HR Online: Quick Reference Guide

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1 | Logging On:

1. Log on to the following website: https://hronline.mq.edu.au
2. When prompted, enter your OneID username and password. Can't remember password? Phone the Help Desk on 9850 4357.
3. Click the Login button.

2 | Screen Layout:

Menu bar: Click here to access all key functions of HR Online.
My Pending Requests: Click here to view or delete any pending leave requests
My Favourites: Quick access to the most commonly used HR Online functions.
Print button: To print any screen in HR Online.

3 | My HR:

This menu contains the following functions:
- Update personal details (includes personal/emergency contacts, equity data and qualifications): See 3.1
- Check and project leave balances: See 3.2
- Apply for leave: See 3.3
- Reverse (delete) a leave booking: See 3.4
- Apply for a training course: See 3.5
- View appointment details/roster
3.1 Update personal details
1. Click on My HR
2. Personal Details menu
3. Personal Contacts
4. Click Contact Details link
5. Edit Address/Phone Number
6. Click Update button
The same process applies to Emergency Contacts, Equity Data, Qualifications etc.

3.2 Check and project leave balances
1. Click on My HR
2. Leave menu
3. Leave Balances
Current leave balances will now be displayed. To project leave balances to a future date:
4. Click Enquiry Date Calendar
5. Click on a Future Date
6. Click Calculate Balances button

3.3 Apply for leave
1. Click on My HR
2. Leave menu
3. Leave Bookings Request
4. Click Whole Day or Part Day Leave Booking link
5. Select the Leave Code
6. Enter Start/End Date
7. Select Hours as the Unit
8. Pay in Advance: Yes or No
9. For Personal Leave, click Browse to upload medical certificate if required
10. Other Document: Yes/No
11. Select Reason (if required)
12. Enter Comment (optional)
13. Click Insert button
Leave Request is now sent to your manager for approval.

3.4 Reverse (delete) a leave booking
1. Click on My HR
2. Leave menu
3. Leave History
4. Clear the Start and End Dates
5. Click Find button
6. Click the Reverse link next to the booking to be deleted
7. Click the Reverse button to confirm the reversal
The reversal request is now sent to your manager. **NOTE:** You cannot book new leave requests (containing the same dates) until reversal has been approved.
3.5 Apply for a training course

1. Click on My HR
2. Training & Development menu
3. Training Requests
4. Click Register for a Course link

5. Select Course Category
6. Select Course
7. Select Register (or Waiting List) for the course
8. Complete Course Registration page
9. Click Insert button

You will be advised by email of the outcome of your training course request.

4 | My Pay:

This menu contains the following functions:

- View current and past payslips: See 4.1
- View payment summaries: See 4.2
- Edit bank account details: See 4.3
- Submit a timesheet (casual academic staff only): See 4.4
- View deductions
- View pay calendar

4.1 View current and past payslips

To view a current payslip:

1. Click on My Pay
2. Payroll Details menu
3. Current Payslip

To view a past payslip:

1. Click on My Pay
2. Payroll Details menu
3. Payslip History
4. Click Period End Date of the payslip you wish to view
4.2 View payment summaries

1. Click on My Pay
2. Payroll Details menu
3. Payment Summary
4. Click on the Serial # Link for the tax year you wish to view
5. A final screen will appear – click the PAYG Payment Summary link at the bottom of the page

4.3 Edit bank account details

1. Click on My Pay
2. Payroll Details menu
3. Maintain Bank Accounts
To edit an existing account:
4. Select account
5. Click Details tab
6. Edit 6 digit BSB
7. Edit Account Number
8. Edit Account Name
9. Edit % OR Fixed Amount (multiple accounts only)
10. Click Save button
To add a new (second) account:
4. Click Add button
5. Enter ‘Bank’ as Pay Method
6. Enter 6 digit BSB
7. Enter Account Number
8. Enter Account Name
9. Enter % OR Fixed Amount
10. Click Save button
To delete an account:
4. Select account
5. Click Delete button

4.4 Submit a timesheet (casual academic)

1. Click on My Pay
2. Timesheet & Expenses menu
3. Academic Timesheet
4. Click link: ‘Click here to add a new timesheet’
5. Enter Start Date of the first day to be claimed
6. Enter ‘CALAC’ in Academic Calendar field
7. Click Find Employee Jobs button
8. Select relevant jobs from list
9. Click Continue button
Blank timesheet will now appear:
10. Select Job Number
11. Enter Work Date
12. Enter number of Hours
13. Select Unit Code
14. Once all dates are entered, click Save and Submit button
5 | My Team:

This menu contains the following functions for managers:

- View summary of team appointments (and team probation dates, increment dates, length of service, training courses completed, birthdays): See 5.1
- Process an online termination request: See 5.2
- Check team leave balances: See 5.3
- View team leave bookings (via team leave matrix): See 5.4
- View team leave bookings (via report): See 5.5

5.1 View summary of team appointments

1. Click on My Team
2. Team Management menu
3. Team Appointment Summary
4. Select Employment Status Code (optional)
5. Click Find button

Summary of team member appointments will appear in a table.

The same process applies to Team Probations, Increments, Length of Service, Training and Development and Birthdays.

5.2 Process an online termination request

1. Click on My Team
2. Team Management menu
3. Online Termination Request
4. For the staff member whose employment is to be terminated, click Process link under the Termination column
5. Enter Proposed Termination Date
6. Enter Termination Reason
7. For fixed-term staff, answer the three questions
8. Click Submit button

If the staff member has resigned, please forward the resignation letter to HR or email it to your Payroll Advisor.

The staff member and manager will be emailed once Payroll have processed the termination.

5.3 Check team leave balances

1. Click on My Team
2. Team Leave menu
3. Team Leave Balances
4. Select Leave Code (optional)
5. Click Find button

Leave Balances will now be displayed for your staff members.
5.4 View team leave bookings (matrix)

1. Click on My Team
2. Team Leave menu
3. Team Leave Matrix
4. Select Start Date from calendar
5. Click Display Button

Leave bookings for all staff members will now be displayed for a one month period.

Green indicates an approved booking, and red indicates a pending booking.

5.5 View team leave bookings (report)

1. Click on My Team
2. Team Leave menu
3. Team Leave Bookings
4. Enter a Start Date and End Date to define the period of time you wish to review
5. Select Leave Code (optional)
6. Click Find button

Leave Bookings Report will now be displayed for all staff members.

6 | My Approvals:

This menu contains the following functions for managers:

- Approve timesheets (for casual academic staff only): See 6.1
- Approve leave requests: See 6.2
- Set up an approval delegation: See 6.3

6.1 Approve timesheets (casual academic)

1. Click on My Approvals
2. Approve Transactions

A list of submitted casual academic timesheets will be now be displayed.

For each timesheet entry:
3. View the total hours claimed
4. Click the Approve or Reject radio button
4. Click the Update button
6.2 Approve leave requests

1. Click on My Approvals
2. Approve Transactions
   A list of leave requests will now be displayed.
3. Click the Approve, Reject or Escalate radio button
4. Click the Update button

To approve, reject or escalate the leave request:
5. Select ‘Yes’ in Medical Certificate Sighted field
6. Change Approval Status field from Submitted to Approved/Rejected/Escalated
7. Click the Approve, Reject or Escalate radio button
8. Click the Update button

To sight a medical certificate prior to approving request:
9. Click the Details link (pop-up window will open)
10. Click on the Attachment link
11. View the certificate
12. Select ‘Yes’ in Medical Certificate Sighted field
13. Change Approval Status field from Submitted to Approved/Rejected/Escalated
14. Click Update button

To defer a leave request:
15. Click the Details link (pop-up window will open)
16. Change Approval Status field from Submitted to Deferred
17. Enter a Reactivated Date (the date which you want to reassess the leave request)
18. Click Update button

Deferring the leave request will prevent the leave request from being escalated to your manager. You will be emailed on the Reactivation Date to advise you to now process the request.

6.3 Set up an approval delegation

1. Click on My Approvals
2. Approval Delegation
3. Click Add New Approval Delegation record link

4. Select the Transaction Type you wish to delegate (Leave Bookings, Timesheets or ALL)
5. Click small red arrow at end of Delegated Position No. field (pop-up window will open)
6. Enter the occupant’s surname followed by % (e.g. mouse%)
7. Click the Find button
8. Select the Position Number of delegate (under Position Title)
9. Enter Start Date of delegation
10. Enter End Date of delegation
11. Click Insert button