public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

worX portal

USER MANUAL

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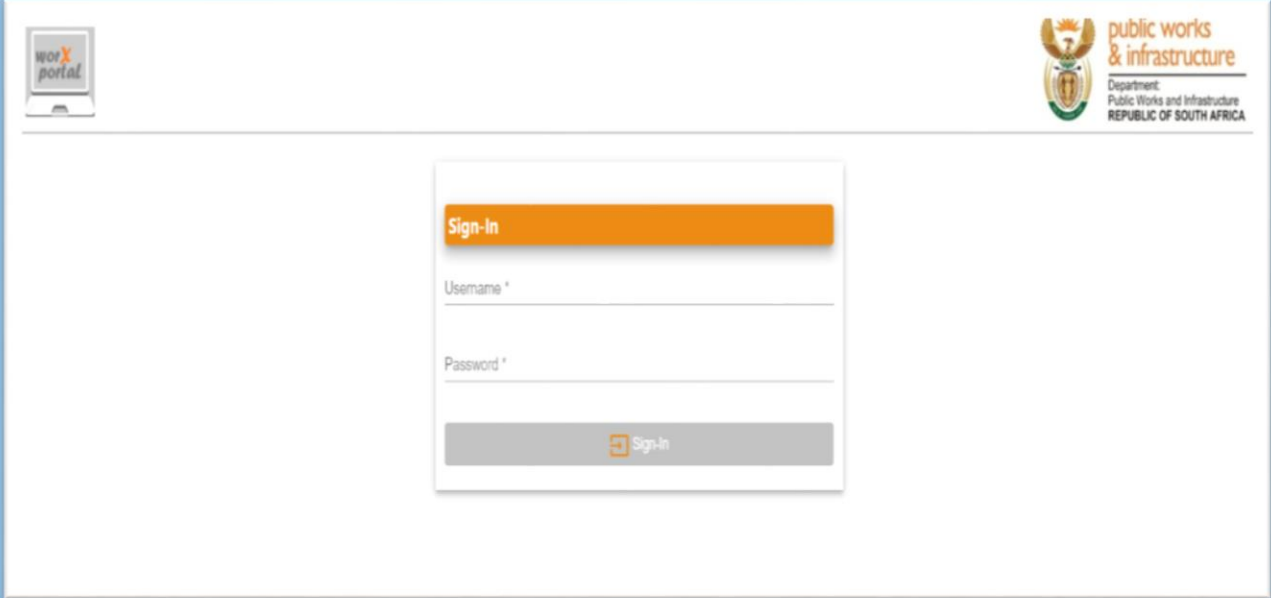
THE URLS/WEB ADDRESS TO BE USED FOR ONLINE LEAVE MANAGEMENT SYSTEM ARE:

- FOR PRODUCTION ENVIRONMENT: http://worxstation.dpw.gov.za

- FOR TEST ENVIRONMENT: http://10.124.36.180/worxportal-test

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

LOGIN SCREEN:

