

HOW TO BOOK ANNUAL LEAVE IN E-PAY EMPLOYEE ONLINE

1. Login to E-pay Employee Online

Please see the guide '[How to Login to E-pay EOL](#)' for more information

2. Select the Rostering tab

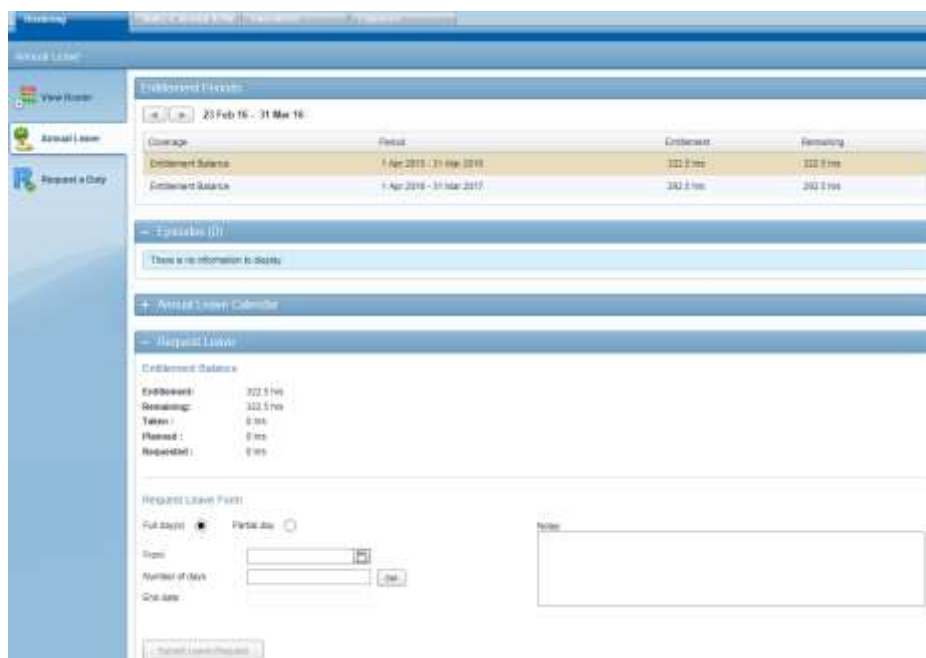


3. Select the Annual Leave tab



The View Roster screen will automatically be displayed. Select the Annual Leave tab on the left hand side of the screen.

4. The Annual Leave screen will be displayed showing the entitlement periods, episodes of annual leave, annual leave calendar and the request leave screens.



5. To request leave, select whether the request is for full days or a partial day

6. For full days and partial day, enter the start date of the request.

7. For full days leave enter the number of days leave being requested and click on 'Set'.

For partial days leave enter the start time you want the leave commence and the amount of **hours** you are requesting.

8. Review the end date to ensure it is correct

9. Click Submit Leave Request

10. The requested leave will appear in the Episodes tab with a yellow question mark until approved by your manager

11. NOTE

You are able to delete the leave request up until the point that it is approved. After this point you will need to contact your manager to make any changes.