

WESTERN SYDNEY UNIVERSITY



STAFF OnLine

ALESCO HRMIS V17

VERSION 1.0

MILEAGE CLAIMS GUIDE

March 2019

HR Systems

Information Technology & Digital Services

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Logging In

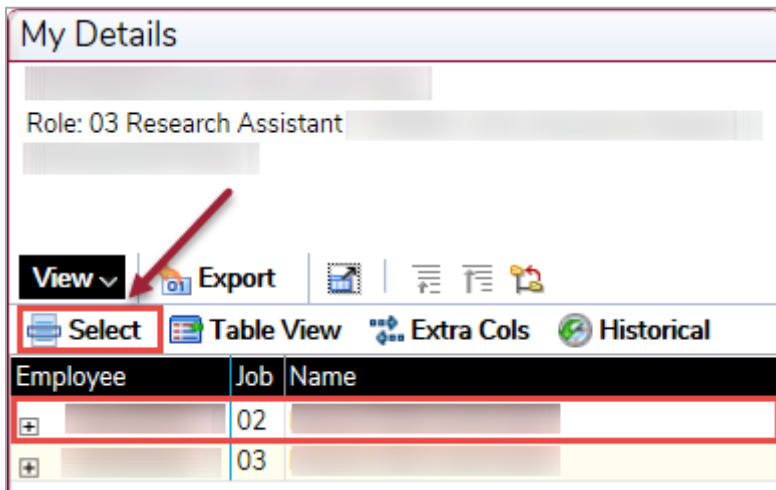
Using a PC with Internet Explorer 11, login to Staff OnLine with your Western Sydney Account credentials at www.westernaccount.westernsydney.edu.au/staffonline. If you only have access to a Mac, please access Staff OnLine via [Citrix](#). Citrix is available on the University Homepage and instructions on installation can be found [here](#).

Navigating to Mileage Claim Form

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



Note: If the user has multiple active jobs, the user will need to select which job they would like to submit a mileage claim for by selecting the job on the left hand side of the Staff OnLine home page and clicking on the Select button.



Submitting a Mileage Claim

Click on 'Add a New Claim'.

Mileage Claim

Add a new claim

Search Filters

From Date	<input type="text"/>		To Date	<input type="text"/>	
Submitted	<input checked="" type="checkbox"/>		Not Submitted	<input checked="" type="checkbox"/>	
Approved	<input type="checkbox"/>		Rejected	<input checked="" type="checkbox"/>	

Search

Enter claim start date and click on 'Find Employee Jobs' button.

Mileage Claim

Claim Start Date

Find Employee Jobs **Return to Main Form**

Enter the mileage claim details in the mileage claim form.

Mileage Claim

Job No: 01 | Claim Start: 17-Oct-2017 | Claim ID: 01

Row No	Start Date	End Date	Vehicle Code	Trip	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	Delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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. Julianne testing.

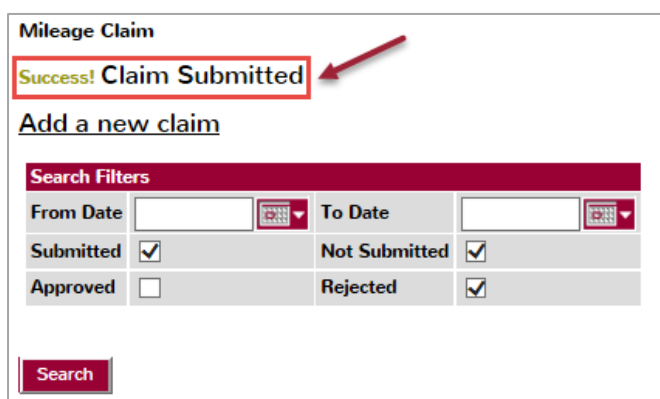
Save Form **Add Blank Row** **Submit Form** **Return to Main Form**

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.



