



public works  
& infrastructure

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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**



# USER MANUAL

# ELEAVE MANAGEMENT SYSTEM

# **HOW TO LOGIN IN AND NAVIGATE**

**OUTCOME:** AT THE END OF THIS SECTION YOU SHOULD BE ABLE TO:

- KNOW HOW TO ACCESS THE **LEAVE APPLICATION SYSTEM**
- KNOW HOW **TO LOG IN.**
- KNOW HOW TO **APPLY FOR LEAVE**
- KNOW HOW TO **VALIDATE LEAVE**
- KNOW HOW TO **APPROVE LEAVE**
- KNOW HOW TO **VIEW REPORTS**

ACCESSIBILITY: ONLINE LEAVE APPLICATION IS A WEB BASED SYSTEM WHICH CAN BE ACCESSED VIA THE WEB ON A GOVERNMENT NETWORK.

**THE PREFERABLE BROWSERS TO BE USED FOR ACCESSING THE SYSTEM ARE:**

- **Mozilla version 46+**
- **Chrome version 42+**

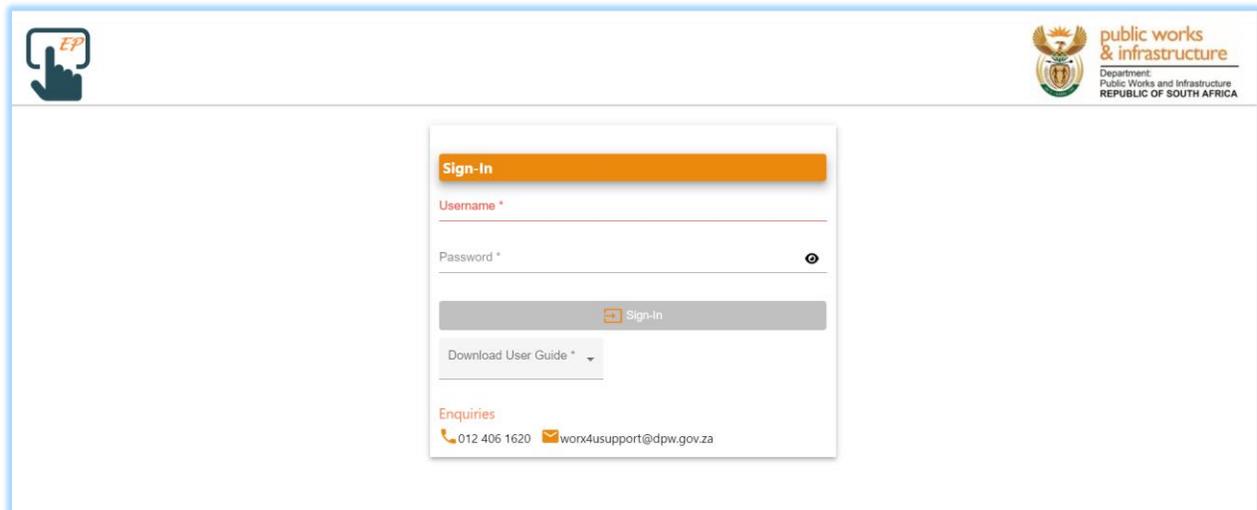
TO HAVE FULL ACCESS ON THE ONLINE LEAVE MANAGEMENT SYSTEM YOU SHOULD BE REGISTERED ON THE DPWI'S ACTIVE DIRECTIVE (YOU SHOULD HAVE AN ACTIVE DPWI EMAIL ACCOUNT).

**THE URLS/WEB ADDRESS TO BE USED FOR ONLINE LEAVE MANAGEMENT SYSTEM ARE:**

- FOR PRODUCTION ENVIRONMENT: <https://worxstation.dpw.gov.za/employee-portal/>
- FOR TEST ENVIRONMENT: <http://10.124.36.180/employee-portal/>

THE FOLLOWING PAGE WILL BE DISPLAYED WHEN THE CORRECT URL IS ENTERED.

**LOGIN SCREEN:**



THE USER WILL BE REQUIRED TO CAPTURE THE CORRECT DETAILS. ONCE ALL THE REQUIRED FIELDS ARE CAPTURED CLICK THE LOGIN BUTTON

ON THE LOGIN PAGE ENTER THE FOLLOWING:

-  USERNAME (NAME AND SURNAME)
-  PASSWORD (THE SAME PASSWORD YOU USE TO UNLOCK YOUR PC OR LAPTOP)

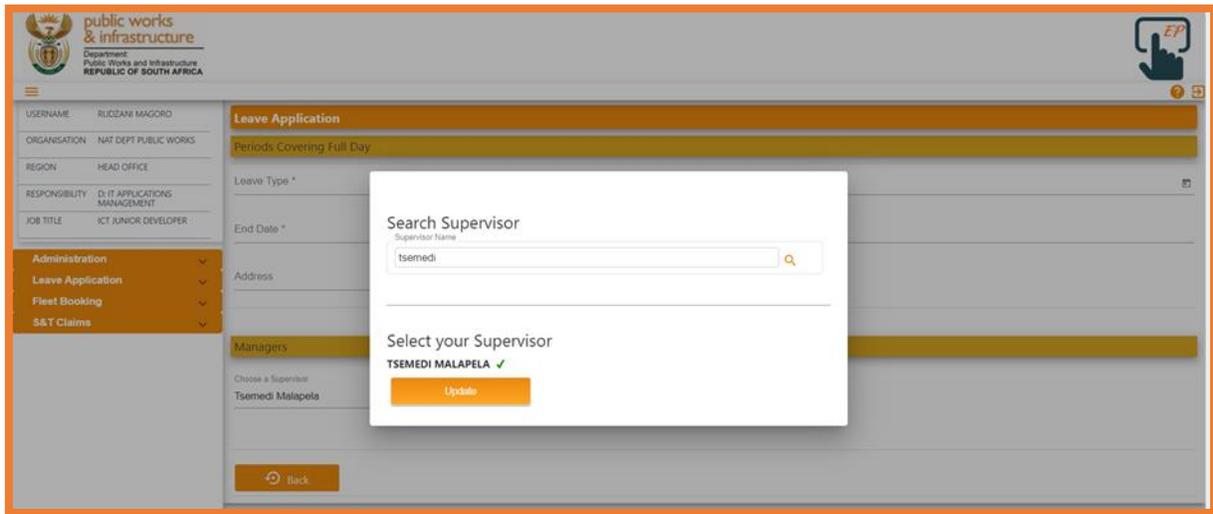
THE SYSTEM WILL VALIDATE IF THE COMBINATION THE USER ENTERED ARE CORRECT

-  IF THE CREDENTIALS ARE INCORRECT, AN ERROR MESSAGE WILL BE DISPLAYED **“BAD CREDENTIALS”**

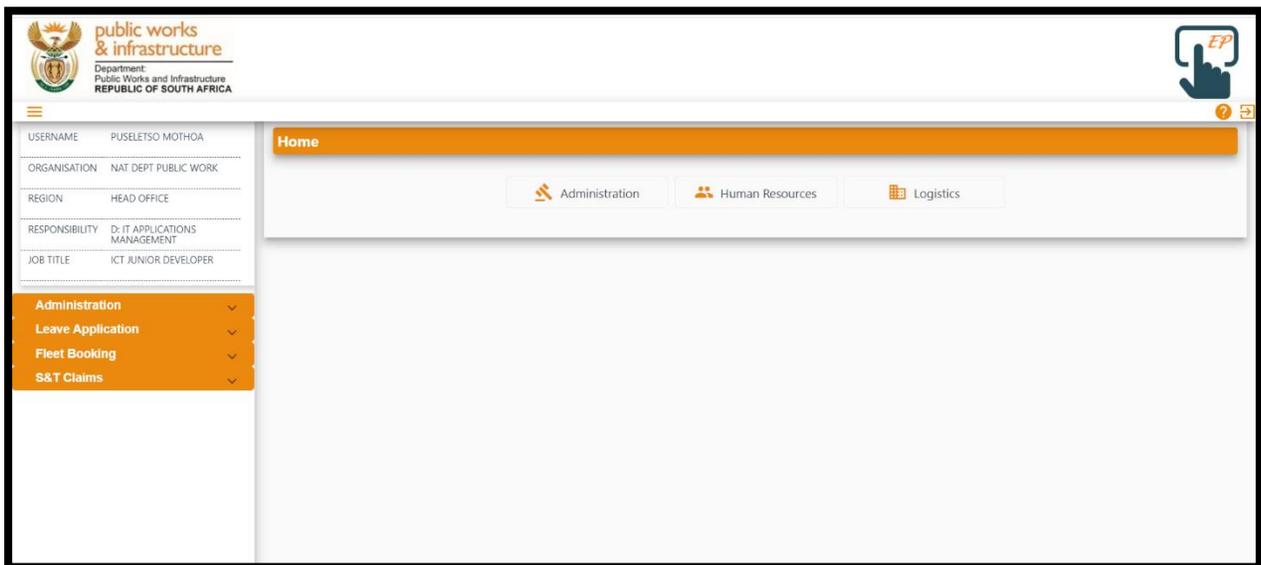
ONCE THE USER MANAGES TO LOGIN SUCCESSFULLY THE BELOW SCREEN WILL BE DISPLAYED

**FOR EMPLOYEES LEVEL 13 UPWARD AND EMPLOYEES WHO ARE NOT LINKED TO A SUPERVISOR THE POP UP BELOW WILL APPEAR ONCE THEY LOGIN**

**NB: THE SYSTEM WILL REQUEST YOU TO FIRST SEARCH FOR A SUPERVISOR AND UPDATE SO THAT THE SUPERVISOR CAN BE LINKED TO YOUR PROFILE SEE SCREEN BELOW**



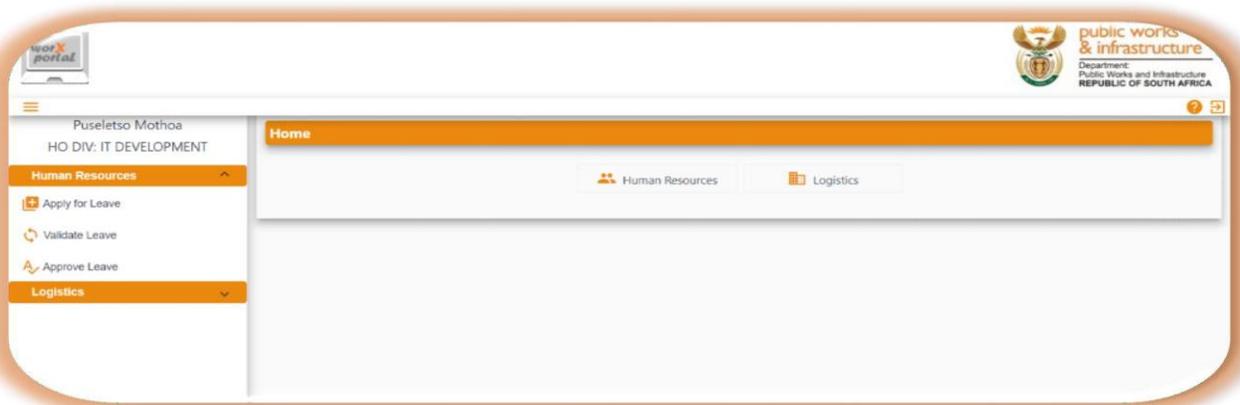
- 🚦 SEARCH THE NAME OF YOUR SUPERVISOR
- 🚦 SELECT THE RIGHT SUPERVISOR
- 🚦 CLICK UPDATE, THE SYSETEM WILL LINK YOUR PROFILE TO THE SUPERVISOR.



