

**Senate Finance and Public Administration Legislation Committee  
—Additional Estimates Hearing—February 2017**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Leave forms**  
Question: **37**  
Written **Senator Bernardi**

**Date set by the committee for the return of answer: 13 April 2017**

Do all DPS staff use the same leave form? If so, how long has this been the case (please provide a date when all DPS staff began using the same leave form)?

**Answer**

Most DPS employees have access to SAP Employee Self Service (ESS), which was implemented on 12 February 2015, for online leave applications for annual and personal leave. Some less common leave types are not available in SAP ESS, for example maternity and parental leave, purchased leave and leave without pay. These require the submission of a paper leave application form.

Employees without access to SAP ESS (i.e. staff working shift work and some working rosters) apply for leave using the paper form. The paper leave form has been in use since before the introduction of the SAP ESS system, and is updated as required. The last update occurred in December 2016.

A project is well advanced to link SAP ESS with the rostering system KRONOS. Once implemented (expected to be in May 2017), all DPS staff will have the same access to electronic leave applications via SAP ESS.