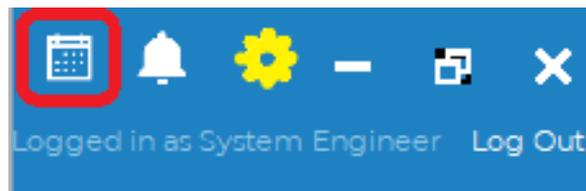




APPROVE LEAVE AND AVAILABILITY

- Previously in WageLoch Cloud Roster, you would go to 'Leave' or 'Availability' to submit or approve requests for staff.
- This can now be found on the home screen by clicking the calendar icon in the **top right** corner. This is a combined Leave/Availability section which will allow you to control requests from the Staff Portal as well as input manual approvals.



- The Calendar now provides you a combined view of both approved leave and staff availability
- The approving/declining process is still very much the same, just simplified – all you do is click approve or decline.

Leave/Availability

Pending Requests **Calendar** Unavailability History

« < > »

Wed	Thu	Fri	Sat	Sun	Mon	Tue
5/9	6/9	7/9	8/9	9/9	10/9	11/9 Alice Bloggs cannot work at all on this date
12/9	13/9	14/9	15/9 Nick Carter	16/9	17/9	18/9 Alice Bloggs cannot work at all on this date
19/9	20/9	21/9	22/9	23/9	24/9	25/9 Alice Bloggs cannot work at all on this date
26/9	27/9	28/9	29/9	30/9	1/10	2/10 Alice Bloggs cannot work at all on this date
3/10	4/10	5/10	6/10	7/10	8/10	9/10 Alice Bloggs cannot work at all on this date

Click and drag a date range to manually create a leave entry