ONCE THE USER MANAGES TO LOGIN TO THE LEAVE APPLICATION SYSTEM, THE SCREEN ABOVE WILL BE DISPLAYED AS A WELCOME SCREEN.

THE SCREEN IS DIVIDED INTO TWO PANELS; THE MAIN MENU ON THE LEFT AND THE HOME PAGE IN THE MIDDLE OF THE SCREEN

**TOP LEFT ICONS:**



 DISPLAYS THE USER'S NAME INDICATING WHOM LOGGED IN

<b>NAVIGATION BAR</b>		MINIMIZE AND MAXIMIZE THE HOME PAGE.
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TOP RIGHT ICONS:

<b>HELP</b>		USER MANUAL
<b>LOGOUT</b>		IF CLICKED THE USE WILL BE LOG OUT OF THE SYSTEM.

THE MAIN MENU ON THE LEFT PANEL INDICATES THE BELOW DEPENDING ON THE USER'S JOB TITLE:

**NB: LOWER LEVEL EMPLOYEES WILL ONLY BE ABLE TO SEE APPLY FOR LEAVE MENU**

- **APPLY FOR LEAVE:** EMPLOYEES, LINE SUPERVISORS AND LINE MANAGERS MUST BE ABLE TO APPLY FOR LEAVE
- **VALIDATE LEAVE:** LINE SUPERVISORS WILL BE GIVEN RIGHT TO THIS SCREEN WHERE THEY WILL BE ABLE TO VALIDATE THE LEAVES. THEY WILL BE ABLE TO RECOMMEND OR NOT RECOMMEND OR RESCHEDULE THE LEAVES.

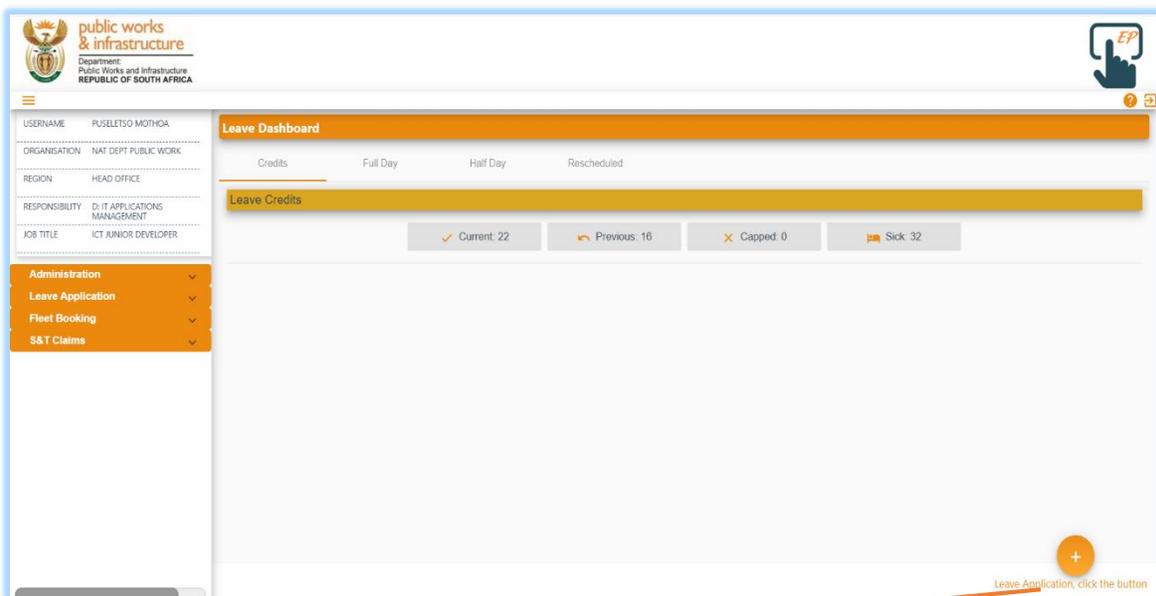
- **APPROVE LEAVE:** LINE MANAGERS WILL BE GIVEN RIGHT TO THIS SCREEN WHERE THEY WILL BE ABLE TO APPROVE THE LEAVES. THEY WILL BE ABLE TO APPROVE OR REJECT OR RESCHEDULE THE LEAVES.

IN THE MIDDLE OF THE SCREEN BUTTONS INDICATE THE BELOW

- **HUMAN RESOURCES:** EMPLOYEE, LINE MANAGEMENT AND SUPERVISORS WILL BE ABLE TO SEE THEIR LEAVE CREDIT. IT WILL SHOW THE CURRENT, PREVIOUS, CAPPED AND SICK LEAVES. IT ALSO STORES ALL THE LEAVES WHICH USERS APPLIED FOR TO SHOW STATUS OF THE LEAVE.

