WESTERN SYDNEY UNIVERSITY

STAFF OnLine

ALESCO HRMIS V17

VERSION 1.0

INDIVIDUAL ACCESS GUIDE

March 2019

HR Systems
Information Technology & Digital Services

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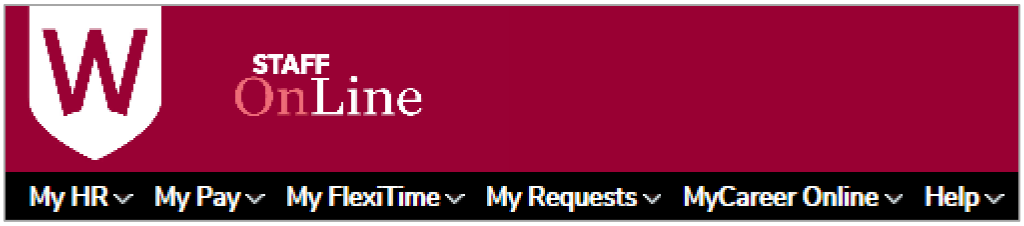
INDIVIDUAL ACCESS



Eligible employees are provided with individual access to Staff Online. This enables users to access details about themselves. Please note that access varies depending on your employment status with the University so you may not have access to all areas described below.

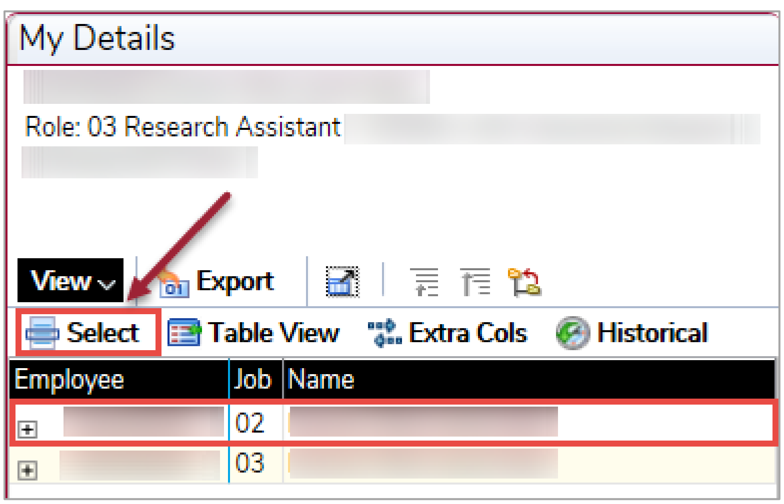
If an employee also holds reporting line or approval responsibilities, then additional menus would be available. This guide only refers to the menu items and functionality provided for individual access.

MY DETAILS

Some information that is viewed through Staff OnLine relates to a particular job. If you have more than one job at the University, you will need to select the job number relevant to the information you wish to display or the request you wish to make. Once the job is selected (by clicking on the job and then clicking on 'Select'), this will remain the active job for your browsing session until another job is selected or you logout of Staff OnLine.

By default, only active jobs are listed under the 'My Details' section of the user panel. However inactive jobs may still be viewed by clicking the 'Historical' button which will show and hide old jobs.

If a user has no current jobs, the My Details list will only show their Employee row (i.e. no Job/Role rows).
To change the active job click on the row for the job that you wish to select then click on the 'Select' button. The active job will now be displayed at the top of the panel under 'My Details'.



To modify the columns displayed click on the 'View' drop down and click on 'Select Columns'. You may need to expand the 'My Details' area.

MY HR – PERSONAL DETAILS

To access and/or change information relating to your personal details, select the ‘My HR’ menu then click on the ‘Personal Details’ menu then select one of the options below.
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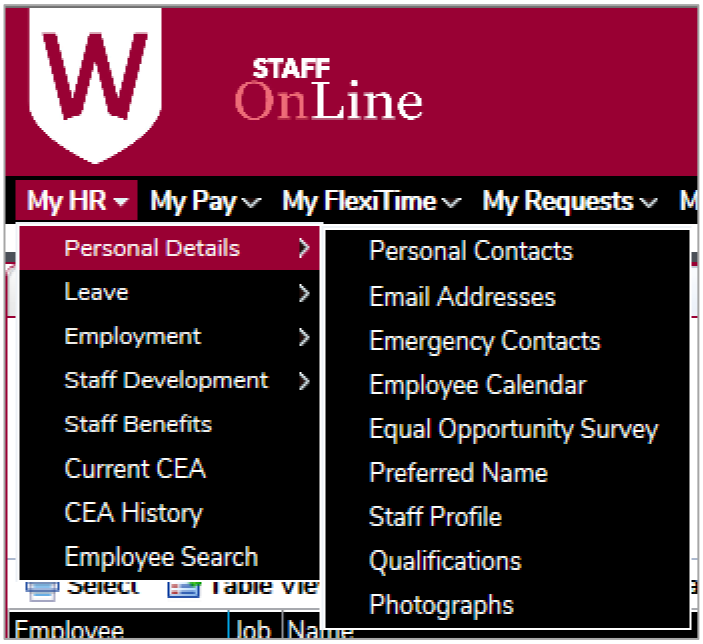


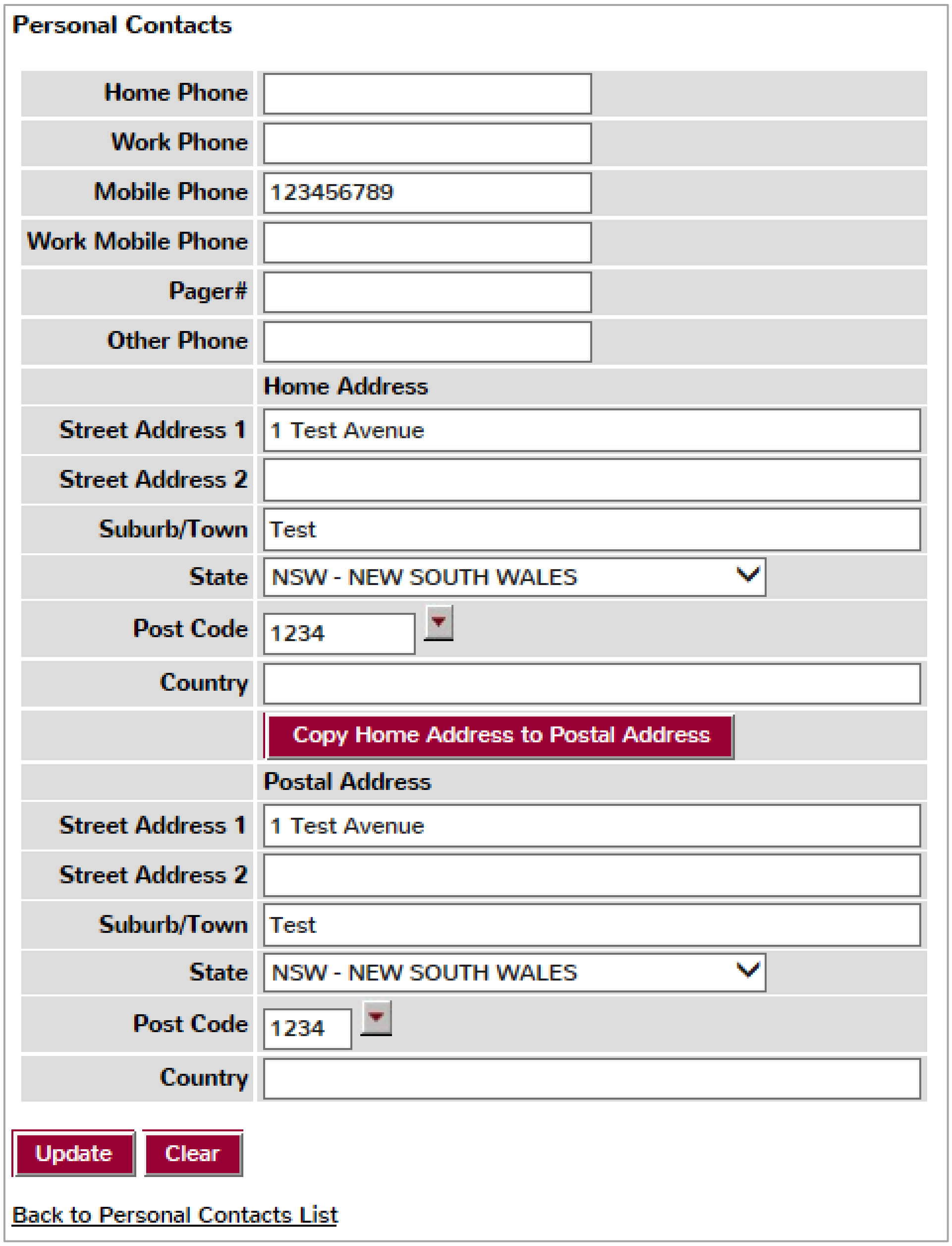
Personal Details - Personal Contacts

Details about your home address and phone number are entered onto Alesco database at the commencement of your employment. Staff OnLine allows you to maintain those details yourself. To change this information click on ‘Personal Contacts’ and the following screen will appear.

Personal Contacts

Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code
Contact Details			123456789	1 Test Avenue	1234

You must then click on the ‘Contact Details’ link to make changes to the record. The following screen will display allowing you to make your changes.



Personal Contacts

Home Phone	
Work Phone	
Mobile Phone	123456789
Work Mobile Phone	
Pager#	
Other Phone	
	Home Address
Street Address 1	1 Test Avenue
Street Address 2	
Suburb/Town	Test
State	NSW - NEW SOUTH WALES
Post Code	1234
Country	
	Copy Home Address to Postal Address
	Postal Address
Street Address 1	1 Test Avenue
Street Address 2	
Suburb/Town	Test
State	NSW - NEW SOUTH WALES
Post Code	1234
Country	

Update Clear

Back to Personal Contacts List

You can make changes to any or all of the details displayed on this screen. When you have finished making your changes simply click the 'Update' button. The success message will then display confirming your change. If you do not wish to save the changes you have made, the 'Clear' button will return the record to its original state.

Personal Details - Email Addresses

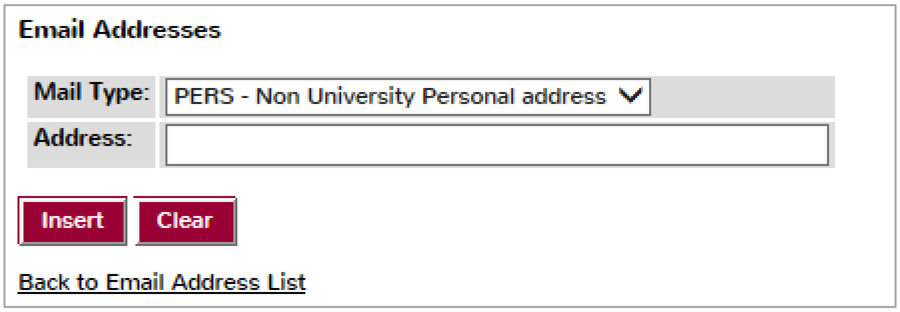
You are able to enter a personal email address into Staff OnLine as a backup contact email address. Unless this is entered into the Alesco database at the commencement of your employment, this field will not contain a record. To add or change the personal email address associated with your Staff OnLine account, click on 'Email Addresses' and the following screen will appear.

Email Addresses

No Records returned

Add new Email Addresses record

Click on ‘Add new Email Addresses record’ to enter your personal email. The following screen will appear where you will enter the email address. You will need to select the Mail Type PERS. Click on ‘Insert’ to add the record.


Email Addresses

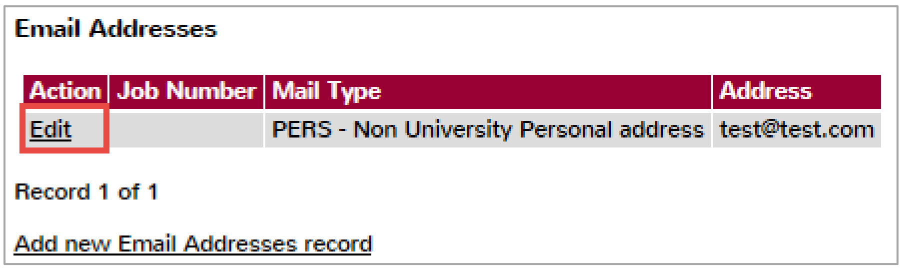
Mail Type: PERS - Non University Personal address

Address:

Insert Clear

Back to Email Address List

If you wish to update an email record, go to the main Email Addresses form, and click the ‘Edit’ option next to the email address you wish to update.


Email Addresses

Action	Job Number	Mail Type	Address
Edit		PERS - Non University Personal address	test@test.com

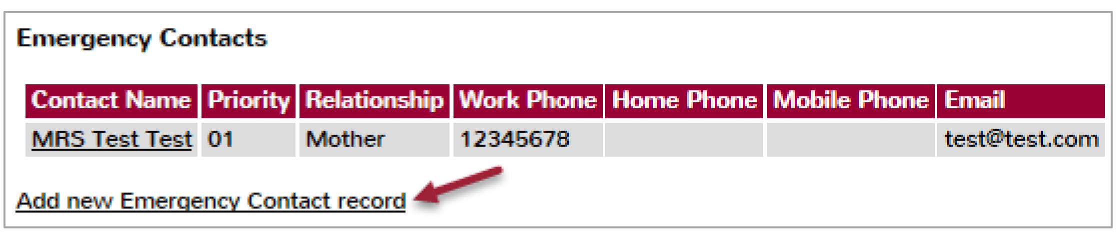
Record 1 of 1

Add new Email Addresses record

Personal Details - Emergency Contacts

Review your emergency contacts by clicking on ‘Emergency Contacts’ from the ‘Personal Details’ menu.

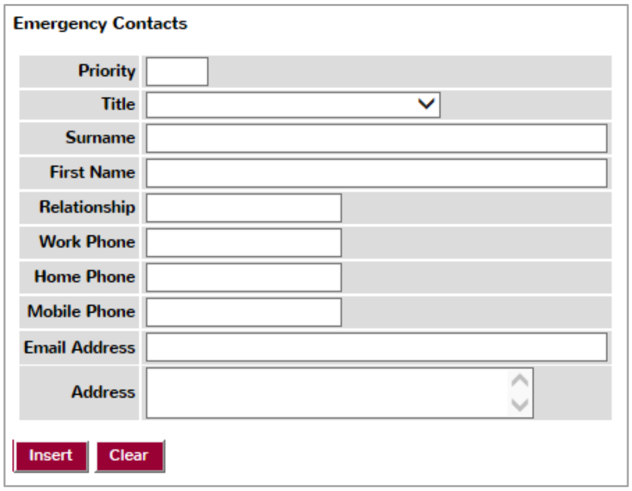
The first screen displays a listing of all of your current emergency records.


Emergency Contacts

Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
MRS Test Test	01	Mother	12345678			test@test.com

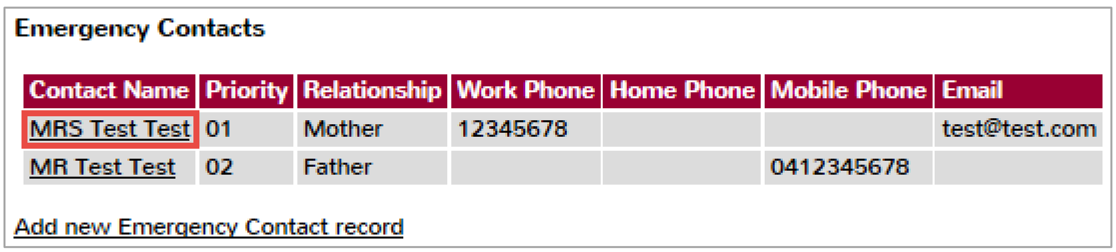
Add new Emergency Contact record

To add new emergency contact records simply click on the ‘Add new Emergency Contact record’ link. You can add as many as you feel necessary. The following screen will then display.



You can then enter the information required. Once you have finished, click on the 'Insert' button. A success message will be displayed when the record has been saved to the database.

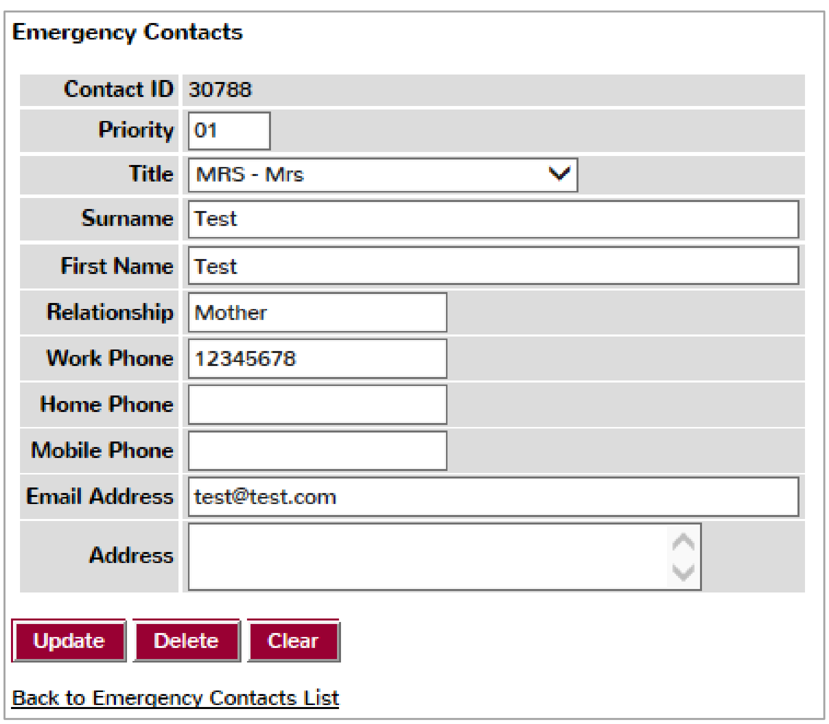
To modify or delete an existing emergency contact record, click on the 'Contact Name' link as displayed below.


Emergency Contacts

Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
MRS Test Test	01	Mother	12345678			test@test.com
MR Test Test	02	Father			0412345678	

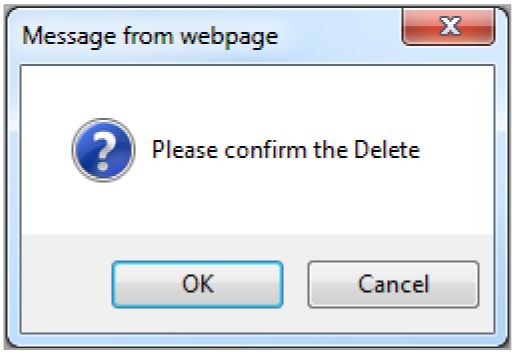
Add new Emergency Contact record

It is possible to have a number of records here, so make sure you click on the link corresponding to the record you wish to change or delete. When you have chosen the record the following screen will display



At this point you can change the information displayed and then click on the ‘Update’ button. The ‘Delete’ button will erase the record from the database entirely.