Mileage Claim

Success! Claim Submitted

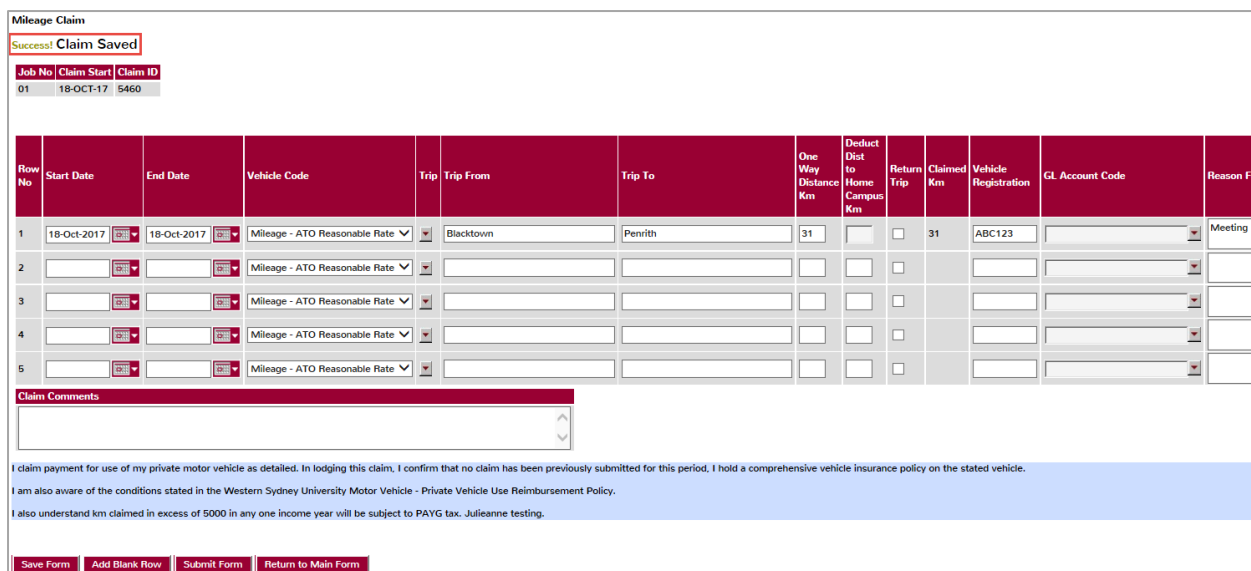
[Add a new claim](#)

Search Filters

From Date	<input type="text"/>	To Date	<input type="text"/>
Submitted	<input checked="" type="checkbox"/>	Not Submitted	<input checked="" type="checkbox"/>
Approved	<input type="checkbox"/>	Rejected	<input checked="" type="checkbox"/>

Search

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.



Mileage Claim

Success! Claim Saved

Job No | Claim Start | Claim ID
01 | 18-OCT-17 | 5460

Row No	Start Date	End Date	Vehicle Code	Trip	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
1	18-Oct-2017	18-Oct-2017	Mileage - ATO Reasonable Rate		Blacktown	Penrith	31		<input type="checkbox"/>	31	ABC123		Meeting
2			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				
3			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				
4			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				
5			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				

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.

Save Form | Add Blank Row | Submit Form | Return to Main Form

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.

Mileage Claim
[Add a new claim](#)

Search Filters

From Date	<input type="text"/>		To Date	<input type="text"/>	
Submitted	<input checked="" type="checkbox"/>		Not Submitted	<input checked="" type="checkbox"/>	
Approved	<input type="checkbox"/>		Rejected	<input checked="" type="checkbox"/>	

Search

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.

Mileage Claim
[Add a new claim](#)

Search Filters

From Date	01-Aug-2017	To Date	18-Oct-2017
Submitted	<input checked="" type="checkbox"/>	Not Submitted	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>	Rejected	<input checked="" type="checkbox"/>

Search **Reset Filters** **Unsubmit Selected Rows** **Delete Selected Rows**

Claim ID	Status	Job No	Claim Start	Total Km Claimed	Unsubmit	Delete	Reject Comments
5454	Approved	01	01-Aug-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	
5461	Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	
5462	Not Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	

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 Claims							
Claim ID	Status	Job No	Claim Start	Total Km Claimed	Unsubmit	Delete	Reject Comments
5454	Approved	01	01-Aug-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	
5461	Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	
5462	Not Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	

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		<input checked="" type="checkbox"/>	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. Julianne 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	<input type="checkbox"/>	Not Submitted	<input checked="" type="checkbox"/>
Approved	<input type="checkbox"/>	Rejected	<input type="checkbox"/>

[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	<input type="checkbox"/>	<input type="checkbox"/>	

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.

Mileage Claim

Job No | Claim Start | Claim ID
01 | 01-Oct-2017 | 5462

Row No	Start Date	End Date	Vehicle Code	Trip	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
1	04-Oct-2017	04-Oct-2017	Mileage - ATO Reasonable Rate		Hawkesbury	Penrith	20		<input checked="" type="checkbox"/>	40	ABC123		Test
2			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				
3			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				
4			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				
5			Mileage - ATO Reasonable Rate						<input type="checkbox"/>				

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. Julianne testing.

Save Form | Add Blank Row | Submit Form | Return to Main Form

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.