**APPLICATION PROCESS**

- CLICK ON HUMAN RESOURCE
- THE LEAVE CREDIT SCREEN BELOW WILL APPEAR WHERE YOU ARE ABLE TO SEE YOUR LEAVES CREDITS AS PER PERSAL



CLICK ON THE PLUS BUTTON THE BOTTOM RIGHT CORNER TO START YOU APPLICATION

ONCE YOU CLICK ON THE LEAVE APPLICATION BUTTON THE SCREEN BELOW WILL APPEAR.

The screenshot shows the top portion of a web application. On the left is a navigation menu with categories: Administration (expanded to show Leave Application, Validate Leave Application, Approve Leave Application, and Reports), Fleet Booking, and S&T Claims. The main content area is titled 'Leave Application' and contains a 'Choose Leave Period:' section with three buttons: 'Full Day', 'Half Day', and 'Back'. The user profile information is visible at the top left: USERNAME: PUSELETSO MOTHOA, ORGANISATION: NAT DEPT PUBLIC WORK, REGION: HEAD OFFICE, RESPONSIBILITY: D: IT APPLICATIONS MANAGEMENT, and JOB TITLE: ICT JUNIOR DEVELOPER.

CLICK ON FULL DAY BUTTON TO APPLY FOR A LEAVE COVERING FULL DAY

ONCE YOU CLICK ON FULL DAY THE SCREEN BELOW SHOULD APPEAR  
 COMPLETE ALL THE FIELDS REQUIRED ON THE SCREEN BELOW TO BE ABLE TO APPLY FOR LEAVE

The screenshot shows the main form for applying for leave. It is titled 'Leave Application' and has a section 'Periods Covering Full Day'. The form contains the following fields:
 

- Leave Type \* (dropdown menu): ANNUAL LEAVE
- Leave Sub Category \* (dropdown menu): VACATION-FULL PAY (WORK DAYS)
- Start Date \* (calendar icon): 2023/09/11
- End Date \* (calendar icon): 2023/09/14
- No of Days: 4
- Address: 333 6th Avenue Capital Park Pretoria

 Below this is a 'Managers' section with two supervisor selection fields:
 

- Choose a Supervisor: Rainy Monkwe
- Choose a Supervisor: Khathu Nekhumba

 At the bottom of the form are two buttons: 'Apply' and 'Back'.

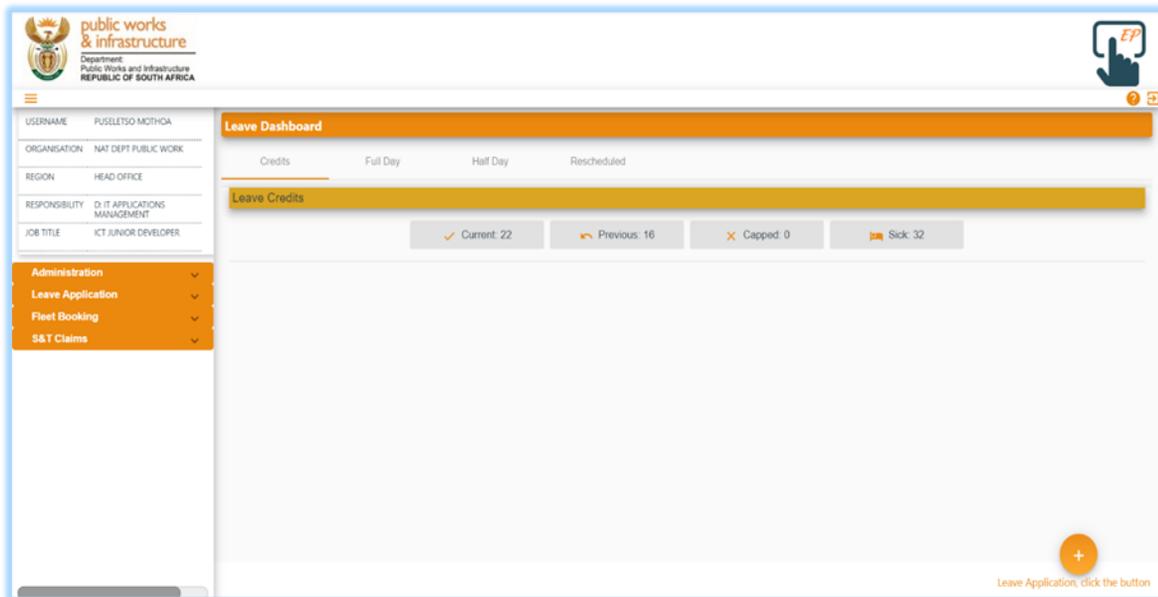
- SELECT THE LEAVE TYPE FROM THE DROP DOWN LIST
- SELECT THE LEAVE SUB CATEGORY FROM THE DROP DOWN LIST
- CHOOSE THE START DATE BY CLICKING ON THE CALENDER AND THE END DATE AS WELL
- THE SYSTEM WILL AUTOMATICALLY POPULATE THE NUMBER OF DAYS
- ENTER THE ADDRESS