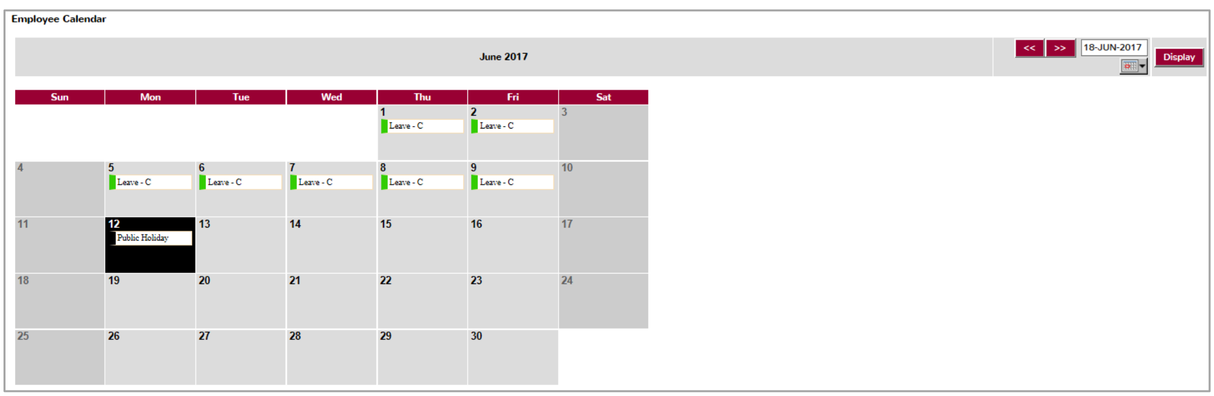
If you do choose to delete the record you will be presented with a confirmation box, just in case you have accidentally clicked on the delete button.



Click on ‘OK’ to confirm the deletion or ‘Cancel’ if you do not wish to proceed with the deletion of the record.

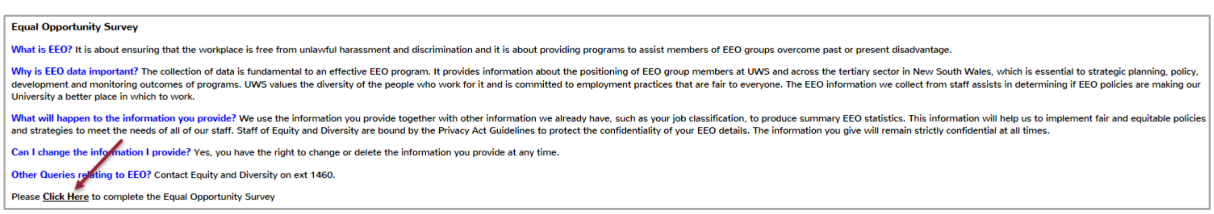
Personal Details - Employee Calendar

The Employee Calendar displays your leave bookings and public holidays in a monthly view. It also identifies your working days which are shaded light grey.



Personal Details - Equal Opportunity Survey

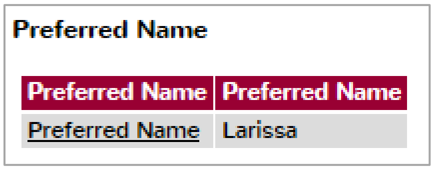
The Equal Opportunity Survey for staff is available to be completed on Staff OnLine.The information gathered here is maintained with strict confidentiality.



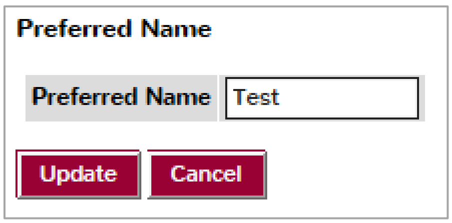
If you wish to complete the form, click where indicated in the text.

Personal Details - Preferred Name

You may change your 'Preferred Name' on Staff OnLine. The 'Preferred Name' is used for most communications from Western Sydney University.



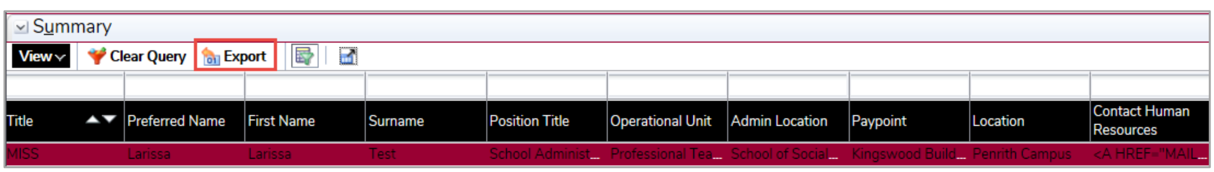
To update your preferred name, click on the 'Preferred Name' link and edit accordingly. Press 'Update' to save your changes.



Personal Details - Staff Profile

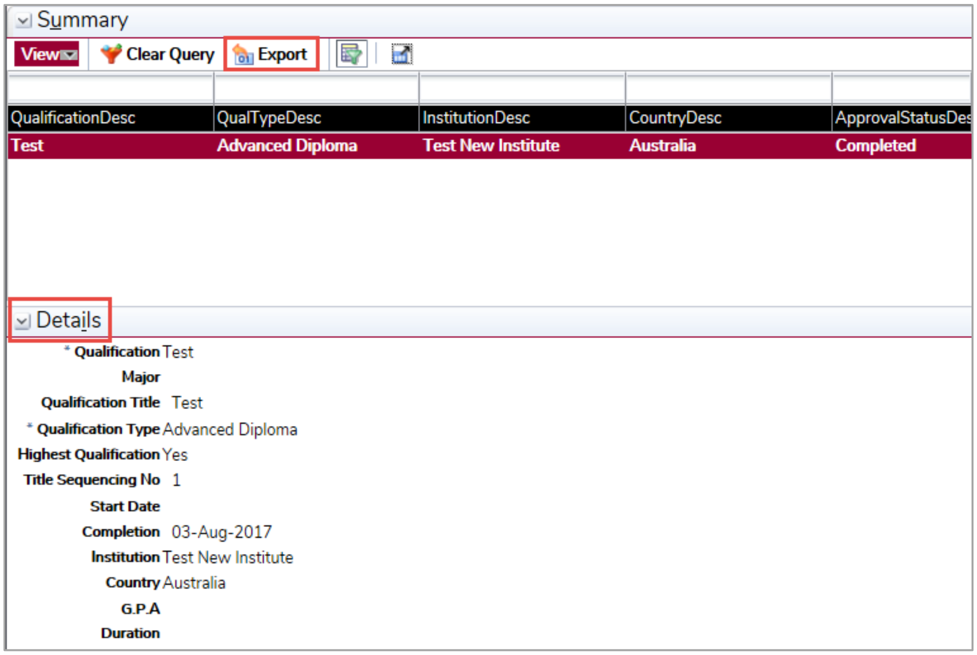
You can view your 'Staff Profile' online. This information is used for internal communications. You can export this data if required by clicking on the 'Export' button. You can also modify the order and the columns displayed. To do this click on the 'View' drop down arrow.

If the information displayed is incorrect, please contact the Office of Human Resources Helpline on 9678 7575 (ext. 7575) or email humanresources@westernsydney.edu.au.



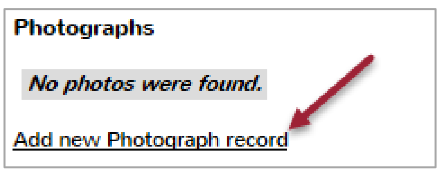
Personal Details - Qualifications

Staff may view their qualifications in Staff OnLine. You can export the data if required by clicking on the 'Export' button. Click on the arrow next to the 'Details' panel to display or hide details relating to the selected qualification. You can also modify the order and the columns displayed. To do this click on the 'View' drop down arrow.



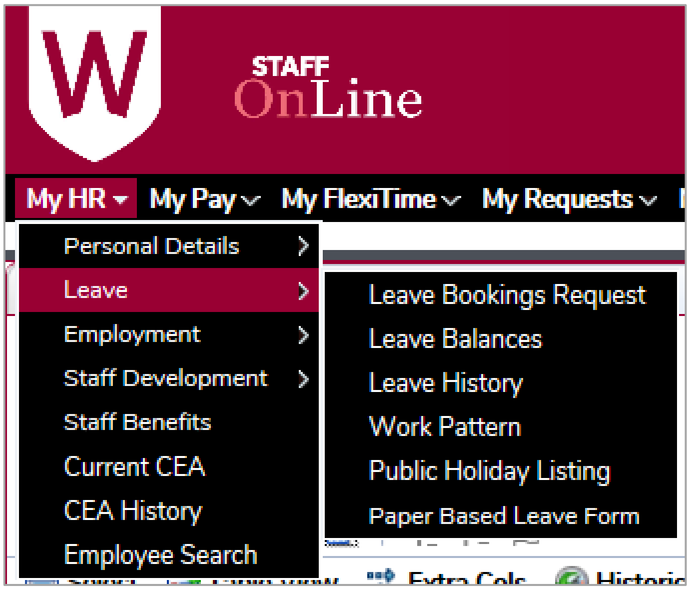
Personal Details - Photographs

Staff may add their photograph to Staff OnLine. Click on ‘Add new Photograph record’ and upload your photo.



MY HR - LEAVE

To view information relating to leave or to submit a leave request, select the ‘Leave’ option from the ‘My HR’ menu then select one of the options below.



Leave - Leave Balances

Prior to entering a leave request, it is recommended that you check your leave balance. To do this, select ‘Leave Balances’ from the ‘Leave’ menu. Enter the date prior to the leave commencing into the ‘Enquiry Date’ field and then click ‘Calculate Balances’.

Leave Balances

Enquiry Date 01-Dec-2017 Calculate Balances

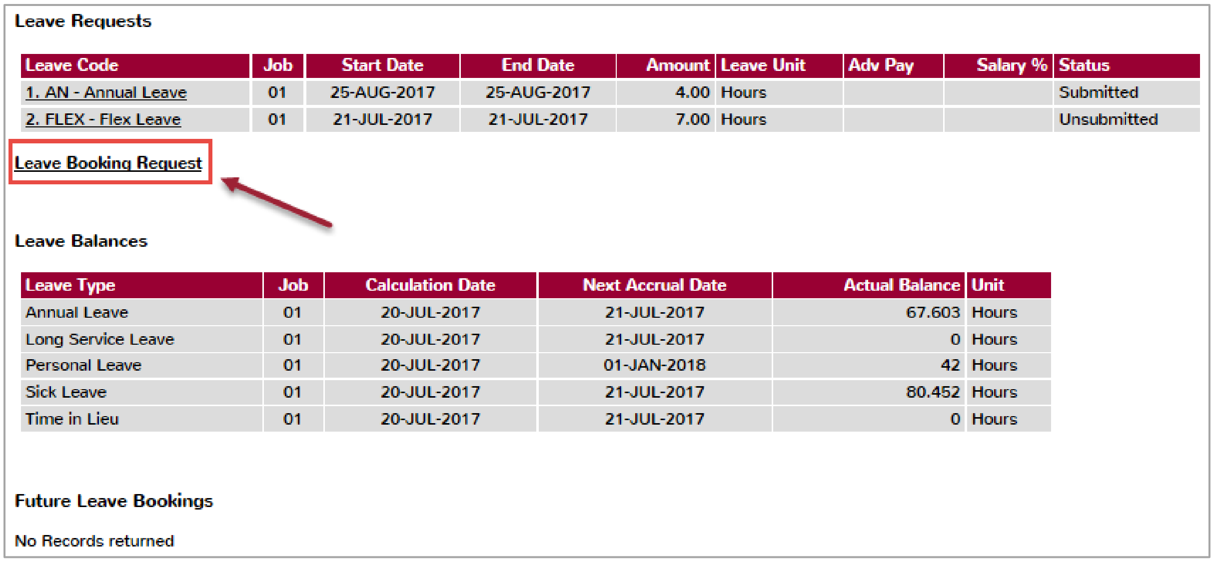
Balances at enquiry date 01-DEC-2017

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Unit
Annual Leave	02	01-DEC-2017	02-DEC-2017	5.58	Hours
Long Service Leave	02	01-DEC-2017	02-DEC-2017	0	Hours
Personal Leave	02	01-DEC-2017	01-JAN-2018	42	Hours
Sick Leave	02	01-DEC-2017	02-DEC-2017	64.4	Hours
Time in Lieu	02	01-DEC-2017	02-DEC-2017	.5	Hours

Note: Any future bookings have already affected this balance.

Leave - Leave Bookings Request

To apply for leave in Staff OnLine, select ‘Leave Bookings Request’ from the ‘Leave’ Menu. The following screen will be displayed.



Leave Requests

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. AN - Annual Leave	01	25-AUG-2017	25-AUG-2017	4.00	Hours			Submitted
2. FLEX - Flex Leave	01	21-JUL-2017	21-JUL-2017	7.00	Hours			Unsubmitted

Leave Booking Request

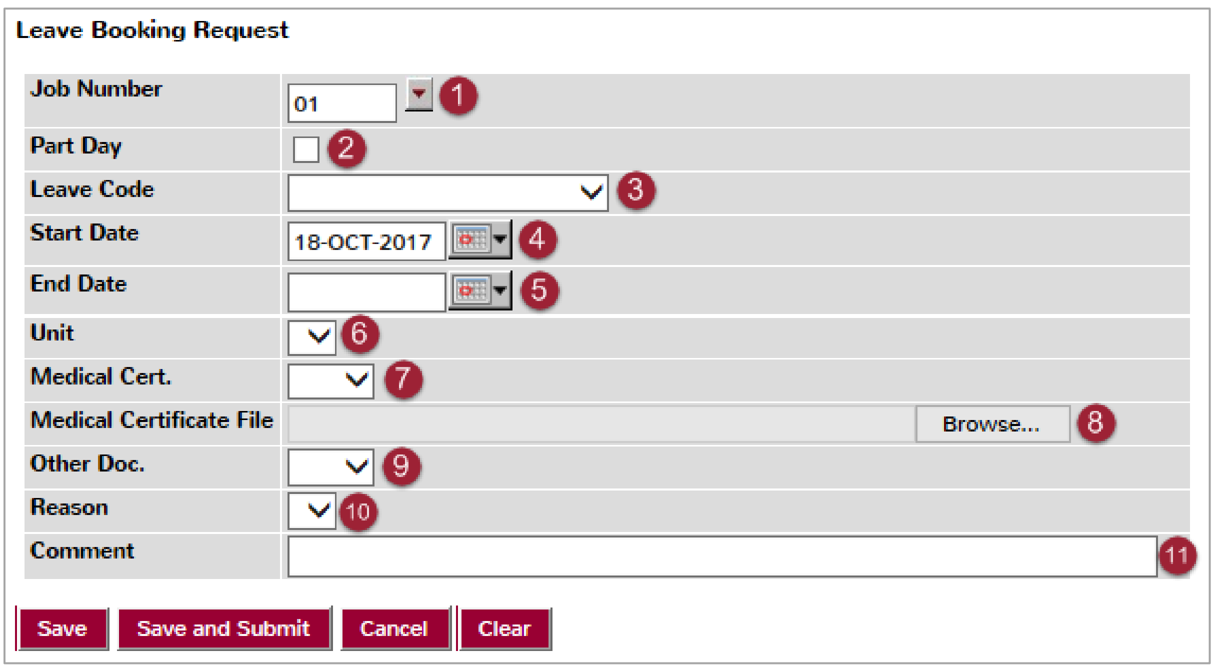
Leave Balances

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Unit
Annual Leave	01	20-JUL-2017	21-JUL-2017	67.603	Hours
Long Service Leave	01	20-JUL-2017	21-JUL-2017	0	Hours
Personal Leave	01	20-JUL-2017	01-JAN-2018	42	Hours
Sick Leave	01	20-JUL-2017	21-JUL-2017	80.452	Hours
Time in Lieu	01	20-JUL-2017	21-JUL-2017	0	Hours

Future Leave Bookings

No Records returned

Click on the ‘Leave Booking Request’ link to create a new leave booking, this will display the following screen.



Leave Booking Request

Job Number	01 (1)
Part Day	(2)
Leave Code	(3)
Start Date	18-OCT-2017 (4)
End Date	(5)
Unit	(6)
Medical Cert.	(7)
Medical Certificate File	Browse... (8)
Other Doc.	(9)
Reason	(10)
Comment	(11)

Save | Save and Submit | Cancel | Clear

The following fields need to be completed in the leave form.

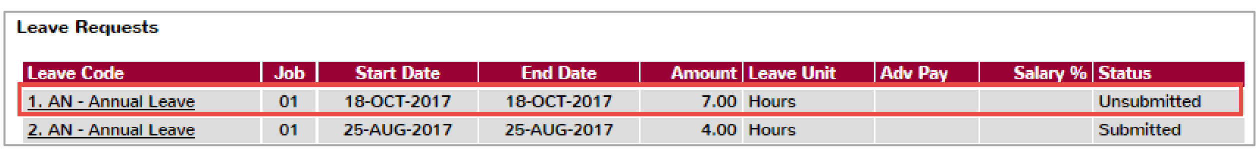
1. Job Number. If you have more than one active job, you will need to select the relevant job from the drop down box.
2. Part Day. Tick this box if you wish to request a part day leave booking.
3. Leave Code. Select the leave code that matches the type of leave you are requesting. Leave codes that are able to be booked through Staff OnLine are as follows:
   - Annual Leave
   - Flex Leave
   - Long Service Leave
   - Personal Leave
   - Protected Industrial Action

- Sick Leave
- Time in Lieu

4. Start Date. This is the first day that the leave booking will occur on.
5. End Date. This is the last day that the leave booking will occur on.
6. Unit. This will always be hours.
7. Medical Cert. If you are booking a type of leave that requires a medical certificate, you can answer either ‘Yes’ or ‘No’ if you have a medical certificate via the drop down list.
8. Medical Certificate File. If you have answered ‘Yes’ to the Medical Cert, you will be required to upload the medical certificate via the ‘Browse’ function.
9. Other Doc. If you have any other supporting documents for your leave claim you can answer ‘Yes’ here and upload the document.
10. Reason. For certain leave types you may be able to select a reason from this drop down list. Flex Leave and Sick Leave have optional reasons, whereas the reason is mandatory if you are booking Personal Leave.
11. Comment. This is a free text box where you can enter any comments that you would like the approver to see.
12. ***Note****: If you are submitting a part day leave request, there will be an extra field called ‘Hours’. You will need to enter in free text how many hours of the day you are taking e.g. 3.5 etc.*

The fields visible within the form will change dependent on the type of leave selected and whether the booking is a part day booking, so you may not be required to fill out all of the above steps for each leave booking.

Once you have completed the booking details, you can select ‘Save’ to save the booking and return to it later for submission. Please note that pressing ‘Save’ will not submit your request for approval. You can locate the saved request within the leave requests on the main leave form; the leave will have a status of ‘Unsubmitted’.

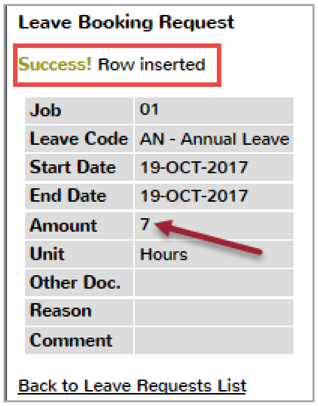

Leave Requests

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. AN - Annual Leave	01	18-OCT-2017	18-OCT-2017	7.00	Hours			Unsubmitted
2. AN - Annual Leave	01	25-AUG-2017	25-AUG-2017	4.00	Hours			Submitted

The ‘Save and Submit’ button will finalise your leave bookings and send it for approval.

The ‘Cancel’ button will cancel the leave request and exit the leave booking form. The ‘Clear’ button will clear the leave booking form if you need to start again.

Once the leave booking has been submitted, a ‘Success’ message will appear as displayed below. This message indicates that your request has been sent to your approver who will automatically receive an email alerting them of your request. Check that the amount on this confirmation matches the amount you have requested.