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

Claim ID	Status	Job No	Claim Start	Total Km Claimed	Unsubmit	Delete	Reject Comments
5461	Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	

Showing records 1 to 1 of 1

Start | Previous | Next

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

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

Claim ID	Status	Job No	Claim Start	Total Km Claimed	Unsubmit	Delete	Reject Comments
5461	Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	

Showing records 1 to 1 of 1

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'.

Mileage Claim

Success! Number of records unsubmitted: 1

[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

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.

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
5461	Not Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	
5462	Not Submitted	01	01-Oct-2017	40	<input type="checkbox"/>	<input type="checkbox"/>	

Showing records 1 to 2 of 2

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.

Mileage Claim

Success! Number of records deleted: 1

[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	<input type="checkbox"/>	<input type="checkbox"/>	

Showing records 1 to 1 of 1

MANAGERS

Approving/Rejecting Mileage Claim Forms

In the Staff OnLine home page, managers will be notified about the transactions pending their approval.

Click on the hyperlink as per below

W STAFF OnLine

My HR ▾ My Pay ▾ My FlexiTime ▾ My Requests ▾ My Team ▾ My Approvals ▾ MyCareer Online ▾ My Reporting ▾ Help ▾

My Details

Role: 03 Associate Director

View ▾ Export Select Table View Extra Cols Historical

Hello [Redacted]

Welcome to Staff OnLine [Redacted]. You were last logged in on Tue 17-Oct-2017 02:46:53 PM.

Proudly brought to you by the HRIS Unit.

4 pending records are awaiting your approval.

Alternatively, the manager can access their approvals via My Approvals > Approve Requests.

W STAFF OnLine

My HR ▾ My Pay ▾ My FlexiTime ▾ My Requests ▾ My Team ▾ My Approvals ▾ MyCareer Online ▾

My Details

Role: 03 Associate Director

Approve Requests
Team FlexiTime
Approval History
Approval Delegation
Timesheet Unit Check Snapshot

In the 'Mileage Claim' section, click on the Claim ID of the claim to be approved.

Mileage Claim

Approval Status						Claim ID	Name	App. Level	Escalated to you By	Created Date	To Be Actioned By	Approval Status	Claim Period Start	Total Km Claimed
Appr	Rej	Rec Appr	Rec Rej	Escalate	No Action									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5459		1		18-OCT-2017	19-OCT-2017	Submitted	18-OCT-2017	54

Update Clear

A new window will open that displays the mileage claim details. Change the 'Approval Status' to the appropriate status:

- **Rejected:** Approval not given for this transaction.
 - NOTE: Any transaction that is rejected will remain in the employees 'My Requests' list until they delete the transaction. This is done by accessing the record using the 'My Requests' option and clicking the 'delete' button.
- **Approved:** Approval is given for this transaction.
- **Escalated:** Approval escalated to the next approval level.
 - Note: Requests may only be escalated once. They cannot be escalated again to the next level up.

- **Recommend Approval:** The transaction is recommended for approval and is escalated to the next level approver.
- **Recommend Rejection:** The transaction is recommended for rejection and is escalated to the next level approver.

Enter any approval, rejection, or escalation comments as necessary. Click on the 'Update' button.

Person: [Redacted]
Job: 03, Associate Director

[Team Leave Calendar](#) [Approval Button Greyed Out](#)

View and Update Request

Employee No	Job No	Name	Claim Start	Claim ID
	01		18-OCT-17	5459

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	18-Oct-2017	18-Oct-2017	Mileage - ATO Reasonable Rate	Bankstown	Blacktown	27		<input checked="" type="checkbox"/>	54	ABC123		Test

Claim Comments

Delegated Approval

I have checked the claim and advise the claimant was authorised to use a private motor vehicle in accordance with the Western Sydney University Motor Vehicle - Private Vehicle Use Reimbursement Policy.

The claimant was authorised to use a private motor vehicle in the performance of their duty.

Approval Status: **Submitted** (Selected)
 Rejected
 Approved
 Escalated
 Recommend Approval
 Recommend Rejection

Approval Level: [Redacted]
 Escalation Start: [Redacted] Escalation End: 19-OCT-2017 08:28AM

Table Name: WEB_MILEAGE_CLAIM Description: Mileage Claim
 Record Id: 76917879 Created Date: 18-OCT-2017

Comments: [Redacted]
 Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update Clear Close

A message informing the user that the save has been successful will be displayed. Notification of the claim approval, rejection, or escalation will be sent to the employee.

Person: [Redacted]
Job: 03, Associate Director

[Team Leave Calendar](#) [Approval Button Greyed Out](#)

Approve Transaction

Success! 003: This transaction record was successfully applied on 18-OCT-2017.

Close