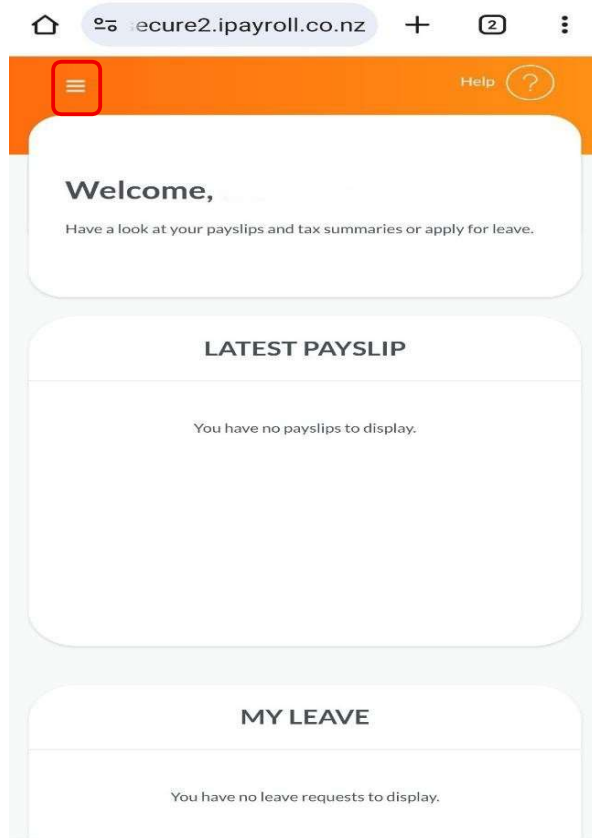


How to Apply for Leave in Kiosk

1. Once you've logged in to your iPayroll account, you will see the **Dashboard**, which provides a summary of your payroll and leave information.

Use the **menu icon (≡)** at the top-left corner to explore more options.



2. From the **menu**, go to **Leave** section.

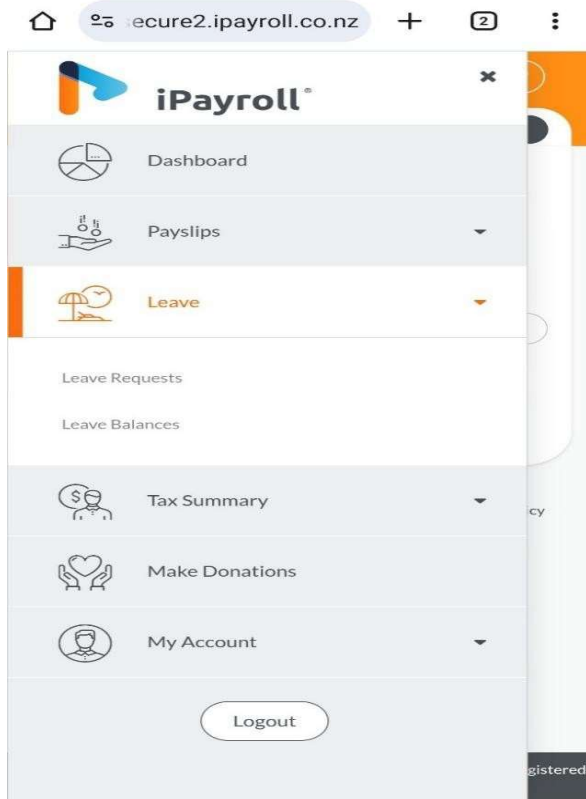
Leave Requests

To submit a Leave request for approval.

An email is generated to your employer or a leave approver with the details of your leave request.

Leave Summary

A summary of leave requests current and past with their status.



3. To submit a new leave request:

- Choose leave type.
- Enter dates for First Day (Start) and Last Day (End).
- Add any comments/reason if needed.
- Review the request.
- Submit for manager approval.

The screenshot shows a web browser window with the address bar displaying "secure2.ipayroll.co.nz". The page has an orange header bar with a menu icon on the left and a "Help" link with a question mark icon on the right. The main content area is titled "Leave Request" and contains the following fields:

- Leave Type ***: A dropdown menu with the placeholder text "Select leave type".
- First Day ***: A text input field.
- Last Day**: A text input field.
- Reason**: A text input field with the placeholder text "Leave a note for a leave approver".
- Hours ***: A text input field with the placeholder text "Enter hours of leave".

Below the input fields, there is a small text label: "* Required Field". At the bottom of the form is a grey "Submit" button.

4. You can choose a leave type from the drop-down menu option (i.e. Annual Leave, Alternative Holiday, etc.)

The screenshot shows a mobile application interface for submitting a leave request. At the top, the status bar displays the time as 1:35 PM and various connectivity icons. The browser address bar shows the URL 'secure2.ipayroll.co.nz'. The app's header is orange with a menu icon on the left and a 'Help' button with a question mark icon on the right. The main content area is titled 'Leave Request' in bold. Below the title, there is a 'Leave Type *' label followed by a dropdown menu. The dropdown is open, showing four options: 'Annual Leave' (selected), 'Annual Leave', 'Alternative Holiday', and 'Bereavement Leave'. Below the dropdown is a 'Last Day' label and an empty text input field. This is followed by a 'Reason' label and another empty text input field with the placeholder text 'Leave a note for a leave approver'. Below that is an 'Hours *' label with an information icon and an empty text input field with the placeholder text 'Enter hours of leave'. A note '* Required Field' is positioned to the right of the 'Hours' input field. At the bottom of the form is a grey 'Submit' button. The bottom of the screen shows the standard Android navigation bar.

5. The example below shows how to submit a **leave request** for *Annual Leave* (8 hours).

- Once you fill in all the required details and click **Submit** (see first screenshot), a confirmation message **Success** will appear (second screenshot).
- You can then scroll down on the same screen to view the **Leave Summary** (third screenshot) and check the status of the request.

11:35 AM

Leave Request

Leave Type*

Annual Leave

First Day*

04-Sep-2025

Last Day

04-Sep-2025

Reason

Annual Leave

Hours*

8.00

* Required Field

Submit

Leave Summary

12:04 PM

ecure2.ipayroll.co.nz

SUCCESS!

Your request has been sent

Submit

Leave Summary

11:52 AM

Hours*

Enter hours of leave

* Required Field

Submit

Leave Summary

Filter by: All Leave

8.00 hr(s) - Annual Leave

Thu, 04-Sep-2025

Annual Leave

Pending