

Senate Finance and Public Administration Legislation Committee —Additional Estimates Hearing—February 2016

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Leave**
Question: **180**
Written **Senator Bernardi**

Date set by the committee for the return of answer: 1 April 2016

These questions refer to the answer given to Question on Notice 70, October 2015 Estimates.

DPS' answer indicates that:

“Staff working shiftwork and some working rosters record their working hours in KRONOS and do not utilise SAP HR to apply for leave”

1. What is the difference between staff working shiftwork and staff working rosters?

When I asked whether all applications for leave are kept on file by DPS, DPS said:

“Yes. SAP HR logs all history of when the leave application was created, amended, deleted, approved, by whom and at what time.”

2. Are records kept of leave requests that have been denied – either in the SAP HR system or elsewhere?
3. If not, why not? If so, please provide details of how these records are kept.
4. How many leave denials have there been in the PSS in the last two years?
5. Is there any possibility of PSS using the SAP HR system for leave applications in the future?
6. Please provide the committee with a copy of the leave application form used by PSS staff.

Answer

1. Rostered staff do not necessarily work shiftwork. Shiftwork involves rotating shifts over a 24 hour cycle, seven days per week.
2. For employees applying for leave through SAP a record of the workflow is kept where a delegate has not approved leave. The employee also receives an email advising the leave request was not approved and any reasons provided by the delegate.

For employees applying for leave outside SAP a paper form is used and where a delegate has not approved the leave, it was a long standing practice that the application was returned to the employee with the reasons why the leave could not be approved. No copies were retained by the Roster Office.

Following Senator Bernardi's questions and enquiries made by the Secretary, the Roster Office now retains copies of all leave applications.

3. See above.
4. As the PSS is currently using a paper based leave approval process and for reasons outlined in the above response, these records are not available.
5. Yes. A project has been approved to improve links between SAP and KRONOS to enable PSS staff to submit their leave applications on SAP.
6. Leave form is attached



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

Application for Leave

Applicant to Complete		
Surname:		Given Names:
Branch:	Phone:	Employee Number:
Leave Type		
<input type="checkbox"/> Annual		<input type="checkbox"/> Purchased
<input type="checkbox"/> Personal With Evidence / Without Evidence		
<input type="checkbox"/> Maternity / Paternity Leave		<input type="checkbox"/> Certificate / Documentation Attached
<input type="checkbox"/> Other :		<input type="checkbox"/> Documentation Attached
(For LWOP Greater than 5 days a statement in support of your application is required)		
Leave Reason:		
Period of payment		
<input type="checkbox"/> Full Pay From: : am/pm on / / To : : am/pm on / / Total days requested <u>OR</u> Total hours requested:		
<input type="checkbox"/> Half Pay From: : am/pm on / / To : : am/pm on / / Total days requested <u>OR</u> Total hours requested:		
<input type="checkbox"/> Without Pay From: / / To : / /		
Signature:		Date: / /
Security Rosters Office		
Will this leave request impact on Parliament house operational requirements		<input type="checkbox"/> Yes <input type="checkbox"/> No
Recommended leave processed in KRONOS & copy in TRIM		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Signature:	Date:
Supervisor		
<input type="checkbox"/> Recommended		<input type="checkbox"/> Not Recommended, Reason:
Name:	Position:	Tel:
Signature:		Date: / /
Delegate		
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Supported, Reason:
Name:	Position:	Tel:
Signature:		Date: / /
DPS Payroll		
Prepared By:	Signature:	Date: