

NEW HIRE



This guide provides information about the **New Hire** request process for:

- New Hire requests for New employees
- New Hire requests for Existing employees (This will create a NEW Job Number. For **Extensions** or **Casual Academic Reappointments**, please see the ***HRonline Help – EXTENSIONS & CESSATIONS*** guide.)
- New Hire requests for Returning employees
- Create a new hire request
- View, edit, delete or submit a previously saved but un-submitted new hire request
- View, delete or unsubmit a previously submitted (but not approved) new hire request
- Reject a new hire request
- Approve a new hire request
- View New Hire request history

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NEW HIRE



Overview

This guide provides information about the New Hire request process within the HRonline system.

The HRonline New Hire request process creates new jobs for:

- New employees
- Existing employees
- Returning employees

The following options are available:

- Create a new hire request
- View, edit, delete or submit a previously saved but un-submitted new hire request
- View, delete or unsubmit a previously submitted (but not approved) new hire request
- Reject a new hire request

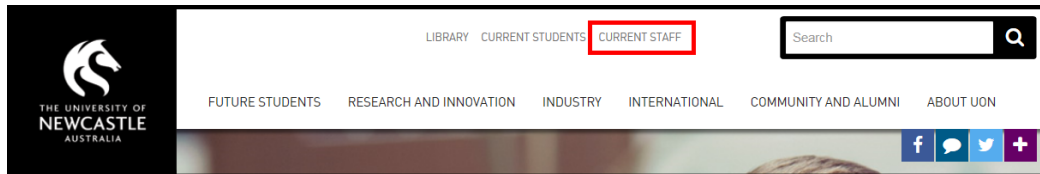
An incomplete New Hire request can be saved and completed at a later time.

When the New Hire request has been completed and submitted, it must then be approved by the relevant manager within the standard Alesco approval hierarchy.

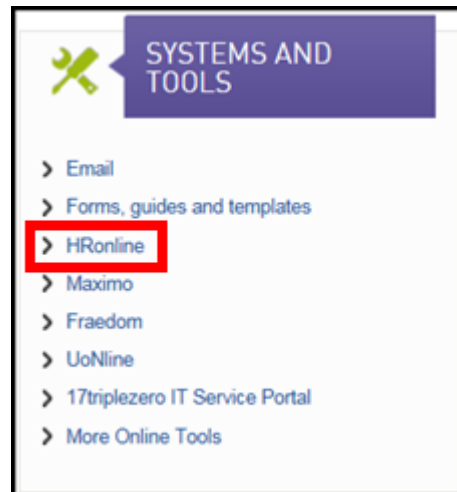
Access New Hire

Log in to HRonline

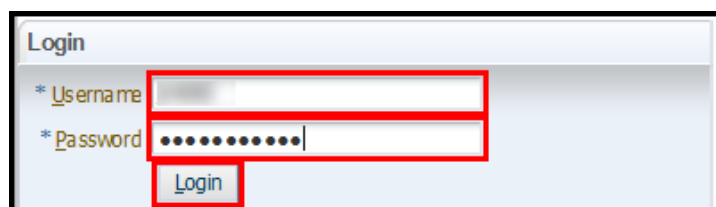
1. Go to www.newcastle.edu.au >
2. Click **CURRENT STAFF** at the top of the homepage:



3. Scroll down to SYSTEMS AND TOOLS > Click **HRonline**:

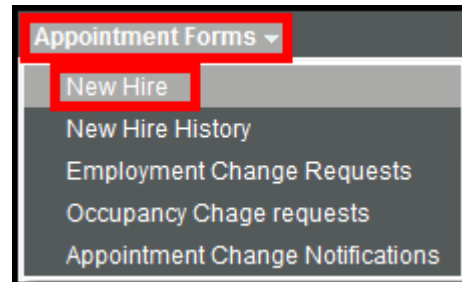


4. Login with:
Username = your **Number Plate** (your Uni ID e.g. ABC123)
Password = your **main** password >
5. Click **Login**:



Access the New Hire area

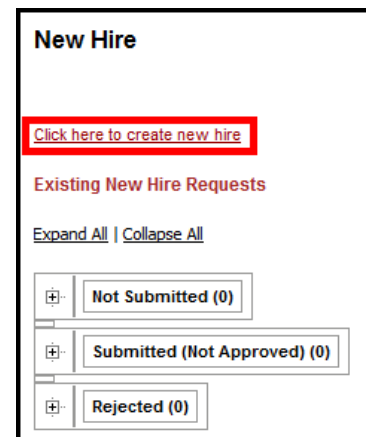
1. Go to **Appointment Forms** > **New Hire**:



2. The following screen will display:



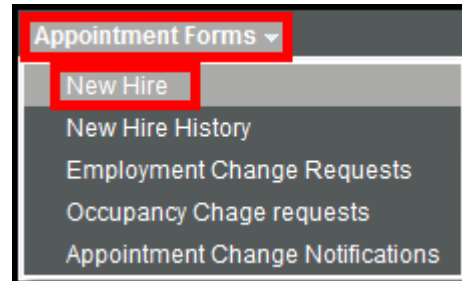
3. Click **Click here to create new hire** to submit a New Hire request:



4. Click:
 - **Not Submitted** to view Existing New Hire Requests that have been *saved* but *not submitted*.
 - **Submitted (Not Approved)** to view Existing New Hire Requests that have been *submitted* but *not approved*.
 - **Rejected** to view Existing New Hire Requests which have been *rejected*.

Create a New Hire request

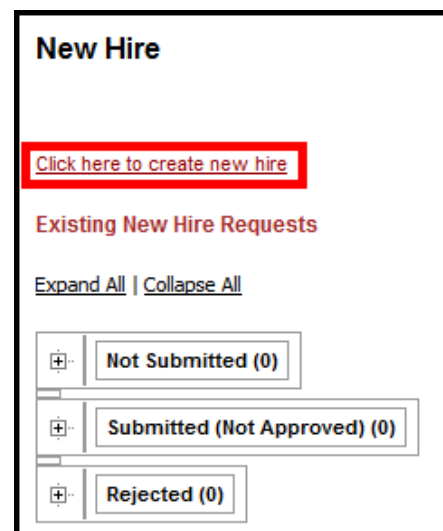
1. Go to **Appointment Forms** > **New Hire**:



2. The following screen will display:



3. Click **Click here to create new hire** to submit a New Hire request:



4. You can **search** for Existing Employees **or create** a New Employee:

New Hire
Search for Existing Employees and/or Applicants

Employee No : <input type="text"/>	Vacancy No : <input type="text"/>	Applicant No : <input type="text"/>
Surname : <input type="text"/>	Prev Surname : <input type="text"/>	
First Name : <input type="text"/>	Second Name : <input type="text"/>	
Preferred Name : <input type="text"/>	Date of Birth : <input type="text"/>	Gender : <input type="text"/>
Applicant Action : <input type="text"/>	Applicant Action Date : <input type="text"/>	
Licence No : <input type="text"/>	Occupancy : Substantive	

Create New Employee
Search results. Click on header to re-order

Copy	Employee		Source	Surname	Previous	First	Second	Third	Preferred	Title	Gender	Date	Commence	Occupancy	Position	Position	Clevel	Account	Location	Country	Employee
Position	Vacancy/Applicant	Number			Surname	Name	Name	Name	Name			of Birth	Date	Termination		Title					Warnings
No search results to display.																					

Create New Employee

A new employee record needs to be created when there is no Vacancy / Applicant record or previous employment.

1. Click **Create New Employee**:

New Hire
Search for Existing Employees and/or Applicants

Employee No : <input type="text"/>	Vacancy No : <input type="text"/>	Applicant No : <input type="text"/>
Surname : <input type="text"/>	Prev Surname : <input type="text"/>	
First Name : <input type="text"/>	Second Name : <input type="text"/>	
Preferred Name : <input type="text"/>	Date of Birth : <input type="text"/>	Gender : <input type="text"/>
Applicant Action : <input type="text"/>	Applicant Action Date : <input type="text"/>	
Licence No : <input type="text"/>	Occupancy : Substantive	

Create New Employee

2. The **New Hire Details** form will display:

New Hire
Employee:
[Expand All](#) | [Collapse All](#)
Employment Status
[Show Employee Details](#)
[Show Passport Details](#)
[Show Qualification Details](#)
[Show Occupancy Details](#)
[Show Accounts Details](#)

[Return to the search screen](#)

Search for Existing Employee or Applicant

This form is used to **search** for existing and past employees and/or applicants for vacancies.

All the fields on this form can be used for searching, however **the search must include one of the following**:

- Employee No
- Vacancy No
- Applicant No
- Surname

New Hire			
Search for Existing Employees and/or Applicants			
Employee No :	<input type="text"/>	Vacancy No :	<input type="text"/>
Surname :	<input type="text"/>	Applicant No :	<input type="text"/>
First Name :	<input type="text"/>	Prev Surname :	<input type="text"/>
Preferred Name :	<input type="text"/>	Second Name :	<input type="text"/>
Applicant Action :	<input type="text"/>	Date of Birth :	<input type="text"/>
Licence No :	<input type="text"/>	Gender :	<input type="text"/>
		Applicant Action Date :	<input type="text"/>
		Occupancy :	Substantive
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

1. If you do not know the employee number, search using the **Surname** field **plus other required fields** >
2. When searching it is best to enter part of the name with the wildcard '%' which produces more accurate results:

Eg, part of the surname and first initial:

New Hire	
Search for Existing Employees and/or Applicants	
Employee No :	<input type="text"/>
Vacancy No :	<input type="text"/>
Surname :	<input type="text" value="Roch%"/>
First Name :	<input type="text" value="%A%"/>
Preferred Name :	<input type="text"/>
Applicant Action :	<input type="text"/>
Licence No :	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
Create New Employee	

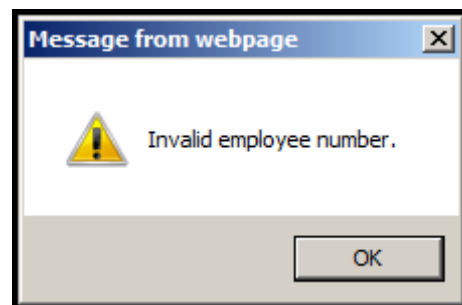
The results are broader, eg:

EMPLOYEE	ROCHA DE PAULA
EMPLOYEE	ROCHFORD
EMPLOYEE	ROCHFORD
EMPLOYEE	ROCHE
EMPLOYEE	ROCHE
EMPLOYEE	ROCHFORD
EMPLOYEE	ROCHAIX
EMPLOYEE	ROCHFORD

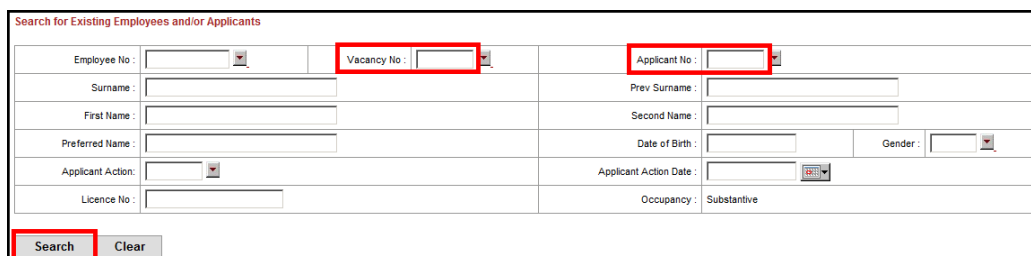
3. Do **not** click the red arrow next to the Employee No field, as this will display all employee numbers and the large query may freeze your session:



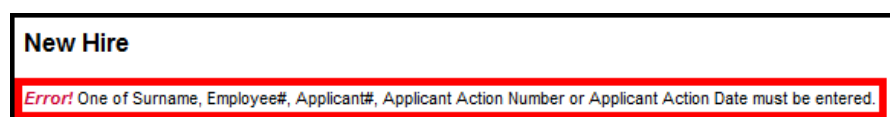
4. If an **incorrect Employee No** is entered, you will receive an Invalid employee number error message:



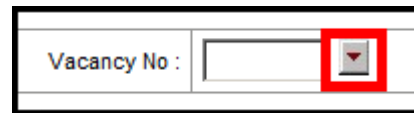
5. Click **OK** and search again.
6. If you are **searching** using the **Vacancy No** field you **must also include** the **Applicant No** field before you click Search:



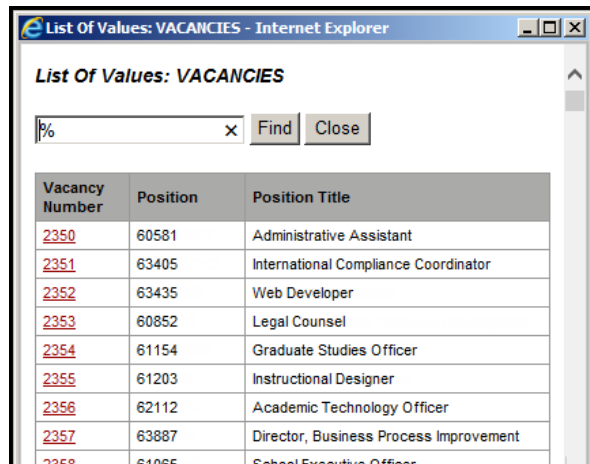
7. If you do not use both fields you will receive an error message:



8. To find the correct **Vacancy No**, click on the **red drop-down arrow** next to the field:



9. A search screen will pop up:



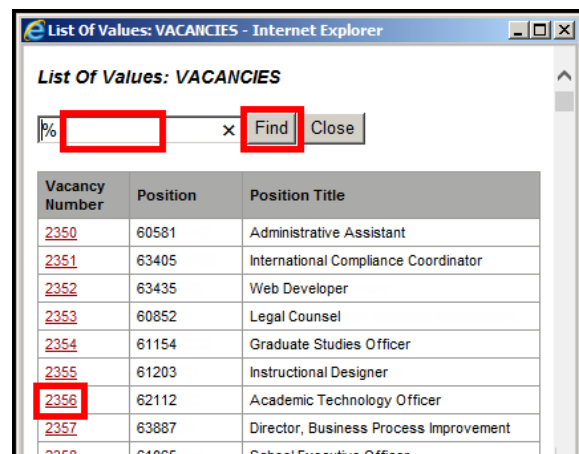
Vacancy Number	Position	Position Title
2350	60581	Administrative Assistant
2351	63405	International Compliance Coordinator
2352	63435	Web Developer
2353	60852	Legal Counsel
2354	61154	Graduate Studies Officer
2355	61203	Instructional Designer
2356	62112	Academic Technology Officer
2357	63887	Director, Business Process Improvement
2358	61065	School Executive Officer

10. To search **Vacancy Number**:

Type text and click **Find**

OR

Scroll, manually find and click on the **Vacancy Number** to select:



Vacancy Number	Position	Position Title
2350	60581	Administrative Assistant
2351	63405	International Compliance Coordinator
2352	63435	Web Developer
2353	60852	Legal Counsel
2354	61154	Graduate Studies Officer
2355	61203	Instructional Designer
2356	62112	Academic Technology Officer
2357	63887	Director, Business Process Improvement
2358	61065	School Executive Officer

11. To find the correct **Applicant No**, click on the **red drop-down arrow** next to the field:



12. A search screen will pop up:

Applicant Number	Vacancy Number	Surname	First Name	Second Name	Gender	Date of Birth
15	2818				F	
38	2824				M	
39	2824				M	
40	2824				F	
41	2824				F	
42	2824				F	
43	2824				F	
44	2824				F	
45	2824				F	
46	2824				M	

13. To search **Applicant Number**:

Type text and click **Find**

OR

Scroll, manually find and click on the **Applicant Number** to select:

Applicant Number	Vacancy Number	Surname	First Name	Second Name	Gender	Date of Birth
15	2818				F	
38	2824				M	
39	2824				M	
40	2824				F	
41	2824				F	
42	2824				F	
43	2824				F	
44	2824				F	
45	2824				F	
46	2824				M	

14. If you search by only the **Surname** field, you will receive an error message:

Error! A minimum two fields must be entered if either the Employee#, Applicant#, Applicant Action Number or Applicant Action Date fields aren't specified.

15. If you searching by **Surname** you **must also include** one of the following fields:

- Employee No
- Applicant No
- Applicant Action No
- Applicant Action Date

16. Use the % **wildcard** to search for names in these fields:

- Surname
- Prev Surname
- First Name
- Second Name
- Preferred Name

17. To search by **Date of Birth**, type the date of birth in format **DD-MON**
e.g. 01-Jul >

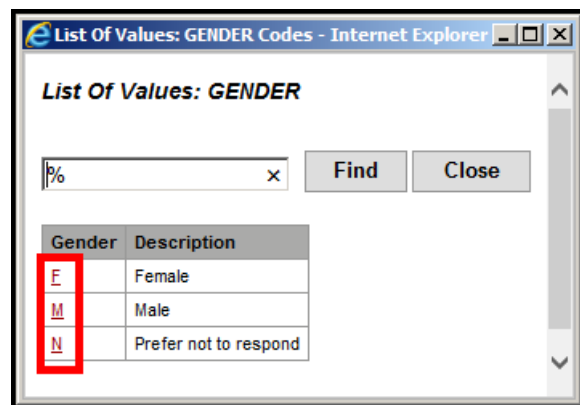
18. Click **Search**

19. To search by **Gender**, click the **red drop-down arrow**:

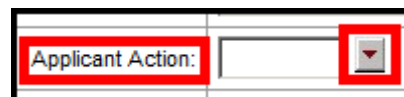
A screenshot of a search form. It features a label 'Gender:' followed by a text input field and a red square button containing a white downward-pointing arrow.

20. A search screen will pop up >

21. Click on a **Gender**:

A screenshot of a dialog box titled 'List Of Values: GENDER Codes - Internet Explorer'. The dialog box contains a search input field with a '%' symbol, a 'Find' button, and a 'Close' button. Below these is a table with two columns: 'Gender' and 'Description'. The table has three rows: 'E' for 'Female', 'M' for 'Male', and 'N' for 'Prefer not to respond'. The 'E' and 'M' rows are highlighted with red boxes.

22. To search by **Applicant Action**, click the **red drop-down arrow**:

A screenshot of a search form. It features a label 'Applicant Action:' followed by a text input field and a red square button containing a white downward-pointing arrow.

23. A search screen will pop up >

24. Click on a **red Applicant Action option** to select it.

25. To search by **Applicant Action Date**:

Type with date format DD-MON-YYYY e.g. 01-JUL-2014, and click
Search

OR

Click on the calendar button to choose a date:

Applicant Action Date :

26. To search by **Licence No**, type and click **Search**.
27. The **Occupancy** field defaults to **Substantive** and *cannot be changed*.
28. After entering all the search criteria, click **Search** to display the available employee or applicant records.

Search Results

The Search Results will display a list of the employees and applicants matching the search criteria.

Review all of the details in the search results to **ensure** that you select the **correct employee**.

A new hire request for an **external applicant** with no previous occupancies will only display the Vacancy/Applicant details from their application.

A new hire request for a **current or previous employee** will display the Vacancy/Applicant details and the current or most recent occupancies.

1. If both an **APPLICANT record** and an **EMPLOYEE record** exist, you **must select** the **EMPLOYEE** record:

Search results. Click on header to re-order

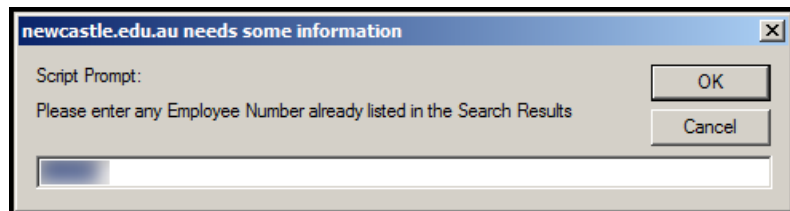
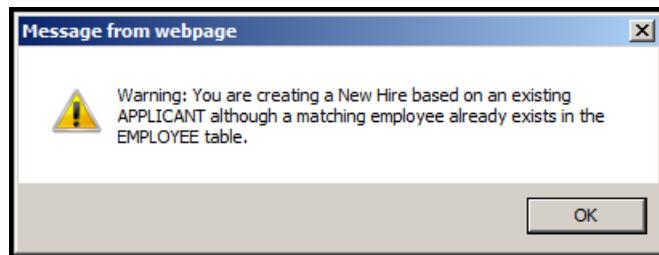
Copy Position	Employee Vacancy/Applicant Number	Source	Surname	Previous Surname	First Name	Second Name	Third Name	Preferred Name	Title	Gender	Date of Birth	Comm Da
<input type="checkbox"/>		NEW HIRE							DR	M	25-JAN	01-JAN
<input type="checkbox"/>		EMPLOYEE							DR	M	25-JAN	30-NOV
<input type="checkbox"/>		APPLICANT							DR	M		
<input type="checkbox"/>		APPLICANT							DR	M		

2. If you select the **Applicant** record **instead of** the **Employee** record you will receive the following string of error messages:

Message from webpage

Do you want to use an existing Employee Number with the Applicant details?

OK Cancel



3. Click **Cancel** to go back to the Search Results page where **you must choose an EMPLOYEE Source**, not Applicant (otherwise the Applicant details will overwrite the Employee details).
4. You should only use **Copy Position** if you are **appointing** to the **same Position Number** >
5. **Tick the Copy Position checkbox** to copy the vacancy position details into the New Hire:

Search results. Click on header to re-order

Copy Position	Employee Vacancy/Applicant Number	Source	Surname
<input type="checkbox"/>		NEW HIRE	COLLINS
<input checked="" type="checkbox"/>		EMPLOYEE	COLLINS
<input type="checkbox"/>		APPLICANT	Collins
<input type="checkbox"/>		APPLICANT	Collins

[Return to the list screen](#)

For a *current or previous employee* for whom there is *no Vacancy/Applicant*, if the **Copy Position** box is ticked all **current (or previous) position details will be carried forward**.

If the employee is moving to a completely **new position** then the **checkbox** should be left **blank**.

6. Click on the **Employee Vacancy/Applicant number**:

Copy Position	Employee Vacancy/Applicant Number	Source	Surname
<input type="checkbox"/>		NEW HIRE	
<input type="checkbox"/>		EMPLOYEE	
<input type="checkbox"/>		APPLICANT	
<input type="checkbox"/>		APPLICANT	

7. The **New Hire Detail** screen will display:

New Hire

Employee:

[Expand All](#) | [Collapse All](#)

Employment Status

☐ [Show Employee Details](#)

☐ [Show Passport Details](#)

☐ [Show Qualification Details](#)

☐ [Show Occupancy Details](#)

☐ [Show Accounts Details](#)

[Return to the search screen](#)

New Hire Form

Click on each of the areas to expand and populate:

- Show Employee Details
- Show Passport Details
- Show Qualification Details
- Show Occupancy Details
- Show Accounts Details

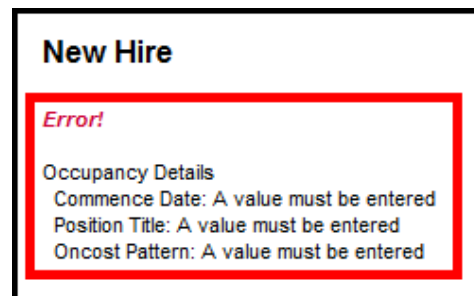
The New Hire Form fields will be **empty** if **Create New Employee** was chosen.

The New Hire Form fields will be **populated** if a **Search** was done and **Copy Position** ticked.

A current/returning employee will **keep their** current/previous **Employee Number**.

NOTE: The request will not save until all required fields have been entered.