Leave Booking Request

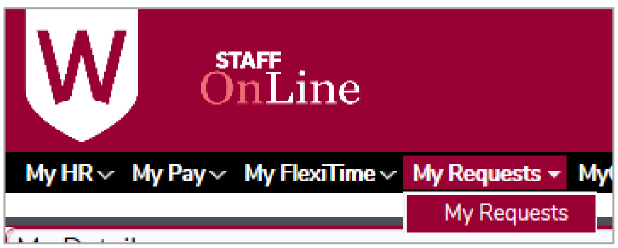
Success! Row inserted

Job	01
Leave Code	AN - Annual Leave
Start Date	19-OCT-2017
End Date	19-OCT-2017
Amount	7
Unit	Hours
Other Doc.	
Reason	
Comment	

Back to Leave Requests List

Note: *The 'Amount' will show the number of Hours that will be deducted from your leave balance.*

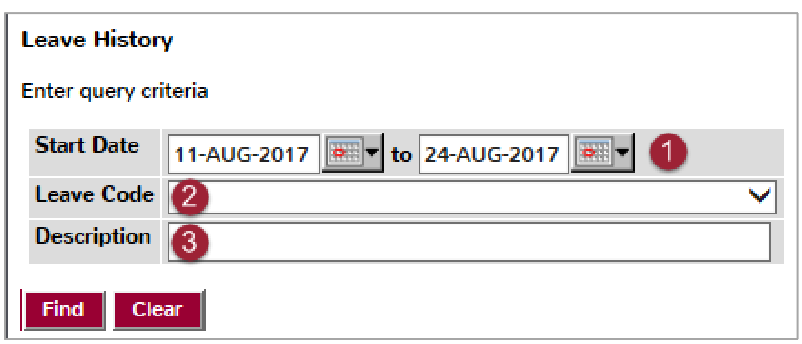
Once your request has been actioned by your approver you will receive an email notification advising that the request has been approved, rejected or escalated. You can view the status of your pending request any time by selecting 'My Requests' from the 'My Requests' drop down menu.



Note: *If your leave request is rejected by your approver you will need to delete this request from the 'My Requests' drop down menu.*

Leave - Leave History

To enquire about your leave history, select 'Leave History' from the 'Leave' menu. A selection page will be displayed as follows:



1. Start Date/to. Select the start and end dates for the enquiry or remove the dates to display all leave bookings.
2. Leave Code. Select the required leave code from the drop down list or leave this blank to display all leave types
3. Description. Optionally enter leave description

If all of the selection fields are left bank all records will be returned.

Click the ‘Find’ button and a list of all leave bookings will be displayed as follows.

Leave History

Job	Start Date	End Date	Leave Code	Amount	Am/Pm	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
01	09-JUN-2017	09-JUN-2017	AN - Annual Leave	5.00		Hours				618821		
01	09-JUN-2017	09-JUN-2017	TIL - Time in Lieu	2.00		Hours				618822		
01	08-JUN-2017	08-JUN-2017	AN - Annual Leave	7.00		Hours				625071		
01	05-JUN-2017	06-JUN-2017	FLEX - Flex Leave	14.00		Hours				618815		Accumulated Flex
01	02-JUN-2017	02-JUN-2017	AN -	7.00		Hours				622333		

Note: *Transactions will not be displayed until approved by your supervisor.*

Leave - Work Pattern

To view ‘Work Pattern’ (roster) details, select My HR > Leave > Work Pattern. The following page will then be displayed. The default roster/work pattern displayed is the next 14 days.

Summary

18-Oct-2017

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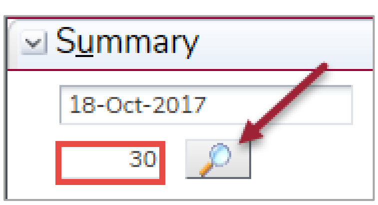
Details

View Clear Query Export

Employee	Job	WorkDate	Day	Hour	PosFraction	Duty	EmpStatus	Roster	RosterDesc
	01	18-Oct-2017	WED	7	100	SUB	LTGF		
	01	19-Oct-2017	THU	7	100	SUB	LTGF		
	01	20-Oct-2017	FRI	7	100	SUB	LTGF		
	01	21-Oct-2017	SAT	0	100	SUB	LTGF		
	01	22-Oct-2017	SUN	0	100	SUB	LTGF		
	01	23-Oct-2017	MON	7	100	SUB	LTGF		
	01	24-Oct-2017	TUE	7	100	SUB	LTGF		
	01	25-Oct-2017	WED	7	100	SUB	LTGF		
	01	26-Oct-2017	THU	7	100	SUB	LTGF		
	01	27-Oct-2017	FRI	7	100	SUB	LTGF		
	01	28-Oct-2017	SAT	0	100	SUB	LTGF		
	01	29-Oct-2017	SUN	0	100	SUB	LTGF		
	01	30-Oct-2017	MON	7	100	SUB	LTGF		
	01	31-Oct-2017	TUE	7	100	SUB	LTGF		

You can change the date the roster is requested on, by entering a date in the format DD-MMM-YYYY.

You can change the number of days for the query, to increase or decrease the result displayed.



You can further refine the current query by using the search fields. The % symbol is useful as a wildcard. After hitting 'Enter', the result will load. The example below shows only Mondays in the next 14 days.

Summary

18-Oct-2017

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Details

View Clear Query Export

Employee	Job	WorkDate	Day	Hour	PosFraction	Duty	EmpStatus	Roster	RosterDesc
			%MON						
30047033	01	23-Oct-2017	MON	7	100	SUB	LTGF		
30047033	01	30-Oct-2017	MON	7	100	SUB	LTGF		

Leave - Public Holiday Listing

Select 'Public Holiday Listing' from the 'Leave' menu to view a list of public holidays and University concessional days.

Summary

View Clear Query Export

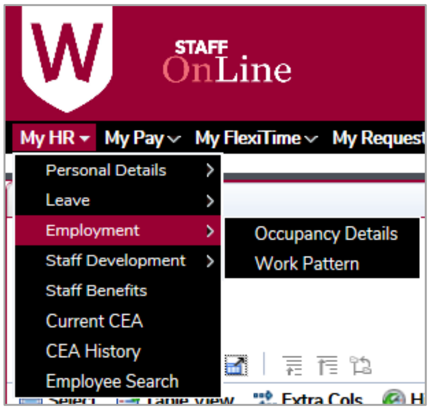
Year	Date	Holiday Type
2017	01-JAN-2017	Public Holiday
2017	02-JAN-2017	Public Holiday
2017	26-JAN-2017	Public Holiday
2017	14-APR-2017	Public Holiday
2017	15-APR-2017	Public Holiday
2017	16-APR-2017	Public Holiday
2017	17-APR-2017	Public Holiday
2017	25-APR-2017	Public Holiday
2017	12-JUN-2017	Public Holiday
2017	02-OCT-2017	Public Holiday
2017	21-DEC-2017	Concessional day
2017	22-DEC-2017	Concessional day
2017	25-DEC-2017	Public Holiday
2017	26-DEC-2017	Public Holiday
2017	27-DEC-2017	Concessional day
2018	01-JAN-2018	Public Holiday

Leave - Paper Based Leave Form

If the leave you are requesting is not available on Staff OnLine or if you have been advised to apply for leave via a paper-based form, click on the paper based leave form link to open and print the form. Complete the form and submit it to your approver.

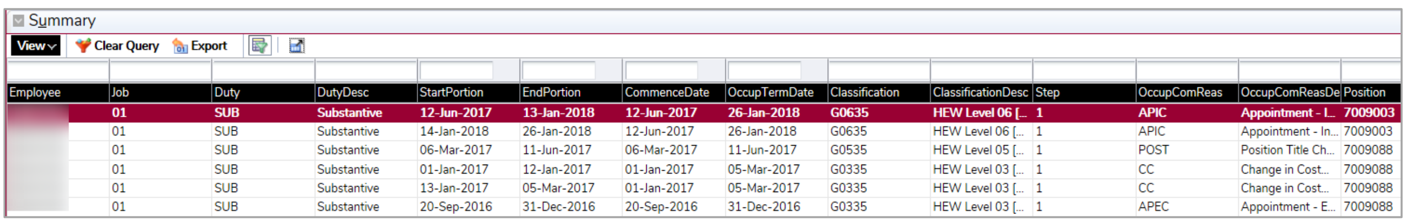
MY HR - EMPLOYMENT

To view information relating to your employment details, select ‘Employment’ from the ‘My HR’ menu then select one of the options below.



Employment - Occupancy Details

The Occupancy Details page will display a summary of your occupancy history at the University. Each individual line in the Summary list represents a change in your occupancy record, for example the payment of an increment, a change in location, a higher duties role etc.

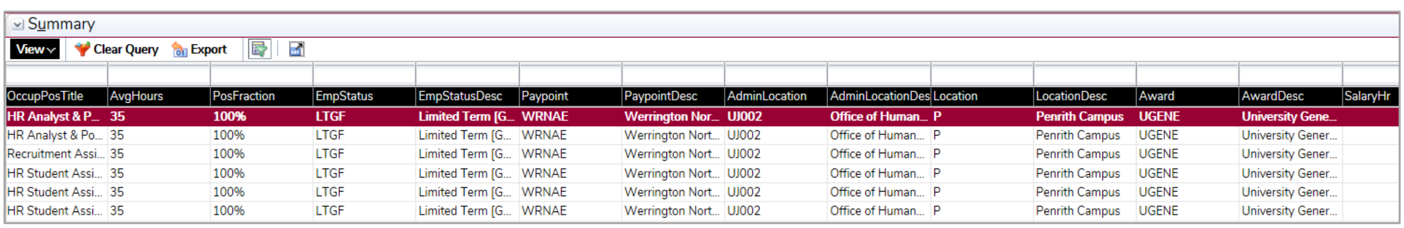


Summary

View Clear Query Export

Employee	Job	Duty	DutyDesc	StartPortion	EndPortion	CommenceDate	OccupTermDate	Classification	ClassificationDesc	Step	OccupComReas	OccupComReasDe	Position
	01	SUB	Substantive	12-Jun-2017	13-Jan-2018	12-Jun-2017	26-Jan-2018	G0635	HEW Level 06 [...	1	APIC	Appointment - I...	7009003
	01	SUB	Substantive	14-Jan-2018	26-Jan-2018	12-Jun-2017	26-Jan-2018	G0635	HEW Level 06 [...	1	APIC	Appointment - In...	7009003
	01	SUB	Substantive	06-Mar-2017	11-Jun-2017	06-Mar-2017	11-Jun-2017	G0535	HEW Level 05 [...	1	POST	Position Title Ch...	7009088
	01	SUB	Substantive	01-Jan-2017	12-Jan-2017	01-Jan-2017	05-Mar-2017	G0335	HEW Level 03 [...	1	CC	Change in Cost...	7009088
	01	SUB	Substantive	13-Jan-2017	05-Mar-2017	01-Jan-2017	05-Mar-2017	G0335	HEW Level 03 [...	1	CC	Change in Cost...	7009088
	01	SUB	Substantive	20-Sep-2016	31-Dec-2016	20-Sep-2016	31-Dec-2016	G0335	HEW Level 03 [...	1	APEC	Appointment - E...	7009088

Scrolling to the right will make more columns visible.



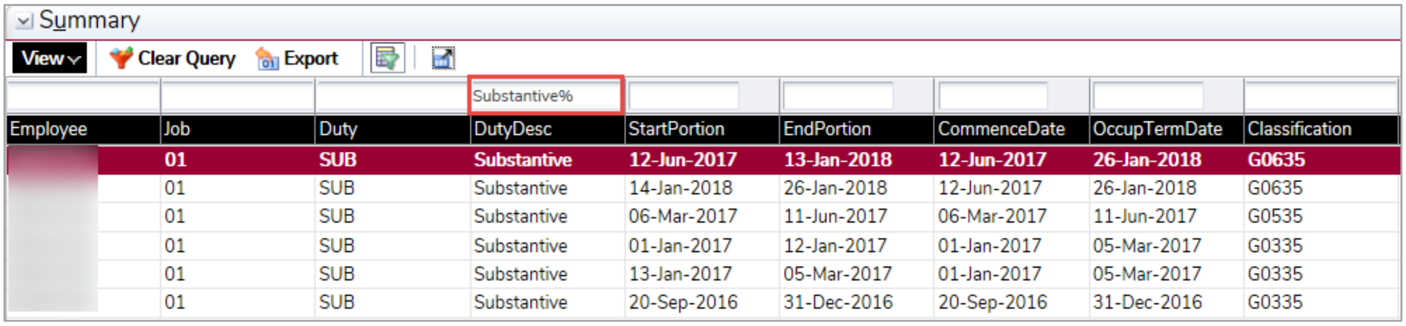
Summary

View Clear Query Export

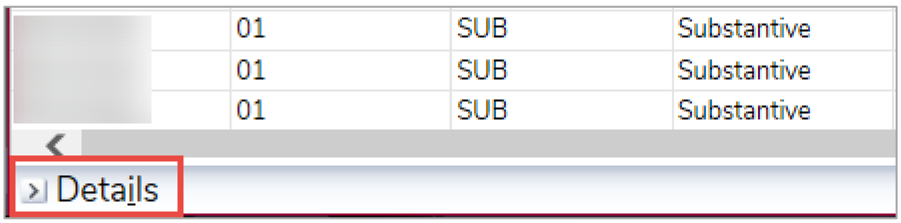
OccupPosTitle	AvgHours	PosFraction	EmpStatus	EmpStatusDesc	Paypoint	PaypointDesc	AdminLocation	AdminLocationDes	Location	LocationDesc	Award	AwardDesc	SalaryHr
HR Analyst & P...	35	100%	LTGF	Limited Term [G...	WRNAE	Werrington Nor...	UJ002	Office of Human...	P	Penrith Campus	UGENE	University Gene...	
HR Analyst & Po...	35	100%	LTGF	Limited Term [G...	WRNAE	Werrington Nort...	UJ002	Office of Human...	P	Penrith Campus	UGENE	University Gener...	
Recruitment Assi...	35	100%	LTGF	Limited Term [G...	WRNAE	Werrington Nort...	UJ002	Office of Human...	P	Penrith Campus	UGENE	University Gener...	
HR Student Assi...	35	100%	LTGF	Limited Term [G...	WRNAE	Werrington Nort...	UJ002	Office of Human...	P	Penrith Campus	UGENE	University Gener...	
HR Student Assi...	35	100%	LTGF	Limited Term [G...	WRNAE	Werrington Nort...	UJ002	Office of Human...	P	Penrith Campus	UGENE	University Gener...	
HR Student Assi...	35	100%	LTGF	Limited Term [G...	WRNAE	Werrington Nort...	UJ002	Office of Human...	P	Penrith Campus	UGENE	University Gener...	

You can refine the displayed information by using the filter fields located above the columns. The % symbol is useful as a wildcard. After hitting ‘Enter’, the refined results will load.

The example below shows only Substantive occupancies for a staff member, due to ‘Substantive%’ being entered in the filter field above the DutyDesc column.



To view detailed information about a specific Occupancy line, select the relevant line, and then click on 'Details' at the bottom of the screen.



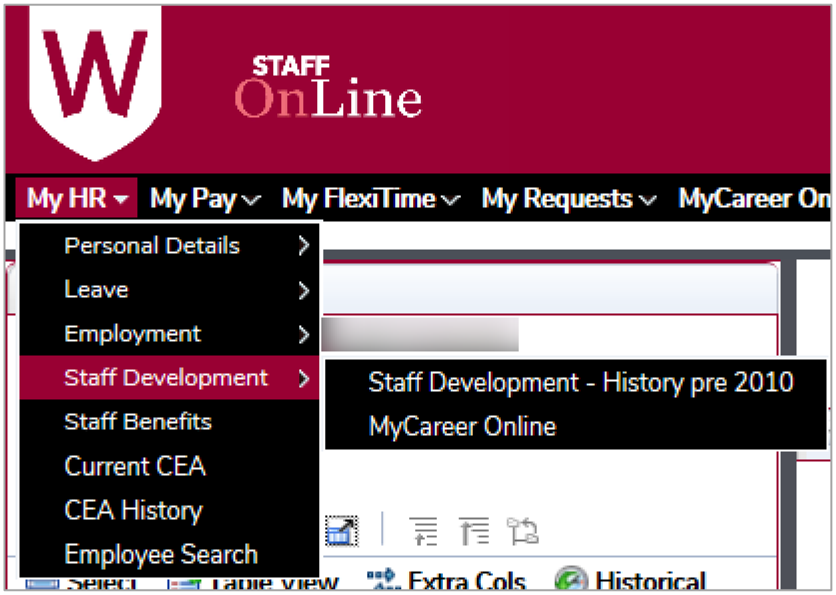
You will now see detailed information specific to that Occupancy line displayed on the screen, including Cost Centre & Project from which the salary was being paid.

Employment - Work Pattern

Work Pattern or Roster is also found under the Leave menu. Please see instructions here.

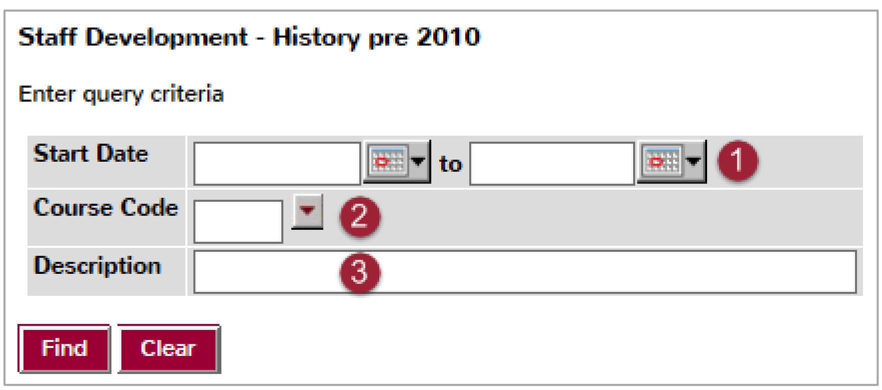
MY HR - STAFF DEVELOPMENT

To view your staff development history pre 2010 or to connect to MyCareer Online, select 'Staff Development' from the 'My HR' menu then select one of the options below.



Staff Development - History pre 2010

To view your staff development history, select 'Staff Development – History pre 2010' from the 'Staff Development' menu. The following search page will be displayed:



Search for records by entering data into one or more of the criteria fields or leave blank to return all courses attended.

1. Date. Enter the start and end date of the training history to be found, e.g.: 01-Jan-2001 to 31-Dec-2009.
2. Course Code. Enter the code for the course that you wish to enquire on.
3. Description. Enter the description of the course.

All or a combination of the selection criteria above may be used. If all selection fields are left blank, pressing 'Find' will return all results.

Click the ‘Find’ button. A list of all courses will be displayed as follows.

