



Waratah Respite Services
Flexible Respite Options
Xero Leave Request

Access Xero, My Payroll, through your Internet browser on your computer or device by going to www.xero.com and clicking on the **Login** button.

Requesting Leave

1. In **My Payroll**, select the **Leave** tab.
2. Click **New Leave Request**.
3. Complete all fields including:
 - **Type of Request** – Select the leave type.
 - **Description**– This isn't included on your payslip.
 - **Approver** – Select the Manager to approve your request.
 - **Start Date** and **End Date** – Select the first and last days of your leave.
 - **Hours** – Request part-days separately to enter number of hours. TL Corporate Services may adjust these hours to reflect actual leave hours.
4. Click **Request**.

What's next?

You'll get a notification when your manager approves or declines the request.