

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—October 2015**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Leave**
Question: **70**
Written **Senator Bernardi**

Date set by the committee for the return of answer: 4 December 2015

1. What sort of system does DPS use (electronic, hard copy paperwork) for personal/annual leave for their staff?
2. Are all applications for leave (and the subsequent decisions as to whether that leave was granted and/or taken) kept on file by DPS?
3. Has DPS received any complaints about their current leave system? If so, please provide details of what the complaints were about.

Answer

1. The majority of employees use the SAP HR system for the entry of Personal and Annual leave. The employee enters the leave via SAP Employee Self Service (ESS) which workflows to managers for approval.

Staff working shiftwork and some working rosters record their working hours in KRONOS and do not utilise SAP HR to apply for leave. They utilise paper approvals (like paper forms or emails) which go to the roster administrator who enters the leave in KRONOS. This data is extracted and uploaded to SAP HR.

2. Yes. SAP HR logs all history of when the leave application was created, amended, deleted, approved, by whom and at what time. The SAP HR system also enables evidence (eg medical certificates) to be attached and is a recognised system for record-keeping purposes. It is the business process to include hardcopy paperwork, such as leave forms, onto the employees personnel file maintained in the DPS record keeping system (TRIM).
3. No.