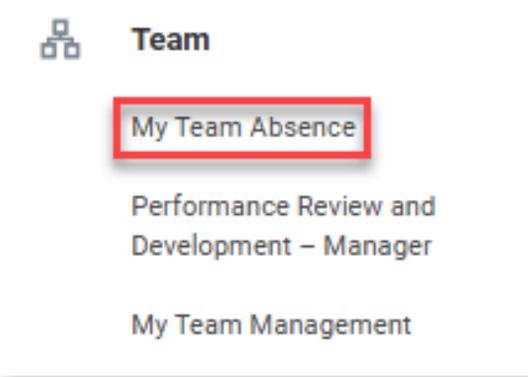
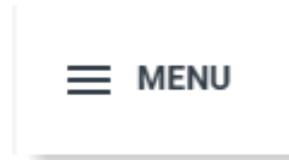


The **My Team Absence Dashboard** gives Managers quick access to several reports and tasks for managing team absences.

Go to the Menu on the top left-hand side of the home page.



Under the **Team** category, select *My Team Absence*.

This page defaults to the **My Team – Time Off Balances** tab and displays the leave balances for your team.

 Employees who have excess annual or long service leave balances will be marked with a flag, making them easily identifiable and will display at the top of the report.

← My Team Absence

My Team - Time Off Balances My Team - Time Off

My Team - Current Annual Leave Time Off Balance

Worker	FTE	Time Off Balance in hours	Maximum Hours	Difference between Balance & Maximum hours	Over Maximum?
[Worker]	1.00	331.71	294.00	37.71	Yes
[Worker]	1.00	330.68	294.00	36.68	Yes
[Worker]	0.90	199.72	264.63	-74.91	
[Worker]	1.00	145.89	294.00	-148.11	
[Worker]	1.00	283.33	294.00	-10.67	
[Worker]	1.00	112.16	294.00	-181.84	
[Worker]	1.00	22.35	294.00	-271.65	
[Worker]	1.00	79.92	294.00	-214.08	

My Team - Current Long Service Leave Time Off Balance

Worker	FTE	Time Off Balance in hours	Maximum Hours	Difference between Balance & Maximum hours	Over Maximum?
[Worker]	1.00	485.73	477.75	7.98	Yes
[Worker]	0.90	402.68	430.02	-27.34	
[Worker]	1.00	134.13	477.75	-343.62	
[Worker]	1.00	419.96	477.75	-57.79	

Reports

Absence Calendar

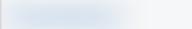
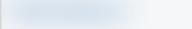
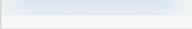
FL - Time Off Balances for My Organisation with Subordinates

My Team - Current Personal Leave Time Off Balance

Worker	FTE	Time Off Balance in hours	Future Approved Time Off	Future Approved Time Off Entries
[Worker]	0.90	1,063.94	0	
[Worker]	1.00	1,871.26	0	
[Worker]	1.00	20.41	7.35	23/06/2025 - 7.35 Hours (Mat Vu)
[Worker]	1.00	3,207.37	0	
[Worker]	1.00	24.35	0	
[Worker]	1.00	1,426.16	0	
[Worker]	1.00	270.34	0	
[Worker]	1.00	258.80	0	

To view the individual report, click on *View More*.

My Team - Current Long Service Leave Time Off Balance 

Worker	FTE	Time Off Balance in hours	Maximum Hours	Difference between Balance & Maximum hours	Over Maximum?
	1.00	481.74	477.75	 3.99	Yes
	0.90	399.10	430.02	-30.92	
	1.00	130.15	477.75	-347.60	
	1.00	413.33	477.75	-64.42	
	1.00	197.89	477.75	-279.86	
	1.00	298.29	477.75	-179.46	
	1.00	117.13	477.75	-360.62	
	1.00	175.18	477.75	-302.57	

 [View More ...](#)

You can then view the full report, including *Future Approved Time Off*.