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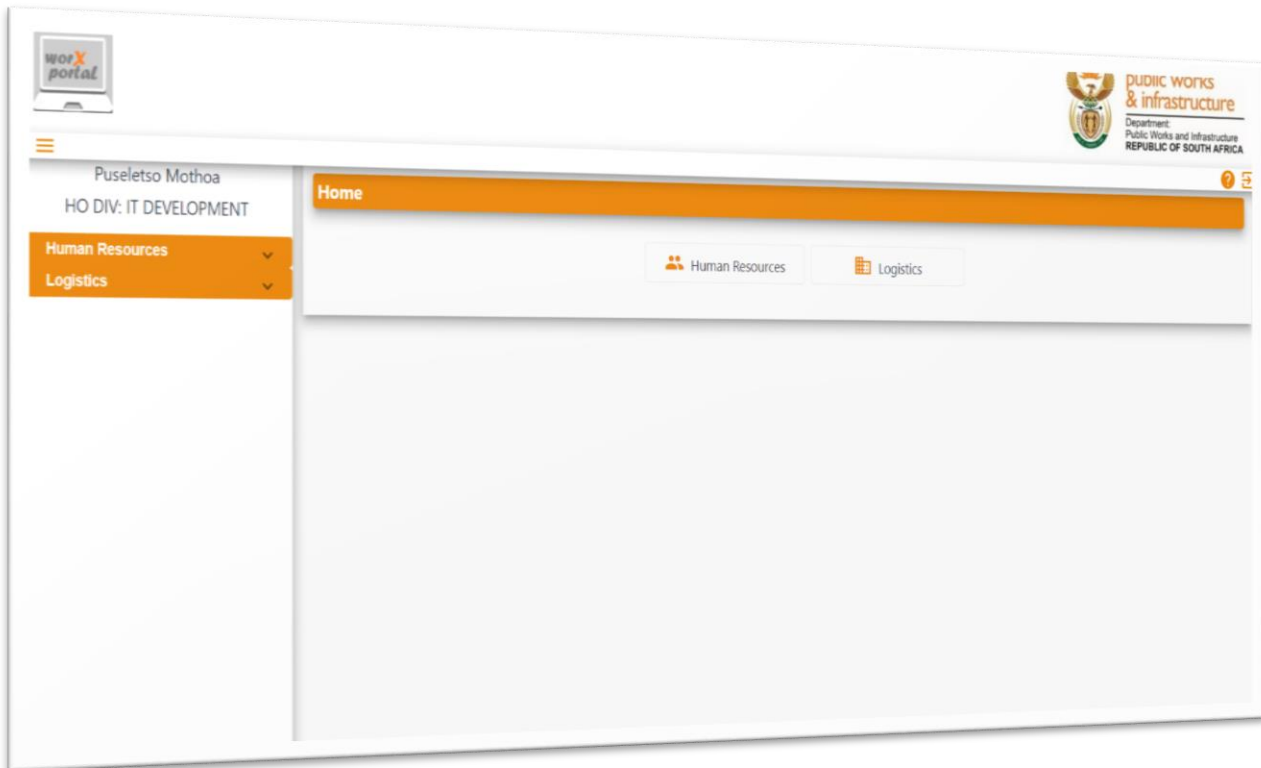
ONCE THE USER MANAGES TO LOGIN TO THE LEAVE APPLICATION SYSTEM, THE SCREEN ABOVE WILL BE DISPLAYED AS A WELCOME SCREEN.

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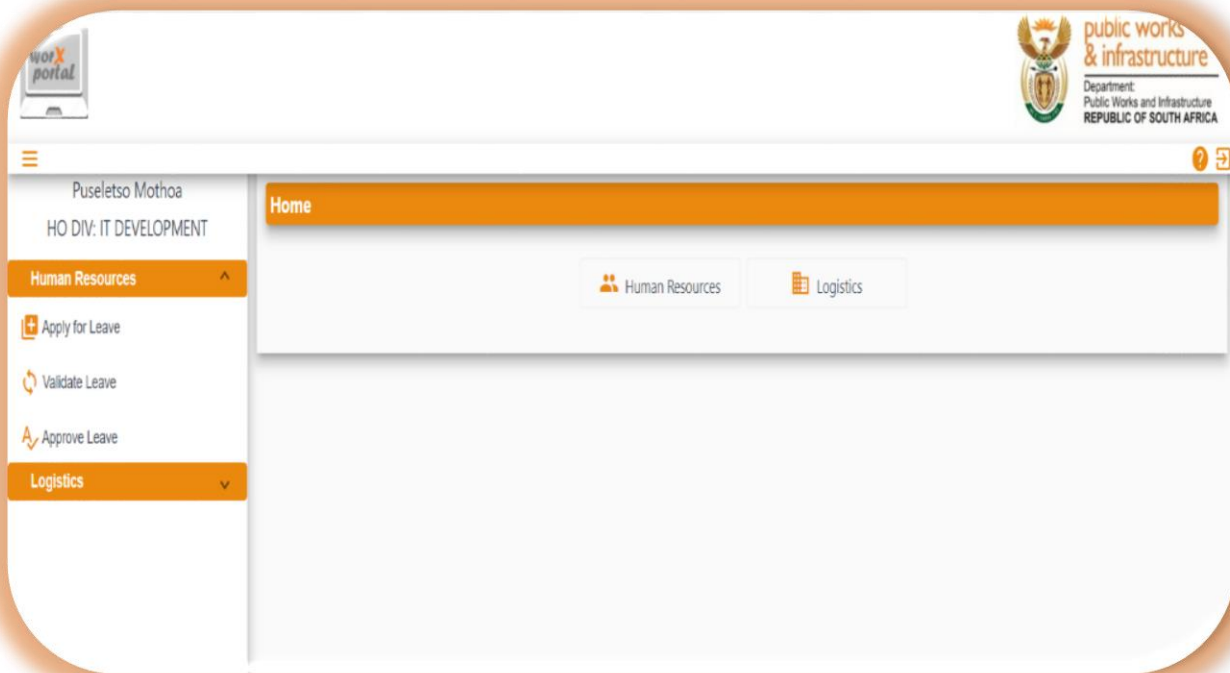
TOP LEFT ICONS:

➕ DISPLAYS THE USER'S NAME INDICATING WHOM LOGGED IN

NAVIGATION BAR		MINIMIZE AND MAXIMIZE THE HOME PAGE.

TOP RIGHT ICONS:

HELP		USER MANUAL
LOGOUT		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.

LEAVE APPLICATION SCREEN

THE APPLY FOR LEAVE SCREEN CONTAINS TWO RADIO BUTTONS ON THE SCREEN

PERIOD COVERING FULL DAY SCREEN

- THE USER IS REQUESTED TO POPULATE ALL THE FIELDS ESPECIALLY THE ASTERISKS (*) THEY ARE MANDATORY.
- THE USER MUST CHOOSE THE TYPE OF LEAVE HE/SHE IS APPLYING FOR.
- DEPENDING ON THE LEAVE YOU ARE APPLYING FOR YOU WILL BE REQUIRED TO UPLOAD SUPPORTING DOCUMENTS
- 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.

Leave

Leave Credits

✓ Current: -304	↰ Previous: 16	✗ Capped: 0	🛏 Sick: 9

Leaves Requsted for Periods Covering Full Day

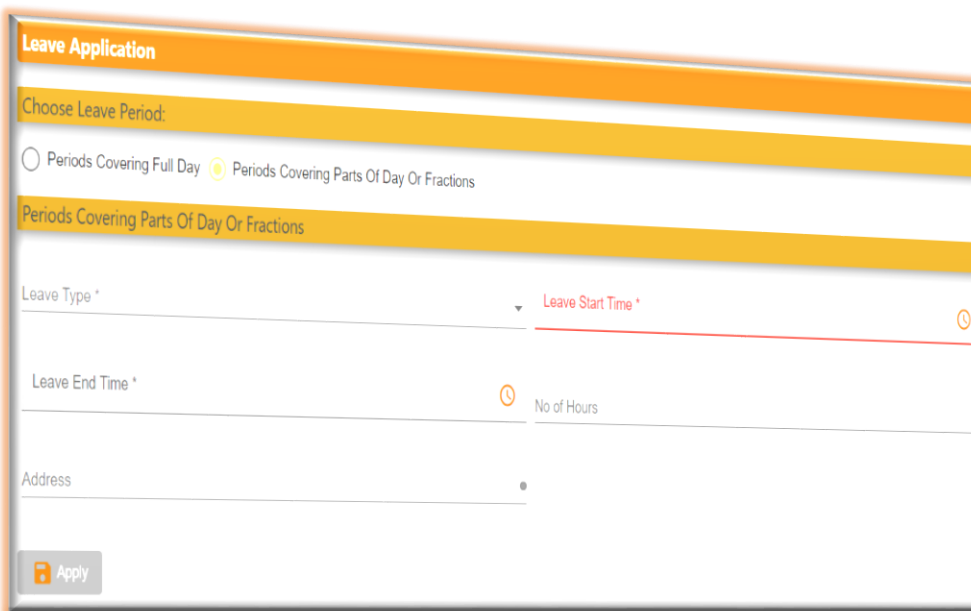| Ref No	Type	From	To	Days	Status
LRN-2020-11-27-14	Adoption Leave	02/11/2020	20/11/2020	15	Not Recommended
LRN-2020-11-27-6	Family Responsibility Leave	27/11/2020	02/12/2020	4	Approved
LRN-2020-11-27-11	Leave For Office Beares	30/11/2020	02/12/2020	3	Not Recommended
LRN-2020-12-01-78	Annual Leave	09/12/2020	11/12/2020	3	Recommended
LRN-2020-12-01-77	Annual Leave	09/12/2020	11/12/2020	3	Recommended

