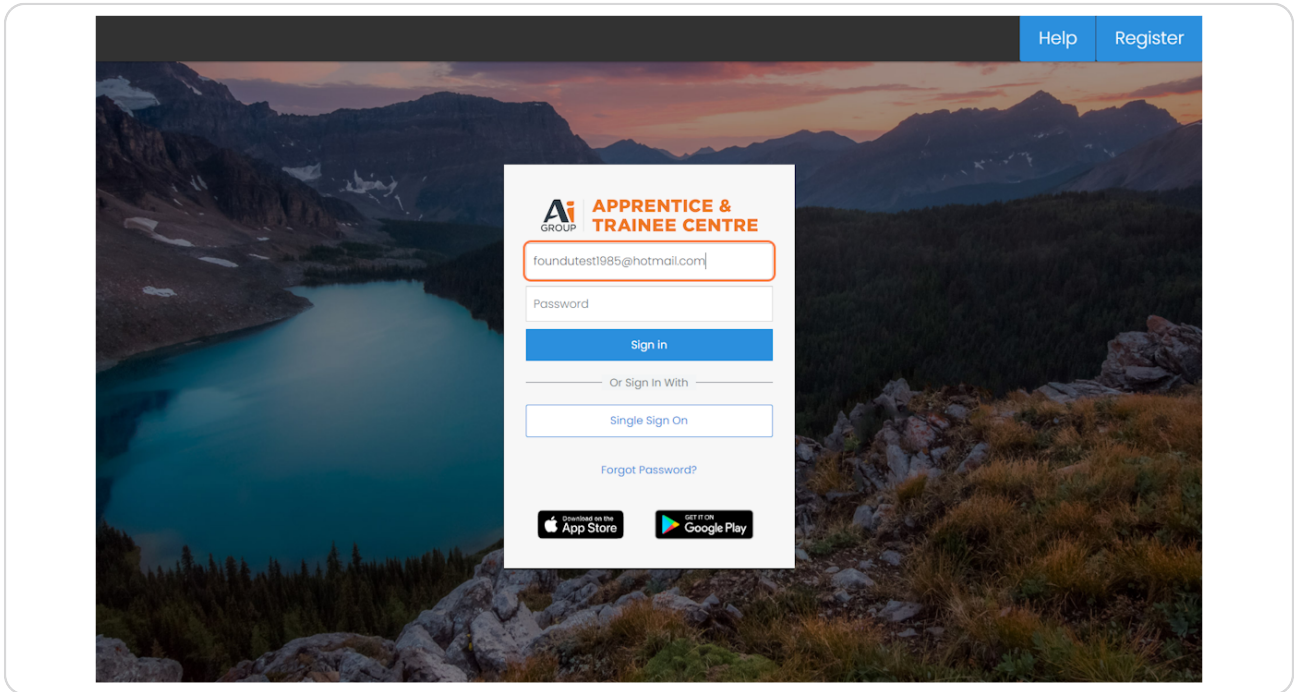


✓ Within this how to guide all the images will display the steps highlighted in orange.

