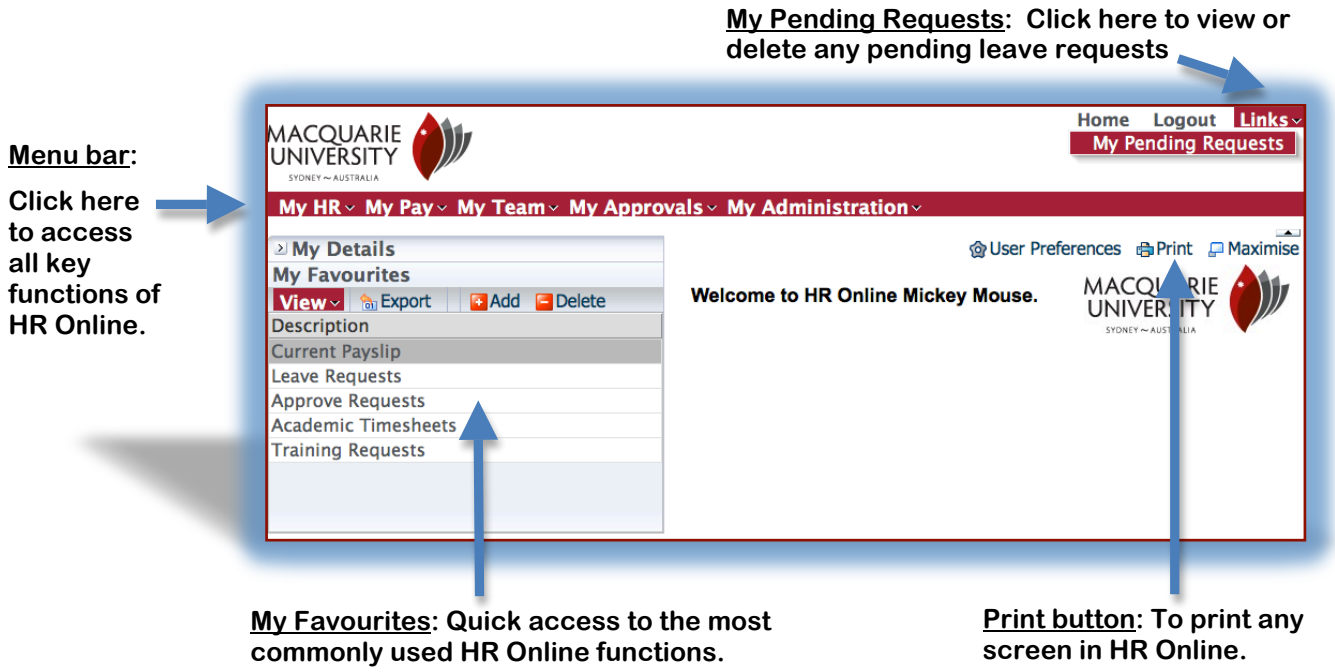
HR Online: Quick Reference Guide

Index:

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:



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

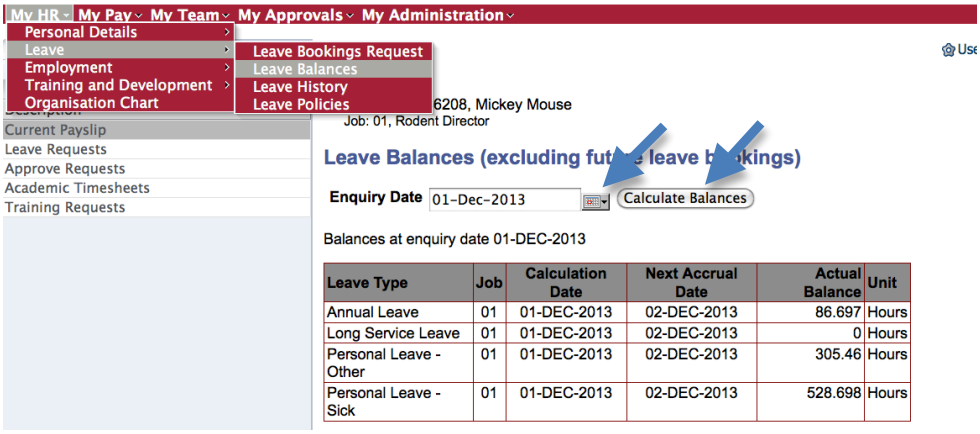
The same process applies to Emergency Contacts, Equity Data, Qualifications etc.

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

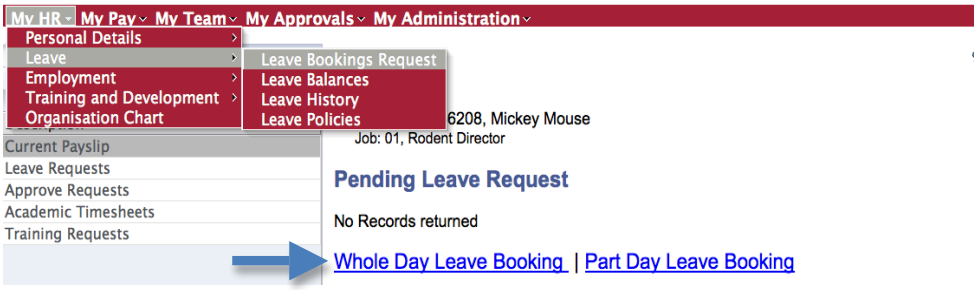


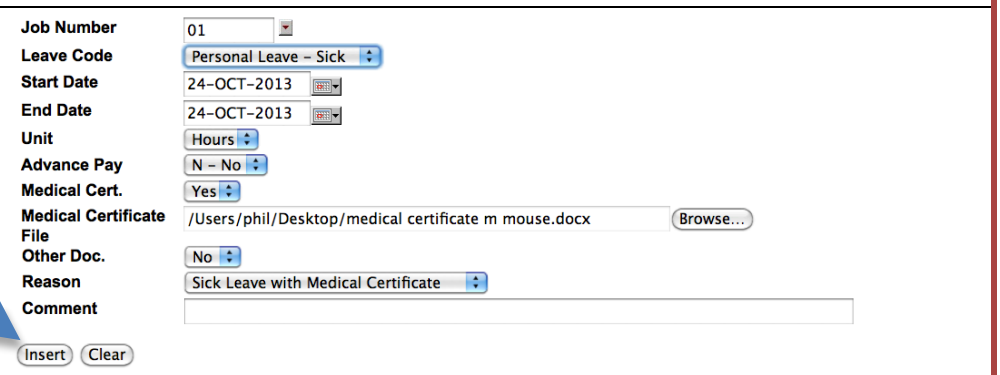
3.3 Apply for leave

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.

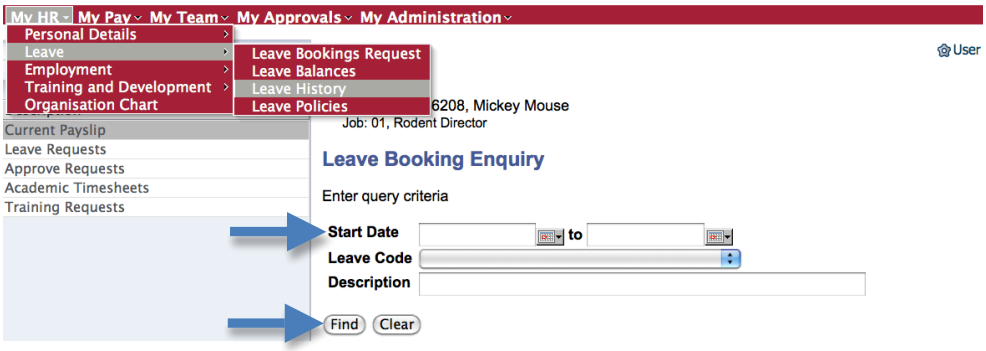


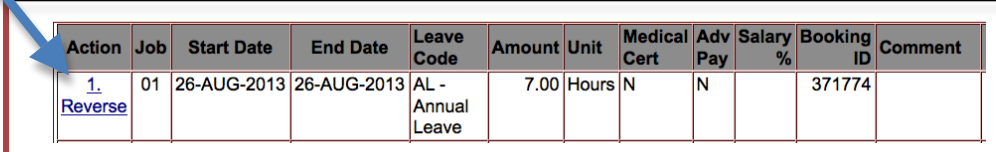


3.4 Reverse (delete) a leave booking

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.



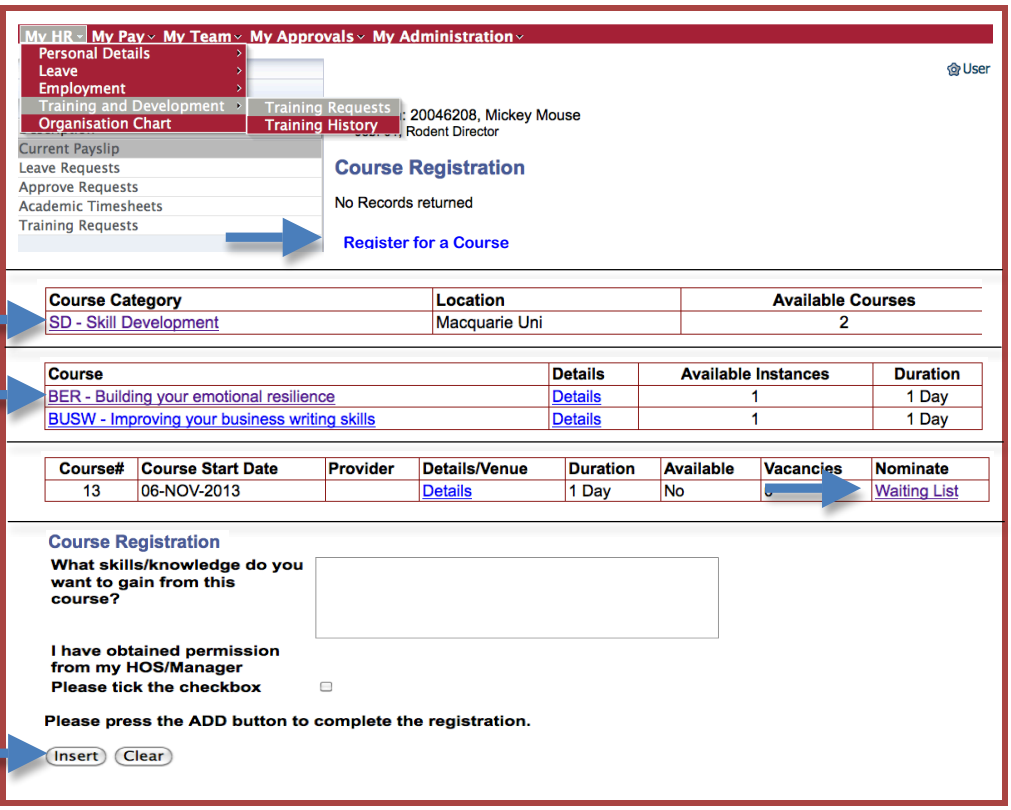


Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment
1. Reverse	01	26-AUG-2013	26-AUG-2013	AL - Annual Leave	7.00	Hours	N	N		371774	

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

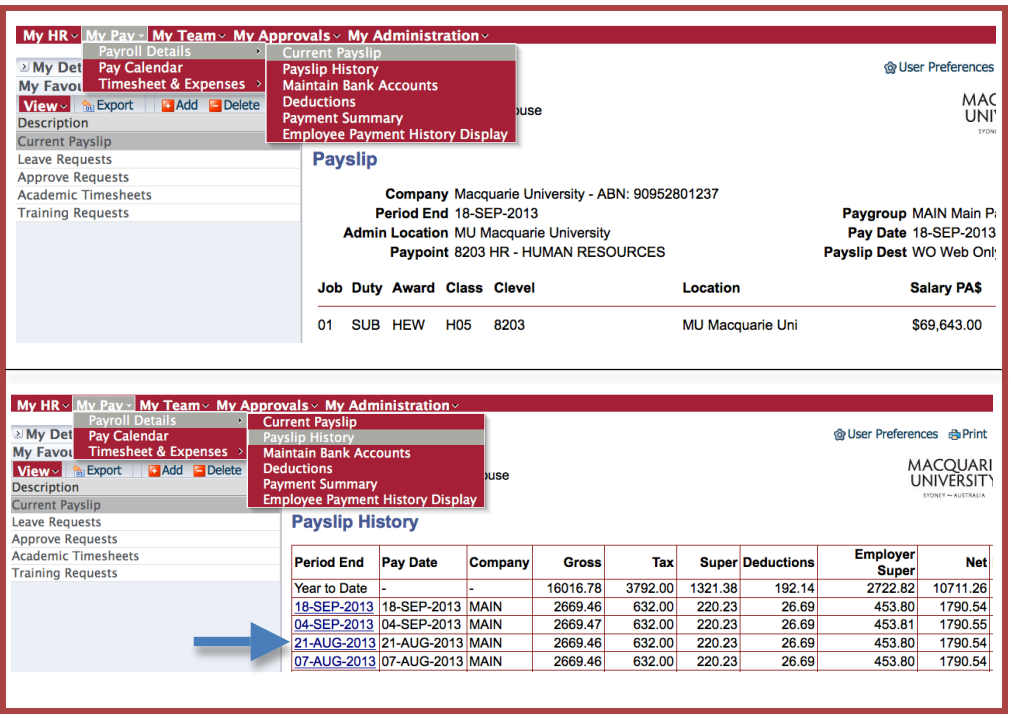
4.1 View current and past payslips

To view a current payslip:

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

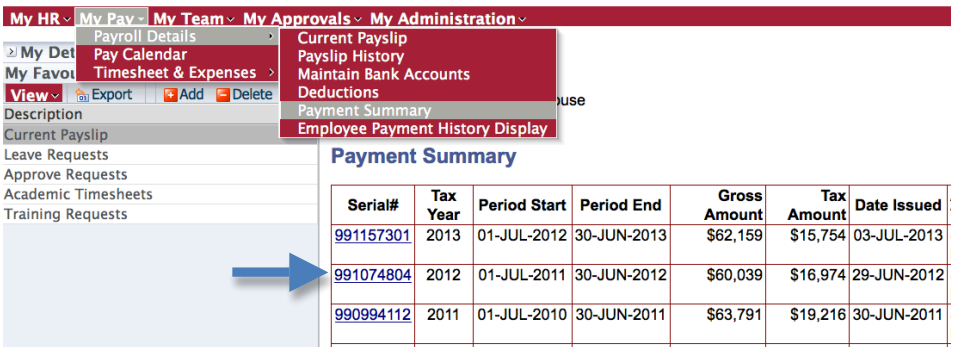
To view a past payslip:

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:

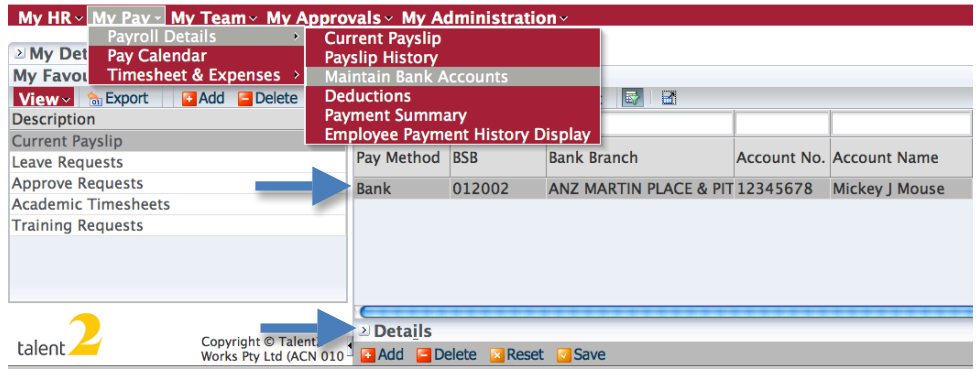
4. Select account
5. Click Details tab
6. Edit 6 digit BSB
7. Edit Account Number
8. Edit Account Name
9. Edit % OR Fixed Amount (multiple accounts only)
10. Click Save button

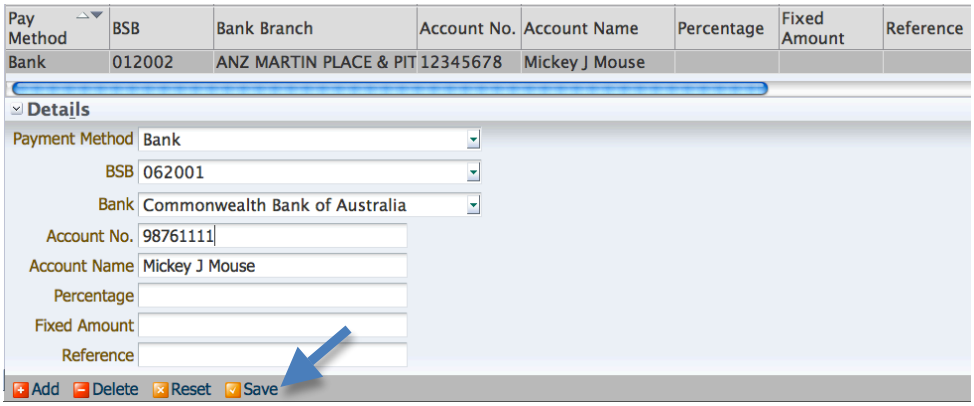
To add a new (second) account:

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





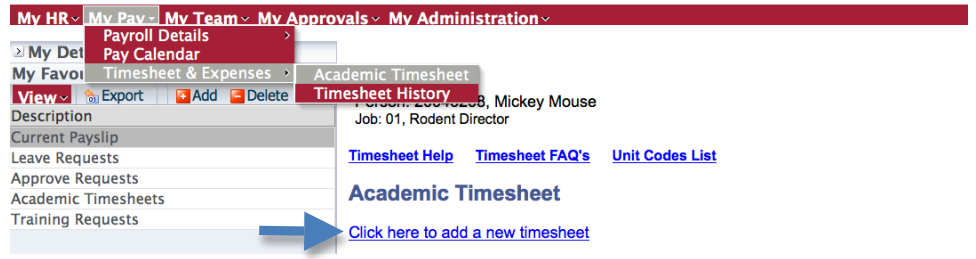
4.4 Submit a timesheet (casual academic)

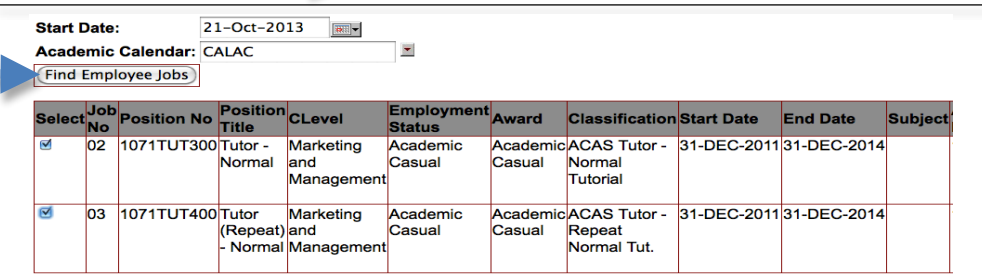
1. Click on My Pay
2. Timesheet & Expenses menu
3. Academic Timesheet
4. Click link: 'Click here to add a new timesheet'

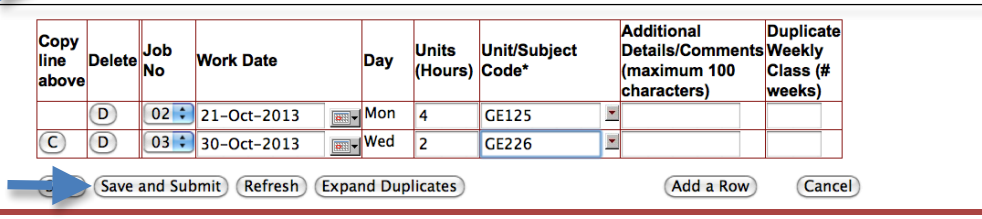
5. Enter Start Date of the first day to be claimed
6. Enter 'CALAC' in Academic Calendar field
7. Click Find Employee Jobs button
8. Select relevant jobs from list
9. Click Continue button

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:

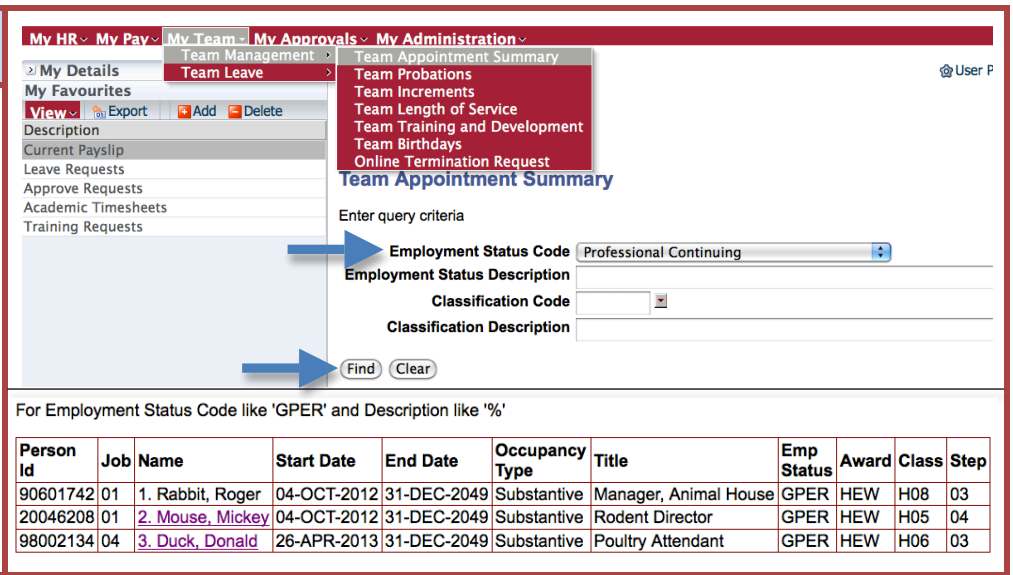
- View summary of team appointments (and team probation dates, increment dates, length of service, training courses completed, birthdays): See 5.1
- Process an online termination request: See 5.2
- Check team leave balances: See 5.3
- View team leave bookings (via team leave matrix): See 5.4
- View team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



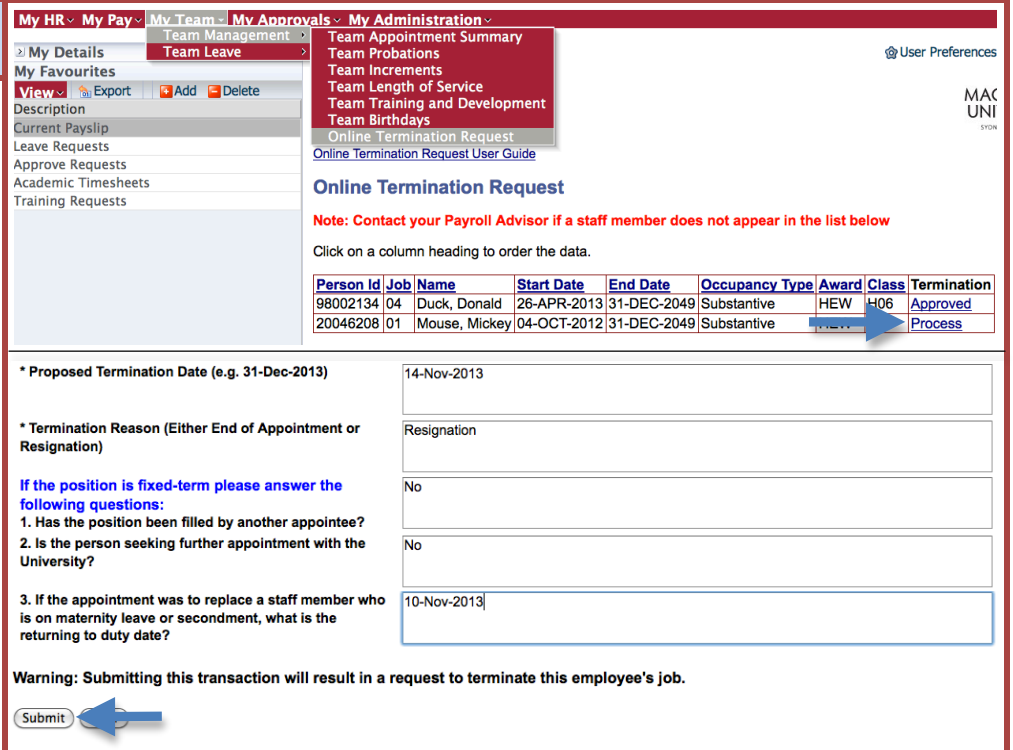
Person Id	Job	Name	Start Date	End Date	Occupancy Type	Title	Emp Status	Award	Class	Step
90601742	01	1. Rabbit, Roger	04-OCT-2012	31-DEC-2049	Substantive	Manager, Animal House	GPER	HEW	H08	03
20046208	01	2. Mouse, Mickey	04-OCT-2012	31-DEC-2049	Substantive	Rodent Director	GPER	HEW	H05	04
98002134	04	3. Duck, Donald	26-APR-2013	31-DEC-2049	Substantive	Poultry Attendant	GPER	HEW	H06	03

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.

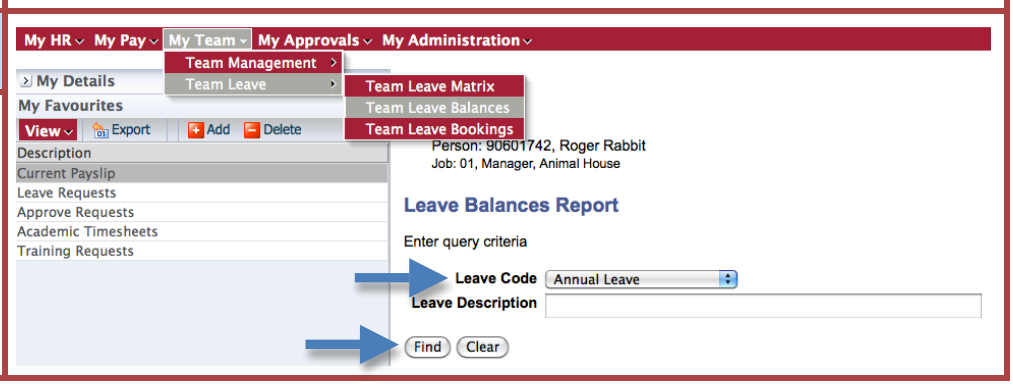
The staff member and manager will be emailed once Payroll have processed the termination.



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.

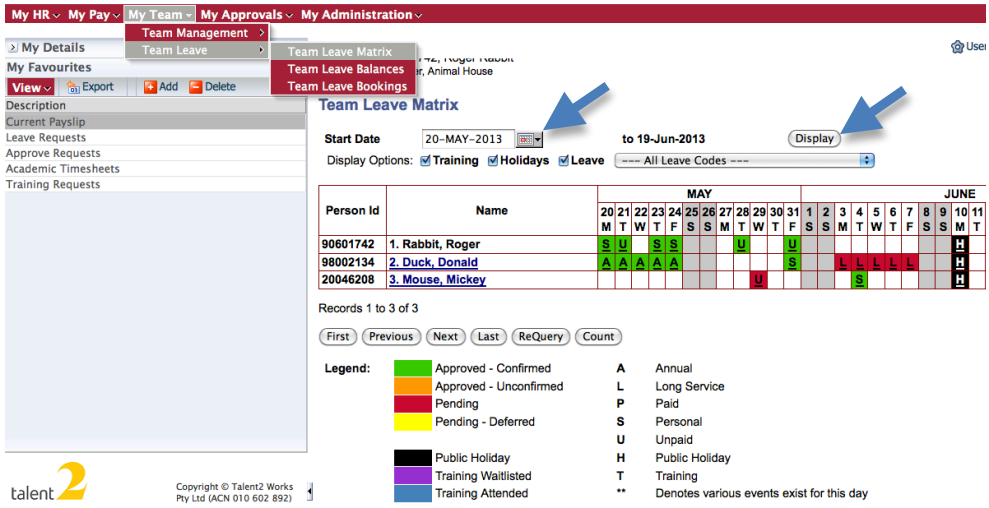


5.4 View team leave bookings (matrix)

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.