Items per page: 5 ▾   1 – 5 of 11   ‹   +

- AN EMAIL WILL BE SEND TO THE LINE SUPERVISOR NOTIFYING THAT A USER JUST APPLIED FOR LEAVE.BELOW IS AN EXAMPLE OF THE EMAIL
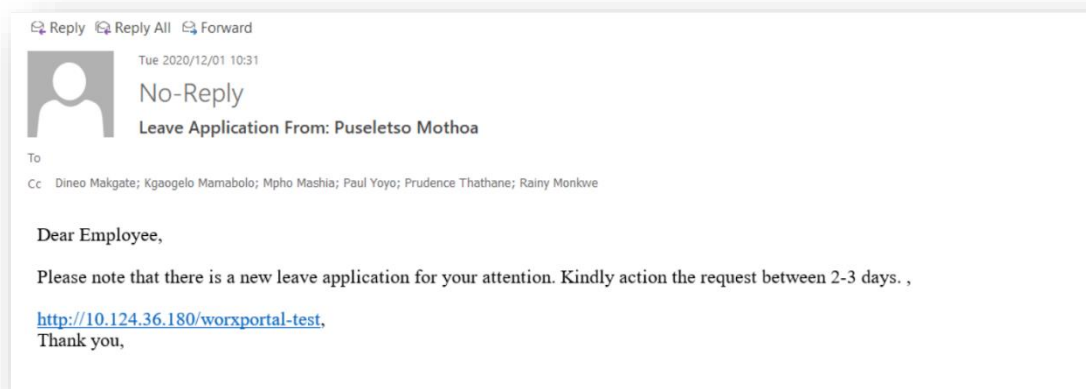
↩ Reply ↩ Reply All ↪ Forward

Tue 2020/12/01 10:31

No-Reply

Leave Application From: Puseletso Mothoa

To

Cc   Dineo Makgate; Kgaogelo Mamabolo; Mpho Mashia; Paul Yoyo; Prudence Thathane; Rainy Monkwe

Dear Employee,

Please note that there is a new leave application for your attention. Kindly action the request between 2-3 days. ,

http://10.124.36.180/worxportal-test,
Thank you,

- THE USER IS REQUESTED TO POPULATE ALL THE FIELDS ESPECIALLY THE ASTERISKS (*) THEY ARE MANDATORY.

- THE USER MUST CHOOSE THE TYPE OF LEAVE HE/SHE IS APPLYING FOR.