← My Team - Current Long Service Leave Time Off Balance

Worker	FTE	Time Off Balance in hours	Maximum Hours	Difference between Balance & Maximum hours	Over Maximum?	Future Approved Time Off	Future Approved Time Off Entries
	1.00	481.74	477.75	3.99	Yes	308.7	<ul style="list-style-type: none"> 01/09/2026 - 7.35 Hours 02/09/2026 - 7.35 Hours 03/08/2026 - 7.35 Hours 03/09/2026 - 7.35 Hours 04/08/2026 - 7.35 Hours More (37)
	0.90	399.10	430.02	-30.92		0	
	1.00	130.15	477.75	-347.60		0	
	1.00	413.33	477.75	-64.42		154.35	<ul style="list-style-type: none"> 03/07/2026 - 7.35 Hours 06/07/2026 - 7.35 Hours 07/07/2026 - 7.35 Hours 08/07/2026 - 7.35 Hours 09/07/2026 - 7.35 Hours More (16)
	1.00	197.89	477.75	-279.86		0	
	1.00	298.29	477.75	-179.46		0	
	1.00	117.13	477.75	-360.62		0	
	1.00	175.18	477.75	-302.57		0	

This information is particularly helpful when a team member has excess leave balances - you can easily identify if they have a plan in place for reducing the leave balances, in accordance with the Enterprise Agreement (EA).

To view the leave balances for your team and their subordinates, select the *FL – Time Off Balances for My Organisation with Subordinates* on the right-hand side of the dashboard.

Reports

- Absence Calendar >
- FL - Time Off Balances for My Organisation with Subordinates** >

FL - Time Off Balances for My Organisation with Subordinates ✕

Instructions Note: Balances dynamically calculate. If your report runs slowly, suggest limiting your search to one Time Off Plan.

Enter a Supervisory Organisation * ⋮ Manager's details to be entered here

Include Subordinate Organizations ✔

Select a Time Off Plan * ✕ Annual Leave Time Off Plan ⋮
✕ Long Service Leave Time Off Plan ⋮
✕ Personal Leave Time Off Plan ⋮ Select Time Off Plan(s)

Balance as of * 📅

Cancel OK

- Enter Manager details
- Tick the Include Subordinate Organisations checkbox
- Select the Time Off Plan(s)
- Revise the date, if required
- Select **OK**

The *FL - Time Off Balances for My Organisation with Subordinates* report will appear.

FL - Time Off Balances for My Organisation with Subordinates 🔍 📄

Enter a Supervisory Organisation Select a Time Off Plan Annual Leave Time Off Plan
Long Service Leave Time Off Plan
Personal Leave Time Off Plan

Include Subordinate Organizations Yes Balance as of

72 items 🔍 📄 📱 🖨️

Employee ID	Worker	Primary Job Employee Type	Eligible Time Off Plans for Worker			Supervisory Organization
			Time Off Plan	Unit of Time	Balance	
		Continuing	Annual Leave Time Off Plan	Hours	99.56	Flinders University - Flinders University - Flinders University
			Long Service Leave Time Off Plan	Hours	53.18	
			Personal Leave Time Off Plan	Hours	23.47	
		Continuing	Annual Leave Time Off Plan	Hours	101.39	Flinders University - Flinders University - Flinders University
			Long Service Leave Time Off Plan	Hours	55.74	
			Personal Leave Time Off Plan	Hours	74.21	
		Continuing	Annual Leave Time Off Plan	Hours	46.03	Flinders University - Flinders University - Flinders University
			Long Service Leave Time Off Plan	Hours	49.70	
			Personal Leave Time Off Plan	Hours	90.62	
		Continuing	Annual Leave Time Off Plan	Hours	6.85	Flinders University - Flinders University - Flinders University
			Long Service Leave Time Off Plan	Hours	3.98	
			Personal Leave Time Off Plan	Hours	5.14	
		Continuing	Annual Leave Time Off Plan	Hours	1.21	Flinders University - Flinders University - Flinders University

Click on the **My Team – Time Off** tab to view your team’s upcoming time off.

← My Team Absence

My Team - Time Off Balances **My Team - Time Off**

Start Date 02/06/2025 End Date 02/07/2025

Default date range is 1 month

My Team - Time Off

Worker	Work schedule percentage	02/June - Mon	03/June - Tue	04/June - Wed	05/June - Thu	06/June - Fri	07/June - Sat	08/June - Sun	09/June - Mon	10/June - Tue	11/June - Wed	12/June - Thu	13/June - Fri	14/June - Sat	15/June - Sun	16/June - Mon	17/June - Tue
Worker 1	90.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 2	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 3	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 4	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 5	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 6	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 7	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 8	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Worker 9	100	0.00	7.35	7.35	7.35	7.35	0.00	0.00	0.00	7.35	7.35	7.35	7.35	0.00	0.00	7.35	0.00

View More

Reports

- Absence Calendar
- FL - Time Off for My Organisation with Subordinates

To change the date range, click on *View More*.

