



Medical Certificates may now be attached to personal leave requests which are booked through HR Online.

Staff Member:

1. Go to the 'Leave Bookings Request' page.
2. Complete the first six fields on the page.
3. At the Attachment field, click the browse button to attach the medical certificate stored on your computer.
4. Select the reason '... with Medical Certificate'.
5. Click on the Insert button.

6. The leave request is now submitted with the medical certificate attached.

To view the certificate, click on the Attachment link.

7. Staff members may also view the medical certificate by clicking on:
 - a) My Pending Requests button at the top of page.
 - b) Record ID number under 'Details'.

Delete	Details	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By	Is Certificate Provided?
	231945	Mouse, Mickey	Personal Leave - Sick	17-JUL-2012	18-JUL-2012	1	16-JUL-2012	20-JUL-2012	Yes

Supervisor:

NOTE: All personal leave requests with medical certificates must have the medical certificate sighted before approving the transaction.

1. To approve leave requests, click on the 'My Approvals' tab, then 'Approve Transactions'.

2. If the Staff Member has submitted a leave request '... with Medical Certificate', the Approve button will be greyed out and not enabled.

Click on the Record ID number under 'Details'.

MACQUARIE UNIVERSITY Web Self Service

My Pending Requests Home Print User Preferences 92506151 Duck, Do

My HR My Pay My Team **My Approvals** My Administration

Approve Transactions Approval History Approval Delegation

Person: 92506151, Donald Duck
Job: 01, Manager, Projects

Approve Requests
Update Clear

Whole Day Leave Request

Approval Status		Details		Name	Leave Code	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By	In Certificate Provided?	
Appr (Rej)	Rec (Rej)	Escalate	No Action										
				231845	Mouse, Mickey	Personal Leave - Sick	17-JUL-2012	18-JUL-2012	1		16-JUL-2012	20-JUL-2012	Yes, Click On Details Link To Sight The Certificate And Action The Request.

Update Clear

3. Where a staff member has attached a medical certificate to their leave request:

Click on the Attachment Link to sight the Staff Member's medical certificate.

4. After sighting the online (or paper) medical certificate, change the Medical Certificate Sighted field to 'Yes'.

5. Change the Approval Status from 'Submitted' to 'Approved'.

6. Click on the Update button.

Person Id 20046724 Name Mouse, Mickey
Job Id 01
Position 0000021453 Project Officer

Leave Code PRSNL - Personal Leave - Sick Reason Sick Leave with Medical Certificate
Start Date 17-Jul-2012 End Date 18-Jul-2012
Unit 14 Hours Advance Pay N
Certificate Y Other Document N
Certificate No (Optional) Doctor (Optional)
Surgery Address 1 (Optional) Surgery Address 2 (Optional)
Issue Date (Optional) Attachment **FB79613684/Medical Certificate 17-18 July.pdf**
Valid From (Optional) Valid To (Optional)

Comments
Supervisor Comments

Additional Info [Leave Balances \(excluding future leave bookings\)](#)
[Leave Booking Enquiry](#)

Medical Cert Sighted **Yes** 4.
Approval Status **Approved** 5.
Reactivated Date

Approval Level 1
Escalation Start 16-JUL-2012 Escalation End 20-JUL-2012
Table Name WEB_LV_BOOKINGS Description Whole Day Leave Request
Record Id 30003932 Created Date 16-JUL-2012

Comments

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update 6.

7. Once the leave is approved, the Supervisor can view the medical certificate at any time by clicking on:

a) My Approvals tab.

b) Approval History.

c) Record ID number under 'Details'.

MACQUARIE UNIVERSITY Web Self Service

My Pending Requests Home Print User Preferences 92506151 Duck, Do

My HR My Pay **My Approvals** My Administration

Approve Transactions **Approval History** Approval Delegation

Approval History

Person: 92506151 Duck, Donald
Job: 01, Manager, Projects

My Details
My View
My Favourites

Whole Day Leave Request

Details		Name	Leave Code	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By	In Certificate Provided?
	231845	Mouse, Mickey	Personal Leave - Sick	17-JUL-2012	18-JUL-2012	1		16-JUL-2012	20-JUL-2012	Yes, Click On Details Link To Sight The Certificate And Action The Request.