- DEPENDING ON THE LEAVE YOU ARE APPLYING FOR YOU WILL BE REQUIRED TO UPLOAD SUPPORTING DOCUMENTS

- THE USER MUST SELECT THE TIME SLOT WHICH WILL BE AUTOMATICALLY CALCULATED TO HOURS

VALIDATE LEAVE SCREEN

ONLY LINE SUPERVISORS WILL BE ABLE TO VALIDATE THE LEAVES THAT HAVE BEEN APPLIED ON THE SYSTEM

AS SOON AS YOU CLICK ON THE VALIDATE OPTION YOU SHOULD BE ABLE TO SEE THE BELOW SCREEN:
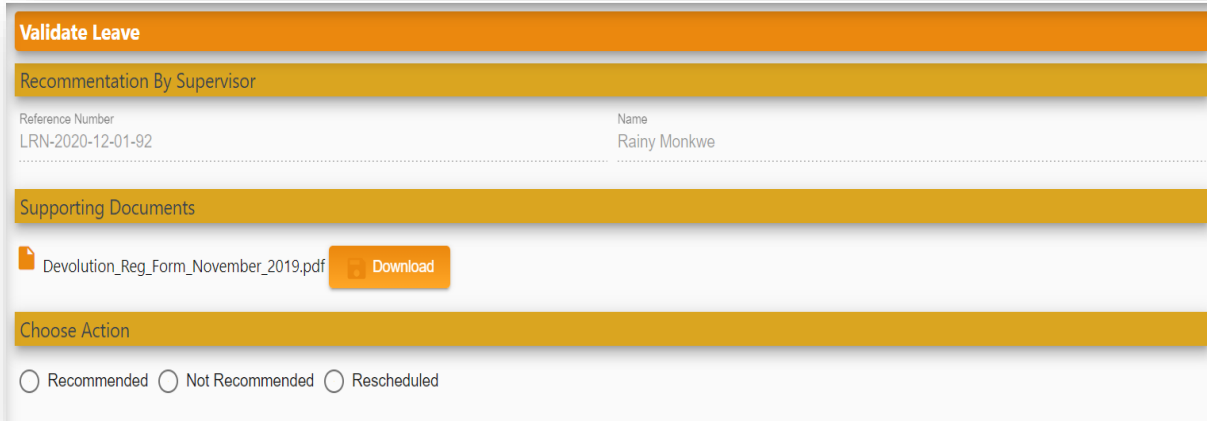
LEAVE VALIDATION IS DIVIDED INTO **TWO PARTS**:

➕ LEAVE AWAITING VALIDATION FOR PERIODS COVERING FULL DAY

➕ LEAVE AWAITING VALIDATION FOR PERIODS COVERING PARTS OF DAY OR FRACTIONS

LEAVE AWAITING VALIDATION FOR PERIODS COVERING FULL DAY AND PERIODS COVERING PARTS OF THE DAY

♣ SUPERVISOR CLICKS ON THE ACTION BUTTON THE BELOW SCREEN SHOULD APPEAR

Validate Leave

Recommentation By Supervisor

Reference Number
LRN-2020-12-01-92

Name
Rainy Monkwe

Supporting Documents

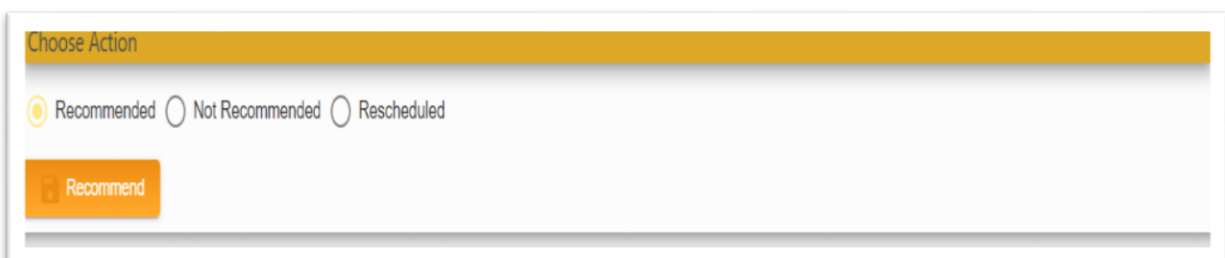📄 Devolution_Reg_Form_November_2019.pdf   [Download]

Choose Action

◯ Recommended ◯ Not Recommended ◯ Rescheduled

THIS SECTION ALLOWS THE SUPERVISOR TO THOROUGHLY VIEW THE INDIVIDUAL LEAVE APPLIED FOR AS WELL AS ANY SUPPORTING DOCUMENTS UPLOADED BY THE EMPLOYEE THAT PROVIDE PROOF AND / REASON FOR THE LEAVE.

