

Managing leave in MyHR with an iPayroll integration



Launchpad

Good afternoon Guy

Search My People ...

Add +

- Note
- Leave
- Person
- Recruit

Manage

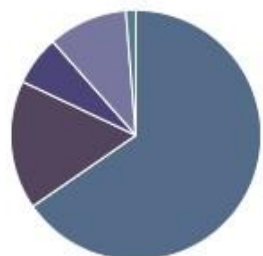
- Reviews
Manage performance
- Disciplinary
Issues management
- Restructure
Redundancy process

Reminders

BIM Test Manager: Performance review due 13 Aug awaiting completion	→
Bobby Street: Performance review due 13 Aug awaiting completion	→
John Smith: Performance review due 10 Aug awaiting completion	→
Lisa P: Performance review cycle starting 30 Jul awaiting commencement	→
Billy Beans: Employment agreement awaiting signatures	→

[View previous reminders...](#)

Employee Overview



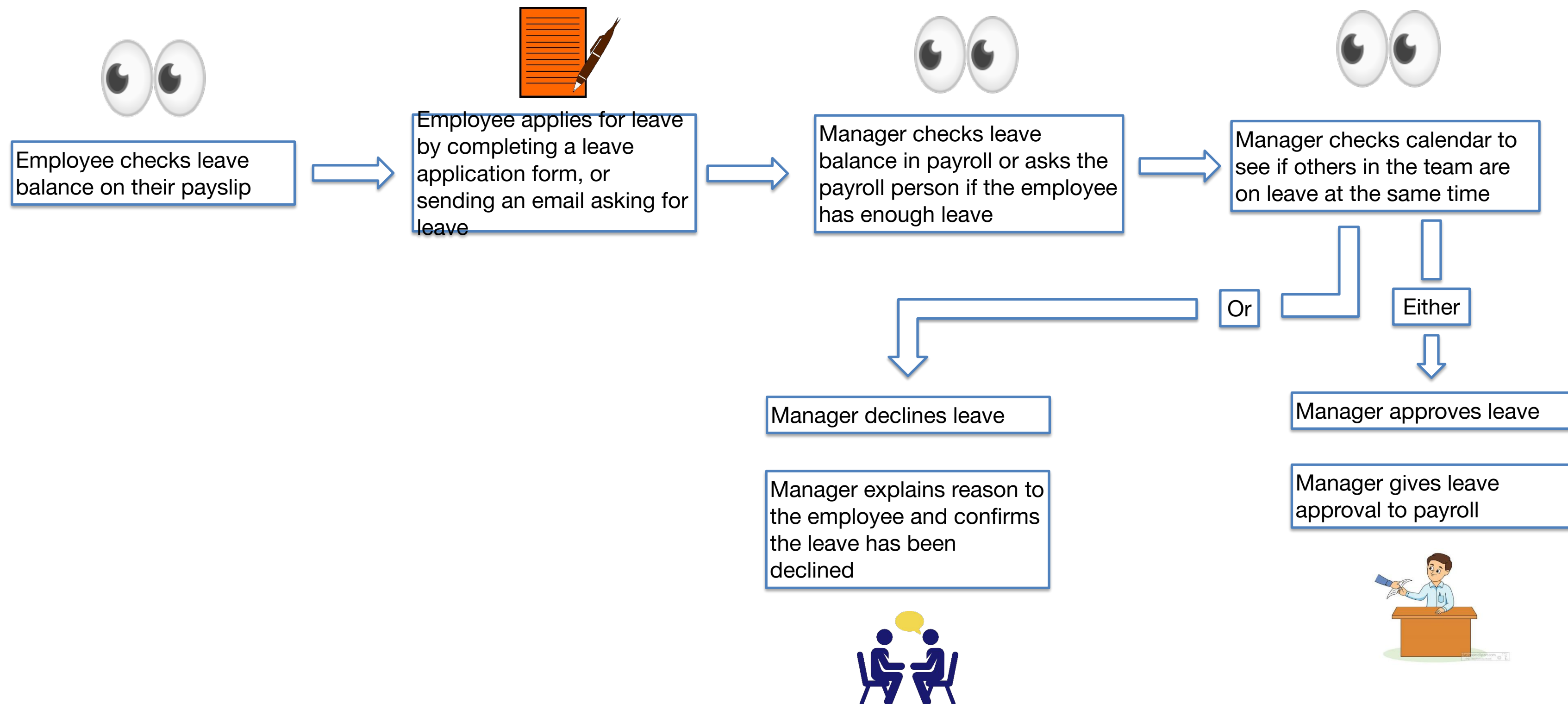
Full-time	51
Part-time	13
Fixed term	5
Casual	8
Contract	1
Total	78