Staff Development - History pre 2010

Course Code	Description	Start Date	Course No	Attendance	Job
00226	Leading with Emotional Intelligence	07-OCT-2009	2	Y	01
00220	Recruit the right person -Behavioural Interviewing	19-MAR-2009	5	Y	01
OH020	Senior First Aid (Recertification)	01-JUN-2007	83	Y	01
OHL04	OHS OnLine - Hazard Identification	01-APR-2007	14	Y	01
OHL01	OHS OnLine - Workplace Induction	01-AUG-2006	6	Y	01
OHL02	OHS OnLine - Office Safety	01-AUG-2006	6	Y	01
OHL03	OHS OnLine - Manual Handling	01-AUG-2006	6	Y	01
RA001	TRIM Basic	15-MAY-2006	77	Y	01
BO158	How Frontline Staff can Handle Unhappy Clients	13-MAR-2006	1	Y	01
IT022	UWS Desktop Environment	01-NOV-2004	30	Y	01

Records 1 to 10 of 23

First | Previous | Next | Last | ReQuery | Count

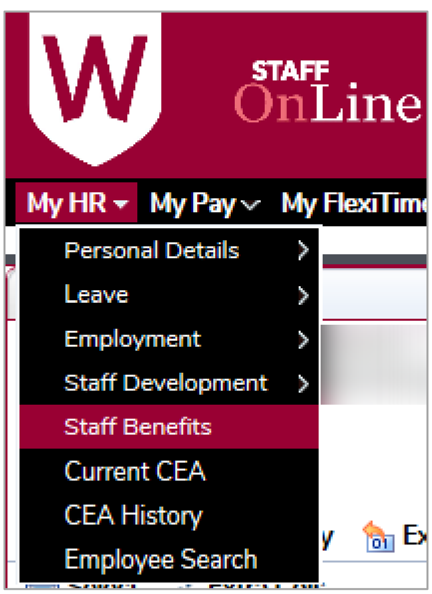
Staff Development - MyCareer Online

MyCareer Online is a tool to manage your learning and career development with access to a range of online learning modules, face-to-face courses and workshops at Western Sydney University.

To access MyCareer Online, select ‘MyCareer Online’ from the ‘Staff Development’ menu or from the ‘MyCareer Online’ drop down menu.

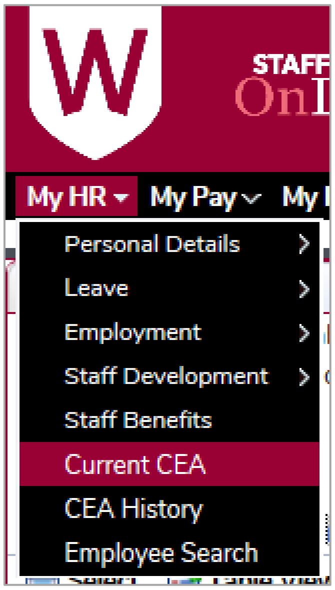
MY HR - STAFF BENEFITS

To access the staff benefits web page, select ‘Staff Benefits’ from the ‘My HR’ menu. The staff benefits page will open in a new window.



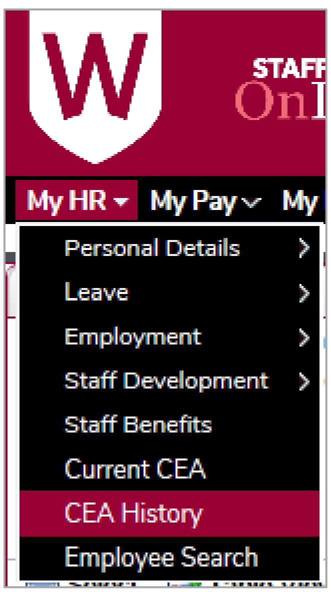
MY HR - CURRENT CEA

If you have a casual employment status and were offered a casual contract through the online CEPI process, you will be able to view your current CEA (Casual Employment Agreement) details through this menu option.



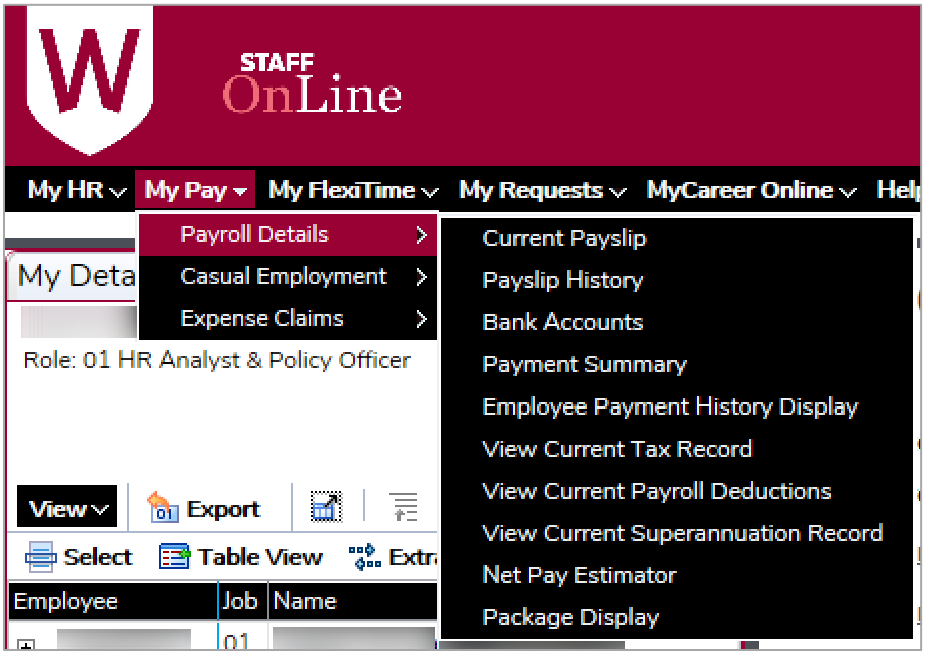
MY HR - CEA HISTORY

If you have a casual employment status and were offered a casual contract through the online CEPI process, you will be able to view the details of all the previous casual contracts held through this menu option.



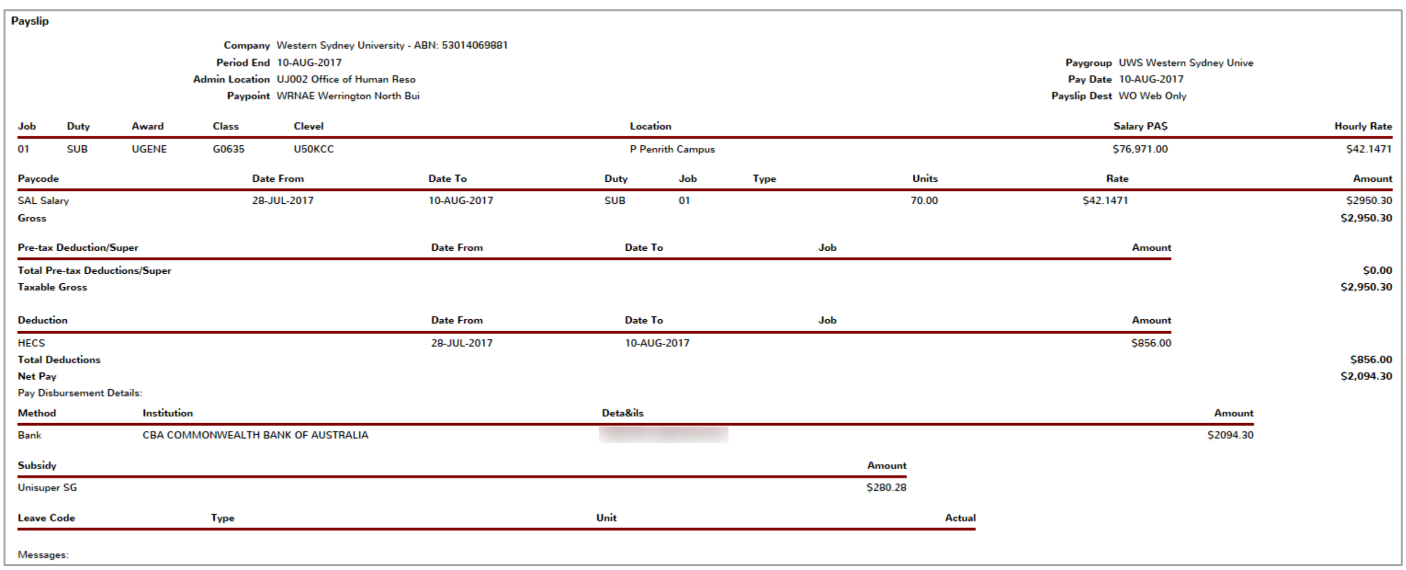
MY PAY – PAYROLL DETAILS

Select ‘Payroll Details’ from the ‘My Pay’ menu and you will be presented with the following menu.



Payroll Details - Current Payslip

Select ‘Current Payslip’ from the ‘Payroll Details’ menu to view your current Payslip. The Payslip will be displayed as below.



Payslip

Company Western Sydney University - ABN: 53014069881
Period End 10-AUG-2017
Admin Location UJ002 Office of Human Reso
Paypoint WRNAE Werrington North Bui

Paygroup UWS Western Sydney Unive
Pay Date 10-AUG-2017
Payslip Dest WO Web Only

Job	Duty	Award	Class	Clevel	Location	Salary PA$	Hourly Rate
01	SUB	UGENE	G0635	U50KCC	P Penrith Campus	$76,971.00	$42.1471

Paycode	Date From	Date To	Duty	Job	Type	Units	Rate	Amount
SAL Salary	28-JUL-2017	10-AUG-2017	SUB	01		70.00	$42.1471	$2950.30
Gross								**$2,950.30**

Pre-tax Deduction/Super	Date From	Date To	Job	Amount	
Total Pre-tax Deductions/Super					**$0.00**
Taxable Gross					**$2,950.30**

Deduction	Date From	Date To	Job	Amount	
HECS	28-JUL-2017	10-AUG-2017		$856.00	
Total Deductions					**$856.00**
Net Pay					**$2,094.30**

Pay Disbursement Details:

Method	Institution	Deta&ils	Amount
Bank	CBA COMMONWEALTH BANK OF AUSTRALIA		$2094.30

Subsidy	Amount
Unisuper SG	$280.28

Leave Code	Type	Unit	Actual

Messages:

Payroll Details - Payslip History

Select ‘Payslip History’ from the ‘Payroll Details’ menu to view a complete list of your payslips. You can also view ‘Year to Date’ totals in this section. They are located at the top of the table.

Payslip History

Period End	-	Pay Date	Company	Gross	Pre-tax Deductions	Pre-tax Super	Taxable Gross	Tax	Super	Deductions	Employer Super	Net	Disburse
Year to Date	-	-	-	8850.90	0.00	0.00	8850.90	2568.00	0.00	0.00	840.84	6282.90	-
10-AUG-2017	Summary	10-AUG-2017	UWS	2950.30	0.00	0.00	2950.30	856.00	0.00	0.00	280.28	2094.30	4475
27-JUL-2017	Summary	27-JUL-2017	UWS	2950.30	0.00	0.00	2950.30	856.00	0.00	0.00	280.28	2094.30	4472
13-JUL-2017	Summary	13-JUL-2017	UWS	2950.30	0.00	0.00	2950.30	856.00	0.00	0.00	280.28	2094.30	4464
29-JUN-2017	Summary	29-JUN-2017	UWS	2950.30	0.00	0.00	2950.30	872.00	0.00	0.00	280.28	2078.30	4459
15-JUN-2017	Summary	15-JUN-2017	UWS	2723.02	0.00	0.00	2723.02	752.00	0.00	0.00	258.69	1971.02	4447

To view an individual payslip click on the underlined date in the Period End column (Period End date = Pay Date). Payslips will display in 'Detailed' mode. To view a Payslip in 'Summary' mode, click on the underlined link 'Summary'.

Payroll Details - Bank Accounts

Staff OnLine allows an employee to maintain the accounts to which their salary is deposited. To display your accounts select 'Payroll Details' from the 'My Pay' menu, then select 'Bank Accounts'. You will then be presented with the following page

Bank Accounts

Action	Pay Method	Bank	Account Name	Account#	BSB#	Percent	Fixed Amt	Reference
1. Edit	Bank	ANZ	TEST L	12345678	012012			
2. Edit	Bank	CBA	Test L	1234567	062060		500	

Add new record

To edit the details of current account details click on the 'Edit' link corresponding to the account you wish to change. When you have done this, the following screen will be displayed.

Bank Accounts

Pay Method	B - Bank
BSB#	012012
Bank	ANZ
Account#	12345678
Account Name	TEST L
Reference	
Fixed Amount	
Percent Amount	
	NB: The account name must be the same as the account name recorded with your Financial Institution

Update Delete Clear

You will then be able to update details as required. The 'Bank' field updates according to the BSB number entered once the record is submitted.

Note: *One account must be left with a blank amount. This is your main pay account. If your pay does not cover the fixed amount on additional accounts, it will be ignored and your pay will be deposited into your main account.*

To change your main pay account i.e. the account with no fixed amount, you must click on the edit link of the current main pay account. Replace old details with the new account details and then click on Update. Once you have completed the details press ‘Update’ to apply the changes.

Please note you cannot simply delete a main pay account as the system requires that one account with a blank fixed amount exists at all times. If you wish to have money going into a previous main pay account, simply add the account again with a fixed amount. This process is described below.

Note: *Casual staff are restricted to one bank account only.*

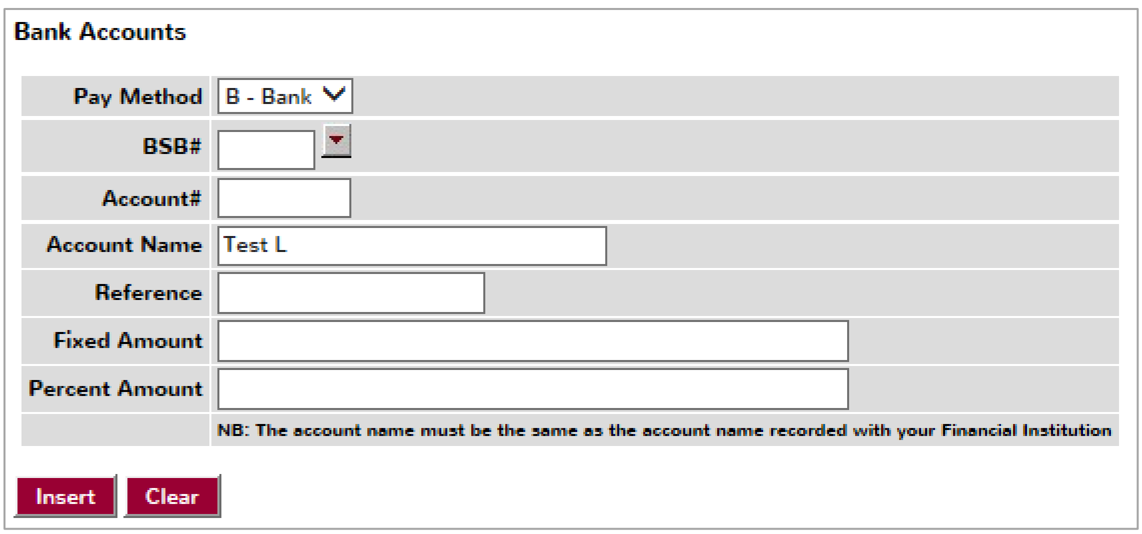
To add a new bank account, click on ‘Add new record’.

Bank Accounts

Action	Pay Method	Bank	Account Name	Account#	BSB#	Percent	Fixed Amt	Reference
1. Edit	Bank	ANZ	TEST L	12345678	012012			
2. Edit	Bank	CBA	Test L	1234567	062060		500	

Add new record

The following screen will then be displayed.



The BSB is the 6-digit number of your financial institution that can be typed directly into the field or selected by clicking on the drop down arrow.

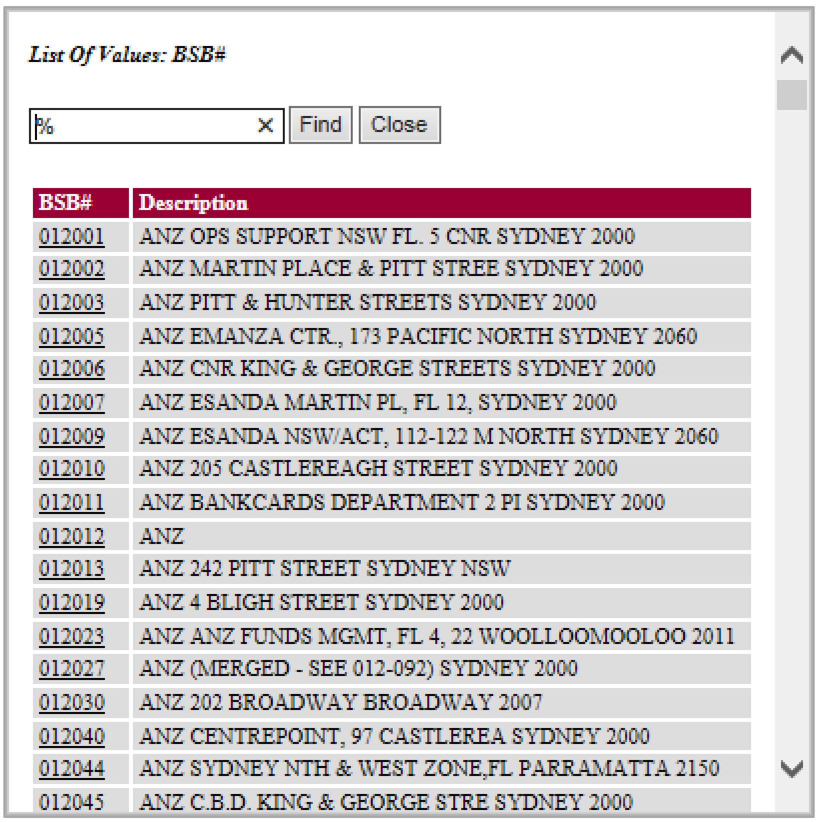
If you choose to click on the arrow in the BSB# field the following box appears and you have the following options to add a BSB#:

- You can confirm your BSB# by typing it in before the % and clicking OK.
- You can search for your BSB# by leaving the % and clicking OK.
- You can limit your search by entering the first few numbers of your BSB# or the first letter of your Bank name before the % and then clicking OK.

Ensure that you enter your query in front of the %.

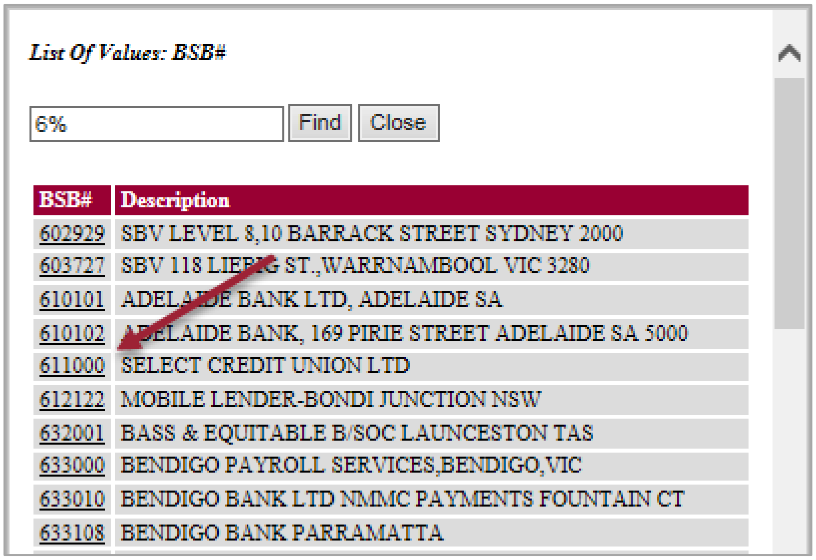
Once you have clicked OK on the above box, a list of BSB numbers will appear. The information contained in this list depends on what you have entered in the above box (see examples below).

