

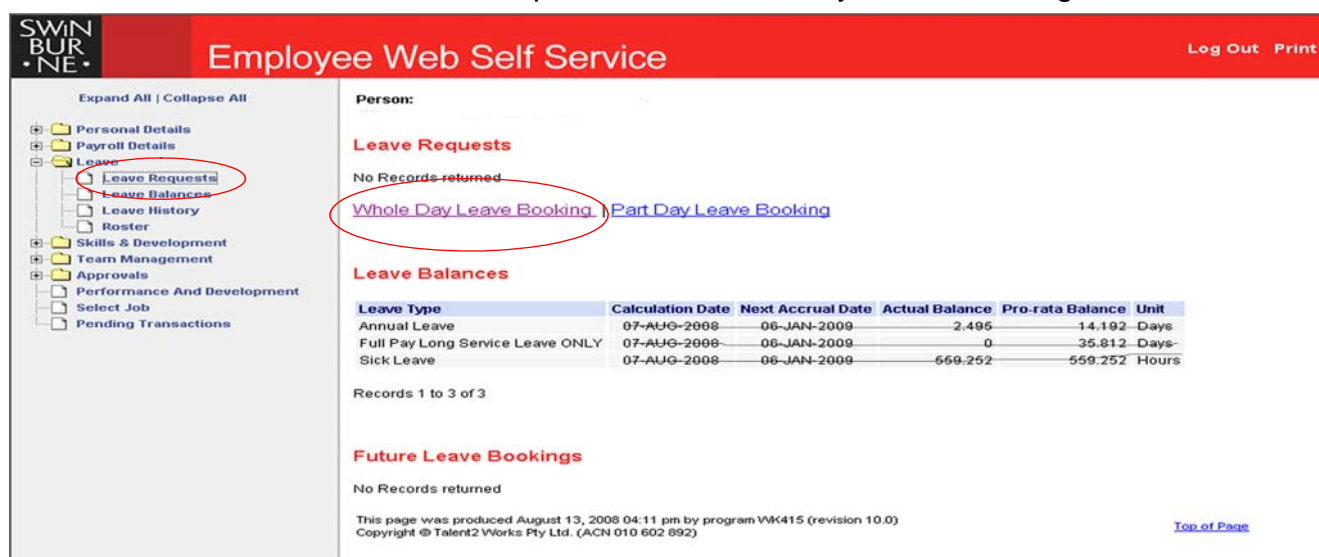
20 AUGUST 2008 – WORK ATTENDANCE DECLARATION

If you are attending work as a normal work day (including non-attendance) on Wednesday 20 August 2008 then please follow the instructions below to register your attendance, if you are taking part in the strike, do not register your attendance.

By 27 August 2008 it will be assumed that staff who **have not declared via EWSS** that they attended work or were on pre-approved leave on 20 August 2008 were on strike and subsequently will not be able to be paid for that day. The deduction of pay will occur in the first pay period of September. Staff away on sick leave on that day will need to provide a medical certificate and book sick leave.

To Register your attendance:

1. Log in to EWSS: http://www.swinburne.edu.au/corporate/hr/ewss_home.htm
2. Select Leave and then Leave Requests then Whole Day Leave Booking



Employee Web Self Service Log Out Print

Expand All | Collapse All

- Personal Details
- Payroll Details
- Leave
 - Leave Requests**
 - Leave Balances
 - Leave History
 - Roster
- Skills & Development
- Team Management
- Approvals
- Performance And Development
- Select Job
- Pending Transactions

Person: [Name]

Leave Requests

No Records returned

[Whole Day Leave Booking](#) [Part Day Leave Booking](#)

Leave Balances

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Unit
Annual Leave	07-AUG-2008	06-JAN-2009	2.486	14.192	Days
Full Pay Long Service Leave ONLY	07-AUG-2008	06-JAN-2009	0	35.812	Days
Sick Leave	07-AUG-2008	06-JAN-2009	669.252	669.252	Hours

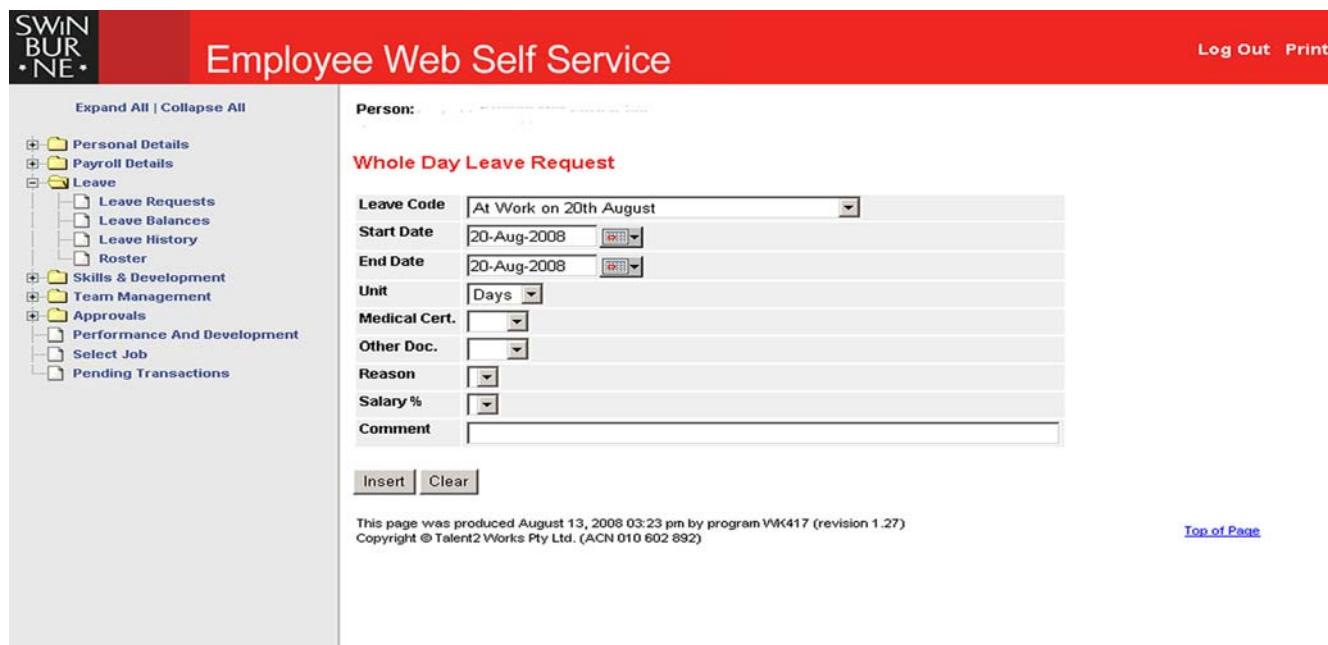
Records 1 to 3 of 3

Future Leave Bookings

No Records returned

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3. In the leave Code Field, select "At work on 20th August".
4. Select Start Date "20-AUG-2008" and End Date "20-AUG-2008"
5. Select Unit "Days"
6. Click "Insert".



Employee Web Self Service Log Out Print

Expand All | Collapse All

- Personal Details
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- Performance And Development
- Select Job
- Pending Transactions

Person: [Name]

Whole Day Leave Request

Leave Code: At Work on 20th August

Start Date: 20-Aug-2008

End Date: 20-Aug-2008

Unit: Days

Medical Cert.: [Empty]

Other Doc.: [Empty]

Reason: [Empty]

Salary %: [Empty]

Comment: [Empty]

Insert Clear

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