My Team - Time Off

Start Date * 30/12/2024

End Date * 28/01/2025

Cancel OK

Enter your required date range and select **OK**.

The *My Team – Time Off* report will display. In the *Time Off Hours* column, click on the value against the employee to view detailed information.

My Team - Time Off

Start Date: 30/12/2024 End Date: 28/01/2025

Hint: Click on the total "Time Off Hours" value against an employee, this drill down will display the type of leave the employee has booked and the status. Also displays the rostered hours per day the employee is scheduled to work.

Worker	Work schedule percentage	12/2024							01/2025							Time Off Hours																	
		30/Dec - Mon	31/Dec - Tue	01/Jan - Wed	02/Jan - Thu	03/Jan - Fri	04/Jan - Sat	05/Jan - Sun	06/Jan - Mon	07/Jan - Tue	08/Jan - Wed	09/Jan - Thu	10/Jan - Fri	11/Jan - Sat	12/Jan - Sun		13/Jan - Mon	14/Jan - Tue	15/Jan - Wed	16/Jan - Thu	17/Jan - Fri	18/Jan - Sat	19/Jan - Sun	20/Jan - Mon	21/Jan - Tue	22/Jan - Wed	23/Jan - Thu	24/Jan - Fri	25/Jan - Sat	26/Jan - Sun	27/Jan - Mon	28/Jan - Tue	
50 01		3.67	7.35	0.00	7.35	0.00	0.00	0.00	3.67	7.35	0.00	7.35	0.00	0.00	0.00	3.67	7.35	0.00	7.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.77
20		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100		7.35	7.35	0.00	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	7.35	0.00	0.00	0.00	7.35	147.00		
100		4.45	4.40	0.00	4.40	0.00	0.00	0.00	4.45	4.40	4.40	4.40	0.00	0.00	4.45	4.40	4.40	4.40	4.40	0.00	0.00	4.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66.20	
0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
80		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
100		7.35	7.35	0.00	7.35	7.35	0.00	0.00	7.35	7.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44.10		
100		7.35	7.35	0.00	7.35	7.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.40		
100		7.35	7.35	0.00	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	7.35	0.00	0.00	0.00	7.35	147.00		
100		0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.35	7.35	7.35	7.35	3.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.75		
100		0.00	0.00	0.00	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	0.00	0.00	7.35	7.35	7.35	7.35	7.35	0.00	0.00	7.35	7.35	7.35	0.00	0.00	0.00	0.00	0.00	0.00	110.25		
80		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.40		
0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

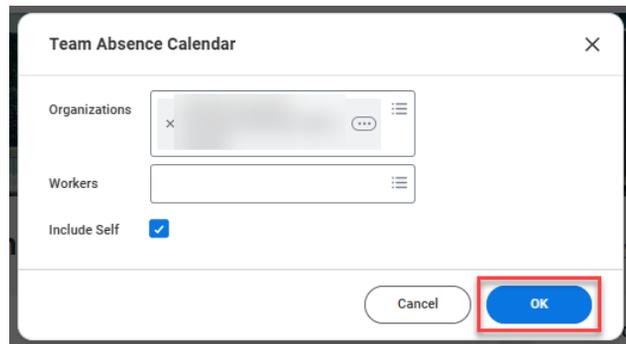
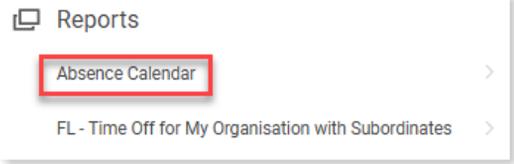
The employee's daily scheduled hours and time off booked are displayed.

Criteria View by: and then by:

Worker	Date	Is Public Holiday	Daily Scheduled Hours to Work	Time Off Hours Booked	Leave Type	Status
	Mon, 30/12/2024		7.35	7.35	Annual Leave	Approved
	Tue, 31/12/2024		7.35	7.35	Annual Leave	Approved
	Wed, 01/01/2025	Yes	7.35	0		
	Thu, 02/01/2025		7.35	7.35	Annual Leave	Approved
	Fri, 03/01/2025		7.35	7.35	Annual Leave	Approved
	Sat, 04/01/2025		0	0		
	Sun, 05/01/2025		0	0		
	Mon, 06/01/2025		7.35	0		
	Tue, 07/01/2025		7.35	0		
	Wed, 08/01/2025		7.35	0		
	Thu, 09/01/2025		7.35	0		
	Fri, 10/01/2025		7.35	0		
	Sat, 11/01/2025		0	0		

