

## How to Guide: How to book Leave



1 Navigate to paySPACE.com

paySPACE.com

Sales Enquiry: +27 87 250 2500 | sales@paySPACE.com

REFER & EARN | ESS REGISTRATION | CLIENT LOGIN

Payroll & HR Software | Payroll Outsourcing For Africa | Product Training | Services | Product Options | Contact Us

2 Click on "Client Login"

This screenshot shows the paySPACE website homepage. A blue callout box with the number '1' points to the address bar containing 'paySPACE.com'. Another blue callout box with the number '2' points to the 'CLIENT LOGIN' button in the top right navigation bar. The page header includes contact information and a list of services.

English

# PAYSPACE

Email Address

Next

3 Enter your Shofar email and click "Next"

Privacy Policy | Terms and Conditions of Use

This screenshot shows the login page with the email address 'hanno.oostenbrink@shofaronline.org' entered into the 'Email Address' field. A blue callout box with the number '3' points to the email field. A 'Next' button is visible below the field. The page includes a language dropdown set to 'English' and links for 'Privacy Policy' and 'Terms and Conditions of Use'.

English

# PAYSPACE

← hanno.oostenbrink@shofaronline.org

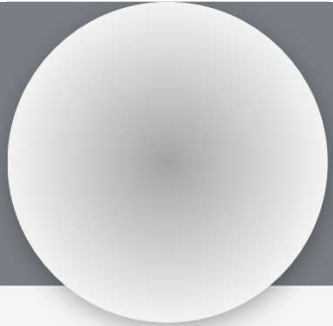
Password

Login | Reset Password

4 Enter your Shofar password and click "Login"

Conditions of Use

This screenshot shows the login page with a password entered into the 'Password' field. A blue callout box with the number '4' points to the password field. A 'Login' button and a 'Reset Password' link are visible below the field. The page includes a language dropdown set to 'English' and a link for 'Conditions of Use'.



[Redacted]

 Inbox

 Search...

No data

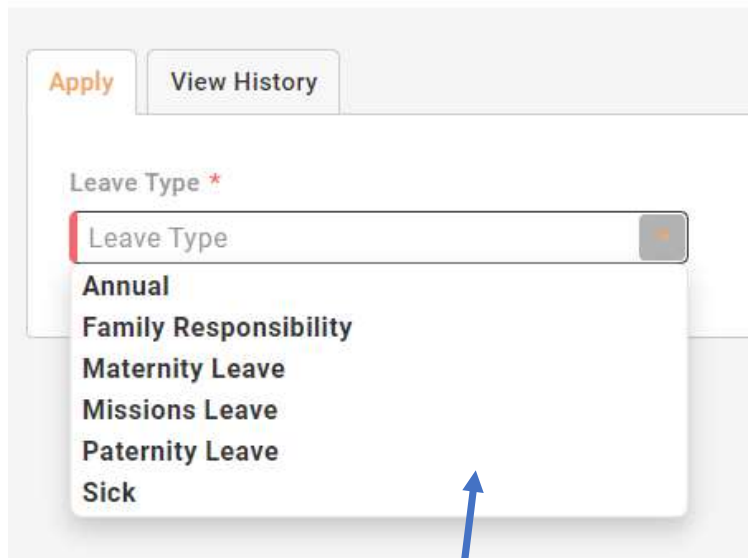
 Leave

[OFF SICK](#) [APPLY](#)

