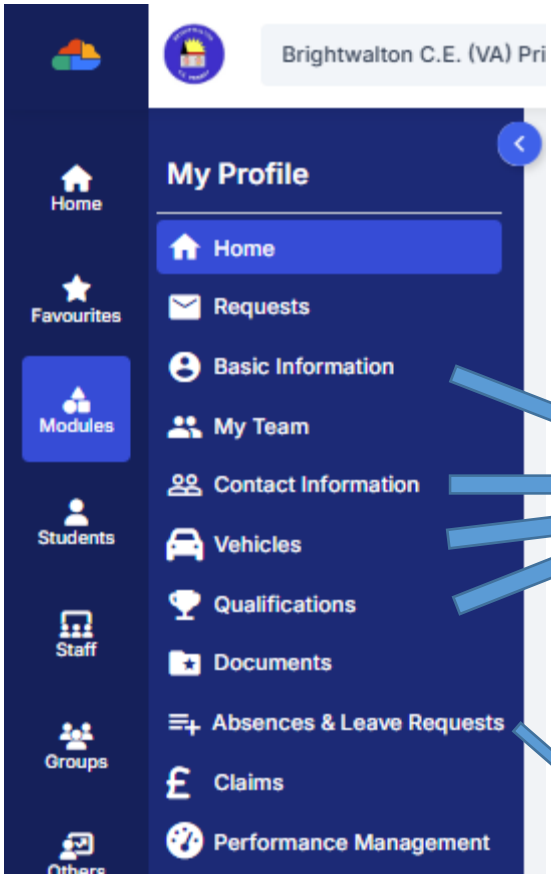
Bromcom Instructions

Check & update your details

Click on the PHOTO top right of your screen when you log in then Click MY PROFILE.

Using the menu on the left (shown below) please check:



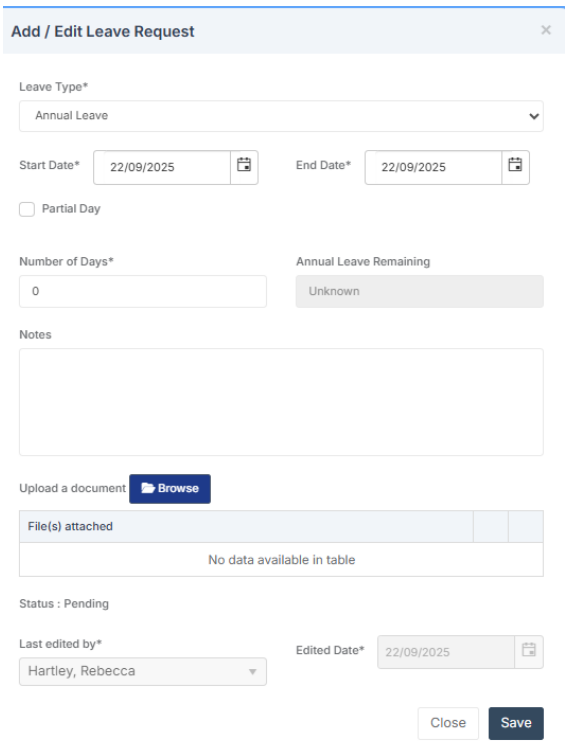
Are these up to date? If not please update them.

Absence Request

Click on *Absences & Leave Requests* in the menu then click the + in the Leave Requests box and complete the form shown here.