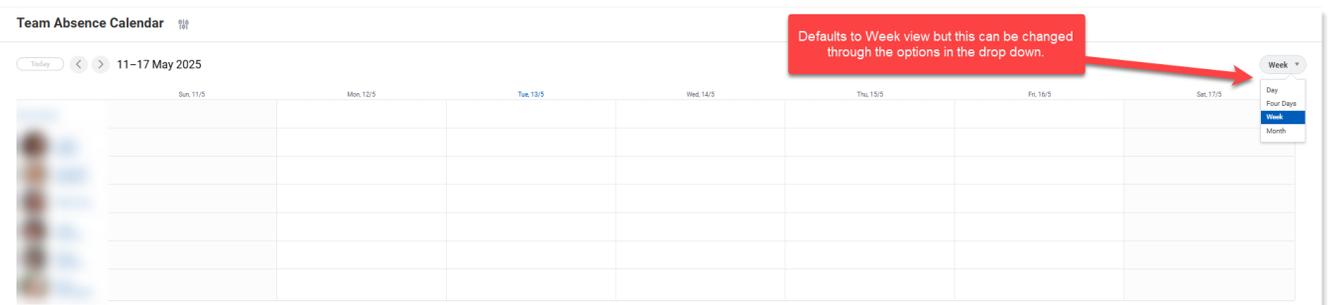
Through this report, Managers of Academic Staff can identify if Academic Staff took annual leave of 20 days (pro rata for part time staff) during the December/January period, per clause 30.3 of the EA.

You can also view your team's leave by selecting the *Absence Calendar* on the right-hand side of the dashboard.

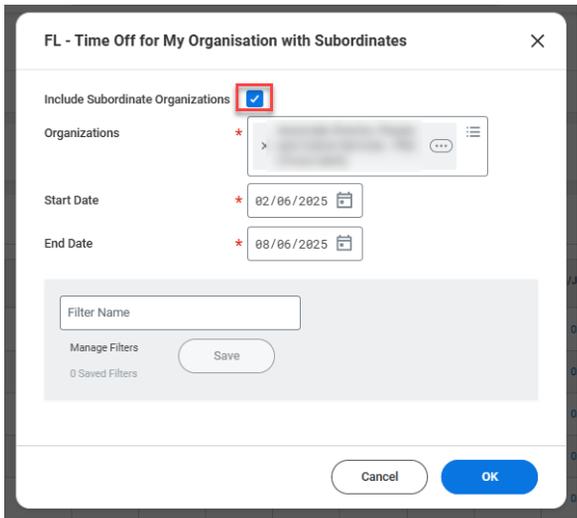
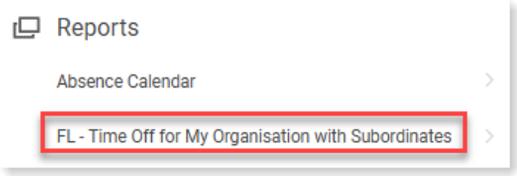


The Team Absence Calendar box will auto populate. Select *OK*.

The Team Absence Calendar will appear. You can navigate through as you would your own calendar. Please note the view defaults to *Week* – you can select one of the other options from the drop down.



To view Time Off for your team and their subordinates, select the *FL – Time Off for My Organisation with Subordinates* on the right-hand side of the dashboard.



- Manager details defaults in
- Tick the Include Subordinate Organisations checkbox
- Dates default in - revise, if required
- Select **OK**

The *FL - Time Off for My Organisation with Subordinates* report will appear.

FL - Time Off for My Organisation with Subordinates

Include Subordinate Organizations: Yes Start Date: 02/06/2025

Organizations: [Organization Name] End Date: 30/06/2025

Displays workers in your supervisory organization with approved time off between your nominated dates. Does not include workers on Leave of Absence or unapproved time off.

17 items

Employee ID	Worker	Time Off Date	Day of the Week	Time Off/Absence Table	Time Off Type	Units	Unit of Time	Manager
[Redacted]	[Redacted]	10/06/2025	Tuesday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	11/06/2025	Wednesday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	12/06/2025	Thursday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	13/06/2025	Friday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	16/06/2025	Monday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	17/06/2025	Tuesday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	18/06/2025	Wednesday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	19/06/2025	Thursday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]
[Redacted]	[Redacted]	20/06/2025	Friday	Annual Leave Time Off	Annual Leave	7.35	Hours	[Redacted]