If you leave the wildcard (%) in the search box and press



BSB#	Description
012001	ANZ OPS SUPPORT NSW FL. 5 CNR SYDNEY 2000
012002	ANZ MARTIN PLACE & PITT STREE SYDNEY 2000
012003	ANZ PITT & HUNTER STREETS SYDNEY 2000
012005	ANZ EMANZA CTR., 173 PACIFIC NORTH SYDNEY 2060
012006	ANZ CNR KING & GEORGE STREETS SYDNEY 2000
012007	ANZ ESANDA MARTIN PL, FL 12, SYDNEY 2000
012009	ANZ ESANDA NSW/ACT, 112-122 M NORTH SYDNEY 2060
012010	ANZ 205 CASTLEREAGH STREET SYDNEY 2000
012011	ANZ BANKCARDS DEPARTMENT 2 PI SYDNEY 2000
012012	ANZ
012013	ANZ 242 PITT STREET SYDNEY NSW
012019	ANZ 4 BLIGH STREET SYDNEY 2000
012023	ANZ ANZ FUNDS MGMT, FL 4, 22 WOOLLOOMOOLOO 2011
012027	ANZ (MERGED - SEE 012-092) SYDNEY 2000
012030	ANZ 202 BROADWAY BROADWAY 2007
012040	ANZ CENTREPOINT, 97 CASTLEREA SYDNEY 2000
012044	ANZ SYDNEY NTH & WEST ZONE,FL PARRAMATTA 2150
012045	ANZ C.B.D. KING & GEORGE STRE SYDNEY 2000

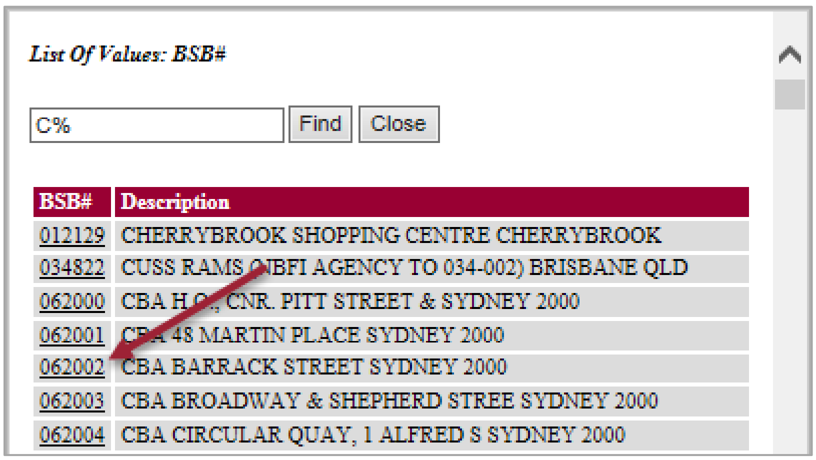
If you have entered numbers or a letter before the % a list limited to this criteria will appear. For example, '6%' will return all the BSB's stored in the payroll system that start with the number 6. Use the scroll bar to search through the list, and select the correct BSB by clicking on the BSB link.


List Of Values: BSB#

6% Find Close

BSB#	Description
602929	SBV LEVEL 8,10 BARRACK STREET SYDNEY 2000
603727	SBV 118 LIEBIG ST.,WARRNAMBOOL VIC 3280
610101	ADELAIDE BANK LTD, ADELAIDE SA
610102	ADELAIDE BANK, 169 PIRIE STREET ADELAIDE SA 5000
611000	SELECT CREDIT UNION LTD
612122	MOBILE LENDER-BONDI JUNCTION NSW
632001	BASS & EQUITABLE B/SOC LAUNCESTON TAS
633000	BENDIGO PAYROLL SERVICES,BENDIGO,VIC
633010	BENDIGO BANK LTD NMMC PAYMENTS FOUNTAIN CT
633108	BENDIGO BANK PARRAMATTA

‘C%’ will return all the BSB’s stored in the payroll system where the description starts with C. Use the scroll bar to search through the list, and select the correct BSB by clicking on the BSB link.


List Of Values: BSB#

C% Find Close

BSB#	Description
012129	CHERRYBROOK SHOPPING CENTRE CHERRYBROOK
034822	CUSS RAMS (NBFI AGENCY TO 034-002) BRISBANE QLD
062000	CBA H.O., CNR. PITT STREET & SYDNEY 2000
062001	CBA 48 MARTIN PLACE SYDNEY 2000
062002	CBA BARRACK STREET SYDNEY 2000
062003	CBA BROADWAY & SHEPHERD STREE SYDNEY 2000
062004	CBA CIRCULAR QUAY, 1 ALFRED S SYDNEY 2000

***Note**: Be careful when typing more than the first letter of the bank name unless you are certain of how it is displayed in the Alesco HRMIS, as this could cause an incorrect search.*

Once you have located your BSB#, click on the underlined number and this will add your selection into the form. This will automatically bring in the ‘Bank’ field.

If the BSB for your financial institution does not exist, you will need to contact the Office of Human Resources Helpline on 9678 7575 (ext. 7575) or email humanresources@westernsydney.edu.au to arrange for the BSB to be added to the system.

Once you have selected/entered your BSB number you will need to enter your account number. A maximum of 9 digits can be entered into the ‘Account#’ field. Please ensure that your account number is correct otherwise your pay will go into either an invalid or incorrect account number.

***Note:** This number will not be your credit card number or keycard number.*

A maximum of 30 Characters can be entered into the ‘Account Name’ field. You need to enter the Account Name as recorded by your financial institution.

For accounts other than your main pay account you will need to nominate the amount of money that you wish to credit to that account. When entering an amount into the fixed amount please do not include any special characters (e.g. $) and just enter the numerical amount.

Once you have completed all the details, click on 'Insert' to submit the record to the database.
If submitted successfully a success message will appear.

Bank Accounts

Success! Row inserted

Note: *Please do not delete/close your old bank account until you have confirmed that your salary has been successfully deposited into your new account.*

Payroll Details - Payment Summary

To view current and historical Payment Summaries select the 'Payment Summary' tab from the 'Payroll Details' menu.

The Payment Summary list page will be displayed as below:

Payment Summary

Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
11396935	2017	01-JUL-2016	30-JUN-2017	$89,857	$22,792	27-JUN-2017	Salary or wage income	Normal
11279722	2016	01-JUL-2015	30-JUN-2016	$93,432	$23,964	27-JUN-2016	Salary or wage income	Normal
11147029	2015	01-JUL-2014	30-JUN-2015	$83,529	$20,544	16-JUN-2015	Salary or wage income	Normal
11057909	2014	01-JUL-2013	30-JUN-2014	$82,596	$19,812	17-JUN-2014	Salary or wage income	Normal
10966764	2013	01-JUL-2012	30-JUN-2013	$80,706	$19,082	18-JUN-2013	Salary or wage income	Normal
10884510	2012	01-JUL-2011	30-JUN-2012	$73,304	$16,818	20-JUN-2012	Salary or wage income	Normal
10785281	2011	01-JUL-2010	30-JUN-2011	$72,876	$16,568	21-JUN-2011	Salary or wage income	Normal
10708688	2010	01-JUL-2009	30-JUN-2010	$72,185	$16,566	21-JUN-2010	Salary or wage income	Normal
10631075	2009	11-JUN-2009	30-JUN-2009	$609	$36	22-JUN-2009	Salary or wage income	Normal

Records 1 to 9 of 9

Payment Summaries from 2004 and thereafter will be displayed at the top of the screen with older Payment Summary details appearing under 'Historical Payment Summaries' at the bottom of the page. Only the basic details of gross pay and tax paid will be displayed for Historical Payment Summaries.

To view a Payment Summary, click on the 'Serial#' link for the Payment Summary you wish to view (only available for Payment Summaries from 2004 and thereafter). The following page will be displayed.

Attention

The ATO requires that all self-printed individual non-business payment summaries be printed on standard A4 paper in accordance with their approved layouts (refer to www.ato.gov.au). The page settings on your browser will need to be adjusted before printing.

Following are page setup guidelines for supported browsers:

In your browser, select the Page Setup option from the File menu on the main toolbar.

Headers and Footers - All options must be blank

Margins -

- Internet Explorer (version 5.5 and higher), use Left 15mm, Right 15mm, Top 14mm, Bottom 10mm
- Netscape Navigator (version 7.0 and higher) use Left 0.35 inches, Right 0.3 inches, Top 0.35 inches, Bottom 0.3 inches

Note
For Internet Explorer, the browser will maintain the new Page Setup settings the next time it opens. You may wish to note your existing default settings first so you can revert back to them.

For Netscape, the settings will revert back to the default.

PAYG Payment Summary

To open the payment summary, click on the 'PAYG Payment Summary' link at the bottom of the page. The payment summary will open in another window.

Payroll Details - Employee Payment History Display

Employment Payment History Display allows employees to view a list of all paycodes paid during the period along with the total amount paid per paycode. All payslips which have been paid within the specified date range will be included in the totals. Inclusion will be based on the Pay Date of a payslip.

To view the history click on 'Employment Payment History Display' from the 'Payroll Details' menu on the 'My Pay' menu and a selection screen will display prompting for start and end dates. The default dates will be the dates of the current tax year, however they may be changed.

Employee Payment History Display

Start Date 01-Jul-2016 **to** 30-Jun-2017

Submit

Once dates have been entered submit the query and the Employment Payment History will display as follows. All payslips which have been paid within the date range will be included in the totals. Inclusion will be based on the Pay Date of a payslip.

Employee Payment History Display

Start Date 1-Jul-2016 **End Date** 30-Jun-2017

Earnings	Units	Amount
Salary	1,615.00	$79,035.33
Sick Leave Paid	71.50	$3,473.94
Annual Leave	124.00	$6,012.26
Leave Loading-Taxable	1.00	$1,180.64
Personal Leave	9.50	$456.54
Gross		**$90,158.71**

Deduction	Amount
Pre-Tax Parking Fee - Penrith Campus	$301.08
Australian Tax Office - WSU	$22,792.00
Total Deductions	**$23,093.08**
Net Pay	**$67,065.63**

Superannuation	Amount
UniSuper Accumulation 1	$2,669.28
UniSuper (Pre tax) Defined Benefit/Accum 2 Conts	$12,456.88

Payroll Details - View Current Tax Record

Select 'View Current Tax Record' from the 'Payroll Details' menu to view your current tax record.
The 'Contact in OPC' column below identifies the email address of your Human Resources Officer. You can export the data if required by clicking on the 'Export' button.

Summary

View Clear Query Export

Taxation Record	Tax Scale	Tax Start Date	Tax End Date	Additional % Paid	Additional $ Paid	Contact in OPC
Australian Tax Office - WSU	General Exemption	01-JUL-2012				hrmis@uws.edu...

Payroll Details - View Current Payroll Deductions

Select 'View Current Payroll Deductions' from the 'Payroll Details' menu to view your current deduction records. You can export the data if required by clicking on the 'Export' button.

Summary

View Clear Query Export

Deduction	Start Date	End Date	Amount / Percent	Contact in OPC
Pre-tax Parking	02-JAN-2015	31-DEC-2049	$11.58	hrmis@uws.edu...

Payroll Details - View Current Superannuation Record

Select 'View Current Superannuation Record' from the 'Payroll Details' menu to view your current superannuation records. You can export the data if required by clicking on the 'Export' button.

Summary

View Clear Query Export

Superannuation Fund	Start Date	End Date	Fixed Employee Amount	Employee %	Fixed Employer Amount	Employer %	Contact in OPC
UniSuper Accumulation 1	01-MAR-2012	31-DEC-2049				3	hrmis@uws.edu...
UniSuper (Pre tax) Defined Benefit/Accum 2 Conts	16-MAR-2012	31-DEC-2049		0		14	hrmis@uws.edu....

Payroll Details - Package Display

Package Display allows senior staff to view their salary packages and the components which make up that package.

To view package details click on 'Package Display' from the 'Payroll Details' menu on the 'My Pay' menu and the selection screen will be displayed which lists all approved salary packages as displayed below.

To view specific package details click on the link for the 'Start Date' of the package and details will display as follows:

Package Display

Start Date	End Date	Total Remuneration Package
01-DEC-2017	31-DEC-2049	$180,000.00
13-JAN-2017	31-DEC-2049	$165,139.00
08-APR-2016	12-JAN-2017	$159,170.00
10-APR-2015	07-APR-2016	$154,160.00
11-APR-2014	09-APR-2015	$149,670.00
22-NOV-2013	10-APR-2014	$145,311.00

Records 1 to 6 of 6

First Previous Next Last

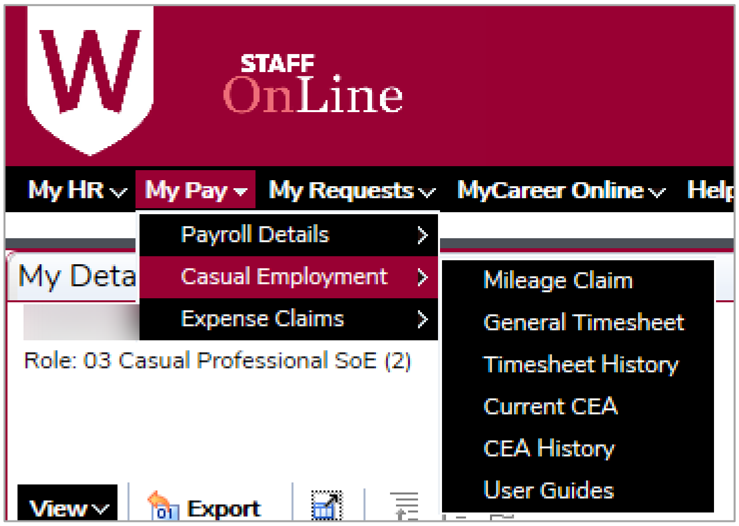
Package Display

Package Start 01-DEC-2017
Total Remuneration Package $180,000.00
Cash Amount $128,700.00

Component	Component Value	Component + Super
RTA - Recruitment & Retention - Agreed Rate (Superable)	$10,000.00	$10,500.00
UVAAD - Motor Vehicle Allowance (Superable)	$40,000.00	$40,800.00

MY PAY - CASUAL TIMESHEETS

Items on this menu provide the facility for employees to enter casual timesheets and to view history of any claims made.



Casual Timesheets - General Timesheet

Please refer to the 'Professional Casual Timesheet - Online User Guide' for information regarding the completion of a general staff timesheet.

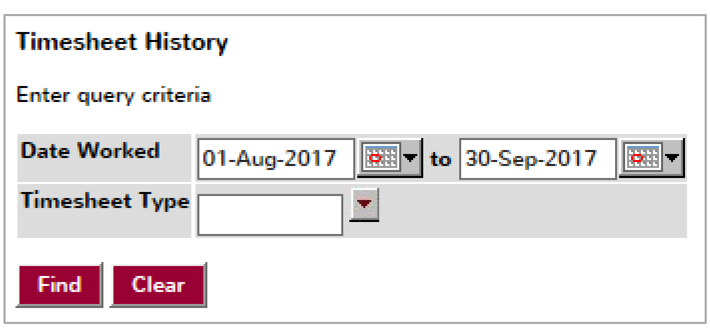
Casual Timesheets - Academic Timesheet

Please refer to the 'Academic Casual Timesheet - Online User Guide' for information regarding the completion of an academic timesheet.

Casual Timesheets - Timesheet History

Select 'Timesheet History' from the 'Casual Timesheets' menu to view a history of approved timesheets. All approved timesheets will be displayed for the selected date range.

Enter a date range, select a timesheet type and select the 'Find' button.



The data displayed can be sorted by clicking on the field name in the header.

Timesheet History

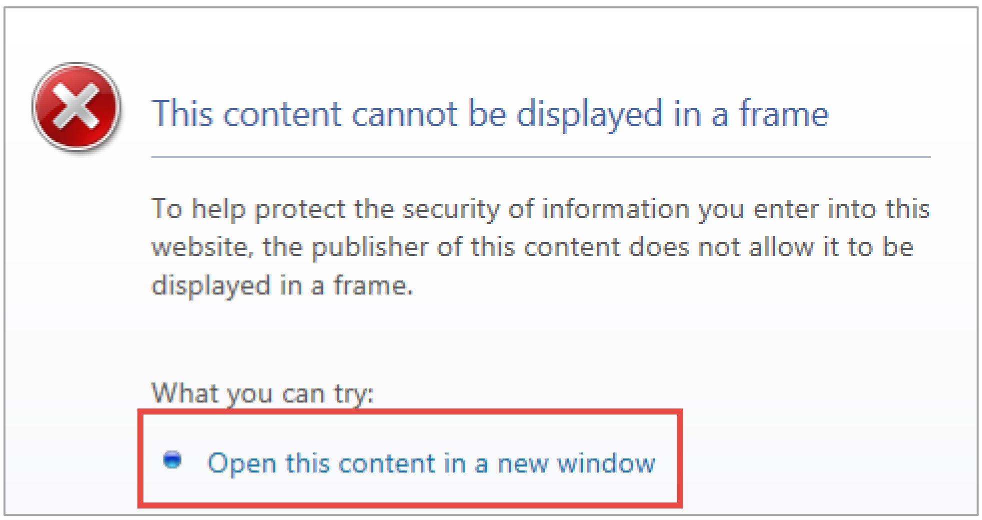
Job No	Work Date	Paycode	Paycode Desc	Start Time	Finish Time	Break	Rate Override	Units	Payroll Date	Period End Date	Award	Classification	Step	A/C Override	Topic	Activity / Topic Details	Web TS ID	Origin	Origin Desc	Comments	Attachments
03	28-SEP-2017	SAL	Salary	10:00	11:00	00:00		1						23511.01446.5210.15.31.00			289588	WK8280	General Timesheet		
03	01-SEP-2017	SAL	Salary	10:00	11:00	00:00		1									289584	WK8280	General Timesheet		
03	14-AUG-2017	SAL	Salary	11:00	12:00	00:00		1									289547	WK8280	General Timesheet		
02	14-AUG-2017	SAL	Salary	10:00	11:00	00:00		1									289547	WK8280	General Timesheet		
03	04-AUG-2017	SAL	Salary	10:00	11:00	00:00		1									289546	WK8280	General Timesheet		
02	02-AUG-2017	SAL	Salary	10:00	11:00	00:00		1									289543	WK8280	General Timesheet		
02	01-AUG-2017	SAL	Salary	10:00	11:00	00:00		1									289539	WK8280	General Timesheet		

Records 1 to 7 of 7

ReQuery

Casual Timesheets - User Guides

The Staff OnLine User Guides relating to casual timesheets are available from this menu option. This web page will need to be opened in a new window by selecting the 'Open this content in a new window' option.

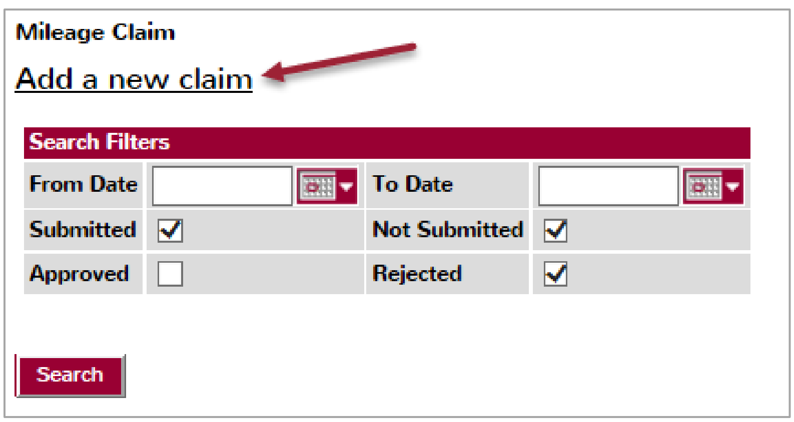


MY PAY – MILEAGE CLAIM

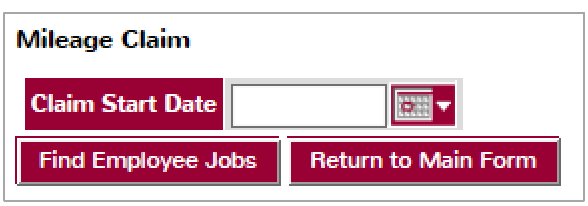
From the Staff OnLine home page, navigate to Mileage Claim through My Pay > Expense Claims > Mileage Claim.

