



# Changes to leave and allowance approvers

With the implementation of Defence One, two key changes to authorised approvers for leave and allowances will occur.

## What will happen to any un-actioned leave in PMKeyS when Defence One goes live?

Any un-actioned or unapproved leave in PMKeyS in the lead up to Defence One going live will need to be actioned.

Two directors will be authorised to approve un-actioned leave. They are Director Pay and Administration Centre NSW, and Director People Systems Business Analysis. Both positions sit within the Pay and Administration Branch.

This will only occur for absences that cannot be actioned prior to Defence One going live due to circumstances such as supervisors leaving the department or being on long term leave. If the application can be re-directed to another approver in your chain of command, it should be done prior to Defence One going live.

## Who will review my absence submission in Defence One?

Under Defence One, the Chief of the Defence Force authorised approver for leave will be revised to a single minimum rank. This supports the Defence One self service design.

The approver's rank must be CPO / WO2 / FSGT / APS4 or above.

If there is no CPO / WO2 / FSGT / APS4 in your chain of command, the request will go to the next higher rank.

If the absence request is complex, it is the responsibility of the CPO / WO2 / FSGT / APS4 to reassign the request to a higher ranked decision maker (LCDR / MAJ / SQNLDR / APS6) in their chain of command.

## Who will review my allowance submission in Defence One?

There will be no change to the authorised approvers for allowance submissions under Defence One. Allowance applications will be sent to your supervisor, who must be LCDR / MAJ / SQNLDR / APS6 or above.

You will have the ability to select an alternate approver who also must be of the appropriate rank.

## Further information

For further information on the Defence One project, visit the [Defence One](#) homepage.

For further information on policy changes under Defence One, visit the [Pay and Conditions](#) website.

