



The following is provided for your information and action.

Please ensure this Bulletin is forwarded to the relevant employees within your Agency.

Should you have any questions or feedback, please contact the appropriate contact person listed.

## Service Delivery Bulletin

June 2013

Issue Number

### New 'Employee Leave Balance Enquiry' Facility

66

#### Payroll Services

Shared Services SA has developed a new online Employee Leave Balance Enquiry facility to allow employees (who are paid via CHRIS 5 HRMS) to view their leave balances as at the end of the previous month.

The new facility makes employee leave information more accessible, saves time and is simple to use. Employees eligible for the new Retention Leave entitlement, which comes into effect on 1 July 2013, will also be able to view their entitlement.

#### Easy to Access

The Employee Leave Balance Enquiry facility can be accessed via the Shared Services SA website [www.sharedservices.sa.gov.au](http://www.sharedservices.sa.gov.au)

Or the direct link can be bookmarked for future reference

[www.sharedservices.sa.gov.au/service-delivery/docs/hrms/leaveform.html](http://www.sharedservices.sa.gov.au/service-delivery/docs/hrms/leaveform.html)

#### Simple to Use

To use the facility, simply follow these three easy steps:

1. Enter your employee number (as it appears on your payslip)
2. Select the sector that you work within - either 'SA Health/DCSI' or 'Shared Sector Agencies' and
3. Click on the 'Show Leave' button.



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### Service Delivery

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### Employee Leave Balance Enquiry

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- Financial Services
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- Online Application Support

Enter your Employee Number:

Select your Sector:

SA Health/DCSI

Shared Sector Agencies

[Make Another Query](#)

LEAVE DISCLAIMER: The leave balances that can be displayed are ANN, FAML, FLEX, LSL, PERS, RET, SIC and TOIL and are as at a given date. These leave balances may not be accurate as some leave bookings and/or adjustments may not yet have been processed. If you need to query these balances please contact your Payroll Team.

1. Enter Employee Number

2. Select Sector

3. Click Show Leave

The leave balances will then be displayed as at the last day of the previous month (as per the 'As At Date' shown on the sample enquiry below).

Please note: Balances are updated on the website on the first business day of each month.

Employee Leave Balance Enquiry

Leave Balances For Employee #:

Database	Leave Type	Entitlement (Days)	Entitlement (Hours)	Accrual (Days)	Accrual (Hours)	Next Leave Entitlement	As At Date
DTF	ANN	50.33	377.50	0.00	0.00	20/06/2013	31/05/2013
DTF	LSL	186.33	1,397.45	4.50	33.75	30/11/2013	31/05/2013
DTF	SIC	69.90	524.25	0.00	0.00	20/06/2013	31/05/2013

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### Action Required

HR Directors and Managers

- Please communicate to all staff within your Agency (who are paid by Shared Services SA via CHRIS 5 HRMS):
  - the availability of this facility; and
  - that any concerns or questions relating to leave entitlements should be dealt with in the normal way either through their Human Resource area or through their Payroll Team enquiry line.