- ✚ CHOOSE YOUR SUPERVISOR/S
- ✚ CLICK APPLY

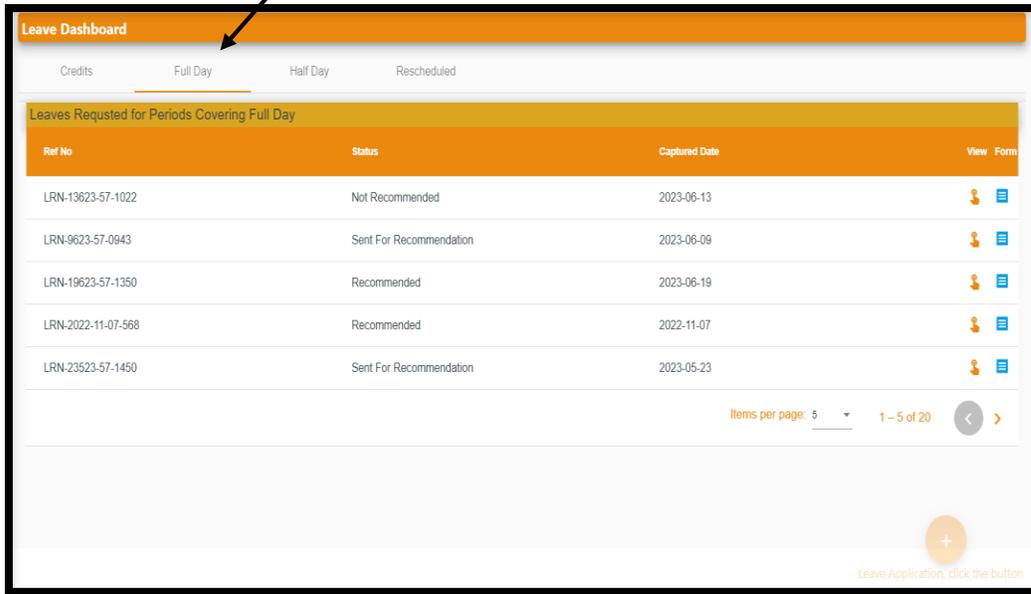
**NB:**

1. THE APPLY BUTTON WILL REMAIN DISABLED IF THERE IS A FIELD THAT IS NOT CORRECTLY POPULATED.
2. SHOULD YOU NOT HAVE ENOUGH LEAVE CREDITS A POP UP MESSAGE WILL BE DISPLAYED TELLING YOU DON'T HAVE CREDITS

ONCE THE APPLY BUTTON IS CLICKED, THE SYSTEM WILL RE-DIRECT BACK TO THE LEAVE CREDITS SCREEN BELOW.



CLICK ON FULLDAY TO VIEW THE LEAVE STATUS THAT YOU APPLIED FOR SEE SCREEN BELOW



The screenshot shows the 'Leave Dashboard' with tabs for 'Credits', 'Full Day', 'Half Day', and 'Rescheduled'. The 'Full Day' tab is selected. Below the tabs is a table titled 'Leaves Requested for Periods Covering Full Day'. The table has columns for 'Ref No', 'Status', 'Captured Date', and 'View Form'. There are five rows of data. At the bottom right of the table area, there is a 'Leave Application, click the button' label with a plus icon.

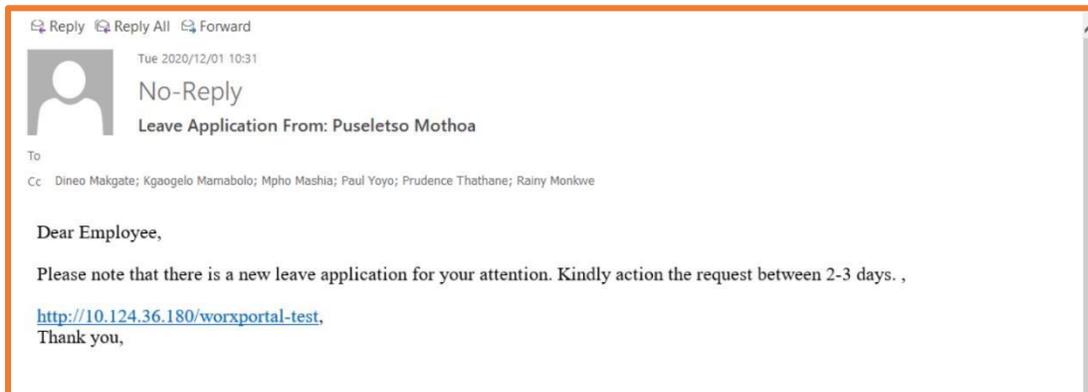
Ref No	Status	Captured Date	View Form
LRN-13623-57-1022	Not Recommended	2023-06-13	 
LRN-9623-57-0943	Sent For Recommendation	2023-06-09	 
LRN-19623-57-1350	Recommended	2023-06-19	 
LRN-2022-11-07-568	Recommended	2022-11-07	 
LRN-23623-57-1450	Sent For Recommendation	2023-05-23	 

YOU WILL BE ABLE TO SEE THE LEAVE YOU APPLIED FOR

CLICK ON THE BLUE FORM TO SEE THE ACTUAL LEAVE APPLICATION FORM

AN EMAIL WILL BE SEND TO THE SUPERVISOR NOTIFYING HIM/HER OF YOUR LEAVE APPLICATION AND THE URL TO LOGIN INTO THE SYSTEM

E.G



**LEAVE APPLICATIONS THAT REQUIRE UPLOADING OF A DOCUMENT**

**E.G: NORMAL SICK LEAVE BELOW**

- ✚ SELECT THE LEAVE TYPE FROM THE DROP DOWN LIST
- ✚ SELECT THE LEAVE SUB CATEGORY FROM THE DROP DOWN LIST
- ✚ CHOOSE THE START DATE BY CLICKING ON THE CALENDER AND THE END DATE AS WELL
- ✚ THE SYSTEM WILL AUTOMATICALLY POPULATE THE NUMBER OF DAYS
- ✚ ENTER THE ADDRESS

