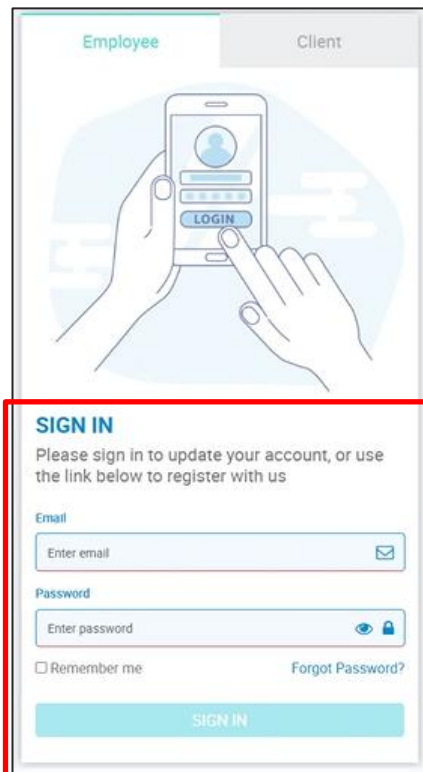


How to apply for leave in the Online Timesheet System (OTS)

- Open the employee portal on your device through your web browser using web address below:
<https://aigts-portal.workforceone.com.au/employee/#/login>
- Login to OTS Portal using your email and password. Click 'Sign In'



Employee Client

SIGN IN

Please sign in to update your account, or use the link below to register with us

Email

Enter email

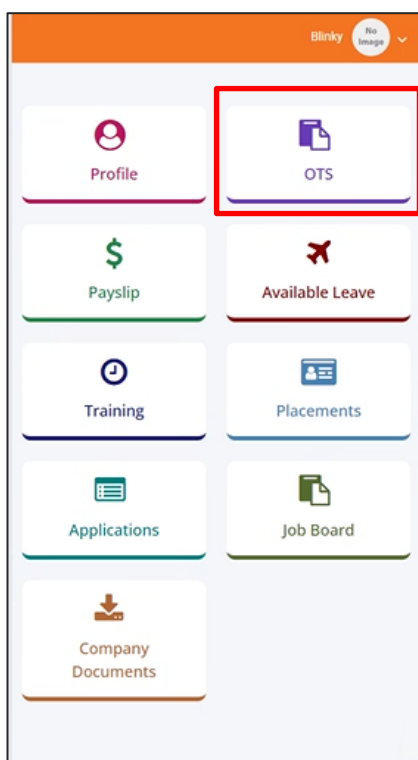
Password

Enter password

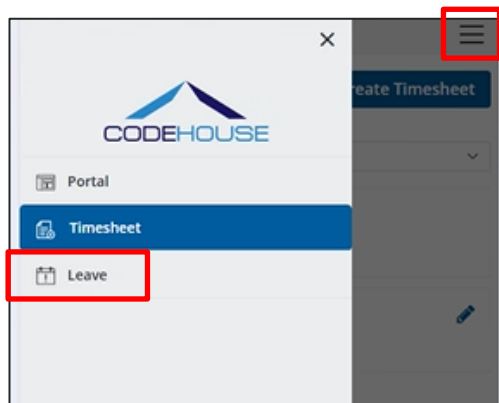
☐ Remember me [Forgot Password?](#)

SIGN IN

- Click on OTS button.

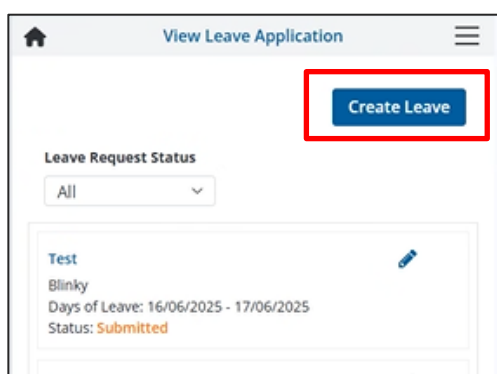


- Click on the 'hamburger' menu at the top right of the Timesheet Dashboard screen and then select leave from menu on left hand side of screen.



