

# Booked Leave

The Suncorp Booked Leave Widget lists five of your staff members who have upcoming, scheduled leave. It's displayed in descending order from the person who begins their leave first, and is powered by your People and HR apps.

## About this Widget

The Booked Leave Widget can help your business operate effectively while staff are on leave. It's particularly handy for planning and rostering around busy periods, to make sure staff are always available. By regularly monitoring this Widget you'll have the people you need, when you need them, to get the job done.

## Data essentials

To operate properly, your People and HR Apps need to be set up correctly.

## Making the most of your Widget

- Set up pay items and leave types correctly and ensure they're linking to the appropriate accounts
- Account for all staff and enter any outstanding 'leave owing' balances
- Assign each employee to the correct leave type
- Regularly check that the method used to calculate accrued leave is accurate
- Ensure new employee details are added correctly

## Troubleshooting

The most common causes of error are that an employee's booked leave was entered incorrectly, or employee details and positions were set up incorrectly.

## Corrective action

Deputy users can search for:

- Setting up leave [here](#)
- Specific corrective actions [here](#)
- Leave management [here](#)
- Discarding and reinstating employees [here](#)