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- Manual processing was wide spread across News, owing to the decentralised nature and size of each business
- 2. A minority of businesses had deployed electronic leave as part of Employee Self Service solutions
- 3. News is currently investigating a fit for purpose enterprise tool

In the interim this electronic leave solution was developed to:

- Provide basic capabilities for requesting and approving leave
- Provide transparency of status of leave requests
- Remove the inefficiencies
- Reduce leave fraud





Recruitment form

- 1. All roles (employees, contractors, replacements, new roles) require a Recruitment Approval Form (RAF).
- 2. 4 to 7 layers of approvals required
- 3. Process typically takes 4 weeks or longer

Online Recruitment was designed to:

- Enable electronic requesting and approval of RAFs
- Ensure consistency and completion of required data
- Provide transparency of status of all requests
- Flexible and visible approval process to accommodate business area variations









