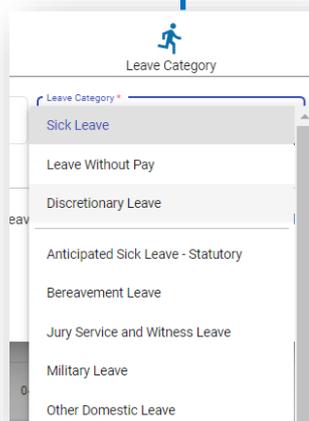
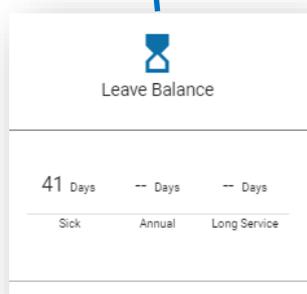
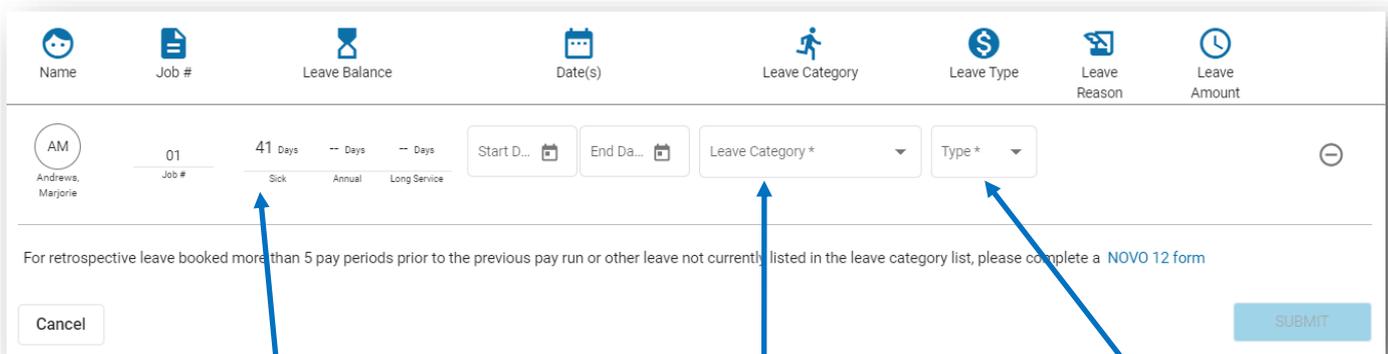
You can book leave for one employee or for multiple employees (if on the same Employee List page).

Tick the box next to the employee you are booking leave for. The **blue plus icon** will appear.



Step 3

Click the blue plus icon then the **leave icon**. You will then see the **leave booking screen**.



Step 4

Enter the leave details into the leave booking screen. If, for some reason, you need to delete a booking, click on the **minus icon** to the right.

AM
Andrews, Marjorie

01
Job #

41 Days
Sick

-- Days
Annual

-- Days
Long Service

Start Date *
01/06/2021

End Date *
04/06/2021

Leave Category *
Discretionary Leave

Type
Paid

Reason *
Training/ Study

Cancel

SUBMIT

Click the blue **SUBMIT** button after checking all details.

Step 5

Once submitted, you will see the confirmation message.

✓ Leave bookings saved successfully

Andrews, Marjorie (MoE 4388577) - Job 01, Discretionary Leave booked from 01/06/2021 to 04/06/2021.

FINISH

Step 6

Go to the Activity History to see a record of the transaction.

Activity History

Find an employee...

Customer Action Required: 0
Submitted: 0
In Progress: 0

Date Created	Employee Name	MoE#	Job#	Created By	Task Reference	Task Type	Status	Quick Tasks
04/06/2021	Andrews, Marjorie	4388577	01	Admin5, Demo		Leave Booking	Successful	

NOTES

Please complete a [Novo12](#) form for the leave booking and advise the hours and funding code (if applicable) in your email request for the following:

- timesheet employee
- terminated or lapsed employee
- leave booked more than five pay periods prior to the previous pay period
- any other leave where you cannot enter the details directly into EdPay

For any leave related to ACC, please complete a [Novo12acc](#) form.

The CSV upload feature is currently in development. Please continue to use Novopay Online for CSV uploads until this feature is available in Edpay.