THE PAGE IS DIVIDED INTO THREE HEADINGS:

♣ **RECOMMENDATION BY SUPERVISOR:** UNDERNEATH THERE WILL APPEAR REFERENCE NUMBER AND NAME OF EMPLOYEE.
♣ **SUPPORTING DOCUMENTS:** SOME LEAVES REQUIRE EMPLOYEES TO UPLOAD DOCUMENTS THAT STATE THE REASON FOR THE LEAVE. THE SUPERVISOR WILL BE ABLE TO DOWNLOAD THE DOCUMENTS USING THE DOWNLOAD BUTTON.
♣ **CHOOSE ACTION:** SUPERVISOR WILL DECIDE WHAT HAPPENS TO THE LEAVE BY CLICKING ON THE RADIO BUTTON OPTIONS; EITHER RECOMMENDED OR NOT RECOMMENDED OR RESCHEDULED.

RECOMMENDED RADIO BUTTON

Choose Action
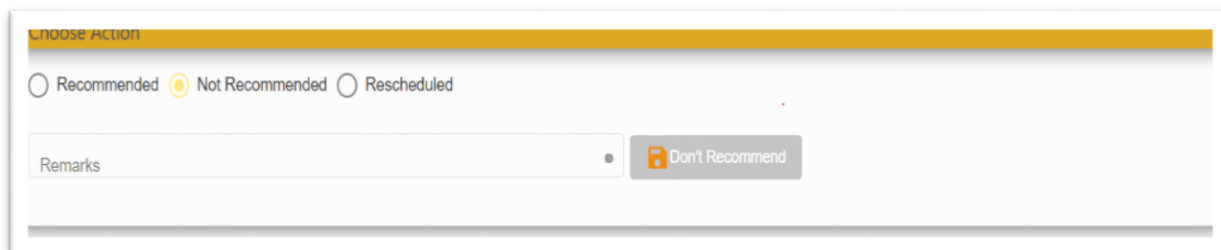
◉ Recommended ◯ Not Recommended ◯ Rescheduled

[Recommend]