Learning Outcomes

1. To understand how the MyHR leave function works
2. To understand the link between MyHR and iPayroll
3. To understand how the MyHR leave function can improve leave processes in your organisation
4. To understand how to turn leave on in MyHR and link it to iPayroll

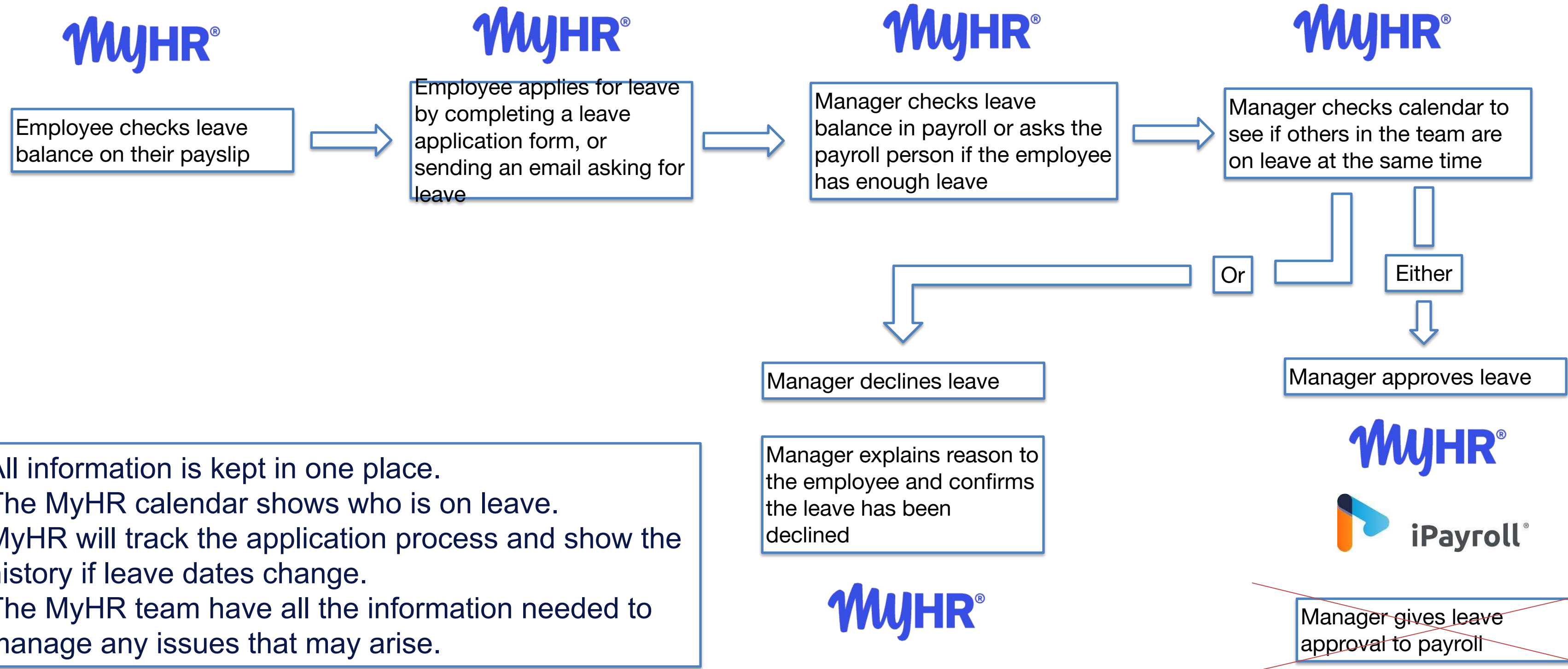
Manual Leave Process

Most manual leave application processes look something like this:



MyHR Leave Process

MyHR automates this process:



- All information is kept in one place.
- The MyHR calendar shows who is on leave.
- MyHR will track the application process and show the history if leave dates change.
- The MyHR team have all the information needed to manage any issues that may arise.