- To submit a new leave application, click 'Create Leave'.

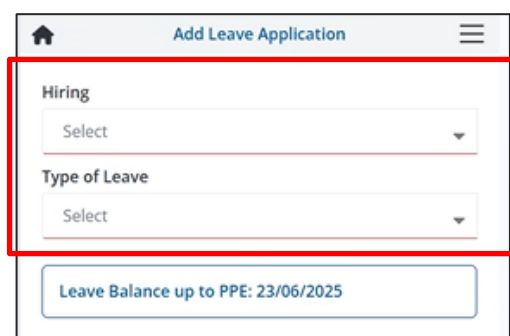
Note Previous applications can be viewed from within this screen by clicking on the paper icon next to the leave application you want view.



- Select your hiring (Host name) and Leave Type (e.g. personal leave, annual leave etc.)

Note: When the leave type is selected the system will display your current leave hours available. This is the current leave balance as at the time of submitting your application.

Note: If you are using more than one type of leave at the same time, a separate application will need to be submitted for each leave type.



- Enter the first and last day of leave. The system will automatically calculate the number of days and hours based on 7.6hrs per day. If you need to modify leave hours by day please move to next step.

Period of Leave Requested

☐ Include Weekends

First Day of Leave
23/6/2025

Last Day of Leave
26/6/2025

Total working days taken as leave
4

Total Hours for Leave
30.4

☐ Show All Days

Save Save & Submit Close

- Editing Leave Hours – if you need to amend the hours or remove days from the leave application, ‘tick’ the Show All Days box.

Total working days taken as leave
4

Total Hours for Leave
30.4

☐ Show All Days

Save Save & Submit Close

- Overwrite the hours against each day as required by double clicking and entering hours manually; or to remove the entire day, click ‘don’t include x’.

Hours per day

Monday don't include x
23/6/2025 7.6

Tuesday don't include x
24/6/2025 7.6

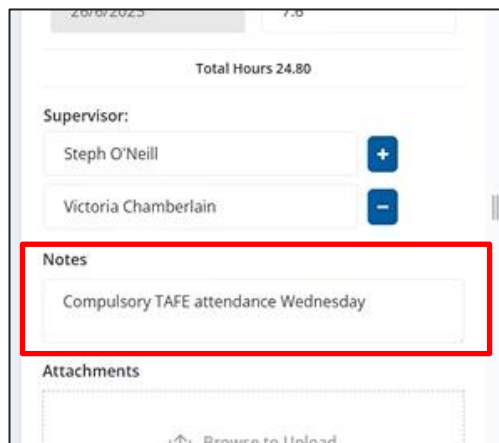
Wednesday include x
25/6/2025 0

Thursday don't include x
26/6/2025 7.6

Total Hours 22.80

- **Adding Notes** - Notes can be entered as required in the Note field at the bottom of the screen.

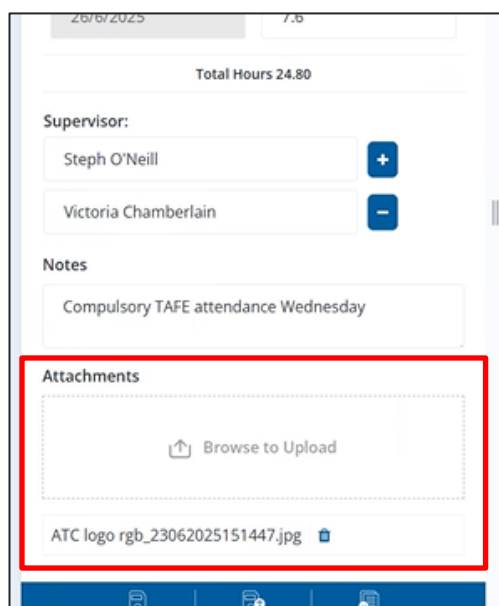
Note: The Notes entered will be visible to both your employer and the supervisor linked to your application.