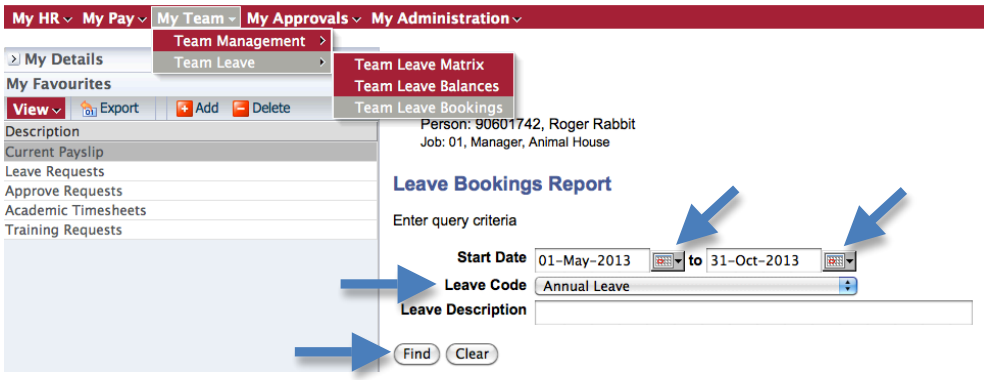
Green indicates an approved booking, and red indicates a pending booking.



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.



Person Id	Name	Job	LV Code	Description	Start date	End date	Amount	Unit	Med Cert	Leave Reason
90601742	Rabbit, Roger	01	AL	Annual Leave	13-MAY-2013	13-MAY-2013	7	Hours	N	
		01	AL	Annual Leave	23-SEP-2013	26-SEP-2013	28	Hours	N	
		01	AL	Annual Leave	30-SEP-2013	03-OCT-2013	28	Hours	N	
20046208	Mouse, Mickey	01	AL	Annual Leave	18-APR-2013	01-MAY-2013	63	Hours		
		01	AL	Annual Leave	02-MAY-2013	17-MAY-2013	84	Hours	N	
		01	AL	Annual Leave	12-JUL-2013	12-JUL-2013	7	Hours		
		01	AL	Annual Leave	26-AUG-2013	26-AUG-2013	7	Hours	N	
98002134	Duck, Donald	04	AL	Annual Leave	20-MAY-2013	24-MAY-2013	35	Hours		

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

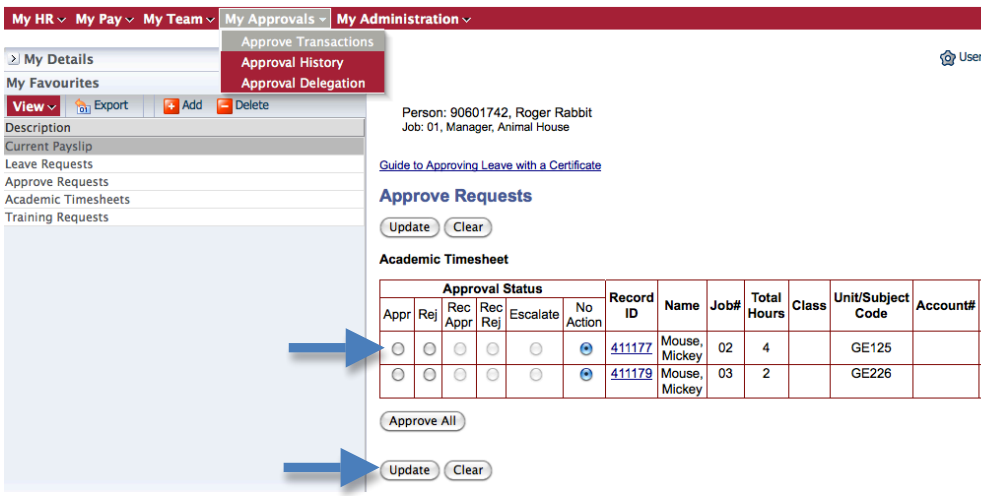
6.1 Approve timesheets (casual academic)

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 be now be displayed.

To approve, reject or escalate the leave request:

3. Click the Approve, Reject or Escalate radio button
4. Click the Update button

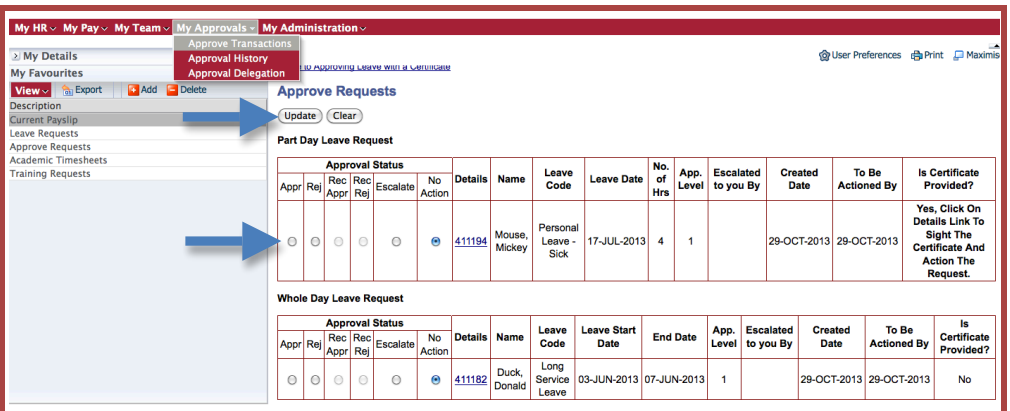
To sight a medical certificate prior to approving request:

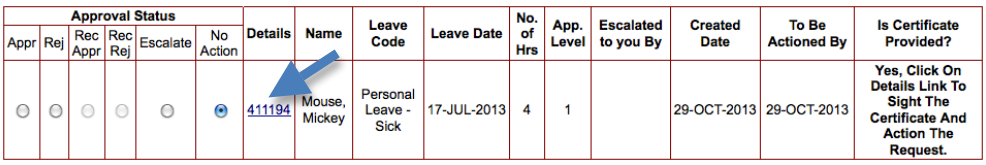
3. Click the Details link (pop-up window will open)
4. Click on the Attachment link
5. View the certificate
6. Select 'Yes' in Medical Certificate Sighted field
7. Change Approval Status field from Submitted to Approved/Rejected/Escalated
8. Click Update button

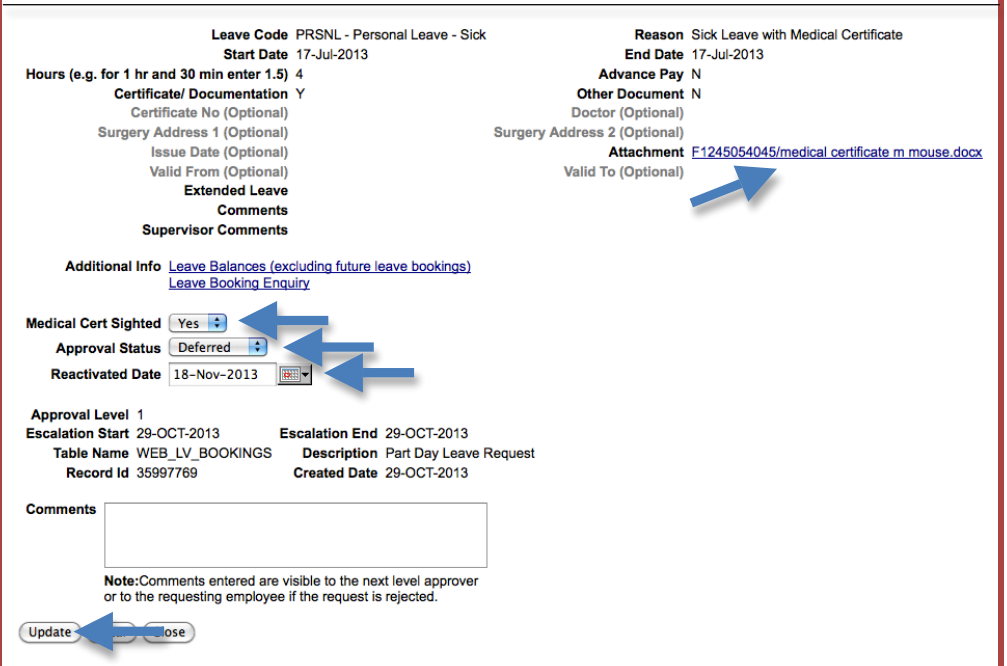
To defer a leave request:

3. Click the Details link (pop-up window will open)
4. Change Approval Status field from Submitted to Deferred
5. Enter a Reactivated Date (the date which you want to reassess the leave request)
6. 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.

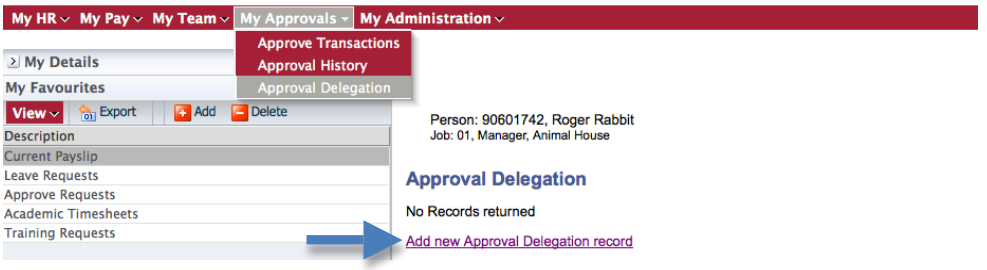




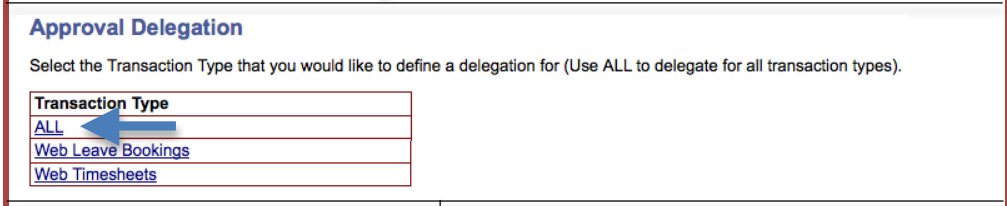


6.3 Set up an approval delegation

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