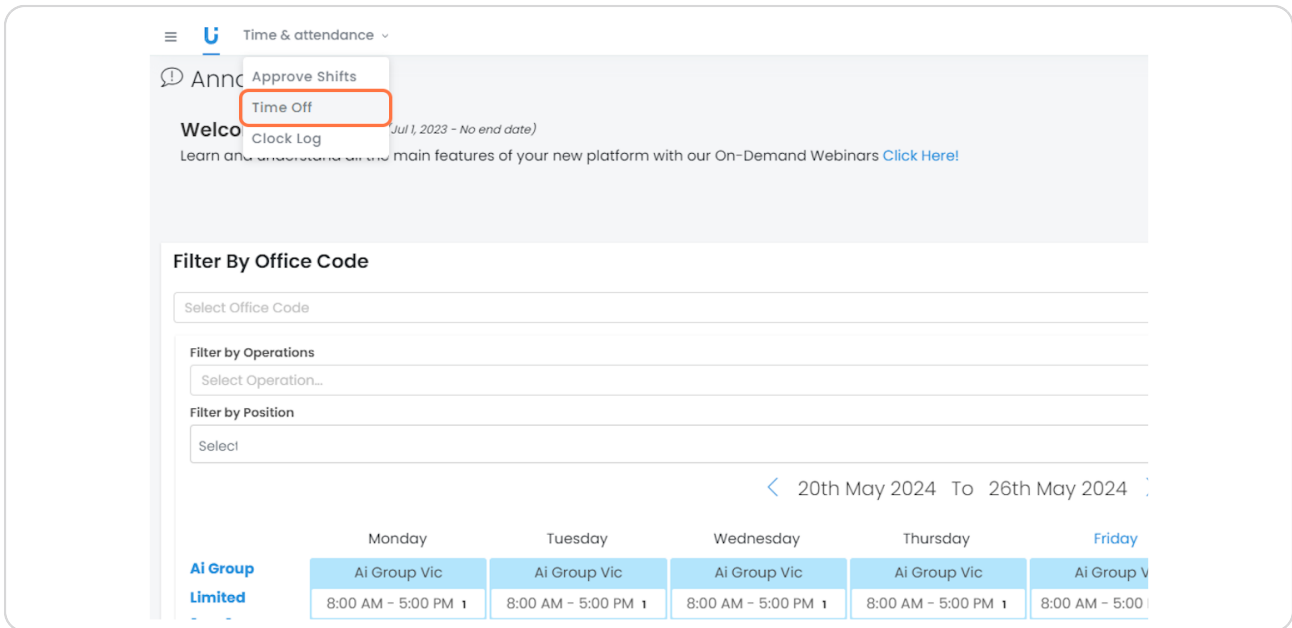
STEP 1

Login to FoundU - <https://aigroupatc.foundu.com.au/admin>



STEP 2

Under 'Time & Attendance' select 'Time Off'