**NB:**

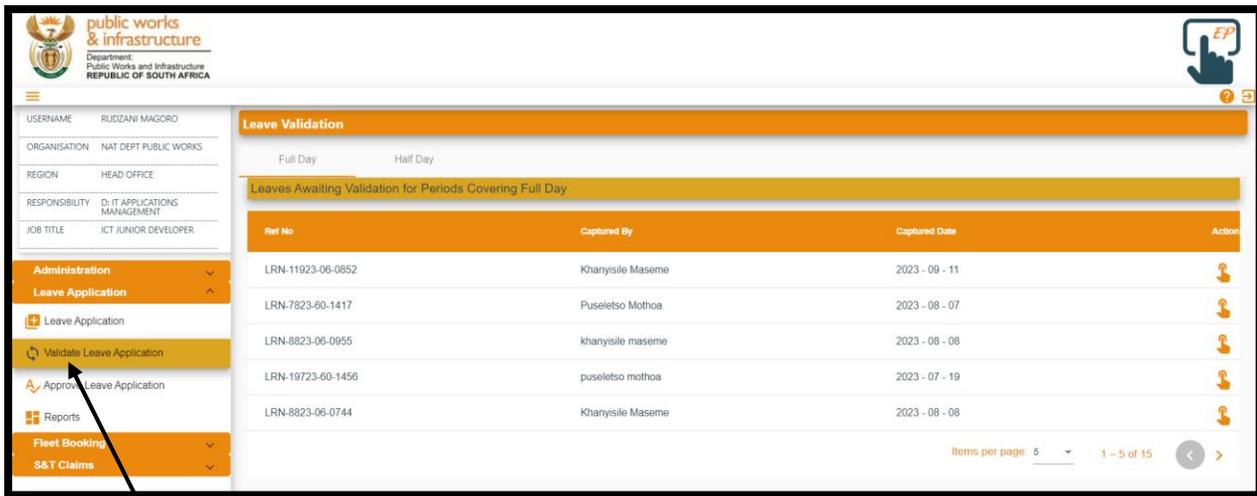
1. IF YOU HAVE SELECTED 1 OR 2 DAYS WITHOUT A SICK NOTE YOU CAN SELECT **DO NOT UPLOAD FILE BUTTON**
2. IF YOU HAVE SELECTED 1 OR 2 DAYS WITH A SICK NOTE YOU CAN SELECT **UPLOAD FILE BUTTON** TO UPLOAD YOUR DOCUMENT
3. THE DOCUMENT CAN EITHER BE IN A **PICTURE FORMAT** OR **PDF FORMAT** **CLICK ON THE SMALL FILE ICON TO SELECT YOUR FILE, ONCE YOU SELECT YOUR FILE THE UPLOAD BUTTON WILL BE ENABLED**

- ✚ CHOOSE YOUR SUPERVISOR/S
- ✚ CLICK ON APPLY

ONCE THE APPLY BUTTON IS CLICKED, THE SYSTEM WILL RE-DIRECT BACK TO THE LEAVE SCREEN BELOW WHERE THE USER SHOULD BE ABLE TO SEE THE STATUS OF THE LEAVE. AN EMAIL WILL BE SEND TO YOUR SUPERVISOR FOR RECOMMENDATION AND APPROVAL.

### **RECOMMENDATION AND APROVAL PROCESS BELOW**

 THE SUPERVISOR MUST LOGIN INTO THE SYSTEM



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Department: Public Works and Infrastructure  
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USERNAME: RUDZANI MAGORO  
ORGANISATION: NAT DEPT PUBLIC WORKS  
REGION: HEAD OFFICE  
RESPONSIBILITY: D: IT APPLICATIONS MANAGEMENT  
JOB TITLE: ICT JUNIOR DEVELOPER

**Leave Validation**

Full Day    Half Day

Leaves Awaiting Validation for Periods Covering Full Day

Ref No	Captured By	Captured Date	Action
LRN-11923-06-0852	Khanyisile Maseme	2023 - 09 - 11	
LRN-7823-60-1417	Puseletso Mthoa	2023 - 08 - 07	
LRN-8823-06-0955	khanyisile maseme	2023 - 08 - 08	
LRN-19723-60-1456	puseletso mthoa	2023 - 07 - 19	
LRN-8823-06-0744	Khanyisile Maseme	2023 - 08 - 08	

Items per page: 5    1 - 5 of 15

-  CLICK ON VALIDATE LEAVE APPLICATION TAB ON THE LEFT MENU
-  ALL THE LEAVES SEND TO THE SUPERVISOR WILL APPEAR SHOWING THE REF NUMBER, CAPTURER DATE



CLICK ACTION TO VIEW THE REQUEST/ LEAVE APPLICATION

ONCE YOU CLICK ON THE ACTION ICON THE SCREEN BELOW SHOULD APPEAR

The screenshot displays the 'Validate Leave' interface. On the left is a navigation menu with options like 'Administration', 'Leave Application', 'Reports', 'Fleet Booking', and 'S&T Claims'. The main content area shows the following details:

Validate Leave	
<b>Recommendation By Supervisor</b>	
Reference Number	Name
LRN-11923-06-0852	Khanyisile Maseme
Leave Start Date	Leave End Date
12 September 2023	15 September 2023
Number Of Days	Leave Type
4	ANNUAL LEAVE
Leave Sub Category Description	
VACATION-FULL PAY (WORK DAYS)	
<b>Employee Leave Credits</b>	
Current: 21; Previous: 0; Capped: 18; Sick: 36	
<b>Choose Action</b>	
<input type="radio"/> Recommended <input checked="" type="radio"/> Not Recommended	
Remarks	

THE LEAVE APPLICATION DETAILS SHOULD APPEAR.

