T1-XX -Alternative Australia Day Leave Request

Any sections that are inapplicable should not be deleted but should simply state ‘Not applicable’ to explicitly show that the aspect has been considered.

*Please replace the areas in the < > with the relevant content for the Jira.*

## Change History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Description of Change | Author |
| 0.1 | 17 Apr 2024 | Initial Draft | HRSol FA |
| 0.2 | 10 Jul 2024 | Revised & updated | HRSol FA |
| 0.3 | 31 Jul 2024 | Revised & updated | HRSol FA |
| 0.4 | 1 Aug 2024 | Revised & updated | HRSol FA |
| 0.5 | 15 Oct 2024 | Revised & updated | HRSol FA |
| 0.6 | 21 Oct 2024 | FINAL | HRSol FA |

## Document Location

HR Solutions Team - HR-246611 - All Documents (sharepoint.com)

## Reference Documents

|  |  |  |
| --- | --- | --- |
| Document | Version | File Location |
|  |  |  |

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# Introduction

## Document Purpose

The objective of this document is to define the functional requirements and provide a high-level design for an employee to nominate an alternate day of leave in lieu of Australia Day public holiday.

**Objective:** To develop a functionality within PiMs to enable employees to request for an alternate day as Australia Day public holiday.

## Business Context



UNSW allows employees to request an alternate day in lieu of the Australia Day public holiday.

Employees must submit in writing to their supervisor nominating their chosen alternate day of leave in lieu of the Australia Day public holiday.

The alternate day must be taken either the working day prior to the Australia Day public holiday, or the working day after the Australia Day public holiday – or another day in the same pay period as the Australia Day public holiday.

## Scope

### In Scope

1. A self-service form in PiMs for employees to submit alternate Australia Day public holiday.
2. Ability for managers to review and action alternate Australia Day public holiday requests.
3. Automatic update to employee’s job data to reflect the correct holiday schedule upon reports to manager approval.
4. The choices for delegation transactions should include an alternative Australia Day for creating delegations.
5. A new tile titled "HR Forms" should be created within the "Manage My Profile" section.
6. A new tile titled "HR Forms Approvals" needs to be created within the "Manage My Team" section for request approvals
7. The form should be open and available on yearly basis.
8. The ESS form will be available to staff from 1 November every year up until 14 days before the Australia day Public Holiday. *For e.g. For 2026, the form will be open 1 November 2025 up until 11 January 2026.*
9. Once an employee selects an alternate day in lieu of Australia Day, the system should prevent them from submitting the form again.
10. The designated approver for all non-casual academic staff should be "Report To" for this function.
11. Employees who possess multiple job records should be granted access to the form for all records relevant to their entitlement for submitting a request. The validation process for part-time employees applying for leave should align with their work schedules, allowing them to request leave only for the days they are scheduled to work within the respective pay period.
12. Audit for the new form/request should be enabled.
13. The self- service form is accessible only to continuing and fixed term employees (Both full time and part time employees).
14. Part time employees are eligible to take an alternative day to Australia Day only if their working day falls on Australia Day. So, they would be allowed to submit form if they are scheduled to work on Australia Day.
15. Employee will be able to cancel the approved alternate day. It would trigger a notification to HR salaries to manually update the job data.
16. If reports to manager is blank, employee will not be able to submit the form and below mentioned warning (F.Errors and Warning Messages) will come up.
17. If an employee is being terminated or their fixed-term contract is concluding prior to the Australia Day holiday, they will not be permitted to submit an AAH request. Validation must be conducted based on their job expected end date and termination date.
18. Once the form is closed, all unapproved forms will remain in pending status. Any submissions and approvals made after the closing date will be requested by the manager to the salary team for updates.

### Out of Scope

1. POI’s (42,43,44,49,52,91,99) should not have the access to Australia day leave request form.
2. Casula Academics Employee Category (41), Casual Profession Employee Category (81) should not have the access to Australia day leave request form.

## Constraints

|  |  |
| --- | --- |
| ID | Constraint |
|  | NOT APPLICABLE |

## Dependencies

|  |  |
| --- | --- |
| ID | Dependency |
|  | NOT APPLICABLE |

## Additional Info (Current workarounds / Criticality)

NOT APPLICABLE

# Business Requirements

|  |  |
| --- | --- |
| ID | Requirement |
| A | The Current (As Is)  The HR Strategy and Transformation team has recently implemented a PDF form for employees to submit requests and choose a different day off for Australia Day. The Salaries Team will be responsible for receiving and managing these forms via PiMs to ensure proper processing.  A yellow and white form with a yellow and white text  Description automatically generated |
| B | Future (To Be)  New Page ESS  New tile is made available under “Manage My Profile > HR Forms” for an employee  A screenshot of a computer  Description automatically generated |
| C | New Page MSS  New tile is made available under “Manage My Team > HR Form Approvals” for an employee  A screenshot of a computer  Description automatically generated  If an employee doesn’t have multiple records, then the below page won’t be popping up.  A screenshot of a computer  AI-generated content may be incorrect.  Allowing user to select the dates only available as per Holiday Schedule. This way we will avoid the confusion on what dates comes within the pay period and writing validation codes on the entered dates.  A screenshot of a computer  AI-generated content may be incorrect.  A screenshot of a computer  AI-generated content may be incorrect. |
| D | Alternate Australia Day Workflow |

## Functional Requirements

|  |  |
| --- | --- |
| ID | Requirement |
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## Assumptions

|  |  |
| --- | --- |
| ID | Assumption |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Validations

Not applicable

## Notifications

See functional requirements section for notifications details.

## Workflows

Not applicable

## HR Delegation

Needed

## Messages

Not applicable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Message Condition  When should this be displayed? | Message Text | Description | Severity |
|  |  |  |  |  |

## Other Configuration (Strings, etc.)

Not applicable

## Audit

Not applicable

## Security

Not applicable

## Non-Functional Requirements

Not applicable

## Global Payroll & Absence

Not applicable



**End of document**