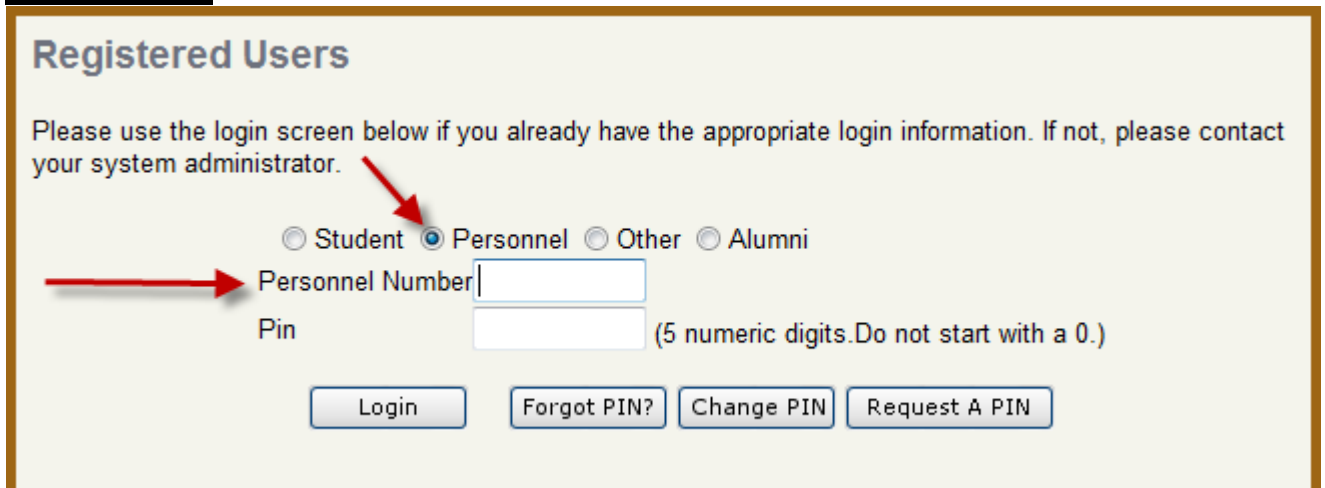# ITS PERSONNEL *i*ENABLER

What is iEnabler?

1.   An internet browser application which allows
        CAPE PENINSULA UNIVERSITY OF TECHNOLOGY
      staff to access certain standard ITS System functions;

2.   User access to options are based on internal **CPUT** rules, and

3.   In a real-time environment.

1.   Logging IN

Registered Users

Please use the login screen below if you already have the appropriate login information. If not, please contact your system administrator.

○ Student ◉ Personnel ○ Other ○ Alumni
Personnel Number |_____|
Pin |_____| (5 numeric digits. Do not start with a 0.)

[Login] [Forgot PIN?] [Change PIN] [Request A PIN]

Forgot PIN?   Change PIN   Request a PIN

2.   Business Functions
"Business Functions" available to **CPUT** personnel are:

- **Leave System**
  Apply for Leave, Cancel Leave and / or View Leave History

- **Personal Maintenance**
  View and / or Update Personal information

3. Leave System

Leave processes for **CPUT** staff to use:

- **Leave Application**
  Enter Start date and End date. An email is sent to Leave Approver advising there is a Leave Application pending.
- **Leave Cancellation**
  Leave Cancellation can only be done if the Leave Start Date is in the future.
    i. Cancellation: Prior to Approval – An email is sent to the Supervisor advising cancellation. The leave record is removed from the System.
    ii. Cancellation: After Approval – Becomes a new application processed manually - for cancellation - and MUST be approved by the Supervisor.
- **Leave Approval**   *(Leave Approver's / Seniors function)*
- **Personal History**
  Searches can be done on Leave Type; Date applied for; Start or End date; Approval Status; System generated records or All.
- **Supervisor History**   *(Supervisor's / Seniors function)*
  A Supervisor may search same criterion above on for all linked subordinates.
- **Maintain Leave Hold**   *(HR Leave Administrator function)*
  Used when awaiting receipt of documents, say, Sick Certificates.
- **Leave Calendar/Seniors Calendar**
    i. Displays all Leave Approved by colour code.
    ii. An alternate method that can be used for Applying for Leave.
    iii. Colour coded Leave Type legend below calendar. Leave balances displayed in terms of institution rules.

4. Personal Maintenance

CPUT's rules will determine which options are displayed as updateable or view only. Options available to **CPUT** staff are:

- **Personnel Biographical:**   View Only
- **Communication Detail**   View Only
- **Address Detail**   View Only
- **Pension Detail**   View Only
- **Fund Detail**   View Only
- **Service Records:**   View Only
- **Dependants**   View Only
- **Qualifications**   View Only
- **Query Address / Comm. Detail:** View Only