

# How Direct Line Managers can check a Medical Officer's PD Leave Balance

To check an MO's PD Leave balance when reviewing a leave application as a Direct Line Manager, please follow the steps below:

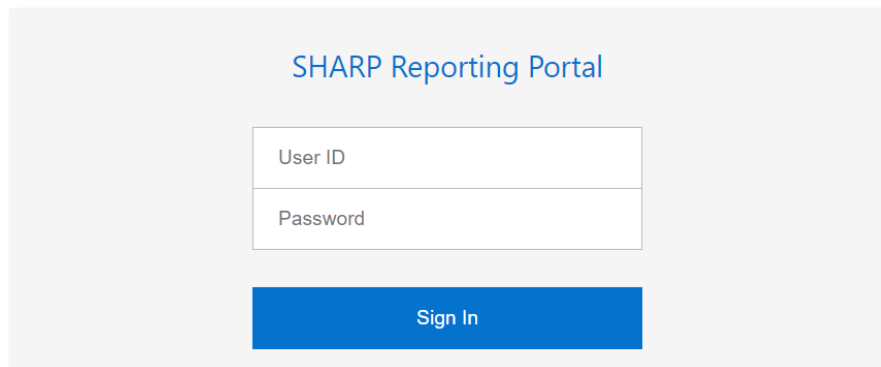
## Quick Check

- Step 1: [Accessing SHARP](#)
- Step 2: [Checking Medical Officer's Leave Balances](#)
- Step 3: [Interpreting the Leave Data](#)

## Process

### Step 1: Accessing SHARP

To sign into the SA Health Analytics Reporting Portal (SHARP), use your HAD ID and Password <https://sharp.had.sa.gov.au/>



SHARP Reporting Portal

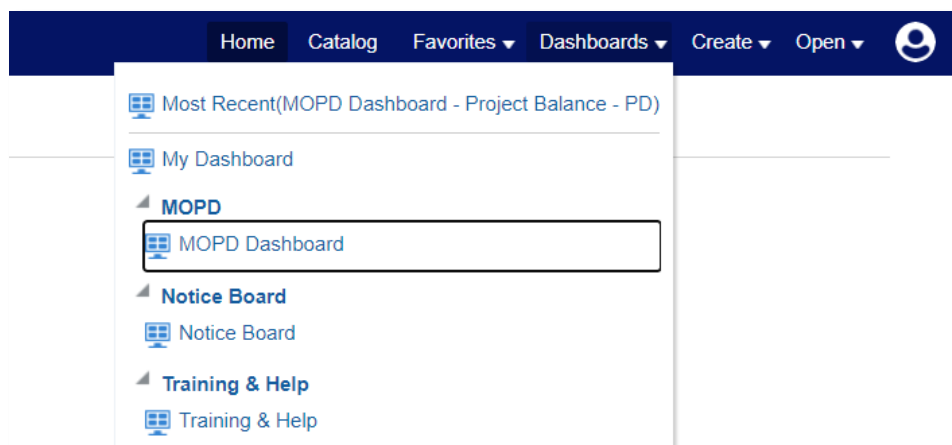
User ID

Password

Sign In

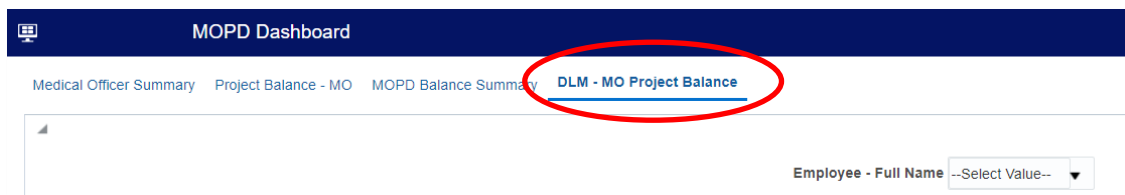
Once signed in, select *Dashboards* located at the top right hand of the screen

- Then select *MOPD Dashboard*

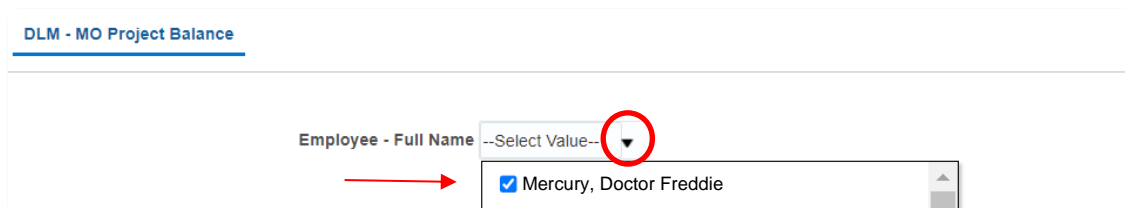


## Step 2: Checking Medical Officer's Leave Balances

> Within *MOPD Dashboard*, select **DLM – MO Project Balance**



- > Click the down arrow to open the *Employee – Full Name* dropdown box
- > Use the tick boxes on the left of the dropdown to select the Medical Officer for which PD/Exam leave balances will be checked
  - Select *Apply* to view this Medical Officer's leave history and balance



## Step 3: Interpreting the Leave Data

> A breakdown of the selected MOs' PD Leave (PDEV04) and Exam Leave (PDEV02) balances will be displayed as pictured below. The table will show the leave accrued throughout the MOs' SA Health employment, what has been claimed, and the balance.

\*Please note Examination Attendance & Travel Leave (PDEV03) is not tracked and therefore will not appear in the SHARP report

- > To view the total of each leave balance, ensure you select only one MO in the *Employee – Full name* field and refer to the value on the bottom row in right-most column of each category (circled in red).
- > The 'Grand Total' of each leave will be the most reliable value to advise whether the MO has enough PD/Exam leave for the application they are submitting.
- > Note: Only PD/Exam Leave events that have occurred and been processed by Payroll (SSSA) will contribute to these balance reports. This means that a leave application submitted for a future leave event, or a leave application referring to a leave event in the last 2-4 weeks that hasn't been processed by Payroll, will not be factored into this balance.

Project Balance \_ Medical Officer

Employee							PD Leave			Exam Leave		
Pd Group	EA/PD Year	Transaction Source	Activity Type	Creation Date	FTE	CHRIS - Position	Earned/Adjusted	Claimed	Balance	Earned/Adjusted	Claimed	Balance
NALHN LMH ED	SMO22	MOPD Expenses	SMO Entitlement	07-Apr-23	1.0	MDP200	0.00	0.00	0.00	0.00	0.00	0.00
NALHN LMH ED	SMO22	MOPD Expenses	SMO Leave Entitlement	07-Apr-23	1.0	MDP200	1.08	0.00	1.08	0.00	0.00	0.00
NALHN LMH ED	SMO23	MOPD Expenses	SMO Entitlement	14-Apr-23	1.0	MDP200	0.00	0.00	0.00	0.00	0.00	0.00
NALHN LMH ED	SMO23	MOPD Expenses	SMO Leave Entitlement	14-Apr-23	1.0	MDP200	5.00	0.00	5.00	0.00	0.00	0.00
<b>Grand Total</b>							<b>6.08</b>	<b>0.00</b>	<b>6.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Refresh - Print - Export

For more information:

Medical Officer Professional Development  
 Reimbursement System (MOPDRS)  
 Clinical System Support & Improvement, SA Health  
[Health.PDReimbursement@sa.gov.au](mailto:Health.PDReimbursement@sa.gov.au)  
[sahealth.sa.gov.au/reimburseme](http://sahealth.sa.gov.au/reimburseme)

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