

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

STEP 1

Login to your FoundU profile via the FoundU app or using your internet browser.

Note: If you do not have the app you can download this in your Google Play or Apple App Store



STEP 2

≡	U Work - Time Off - Times		
	Leave Availability		
	Welcome Back Foundu 🗇		
		You have not setup your foundU Clock	Your TFN d
		Setup your passcode >	Complete
	Resources Image: Link to Current Employee F	Portal	
	Upcoming Postor		

Using the top menu bar select 'Time off' & select 'Leave'

STEP 3

In the upcoming leave section, select the leave you wish to edit

/Sick Leave Compassionate Leave	
NOT VISIBLE Image: Not visible	in 4 days 义

Once opened, select the blue edit pencil to edit your leave

Note: if you wish to delete the leave request entirely click the red trash can symbol

Does this look right to you? Review Confirm these changes are correct before submitting. Starting on 19 May Image: Starting on 19 May Image: Starting on 19 May	Does this look right to you? Contirm these changes are correct before submitting. String on 19 May If adays (Inding 31 May) Annual leave 16 Annual leave 18 Surgery P nending Surgery Monday Mey Monday Mergin Useday	≡ U Work v Time Off v Times			0
Does this look right to you? Confirm these changes are correct before submitting. Starting on 19 May G3 days (Ending 21 May) G3 days (Ending 21 May) G3 days (Ending 21 May) G3 surgery O Ibit0 he stolal Sundaty Annual Leave O Pending Sundaty 20 Mady A B hrs 21 May Qay A B hrs 21 May Qay A B hrs	Does this look right to you? Confirm these changes are correct before submitting. Starting on 19 May I adapting and starting and the starting and	Dates	Details		Review
Starting on 19 May C 3 days (Ending 21 May) C 1600 hrs total Surgery Pending 19 May Sunday 19 May Monday 1000 hrs 1000 hr	Starting on 19 May (a) 3 days (Ending 21 May) (b) Annual teave (c) 16:00 hrs total (c) Surgery (c) Pending 19 May Sunday 10 May Monday 10 May Tuesday (c) A B hrs (c) A B		Does this look right to you? Confirm these changes are correct before submitting.		
19 May R 0 hrs Sunday R 8 hrs 20 May R 8 hrs 21 May R 8 hrs	19 May A 0 hrs 20 May A 8 hrs 20 May A 8 hrs 21 May A 8 hrs		Starting on 19 May C 3 days (Ending 21 May) C Annual Leave 0 1600 hrs total C Surgery O Pending	Ø 5	
Monday R Bins 21 May Tuesday R Bins	Monday A 8 hrs 21 Nay Tuesday A 8 hrs		19 May Sunday 20 May	Q 0 hrs	
			Monday 21 May Tuesday	A 8 hrs A 8 hrs	
		Cancel			

STEP 5

Review dates and make relevant changes

Dates	Details		Review
	When are you planning to take leave? Tell us when you want your leave to start and end. You may apply pa start and end dates.	rtial leave on the	
	Starting from 19th May 2024	8	
	Take partial leave on first day		
	Until 21et May 2024		
	Take partial leave on last day		

STEP 6

Select 'Confirm x days'

E U Work - Time Off - Times			•
Dates	Details		Review
	When are you planning to take le	ave? You may apply partial leave on the	
Cancel			Confirm 4 days >

STEP 7

Ensure that the relevant leave type is selected and change 'Reasons for leave' if required

Dates	Details	aview
	When are you planning to take leave? Starting on 19 May 4 days (Ending 22 May) Aunol leave 9 2400 hrs total Surgery Orending	
	 ▲ It looks like 20.46 hrs may be unpold as you might not have enough leave to cover the request. Annual Leave B.A.B.C.E. NoT VISRE Compassionate Leave We way you Compassionate Leave We wa	
	Trip 	

STEP 8

Click on 'Use x leave'



STEP 9

Review details - Click on 'Update request'

