

Reversing Leave

Log on to HR Online at <https://guard.canberra.edu.au/hronline/>

1. Click on the **Personal Information** tab on the right hand side of the screen.
2. From the second tier menu, click on **Leave** on the left hand side in the second tier menu.
3. Click on **Leave History** or one of the other menu items to look at your information. Choosing **Leave History** will give you access to search for the details of all leave taken and should look similar to the screenshot below.

Personal Details **Leave** Employment Personal Development Organisation Chart

Leave Bookings Request
Leave Balances
Leave History
Roster

HR Online

Leave Booking Enquiry

Leave History shows dates, leave type, hours and any comments. You are able to reverse leave from this screen. An email will be sent to your supervisor requesting approval if you initiate a reversal.

Action	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
1. Reverse	20-SEP-2010	21-SEP-2010	RL - Recreation Leave	14.00	Hours	N			50603	Leave to deal with Mother's Estate matters	
2. Reverse	10-SEP-2010	10-SEP-2010	PL - Personal Leave	7.00	Hours	N			50602		Sick Leave
3. Reverse	20-AUG-2010	20-AUG-2010	PL - Personal Leave	7.00	Hours	N			49970	Isabella sick	Family Leave
4. Reverse	08-JUL-2010	09-JUL-2010	PL - Personal Leave	14.00	Hours	N			48358		Sick Leave
5. Reverse	07-JUN-2010	07-JUN-2010	PL - Personal Leave	7.00	Hours	N			47103		Sick Leave
6. Reverse	04-MAY-2010	04-MAY-2010	PL - Personal Leave	7.00	Hours	N			46604		Sick Leave

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User Preferences

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My Details
Person:
Role:

My View

My Favourites

Note that HR Online has multiple scroll bars

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4. Click on the **Reverse** hyperlink in the **Action** column. This will allow you to initiate the reversal. Once submitted, the leave reversal will go through the same process as a leave approval. You supervisor will receive a system generated notification and be required to logon to HR Online to action your reversal request. As the process is run overnight after the approval has been done, you will NOT be able to book leave covering the reversal dates for 24 hours after your supervisor has approved the reversal.
5. You must click the **Insert** button to save the reversal request.
6. To **Logout**, click on the lock icon/logout button at the far right at the top of the screen. This will end your HR Online session.