CLICK ON RECOMMEND BUTTON TO RECOMMEND THE LEAVE



CLICK RECOMMEND BUTTON

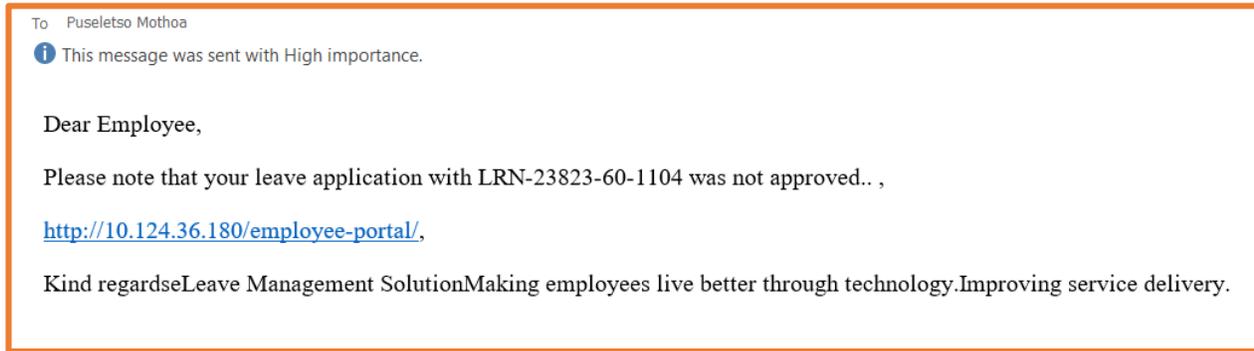
CLICK ON NOT RECOMMEND BUTTON IF YOU DO NOT RECOMMEND THE APPLICATION  
NB: IF YOU SELECT NOT RECOMMEND YOU NEED TO PUT IN A REMARK (REASON WHY YOU NOT RECOMMENDING)



THEN CLICK NOT RECOMMEND BUTTON.

ONCE THE LEAVE APPLICATION IS RECOMMENDED OR NOT RECOMMENDED AN EMAIL WILL BE SEND TO THE APPLICANT STATING THAT THE LEAVE APPLICATION IS RECOMMENDED OR NOT RECOMMENDED DUE TO THE REAMARK STATED BY THE SUPERVISOR.

## E.G BELOW



## APPROVAL OF LEAVE APPLICATION

The screenshot shows the 'Approval of Leave Application' interface. On the left is a navigation menu with categories: Administration, Leave Application, Reports, Fleet Booking, and S&T Claims. The 'Leave Application' category is expanded, showing options: Leave Application, Validate Leave Application, and Approve Leave Application. An arrow points to the 'Approve Leave Application' option. The main content area displays details for a leave application:

- Approval By Head of Department**
- Reference Number: LRN-27623-06-0946
- Name: Khanyisile Maseme
- Leave Start Date: 2023-06-26T22:00:00.000Z
- Leave End Date: 2023-06-29T22:00:00.000Z
- Number Of Days: 4
- Leave Type: ANNUAL LEAVE
- Leave Sub Category Description: ATTENDANCE OF CLASSES/LECTURES-OFFICIAL HOURS
- Employees Leave Credits: Current: 21; Previous: 0; Capped: 18; Sick: 36
- Choose Action:  Approve  Reject  Reschedule
- Approve button

- CLICK APPROVE LEAVE APPLICATION ON THE LEFT MENU
- THE DETAILS ABOUT THE LEAVE APPLICATION WILL BE DISPLAYED
- CLICK 

Approve
  Reject
  Reschedule

Remarks

WRONG ATTACHMENT

Reject

CLICK REJECT TO REJECT THE LEAVE APPLICATION. NB: YOU NEED TO PUT A REMARK IF YOU ARE REJECTING THE LEAVE APPLICATION

Approve
  Reject
  Reschedule

Start Date: 2023/09/18

End Date: 2023/09/20

No of Days: 3

Remarks: WE ARE RESCHEDULING TO THIS DATES BECAUSE THERE WILL BE AN IMPORTANT MEETING YOU NEED TO BE PART OF

Reschedule

NB: SHOULD THERE BE A NEED TO RESCHEDULE THE LEAVE APPLICATION, IT WILL BE AN AGREEMENT BETWEEN THE SUPERVISOR AND APPLICANT

CLICK RESCHEDULE  
 ENTER THE START DATE AND

END DATE YOU ARE RESCHEDULING TO.

ENTER A REMARK (REASON FOR RECHEDULING)

CLICK RESCHEDULE

ONCE THE LEAVE APPLICATION IS APPROVED OR REJECTED OR RESCHEDULED AN EMAIL WILL BE SEND TO NOTIFY THE APPLICANT.