Submitting a Mileage Claim

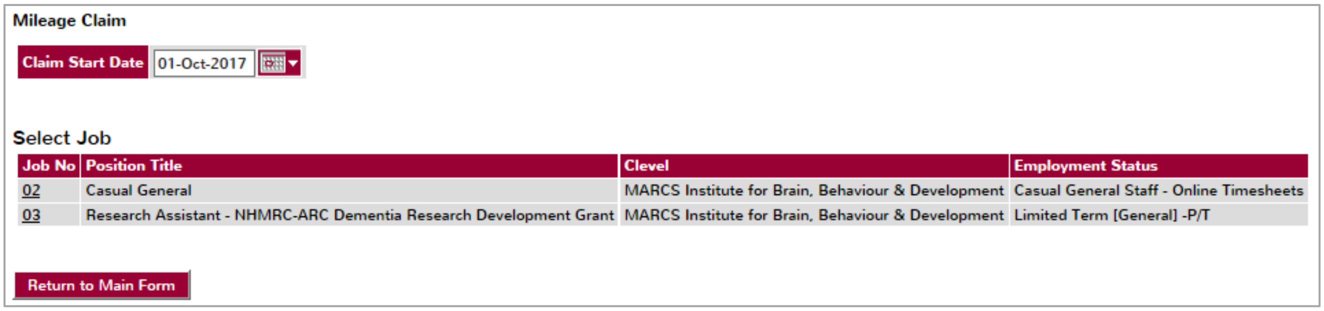
Click on ‘Add a New Claim’.



Enter claim start date and click on ‘Find Employee Jobs’ button

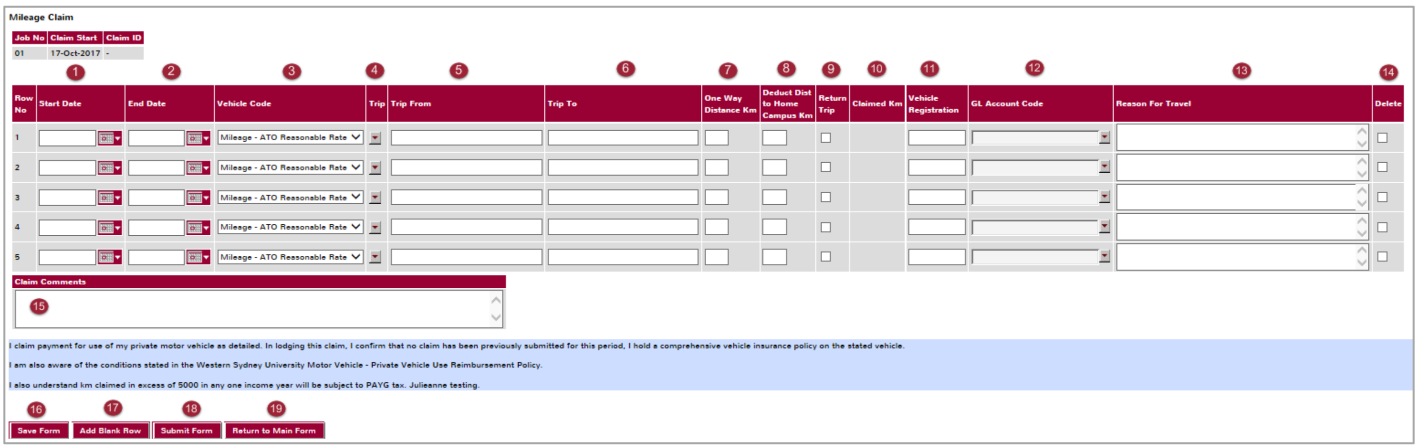


If you have more than one active job as at the claim start date entered, you will be prompted to select which job the claim is for.



Once a job is selected, the claim form will then be displayed. If you only have one job, no job selection is necessary as the claim form will generate automatically.

Enter the mileage claim details in the mileage claim form.

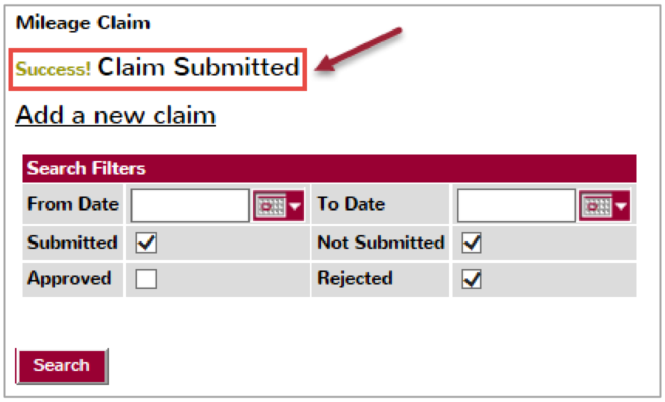


The details that require to be entered are as below:

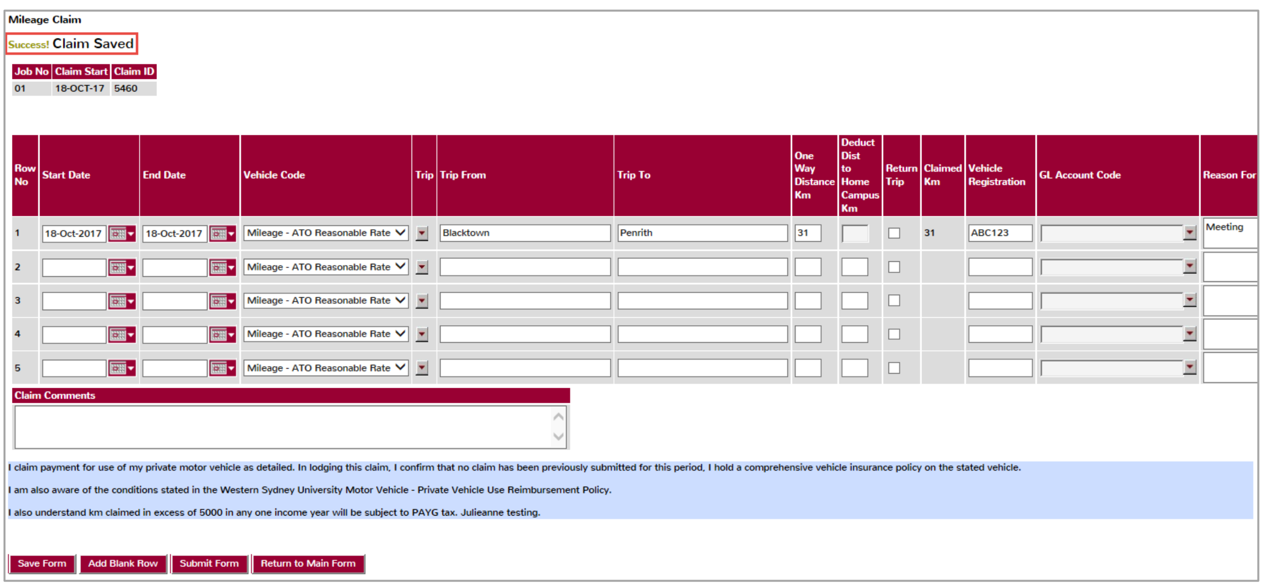
1. Start Date. The start date of the trip.
2. End Date. The end date of the trip.
3. Vehicle Code. The mileage rate will automatically populate in this column.
4. Trip. If you are travelling between campuses, you can select the predefined travel route from the drop down menu.
5. Trip From. If your trip started from a location that was not a campus, enter the location your trip started from.
6. Trip To. If your trip ended at a location that was not a campus, enter the location your trip ended at.
7. One Way Distance Km. Enter how many kilometres the trip was one way.
8. Deduct Dist to Home Campus Km. Deducts the amount of kilometres that is your regular trip to your home campus.
9. Return Trip. Select this option if you also want to claim for the return trip between the same locations.
10. Claimed Km. This field will auto populate the total kilometres that are being claimed in each line.
11. Vehicle Registration (Mandatory). This column records the registration of the vehicle you performed the trip in.
12. GL Account Code. The mileage claim will be charged against the same GL account as your salary by default. If an alternative GL Account is required, select from the drop down list provided.
13. Reason for travel (Mandatory). This column records the reason for the trip.
14. Delete. Gives the option to delete a row that you no longer want to claim.

15. Claim Comments. Additional comments can be entered if required.
16. Save Form. Saves the form and allows employee to return later to amend and submit.
17. Add Blank Row. Adds additional rows to the form to enter data in.
18. Submit Form. Submits the form to your manager for approval.
19. Return to Main Form. Exits the claim without saving and returns to the main mileage claim form.

After entering the mileage claim details, click on the ‘Submit Form’ button. A message will be displayed to inform the user that the claim has been successfully submitted. The claim will be sent to your manager for approval and the user will be transferred back to the main mileage claim form.



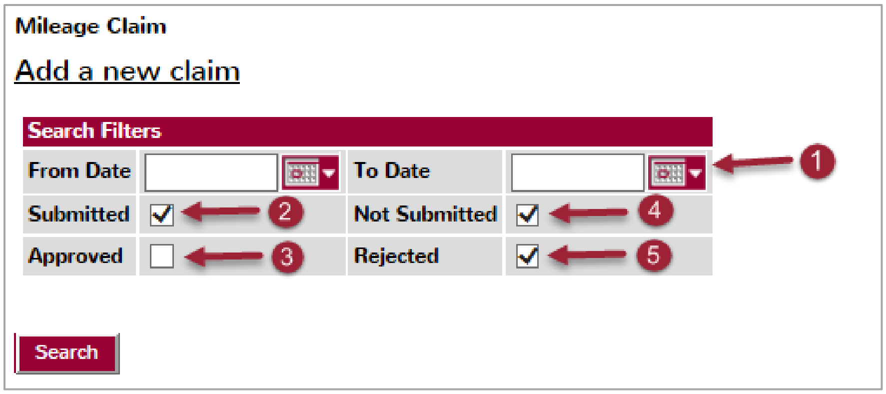
The user also has the option to save the mileage claim form by clicking on the ‘Save Form’ button. The user can come back to modify the saved mileage claim form at a later time, prior to submitting for approval. Upon clicking on ‘Save Form’, a message will be displayed that the save has been successful.



Viewing Mileage Claim Forms

In the Staff OnLine home page, navigate to the ‘Mileage Claim’ tab through My Pay > Expense Claims > Mileage Claims.

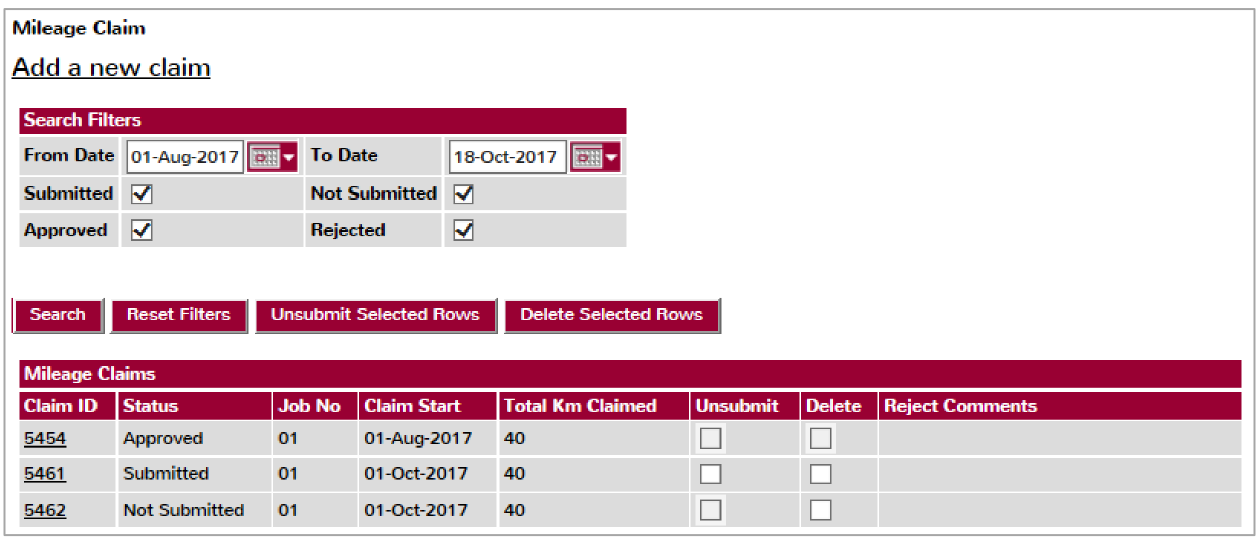
Enter search filters to search for any mileage claim forms.



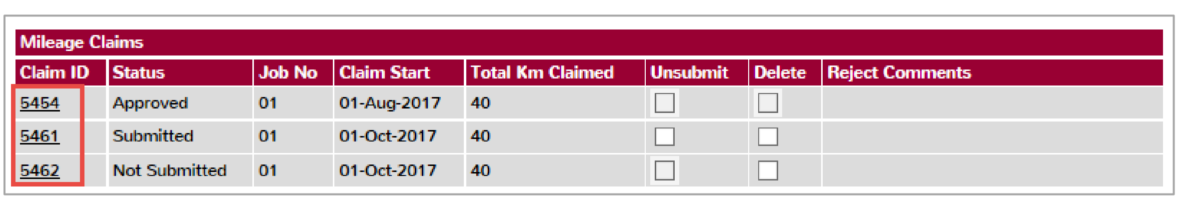
1. From Date and To Date. Enter the date range that you would like to search for mileage claims within.
2. Submitted. Tick to search for submitted, but not yet approved mileage claim forms.
3. Approved. Tick to search for approved mileage claim forms.
4. Not Submitted. Tick to search for saved mileage claim forms.
5. Rejected. Tick to search for mileage claim forms that have been rejected by the approver.

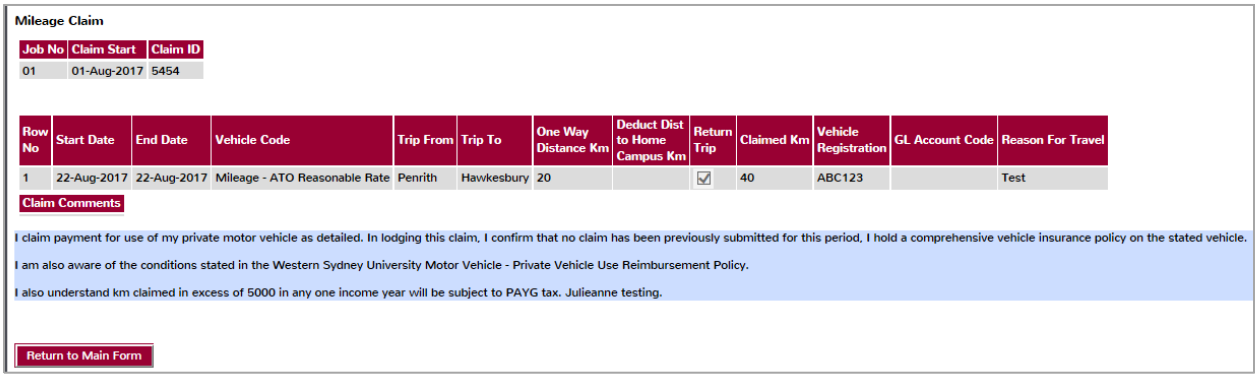
Note*: The user can choose to fill in one or more search filters. If no filters are entered, all mileage claim forms created by the user will be returned.*

After entering the search filters, click on the 'Search' button. Mileage claim forms that match the search criteria will be displayed.



Click on the Claim ID of the mileage claim form that you would like to view. The mileage claim details will then be displayed.





Mileage Claim

Job No	Claim Start	Claim ID
01	01-Aug-2017	5454

Row No	Start Date	End Date	Vehicle Code	Trip From	Trip To	One Way Distance Km	Deduct Dist to Home Campus Km	Return Trip	Claimed Km	Vehicle Registration	GL Account Code	Reason For Travel
1	22-Aug-2017	22-Aug-2017	Mileage - ATO Reasonable Rate	Penrith	Hawkesbury	20		☑	40	ABC123		Test

Claim Comments

I claim payment for use of my private motor vehicle as detailed. In lodging this claim, I confirm that no claim has been previously submitted for this period, I hold a comprehensive vehicle insurance policy on the stated vehicle.

I am also aware of the conditions stated in the Western Sydney University Motor Vehicle - Private Vehicle Use Reimbursement Policy.

I also understand km claimed in excess of 5000 in any one income year will be subject to PAYG tax. Julieanne testing.

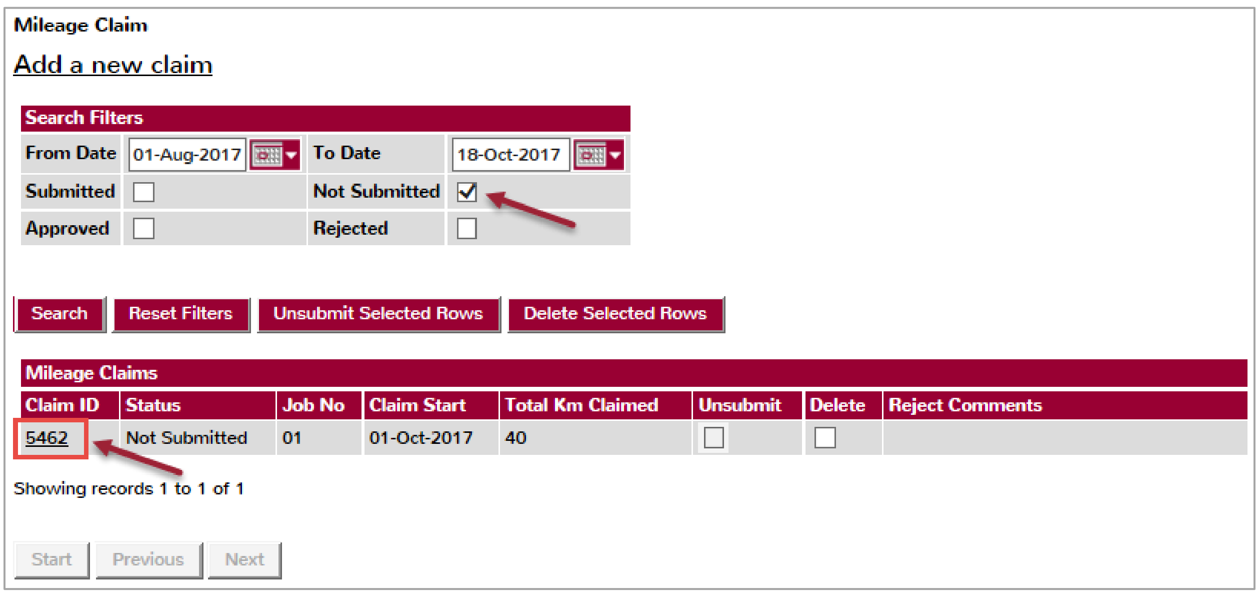
Return to Main Form

Click on the 'Return to Main Form' button to return to the main mileage claim form.