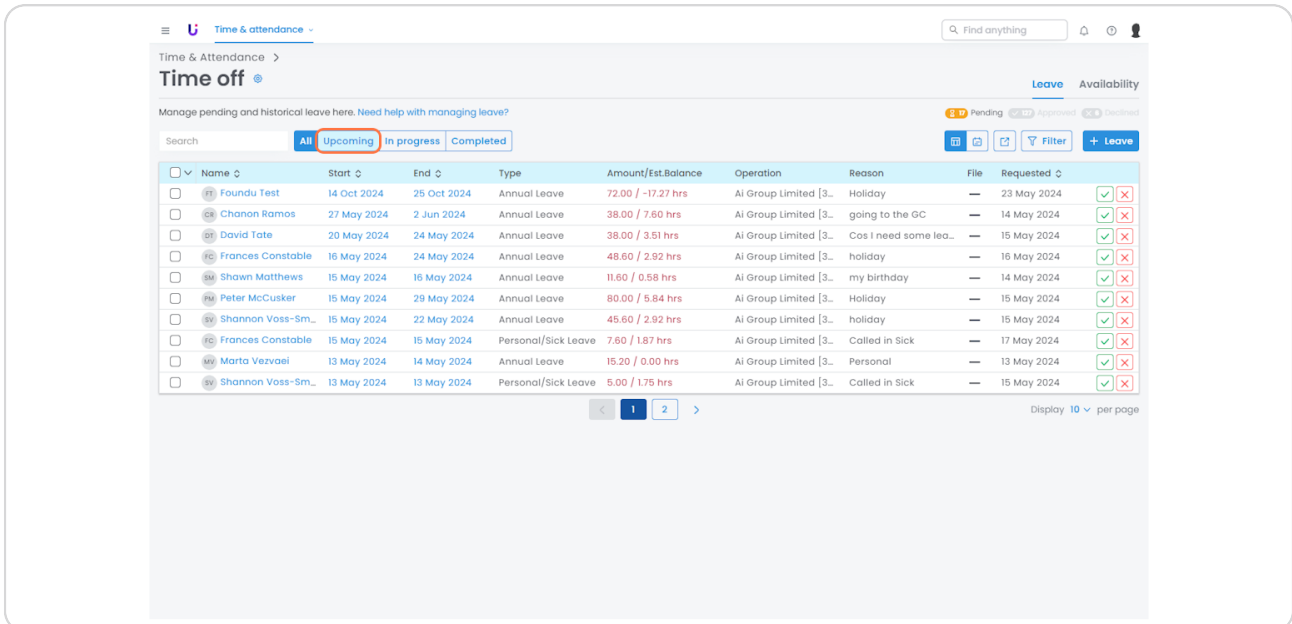


The screenshot shows the 'Time & Attendance' dropdown menu. The 'Time Off' option is highlighted with a red box. Below the menu, there are filter sections for 'Filter By Office Code', 'Filter by Operations', and 'Filter by Position'. A date range selector shows '20th May 2024 To 26th May 2024'. Below this, a table shows the schedule for 'Ai Group Limited' from Monday to Friday, with shifts from 8:00 AM to 5:00 PM.

STEP 3

Review leave application details

Filters can be applied by toggling to 'Upcoming', 'In Progress' or 'Completed' leave, you can also search for a specific Apprentice or Trainee.



The screenshot shows the 'Time off' application details page. It features a search bar, a filter for 'Upcoming' (highlighted in red), and a table of leave applications. The table columns include Name, Start, End, Type, Amount/Est. Balance, Operation, Reason, File, and Requested. The table contains 10 rows of data, including applications for Foundu Test, Chanan Ramos, David Tate, Frances Constable, Shawn Matthews, Peter McCusker, Shannon Voss-Sm., and Marta Vezvaei.

Name	Start	End	Type	Amount/Est. Balance	Operation	Reason	File	Requested
Foundu Test	14 Oct 2024	25 Oct 2024	Annual Leave	72.00 / -17.27 hrs	Ai Group Limited [3..	Holiday	—	23 May 2024
Chanan Ramos	27 May 2024	2 Jun 2024	Annual Leave	38.00 / 7.60 hrs	Ai Group Limited [3..	going to the GC	—	14 May 2024
David Tate	20 May 2024	24 May 2024	Annual Leave	38.00 / 3.51 hrs	Ai Group Limited [3..	Cos I need some lea...	—	15 May 2024
Frances Constable	16 May 2024	24 May 2024	Annual Leave	48.60 / 2.92 hrs	Ai Group Limited [3..	holiday	—	16 May 2024
Shawn Matthews	15 May 2024	16 May 2024	Annual Leave	11.60 / 0.58 hrs	Ai Group Limited [3..	my birthday	—	14 May 2024
Peter McCusker	15 May 2024	29 May 2024	Annual Leave	80.00 / 5.84 hrs	Ai Group Limited [3..	Holiday	—	15 May 2024
Shannon Voss-Sm...	15 May 2024	22 May 2024	Annual Leave	45.60 / 2.92 hrs	Ai Group Limited [3..	holiday	—	15 May 2024
Frances Constable	15 May 2024	15 May 2024	Personal/Sick Leave	7.60 / 1.87 hrs	Ai Group Limited [3..	Called in Sick	—	17 May 2024
Marta Vezvaei	13 May 2024	14 May 2024	Annual Leave	15.20 / 0.00 hrs	Ai Group Limited [3..	Personal	—	13 May 2024
Shannon Voss-Sm...	13 May 2024	13 May 2024	Personal/Sick Leave	5.00 / 1.75 hrs	Ai Group Limited [3..	Called in Sick	—	15 May 2024

STEP 4

Click on green tick to approve an individual leave application, to bulk approve multi-select and click 'Approve'

Time & Attendance >
Time off

Manage pending and historical leave here. [Need help with managing leave?](#)