NB: IF A LEAVE APPLICATION IS NOT ACTIONED A REMINDER EMAIL WILL BE SEND TO THE APPLICANT AND THE SUPERVISOR

**E.G REMINDER FOR SUPERVISOR:**

Reply
 Reply All
 Forward

Fri 2023/07/28 12:38  
**eLeave@dpw.gov.za**  
 eLeave Reminder LRN-26723-59-1250 REMINDER

To: Puseletso Mthoa

This message was sent with High importance.

Dear Manager

This is a reminder to respond to the leave application for Ntikedzeni MUhali, Reference No: LRN-26723-59-1250. Which was captured on: 2023-07-26 12:51:35.0

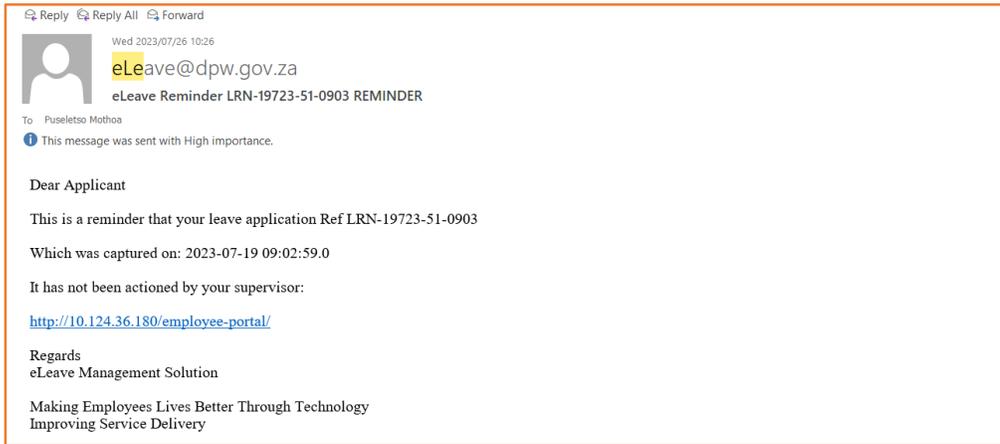
Your response will be highly appreciated.

<http://10.124.36.180/employee-portal/>

Regards  
eLeave Management Solution

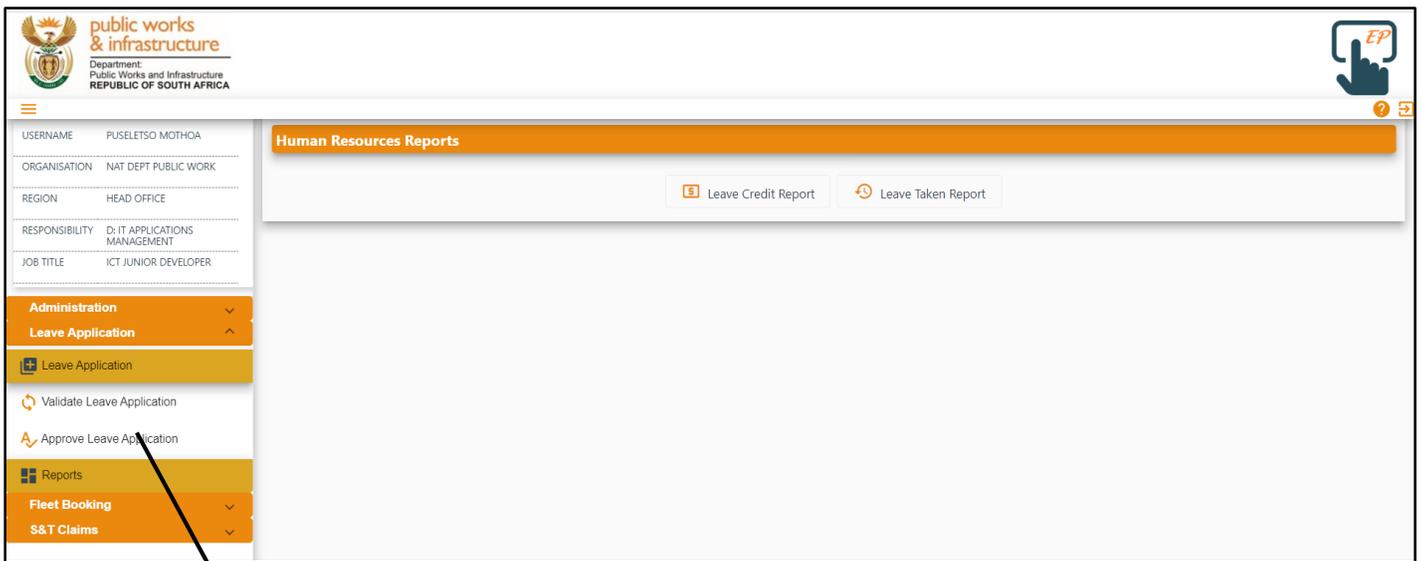
Making Employees Lives Better Through Technology  
Improving Service Delivery

### ***E.G REMINDER FOR EMPLOYEE:***



### **LEAVE APPLICATION REPORTS**

***NB: NOT ALL EMPLOYEES WILL BE ABLE TO VIEW***



- CLICK ON REPORTS ON THE MENU ON THE LEFT
- SELECT THE REPORTS LEAVE TAKEN REPORTS OR LEAVE CREDIT REPORT BUTTON TO VIEW THE REPORT

COMMENTS:

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THE END!!! THANK YOU!!!.....