Modifying and Submitting Saved Mileage Claim Forms

In the mileage claim form, enter the search filters to search for a 'Not Submitted' mileage claim form you would like to modify. Click on the 'Search' button to display the results.

Click on the Claim ID of the mileage claim form that you would like to edit.



Mileage Claim

Add a new claim

Search Filters

From Date	01-Aug-2017	To Date	18-Oct-2017
Submitted	☐	Not Submitted	☑
Approved	☐	Rejected	☐

Search | Reset Filters | Unsubmit Selected Rows | Delete Selected Rows

Mileage Claims

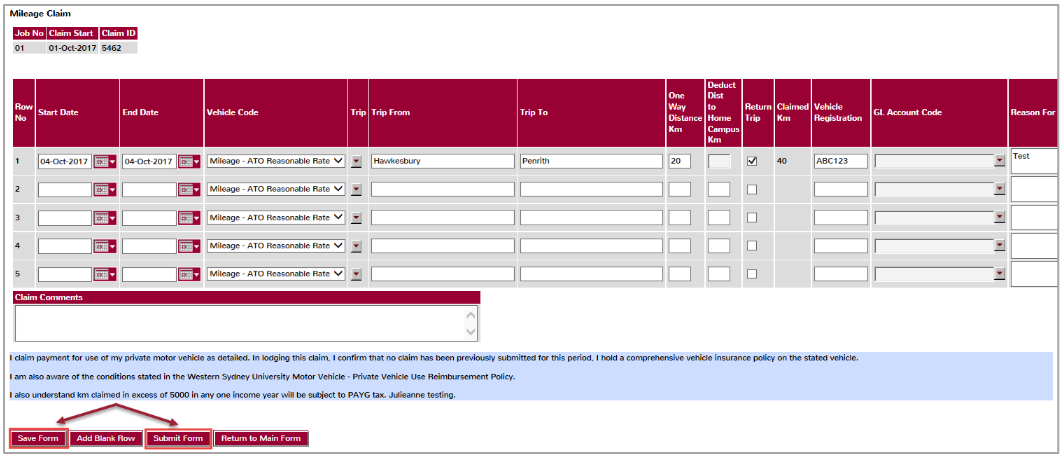
Claim ID	Status	Job No	Claim Start	Total Km Claimed	Unsubmit	Delete	Reject Comments
5462	Not Submitted	01	01-Oct-2017	40	☐	☐	

Showing records 1 to 1 of 1

Start | Previous | Next

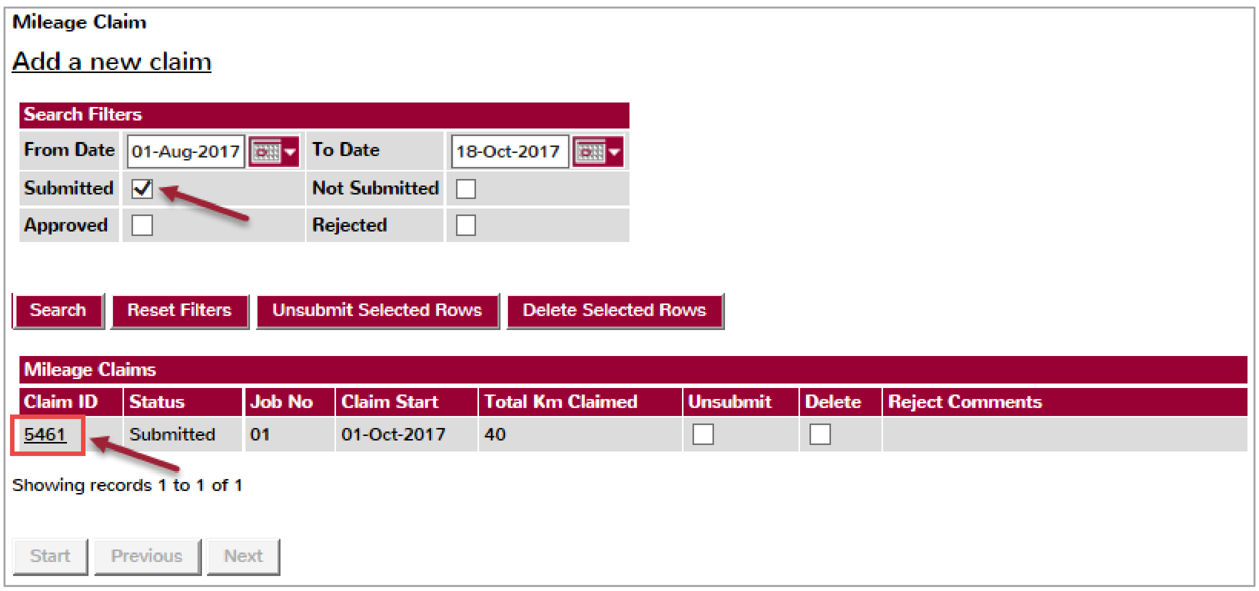
The Mileage Claim details will be displayed.

Modify the details and click on the 'Save Form' button to save the changes or 'Submit Form' to submit the form for approval.

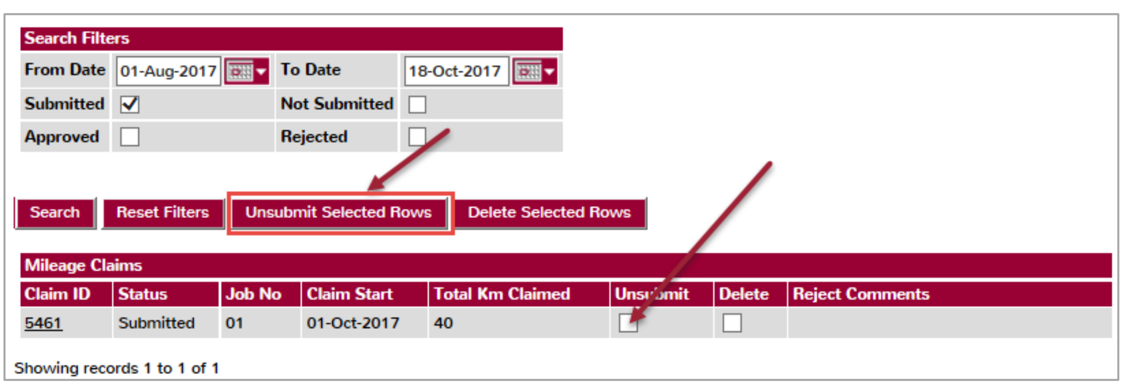


Unsubmitting Mileage Claim Forms

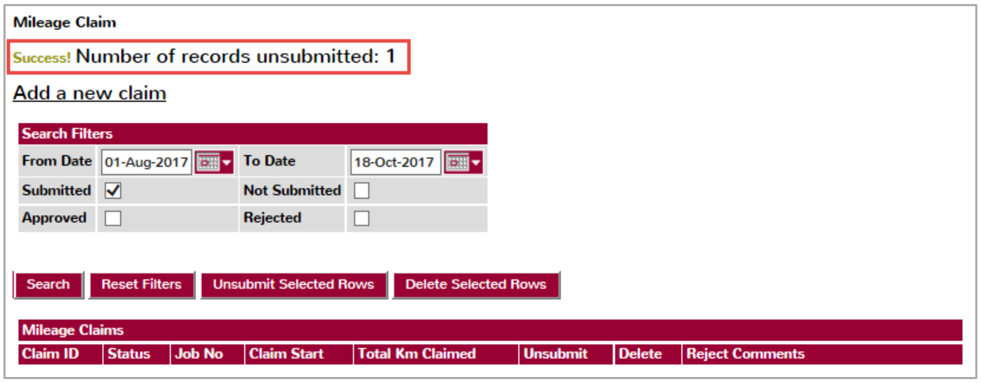
In the mileage claim form, enter the search filters to search for a 'Submitted' mileage claim form you would like to unsubmit. Click on the 'Search' button to display the results.



Tick the 'Unsubmit' checkbox for the mileage claim you would like to unsubmit. Click on the 'Unsubmit Selected Rows' button.



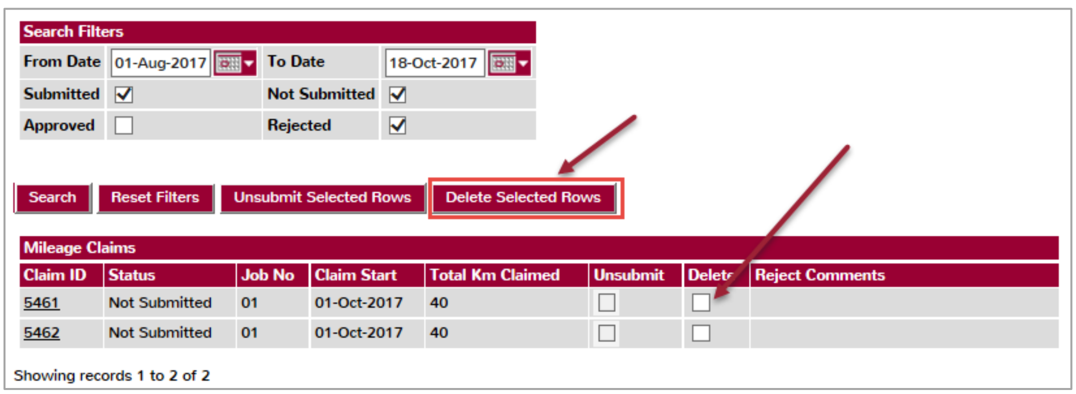
A message will be displayed to inform the user how many forms have been unsubmitted. The form that has been unsubmitted will now have a status of ‘Not Submitted’.



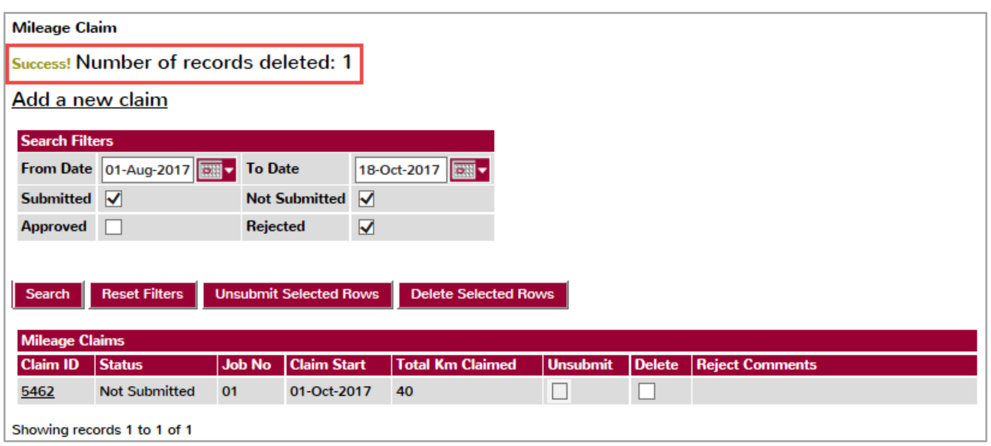
Deleting Mileage Claim Forms

In the mileage claim form, enter the search filters to search for the ‘Submitted’ or ‘Not Submitted’ mileage claim form you would like to delete. Click on the ‘Search’ button to display the results.

Tick the ‘Delete’ checkbox for the mileage claim you would like to delete. Click on the ‘Delete Selected Rows’ button.

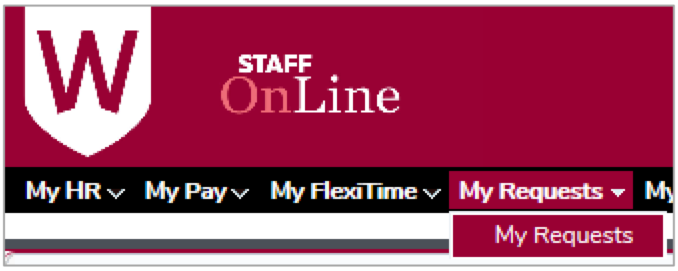


A message will be displayed to inform the user how many forms have been deleted. The form that has been deleted will no longer be displayed in the results.

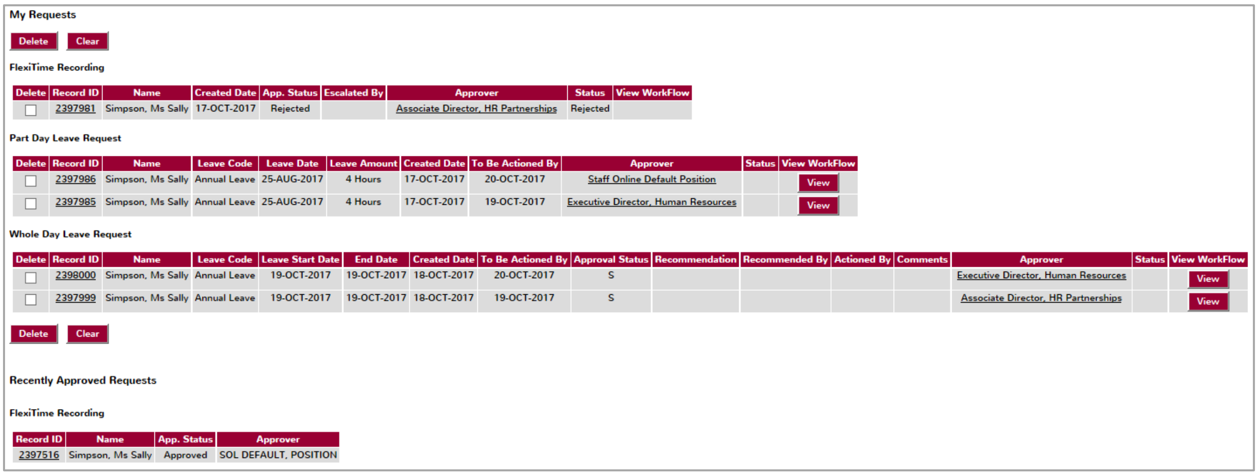


MY REQUESTS – My Requests

To access your pending transactions select 'My Requests' from the 'My Requests' menu or from the 'Links' drop down menu at the top right hand side of the page.



A pending transaction is any claim or request you have made via Staff OnLine that is awaiting approval or has previously been rejected. Once you select 'My Requests' the following screen will be displayed.



My Requests

Delete Clear

FlexiTime Recording

Delete	Record ID	Name	Created Date	App. Status	Escalated By	Approver	Status	View WorkFlow
☐	2397981	Simpson, Ms Sally	17-OCT-2017	Rejected		Associate Director, HR Partnerships	Rejected	

Part Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Date	Leave Amount	Created Date	To Be Actioned By	Approver	Status	View WorkFlow
☐	2397986	Simpson, Ms Sally	Annual Leave	25-AUG-2017	4 Hours	17-OCT-2017	20-OCT-2017	Staff Online Default Position		View
☐	2397985	Simpson, Ms Sally	Annual Leave	25-AUG-2017	4 Hours	17-OCT-2017	19-OCT-2017	Executive Director, Human Resources		View

Whole Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Start Date	End Date	Created Date	To Be Actioned By	Approval Status	Recommendation	Recommended By	Actioned By	Comments	Approver	Status	View WorkFlow
☐	2398000	Simpson, Ms Sally	Annual Leave	19-OCT-2017	19-OCT-2017	18-OCT-2017	20-OCT-2017	S					Executive Director, Human Resources		View
☐	2397999	Simpson, Ms Sally	Annual Leave	19-OCT-2017	19-OCT-2017	18-OCT-2017	19-OCT-2017	S					Associate Director, HR Partnerships		View

Delete Clear

Recently Approved Requests

FlexiTime Recording

Record ID	Name	App. Status	Approver
2397516	Simpson, Ms Sally	Approved	SOL DEFAULT, POSITION

To view the details for a particular pending transaction, click on 'Record ID' for that record.

To delete a pending transaction click on the delete check box followed by the 'Delete' button or click on the 'Record ID' and click on the 'Delete' button. You will be prompted to confirm the deletion.

My Requests

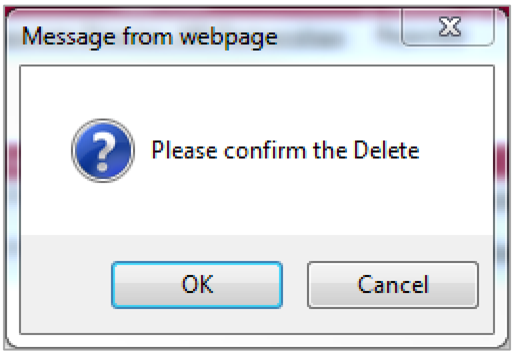
Delete Clear

FlexiTime Recording

Delete	Record ID	Name	Created Date	App. Status	Escalated By	Approver	Status	View WorkFlow
☐	2397981	Simpson, Ms Sally	17-OCT-2017	Rejected		Associate Director, HR Partnerships	Rejected	

Part Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Date	Leave Amount	Created Date	To Be Actioned By	Approver	Status	View WorkFlow
☑	2397986	Simpson, Ms Sally	Annual Leave	25-AUG-2017	4 Hours	17-OCT-2017	20-OCT-2017	Staff Online Default Position		View
☐	2397985	Simpson, Ms Sally	Annual Leave	25-AUG-2017	4 Hours	17-OCT-2017	19-OCT-2017	Executive Director, Human Resources		View



Approval Workflow

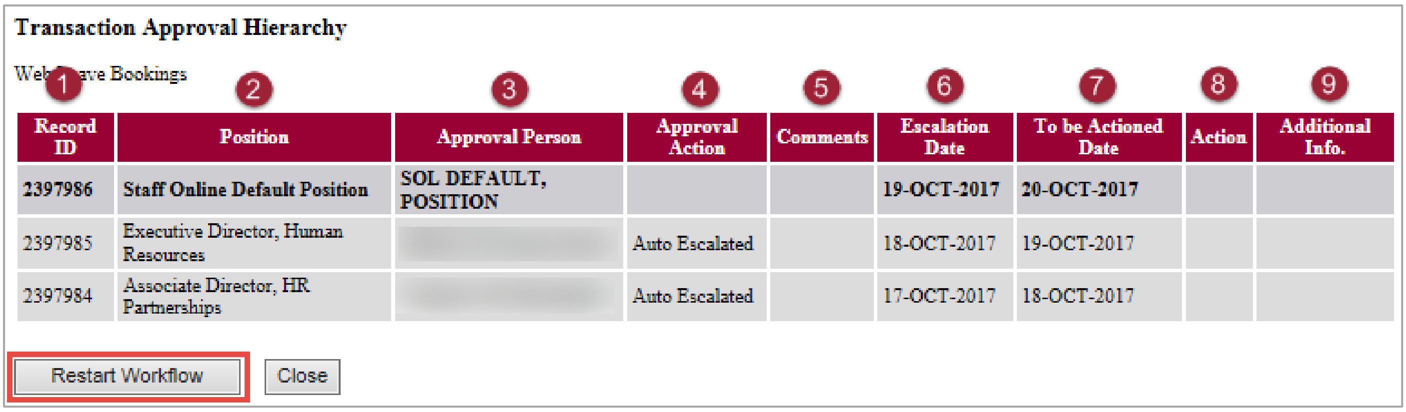
Within the ‘My Requests’ page, you are able to view the workflow for any pending requests. The workflow is simply the approval chain for the request so that you can identify where your request is currently sitting for approval, and also shows when the request is due to escalate between each approval level.

To view the workflow, click on the ‘View’ button under the ‘View Workflow’ column.