Search [] All Upcoming In progress Completed

1 Pending 2 Approved 2 Declined

<input type="checkbox"/>	Name	Start	End	Type	Amount/Est.Balance	Operation	Reason	File	Requested	
<input type="checkbox"/>	Foundu Test	14 Oct 2024	25 Oct 2024	Annual Leave	72.00 / -17.27 hrs	Ai Group Limited [3...	Holiday	—	23 May 2024	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Chanon Ramos	27 May 2024	2 Jun 2024	Annual Leave	38.00 / 7.60 hrs	Ai Group Limited [3...	going to the GC	—	14 May 2024	<input checked="" type="checkbox"/> <input type="checkbox"/>

Display 10 per page

STEP 5

If required: Click the red cross to decline a leave application

Leave Availability

1 Pending 2 Approved 2 Declined

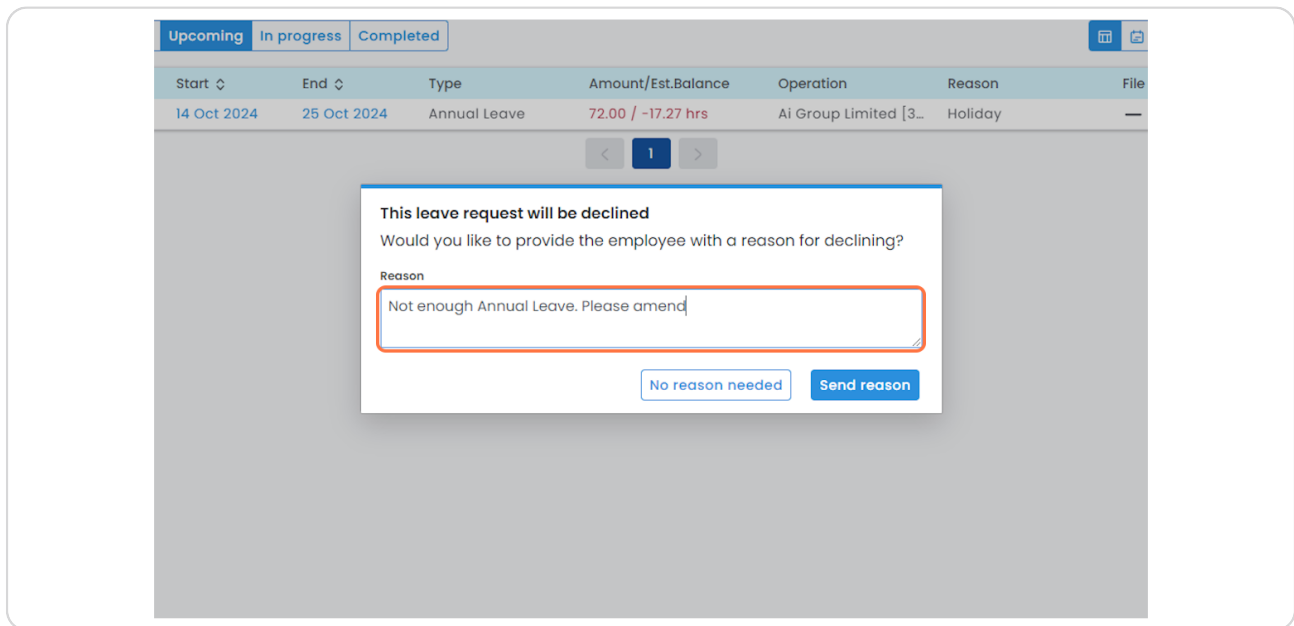
Filter + Leave

Est.Balance	Operation	Reason	File	Requested	
-17.27 hrs	Ai Group Limited [3...	Holiday	—	23 May 2024	<input checked="" type="checkbox"/> <input type="checkbox"/>

1 > Display 10 per page

STEP 6

Add a declined reason, click 'Send reason'

