

Web Kiosk

Electronic Leave approvals

Division of Finance pilot has been successful

- Annual & Long Service Leave
- Personal/Carers Leave

Other areas will be contacted to commence setup

Hierarchy may be used to approve financial transactions in future

- personal reimbursements
- kilometre allowance

Capacity for only one 'reports to' position (authorisation) in hierarchy

On-line training presentations

Employee Web Kiosk

Welcome to the Employee Web Kiosk facility. This site provides access to the Kiosk and should be bookmarked as the only entry point, as the URL (web address) of the Kiosk login page may need to be changed from time to time. This page also provides any information updates relating to the Kiosk.

The Kiosk has undergone a major upgrade and has a totally new appearance. Please see the [online training presentations](#) for information and guidance.

[KIOSK LOGIN »](#)

Login / Password Queries

If you do not have a Kiosk account or have forgotten your username and/or password, e-mail to: kiosk.query@utas.edu.au. Please include your date of birth and employee number (found on your Staff Card) in the e-mail for identification purposes.

On-line training presentations

- [Electronic Leave Approval Training](#)
 - [Submitting Leave Requests](#)
 - [Approving Leave Requests](#)
- [Electronic Approvals Handbook](#)

Web Kiosk

Casual timesheets

Currently being tested

Approvals will be selected from a 'pick' list, not the hierarchy structure, due to timeframes

Easter Cut-offs and Pay dates

Friday, 15 th April	noon	-	FORT cut-off
Tuesday, 19 th April	noon	-	Casual Claims due (for 29/04)
Thursday, 21 st April		-	FORT advance pay (for 26/04)
Friday, 29 th April		-	Normal Casual pay (for 29/04)

Pay Office closed:

21/04, re-open Wednesday 27/04. Next FORT pay day Tuesday 10/05