The screenshot shows a mobile app interface for submitting a leave request. At the top, it displays 'Total Hours 24.80'. Below this is a 'Supervisor:' section with two dropdown menus: 'Steph O'Neill' (with a '+' button) and 'Victoria Chamberlain' (with a '-' button). The 'Notes' field is highlighted with a red rectangular box and contains the text 'Compulsory TAFE attendance Wednesday'. Below the notes is an 'Attachments' section with a 'Browse to Upload' button.

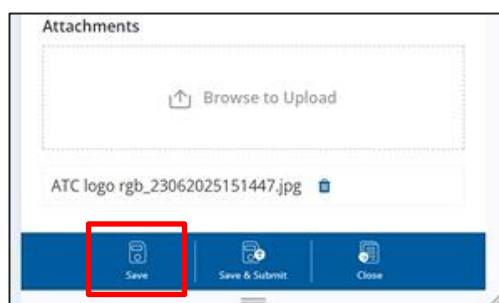
- **Uploading an attachment** - To upload an Attachment click Browse to Upload and select the file to be uploaded.

Note: The attachment must be in one of the following formats: doc, docx, pdf, jpg, jpeg, bmp, png, txt, rtf



This screenshot is similar to the previous one but highlights the 'Attachments' section with a red rectangular box. The 'Notes' field still contains 'Compulsory TAFE attendance Wednesday'. The 'Attachments' section shows the 'Browse to Upload' button and a list of uploaded files, including 'ATC logo rgb_23062025151447.jpg' with a trash icon next to it.

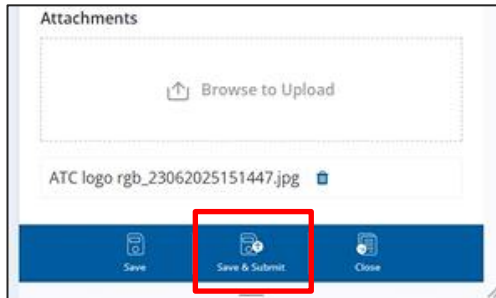
- **To save the leave application and submit later** click on the Save button at the bottom of the screen.



This screenshot shows the bottom of the app interface. The 'Attachments' section is visible at the top. At the bottom, there is a blue navigation bar with three buttons: 'Save' (highlighted with a red box), 'Save & Submit', and 'Close'.

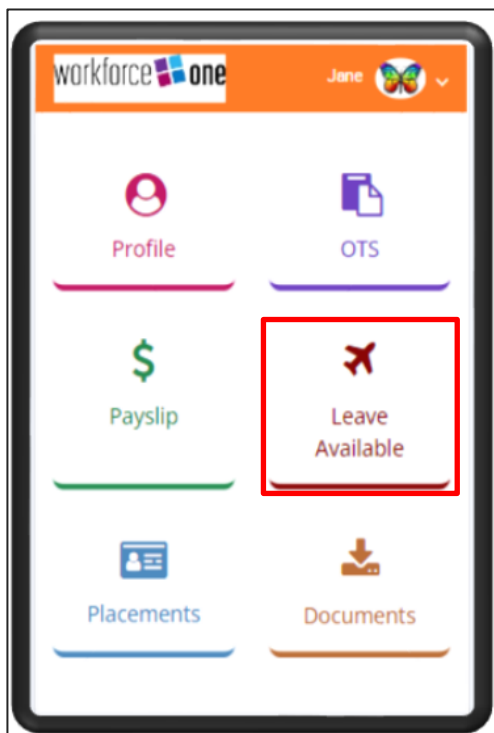
- **To submit your leave application**, click the Save & Submit at the bottom of the screen.

Note: Prior to submitting confirm the supervisor is the person approving your leave application. You can select multiple supervisors if applicable by selecting the plus button.



How to view available leave:

- From the portal home screen, click on the Leave Available option.



- Here you can see what leave you have available.