11.00  
Annual Leave Days

5 Navigate to "Apply" or "Off sick"

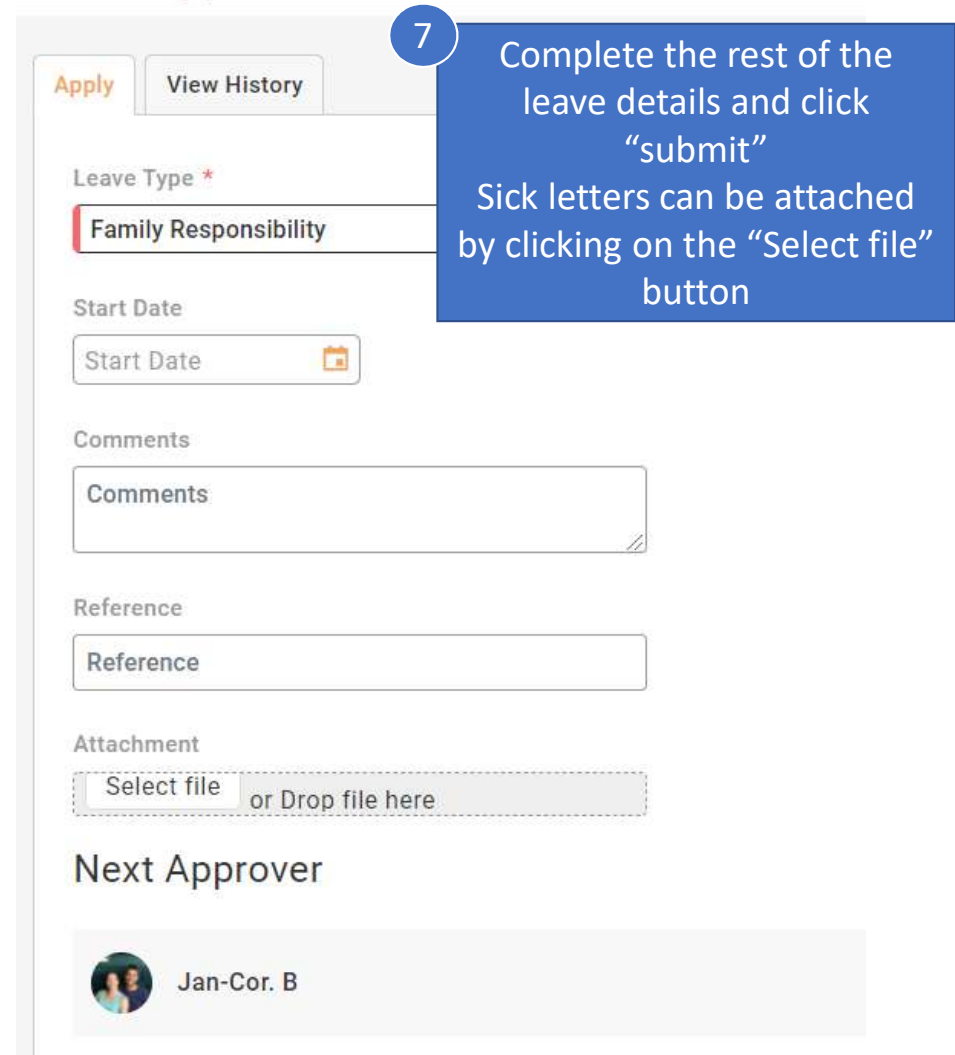
## Leave Application



The screenshot shows the top part of the 'Leave Application' form. At the top, there are two buttons: 'Apply' (highlighted in orange) and 'View History'. Below these is the 'Leave Type \*' field, which is a dropdown menu. The dropdown is open, showing a list of options: 'Leave Type', 'Annual', 'Family Responsibility', 'Maternity Leave', 'Missions Leave', 'Paternity Leave', and 'Sick'. A blue arrow points from a callout box below to the 'Family Responsibility' option in the dropdown.

6 Select the leave type you wish to book

## Leave Application



The screenshot shows the full 'Leave Application' form. At the top, there are two buttons: 'Apply' (highlighted in orange) and 'View History'. Below these is the 'Leave Type \*' field, which is a dropdown menu. The dropdown is open, showing a list of options: 'Leave Type', 'Annual', 'Family Responsibility', 'Maternity Leave', 'Missions Leave', 'Paternity Leave', and 'Sick'. A blue arrow points from a callout box below to the 'Family Responsibility' option in the dropdown.

7 Complete the rest of the leave details and click "submit"  
Sick letters can be attached by clicking on the "Select file" button

Start Date

Comments

Reference

Attachment

Next Approver

Jan-Cor. B