ONCE THE SUPERVISOR IS SATISFIED WITH THE SUPPORTING DOCUMENTS,

♣ CLICK ON THE **'RECOMMENDED'** RADIO BUTTON.
♣ **RECOMMEND BUTTON** WILL APPEAR AND THE SUPERVISOR WILL THEN CLICK ON IT.
♣ A MESSAGE SAYING **"LEAVE RECOMMENDED SUCCESSFULLY"** WILL APPEAR AND IT RE-DIRECTS YOU TO THE LEAVE VALIDATION PAGE.
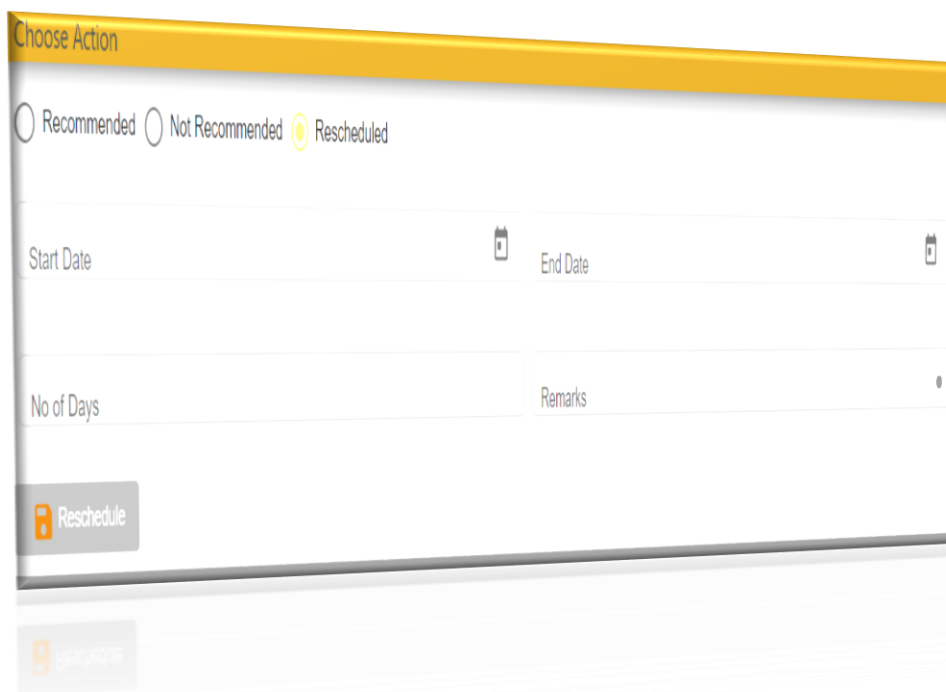
NOT RECOMMENDED RADIO BUTTON

IF THE SUPERVISOR IS NOT SATISFIED WITH THE LEAVE OF SUPPORTING DOCUMENTS OR LEAVE. CLICK ON THE NOT RECOMMEDED RADIO BUTTON THE BELOW SCREEN SHOULD APPEAR FOR HIM/HER TO ADD A REMARK AND CLICK NOT RECOMMENDED BUTTON

RESCHEDULE RADIO BUTTON

SOME LEAVES MIGHT NOT BE RECOMMENDED AT THAT PARTICULAR TIME FOR VARIOUS REASONS. THE SUPERVISOR IS THEN ALLOWED TO RESCHEDULE THE LEAVE FOR ANOTHER DATE.


- CLICKS ON THE 'RESCHEDULED' RADIO BUTTON.
- ALL MANDORY FIELDS MUST BE POPULATED WITH NEW DATES.
- STATE THE REASONS FOR RESCHEDULING ON REMARK FIELD.
- AN EMAIL NOTIFICATION WILL BE SEND TO THE USER SAYING "LEAVE RESCHEDULED SUCCESSFULLY" AND THE USER WLL BE RE-DIRECTED TO LEAVE VALIDATION PAGE.

ONCE THE EMPLOYEE HAS APPLIED FOR LEAVE THE MANAGER NEEDS TO APPROVE.

