
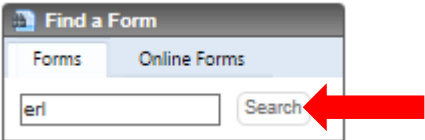

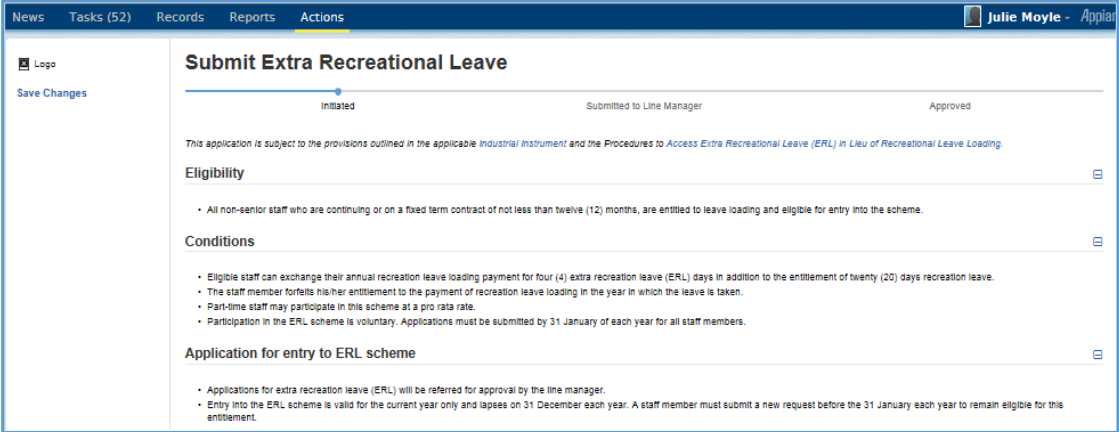



Purpose: This guide provides an overview of how to submit an Extra Recreational Leave (ERL) request, approve a request (for Line Managers) and how to withdraw your request, if you so wish.

References: Refer to the applicable [Industrial Instrument](#) and the procedures to [Access Extra Recreational Leave](#) in lieu of recreational leave loading.



Submit an ERL request for approval

Step	Action
1.	<p>Log in to the staff portal by navigating to https://my.unisa.edu.au/public/staffweb/</p> <p>The Staff Portal is displayed</p> 
2.	<p>To access the online Extra Recreational Leave form, go to Find a Form and select the Forms tab. Type 'ERL' in form search, select Search. You may need to enter your user credentials. Click on the hyperlink provided.</p> <p>Or alternatively, navigate to My Details tab. The online form can be accessed through the Leave Forms section.</p>  
3.	<p>The Submit Extra Recreation Leave page is displayed.</p>  <p>The page will display important information about Eligibility, Conditions, information about your Application and your Agreement. Please read this information prior to submitting your request.</p>

Step	Action
3.	<p>To submit your request, select your Line Manager using the down arrow menu.</p> <p>You can enter a Comment for your Line Manager (not mandatory).</p> <p>To submit your ERL request, select the Submit to Line Manager button.</p> <p>Your Line Manager will be notified of your request. At that point, they will review and approve your request.</p> <p style="text-align: center;">You will receive an email notification of the approval outcome</p> <p> <i>If you wish to delete the request (prior to submitting for approval, select the Discard Request button.</i></p> <p>The Send for Review button provides the option for another person to review the request prior to submitting. The reviewer will receive a notification of your request. They will review the request, then return the request back to you. (It is important to note that the request is not approved at this stage, you will still be required to submit to your Line Manager.</p>

ERL Submission Details

Calendar year 2017
The calendar year that this application for ERL relates to

Line Manager  -- Select a value -- 


Comments

2000/2000 characters remaining


Tracking the progress of your request

Step	Action
1.	<p>To open your approved ERL record, go to https://bpi.unisa.edu.au. The Appian application will open.</p> <p>Click on the Records menu.</p> <p>Select Extra Recreational Leave Records from the list displayed. Your record will appear in a table. Click on the hyperlink to open.</p>

Records


 **Extra Recreational Leave Records**
List of submitted Extra Recreational Leave records


Withdrawing an ERL request

 *Your approved ERL request is processed by Payroll in the first week of February each year. Withdrawing your initial request will only be allowed up to 31st January.*

Step	Action
1.	<p>To open your approved ERL record, go to https://bpi.unisa.edu.au. The Appian application will open.</p> <p>Click on the Records menu.</p> <p>Select Extra Recreational Leave Records from the list displayed. Your record will appear in a table. Click on the hyperlink to open.</p>
2.	<p>To access the Withdraw screen, select Related Actions from the left menu pane. An option to Withdraw current Extra Recreation Leave will appear. Once selected, your request will be displayed.</p> <p>A Comment is not mandatory, however, can be recorded if you wish.</p> <p>To confirm your withdrawal, click the Confirm button. Your Line Manager will receive notification of your withdrawn request.</p>

Records


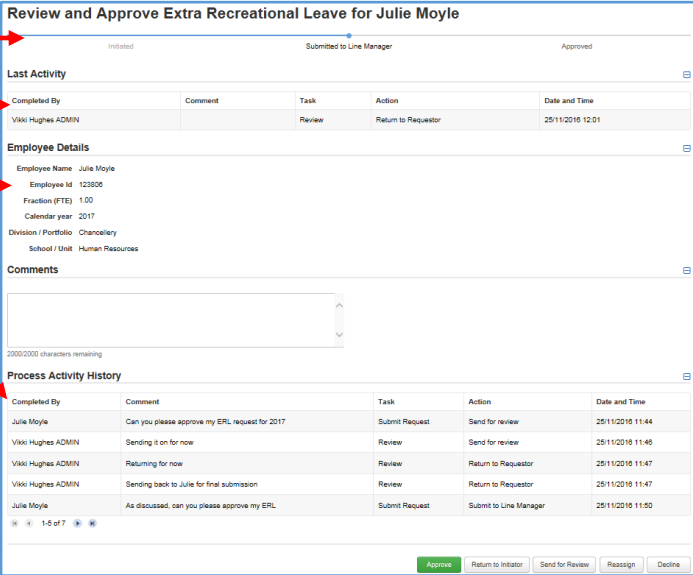
 **Extra Recreational Leave Records**
List of submitted Extra Recreational Leave records

 **Withdraw current Extra Recreation Leave**
Withdraws the current request from the ERL scheme

Reviewing and Approve a request



Only Line Managers have the authority to approve an ERL request for reporting staff members.

Step	Action
1.	<p>An email notification will be sent to the Line Manager once a request is submitted. A link will be provided within the email which will navigate you directly to the task in Appian.</p> 
2.	<p>This screen will provide the following information:</p> <ul style="list-style-type: none"> The status of the request. Detail of the Last Activity, by who, their comment and when they completed this activity. Details about the request. A history of each activity for this request. <p>To approve the request, select Approve. The employee will receive an email of your approval.</p> <p>If you need to reassign the approval request, select Reassign, enter the person who will review and approve the request.</p> <p>Other options</p>  <p><i>Depending on the circumstances, it is advised that other options such as Return to Initiator and Decline, are discussed with the employee prior to processing through the system (the employee will receive an email in both instances).</i></p>