Part Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Date	Leave Amount	Created Date	To Be Actioned By	Approver	Status	View WorkFlow
☐	2397986	Simpson, Ms Sally	Annual Leave	25-AUG-2017	4 Hours	17-OCT-2017	20-OCT-2017	Staff Online Default Position		View
☐	2397985	Simpson, Ms Sally	Annual Leave	25-AUG-2017	4 Hours	17-OCT-2017	19-OCT-2017	Executive Director, Human Resources		View

This will open a new window, which will display the approval hierarchy as per below.



Transaction Approval Hierarchy

Web Leave Bookings

Record ID	Position	Approval Person	Approval Action	Comments	Escalation Date	To be Actioned Date	Action	Additional Info.
2397986	**Staff Online Default Position**	**SOL DEFAULT, POSITION**			**19-OCT-2017**	**20-OCT-2017**		
2397985	Executive Director, Human Resources	[illegible]	Auto Escalated		18-OCT-2017	19-OCT-2017		
2397984	Associate Director, HR Partnerships	[illegible]	Auto Escalated		17-OCT-2017	18-OCT-2017		

Restart Workflow   Close

The fields in the Approval Hierarchy are as per below:

1. Record ID. This is a unique ID number given to the record at each level of escalation. These numbers will be consecutive and enable the system to track the movements/approval of each request.
2. Position. This is the position title of the position that the request has been sent to for approval.
3. Approval Person. This is the name of the person that the request has been sent to for approval.
4. Approval Action. This shows what action has been taken at each level of approval. Actions that would appear here could be :
   - Recommended for Approval
   - Recommended for Rejection
   - Auto Escalated (the approver has taken no action within the escalation period, as such the request has been sent to the next person in the workflow).
5. Comments. Any comments entered by levels of the hierarchy will appear here.
6. Escalation Date. For the first level of the workflow, this is the date that the request was submitted. For every subsequent level it is the date that the request will automatically escalate to the next level.
7. To Be Actioned Date. This is the date that the request needs to be actioned by before it will escalate to the next level approver.
8. Action. If the appropriate time has passed a button will appear here to ‘Remind’ the approver.
9. Additional Info. Any additional information regarding the request will appear here.

Note: The final level of approval for each request will always be the Staff Online Default Position. At this stage the request is sitting with HR for approval.

The approval levels move from the bottom to the top of the screen, as can be determined by the ‘Escalation Date’ and the ‘To Be Actioned Date’.

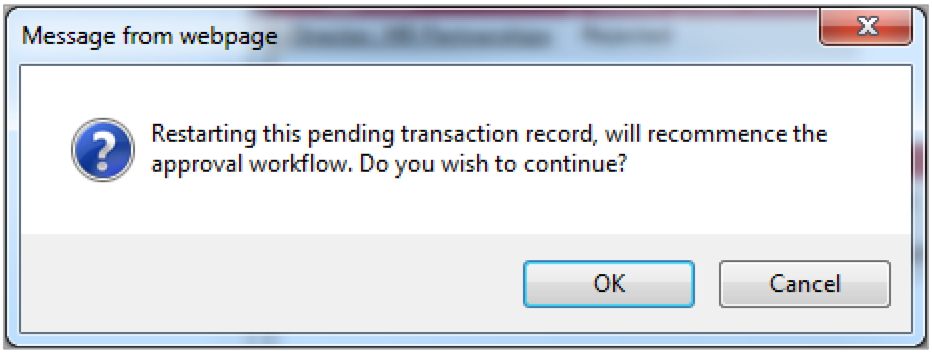
Restart Workflow

You are able to restart the workflow for a request, which will send the request back to the first approval level and restart the escalation periods.

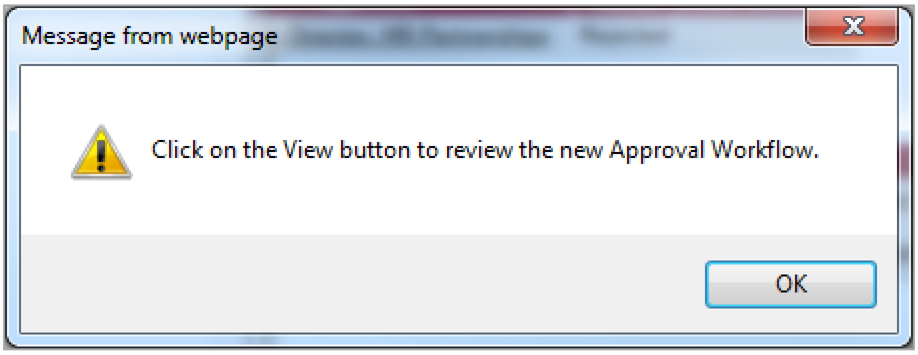
There are a number of scenarios where restarting the workflow could prove useful:

- It could be necessary to restart the workflow if you have recently undergone a reporting line change and you need to send a previously submitted request to your new manager.
- If your request has reached the end of the approval hierarchy and has not been actioned you could restart it so that it will be sent back to your manager for approval.
- If an approval delegation is put in place for your work unit you may need to restart the workflow so that your request goes to the person holding delegation.

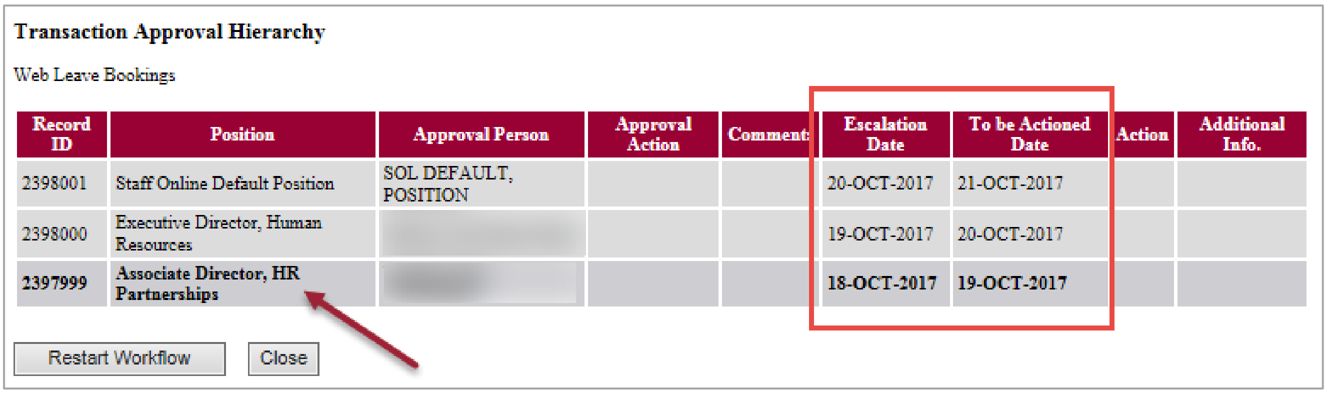
To restart the workflow for a particular request, click in to the workflow and press the ‘Restart Workflow’ button. A pop up box will appear and you will need to confirm the restart.



If you press ‘OK’, the workflow will be restarted



If you click to view the workflow again for the request, you will notice that the dates have been updated and that the request is sitting with the level one approver again.



Transaction Approval Hierarchy

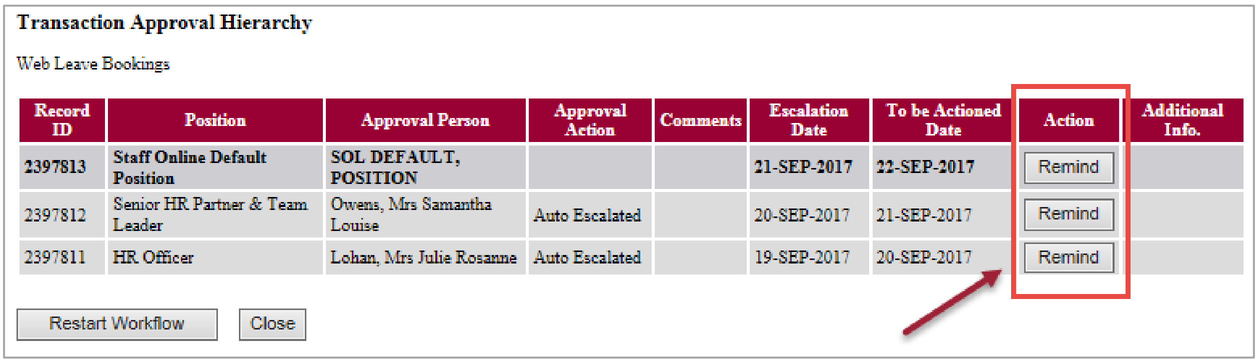
Web Leave Bookings

Record ID	Position	Approval Person	Approval Action	Comment	Escalation Date	To be Actioned Date	Action	Additional Info.
2398001	Staff Online Default Position	SOL DEFAULT, POSITION			20-OCT-2017	21-OCT-2017		
2398000	Executive Director, Human Resources	[redacted]			19-OCT-2017	20-OCT-2017		
2397999	**Associate Director, HR Partnerships**	[redacted]			**18-OCT-2017**	**19-OCT-2017**		

Restart Workflow | Close

Remind Approver

Users are able to send reminders to the desired approver that the request is sitting with. This function will not become available within the 'View' workflow screen until 48 hours after the initial request has been submitted. After the first reminder has been sent, you will not be able to send another reminder to the same approver until 24 hours has passed. A total of 3 reminders can be sent per request.



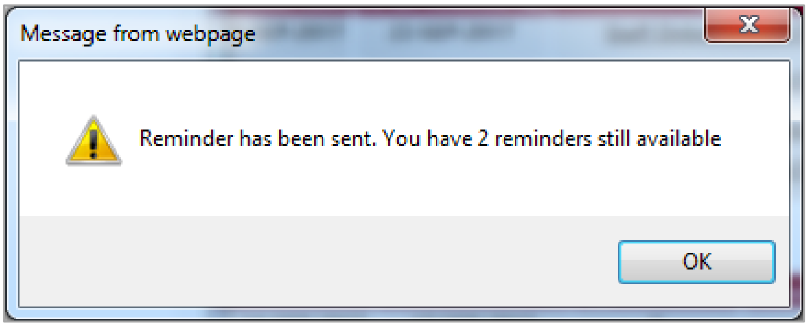
Transaction Approval Hierarchy

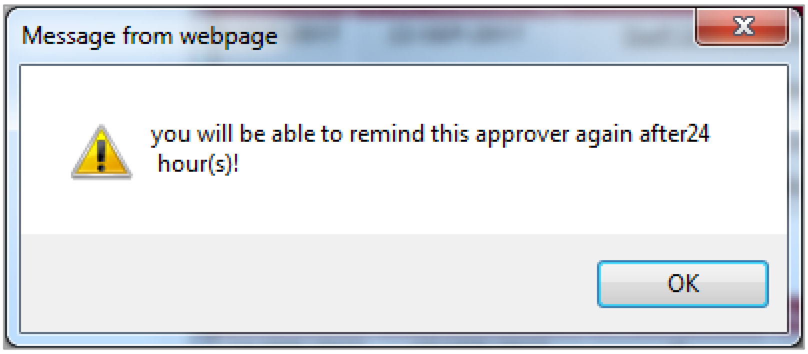
Web Leave Bookings

Record ID	Position	Approval Person	Approval Action	Comments	Escalation Date	To be Actioned Date	Action	Additional Info.
2397813	**Staff Online Default Position**	**SOL DEFAULT, POSITION**			**21-SEP-2017**	**22-SEP-2017**	Remind	
2397812	Senior HR Partner & Team Leader	Owens, Mrs Samantha Louise	Auto Escalated		20-SEP-2017	21-SEP-2017	Remind	
2397811	HR Officer	Lohan, Mrs Julie Rosanne	Auto Escalated		19-SEP-2017	20-SEP-2017	Remind	

Restart Workflow | Close

After sending a reminder the following pop up box will appear, showing the number of reminders remaining.

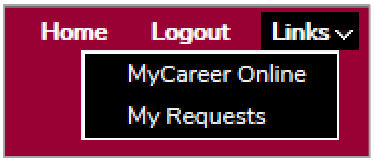




MYCAREER ONLINE

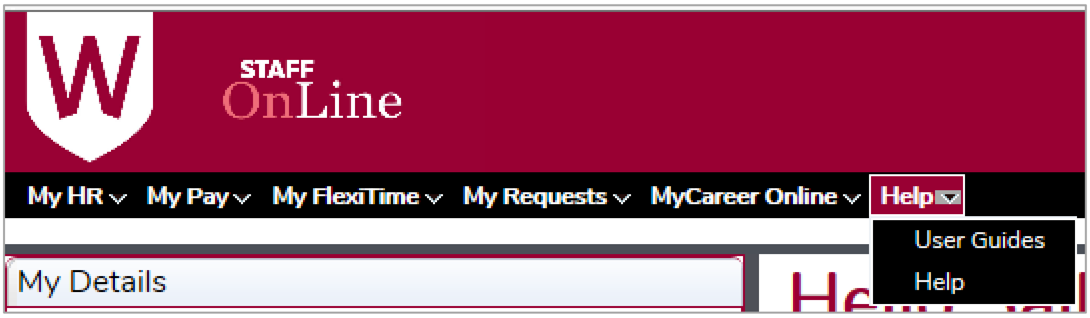
MyCareer Online is a tool to manage your learning and career development through a range of online learning modules, face-to-face courses and workshops at Western Sydney University.

To access MyCareer Online, select ‘MyCareer Online’ from the ‘MyCareer Online’ menu or from the ‘Links’ drop down menu at the top right hand side of the page.



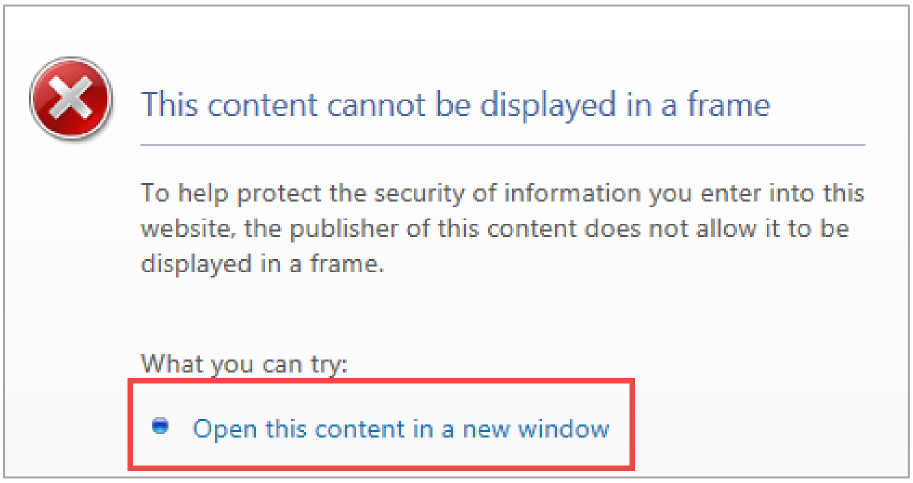
MyCareer Online will launch in a separate window. If you cannot access the new window please ensure your browser pop ups are not blocked.

HELP – User Guides & FAQ’s



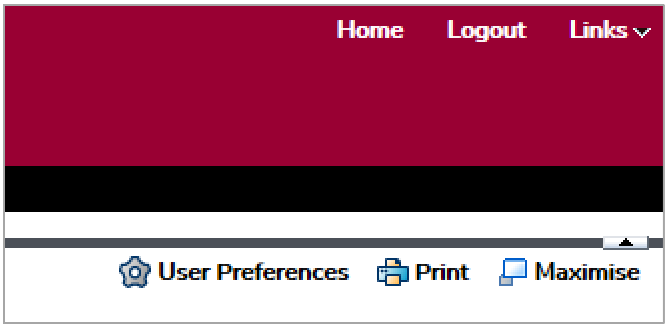
To access Staff OnLine User Guides select the ‘User Guides’ link from the ‘Help’ menu.

To access FAQ’s and support information for Staff OnLine select the ‘Help’ link from the ‘Help’ menu. These web pages will need to be opened in a new window by selecting the ‘Open this content in a new window’ option.



GLOBAL MENU – Home / Logout / Links / Preferences & Print

The global menu displays across the top of the Staff OnLine window. The Home, Logout, Links, User Preferences, Print and Maximise options are attached to this menu. Click on the 'Links' menu at the far right to select further programs.

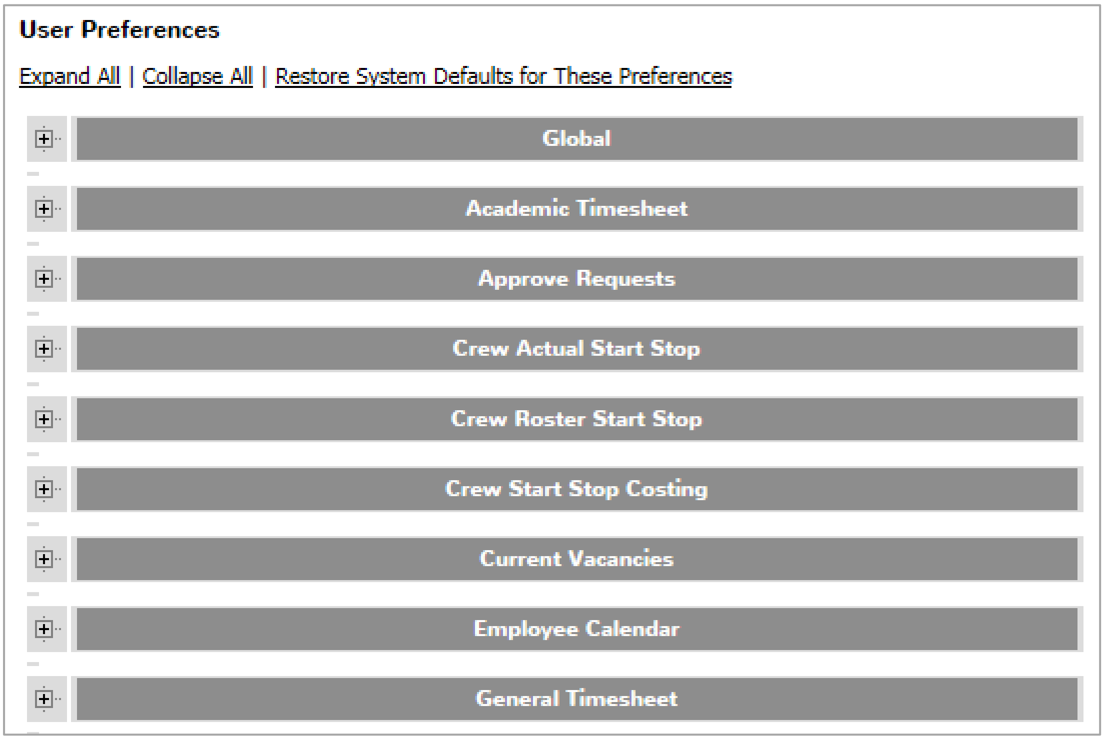


Global Menu – Home. Click on this link at any time to return to the 'Welcome' page.

Global Menu – Logout. Click on this link at any time to Logout of the current Staff OnLine session.

Global Menu – Links. Click on this menu item to open programs for MyCareer Online and My Requests.

Global Menu - User Preferences. Individuals may select their preferences by selecting 'User Preferences' located on the top right hand side or by clicking the 'User Preferences' link that appears on the footer of each page. The following page will then be displayed:



Global Menu – Print. Click on this button to print the contents of the current frame. This will not print the menus.