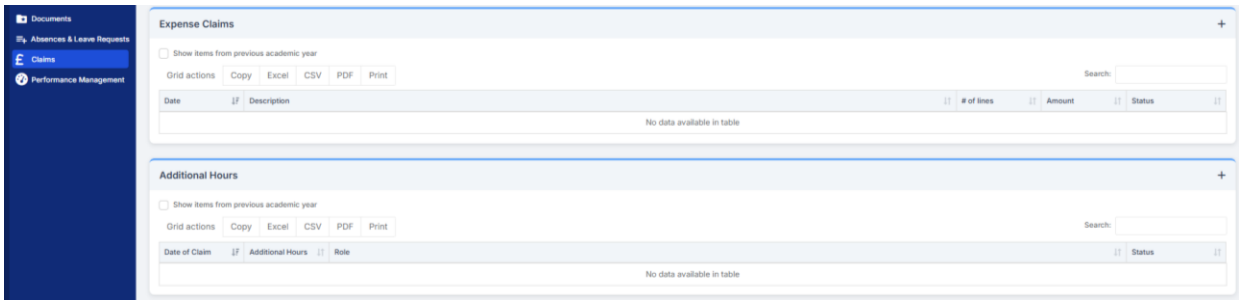
Please use the notes section to provide the reason for the request as well as suggestions for cover.

When you save it will go to Sara for approval. If it is rejected there will be a comment as to why.



Expenses & Additional Hours Claims

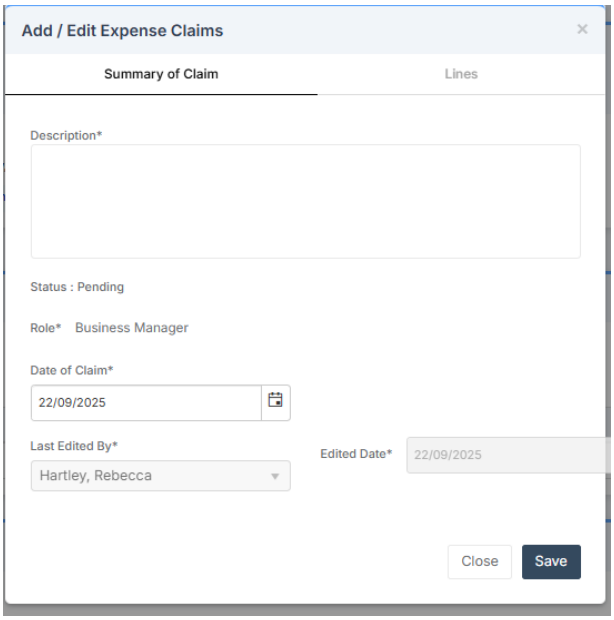
Click on CLAIMS on the menu. Click the + in the right hand corner to access the claim form.

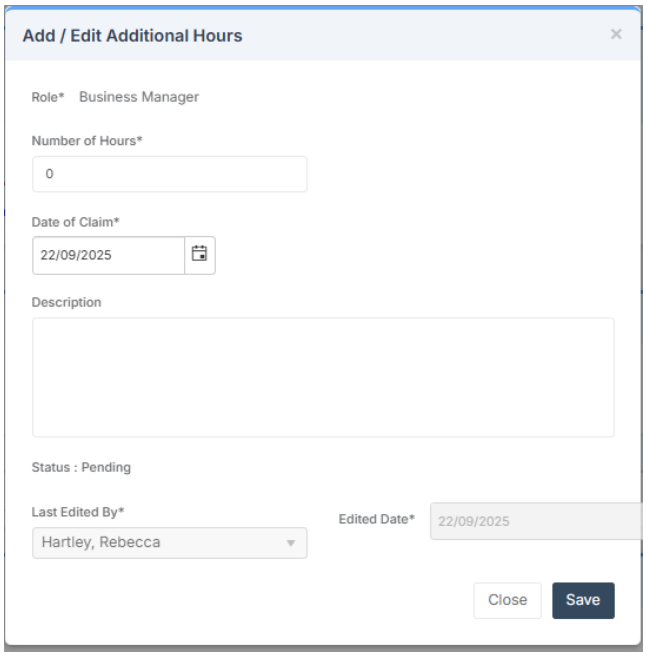


Expense Claims

Put a brief description in the box shown then click the LINES tab to add the detail of amount and type of claim.

When you save it will go to Rebecca for approval & payment.





Additional Hours/Supply

Use the description box to show the dates, hours & reason
Eg. 9/10/12, 4 hrs, Ash
12/12/25, 5hrs, Netall competition

When you save it will go to Rebecca for approval and submission to payroll.