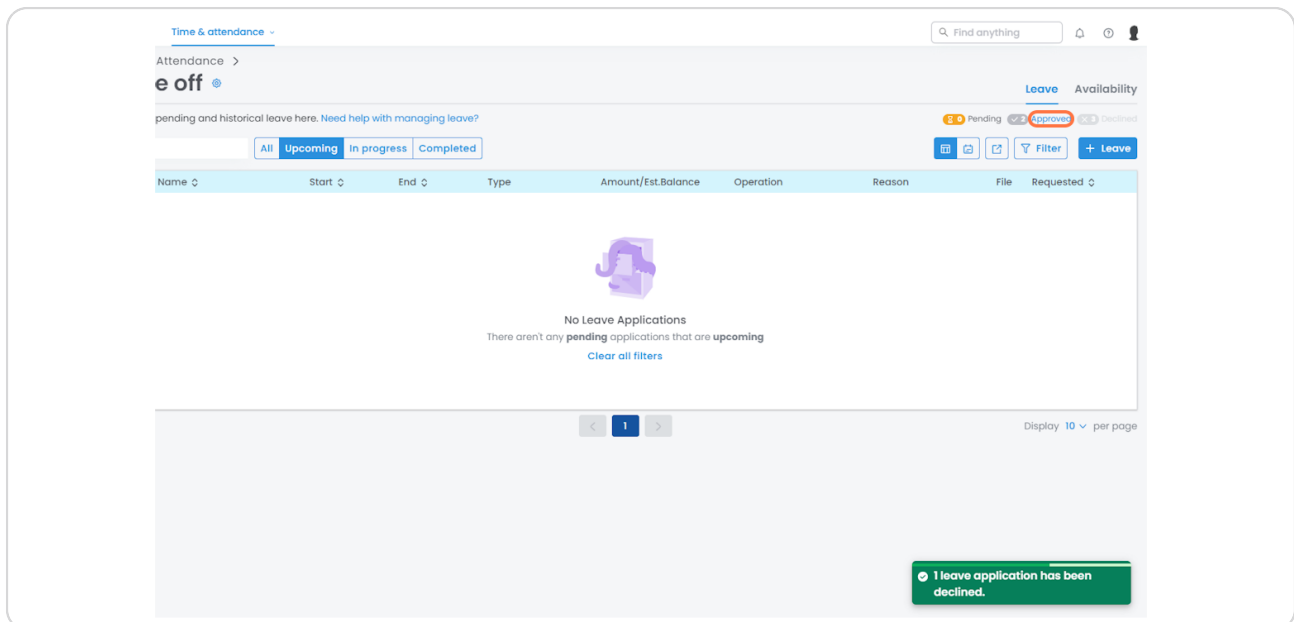


The screenshot shows a web application interface for managing leave requests. At the top, there are tabs for 'Upcoming', 'In progress', and 'Completed'. Below these is a table with columns: Start, End, Type, Amount/Est.Balance, Operation, Reason, and File. A single row is visible with the following data: Start: 14 Oct 2024, End: 25 Oct 2024, Type: Annual Leave, Amount/Est.Balance: 72.00 / -17.27 hrs, Operation: Ai Group Limited [3...], Reason: Holiday, File: —. A modal dialog is open in the center of the screen with the title 'This leave request will be declined'. The dialog asks 'Would you like to provide the employee with a reason for declining?' and has a 'Reason' label above a text input field. The input field contains the text 'Not enough Annual Leave. Please amend'. Below the input field are two buttons: 'No reason needed' and 'Send reason'.

STEP 7

Review actioned leave requests by selecting filters for 'Pending', 'Approved', 'Declined'.

Note: Leave can also be reviewed in a calendar view by selecting the calendar icon.



The screenshot shows the 'e off' leave management interface. At the top, there is a search bar and a user profile icon. Below this is a navigation bar with 'Attendance >' and 'e off' logo. To the right, there are tabs for 'Leave' and 'Availability'. Below the navigation bar, there is a message: 'pending and historical leave here. Need help with managing leave?'. There are three filter buttons: 'All', 'Upcoming', 'In progress', and 'Completed'. To the right of these buttons are icons for 'Filter' and 'Leave'. Below the filters is a table with columns: Name, Start, End, Type, Amount/Est.Balance, Operation, Reason, File, and Requested. The table is currently empty, and a message is displayed in the center: 'No Leave Applications. There aren't any pending applications that are upcoming. Clear all filters'. At the bottom right, there is a green notification box that says '1 leave application has been declined.'.