MANAGER WILL RECEIVE THE BELOW EMAIL TO BE ABLE TO APPROVE LEAVE.ONCE RECEIVED, THE MANAGER WILL CLICK ON THE **LINK** AND IT WILL TAKE HIM/HER TO THE LEAVE APPLICATION SYSTEM WHERE HE CAN LOGIN.
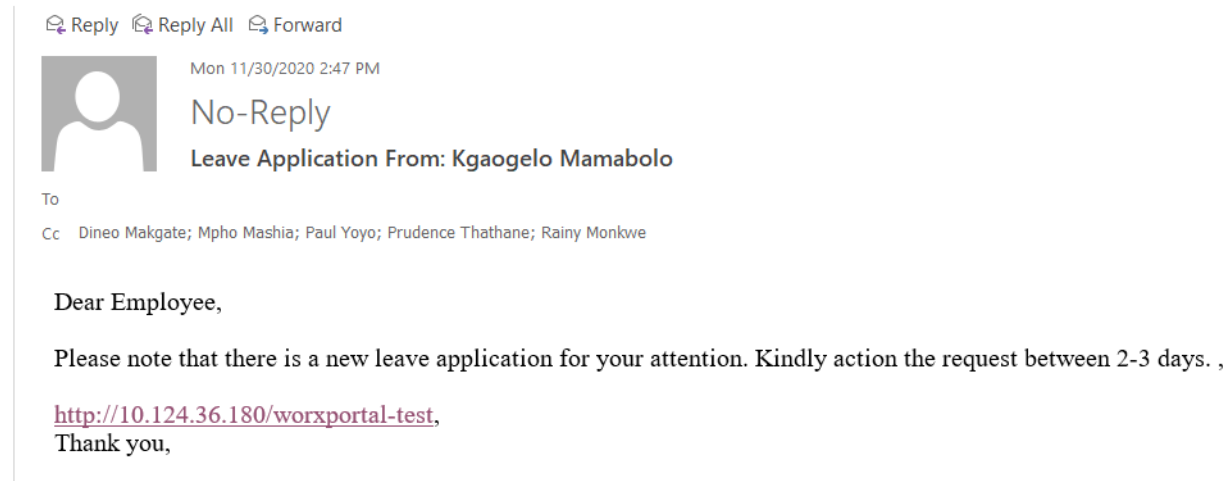
ONCE THE MANAGER HAS LOGGED INTO THE SYSTEM HE/SHE WILL BE DIRECTED TO THE HOME PAGE WHERE HE WILL BE ABLE TO APPROVE, REJECT AND RESCHEDULE VALIDATED LEAVES

- IN LEAVE APPLICATION YOU EXPAND THE HUMAN RESOURCES MENU
- CLICK APPROVE LEAVE.
- A LIST OF LEAVES THAT ARE AWAITING APPROVAL WILL APPEAR. ON THE LEAVE APPROVAL PAGE YOU WILL HAVE "LEAVES AWAITING APPROVAL FOR PERIODS COVERING FULL DAY" AT THE TOP AND "LEAVES AWAITING APPROVAL FOR PERIODS COVERING PARTS OF THE DAY OR FRACTIONS" AT BOTTOM.
- ONCE YOU HAVE A LIST OF LEAVES TO APPROVE CLICK ON ACTION BUTTON FOR THE LEAVE YOU WANT TO APPROVE AND IT WILL TAKE YOU TO THE PAGE BELOW, TO EITHER APPROVE OR REJECT OR RESCHEDULE.

- TO APPROVE LEAVE YOU WILL CLICK ON THE APPROVE RADIO BUTTON THEN APPROVE BUTTON.
- TO REJECT LEAVE YOU WILL CLICK ON THE REJECT RADIO BUTTON AND IT WILL PROVIDE YOU WITH THE OPTION TO WRITE REMARKS THEN CLICK REJECT BUTTON.AS SHOWN BELOW

🔸 TO RESCHEDULE LEAVE YOU WILL CLICK ON THE RESCHEDULE RADIO BUTTON AND IT WILL PROVIDE YOU WITH THE OPTION TO RESCHEDULE THE DATE THEN CLICK THE RESCHEDULE BUTTON.

🔸 FOR LEAVES THAT HAVE SUPPORTING DOCUMENTS, CLICK ON THE DOWNLOAD BUTTON AND AT THE BOTTOM LEFT OF SCREEN YOU WILL HAVE THE DOWLOADED DOCUMENT.

- ONCE YOU APPROVE, REJECT, RESCHEDULE LEAVE, YOU ARE RE-DIRECTED TO THE LEAVE APPROVAL PAGE.

Leave Approval

Leaves Awaiting Approval for Periods Covering Full Day

Ref No	Name	Type	From	To	Days	Action

Items per page: 3 ▼   0 of 0 ‹ ›

Leaves Awaiting Approval for Periods Covering Parts Of Day Or Fractions

Ref No	Name	Type	From	To	Hours	Action

Items per page: 3 ▼   0 of 0 ‹ ›

COMMENTS:

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

NDPW| LEAVE MANAGEMENT SYSTEM