If you try to save the record without entering all required fields an error message will list what is required:



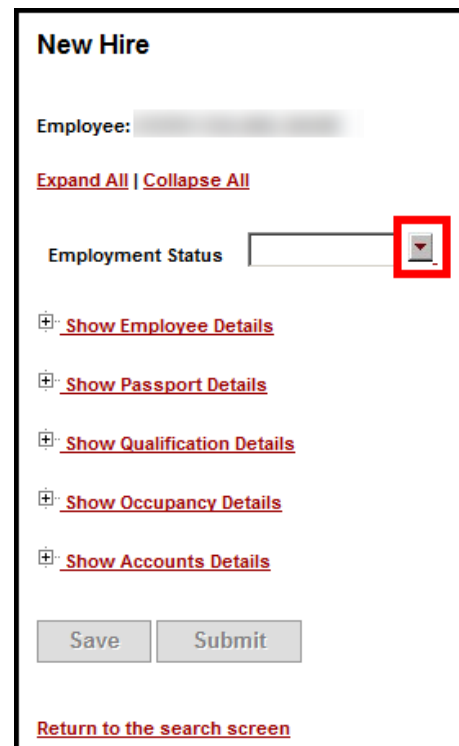
New Hire

Error!

Occupancy Details
Commence Date: A value must be entered
Position Title: A value must be entered
Oncost Pattern: A value must be entered

Employment Status


1. **Type** in the **exact value**
OR
Click the red drop-down arrow:





New Hire


Employee:


[Expand All](#) | [Collapse All](#)


Employment Status 

 [Show Employee Details](#)

 [Show Passport Details](#)

 [Show Qualification Details](#)

 [Show Occupancy Details](#)

 [Show Accounts Details](#)

[Return to the search screen](#)

2. A search screen will pop up >
3. **Click** on an Employment Status **Code**:

List Of Values: EMPLOYMENT STATUS

Code	Description
AFFIL	Affiliate Account
CASA	Casual Academic Staff
CASM	Casual Miscellaneous Staff

Show Employee Details

1. Click on **Show Employee Details** to display all employee detail fields:

New Hire

Employee:

[Expand All](#) | [Collapse All](#)

Employment Status

☒ [Show Employee Details](#)

☐ [Show Passport Details](#)

☐ [Show Qualification Details](#)

☐ [Show Occupancy Details](#)

☐ [Show Accounts Details](#)

[Return to the search screen](#)

2. Details for existing employees will be pre-populated.
3. Enter the data, including the below required fields:
 - First Name (in UPPER CASE)
 - Surname (in UPPER CASE)
 - Gender
 - Date of Birth
 - First Commence
 - Post Code
 - State code (in UPPER CASE)

IMPORTANT: Name and Address details need to be in UPPER CASE.

Hide Employee Details	
Employee Number	NH615
Title	
First Name	
Second Name	
Third Name	
Preferred Name	
Surname	
Previous Surname	
Gender	
Date of Birth	
First Commence	
Street Address	
Street Address 2	
Suburb	
Post Code	
State Code	

4. If you are using an **existing employee**, do **not** change any populated fields, except the First Commence date – see point 6 below.
5. If the **Personal Email** field is blank, the email address should be entered, if known.
6. If the employee is **new**, the **First Commence date = the first date of their new appointment**.

IMPORTANT: when appointing an existing or returning staff member

If the employee's First Commence Date has been populated from their current contract and is **later** than 01-Jan-XXXX (current year) this date should be updated in the New Hire form.

New Hire

Employee: 418864

[Expand All](#) | [Collapse All](#)

Employment Status: Casual Academic Staff

[Hide Employee Details](#)

Employee Number	418864
Title	MR
First Name	JOHN
Second Name	
Third Name	
Preferred Name	JOHN
Surname	TESTER
Previous Surname	
Gender	M
Date of Birth	09-JUL
First Commence	08-Mar-2017
Street Address	101 TEST STREET
Street Address 2	SYDNEY
Suburb	
Post Code	2300
State Code	NSW New South Wales

[Add Another Attachment](#)

[Show Passport Details](#)

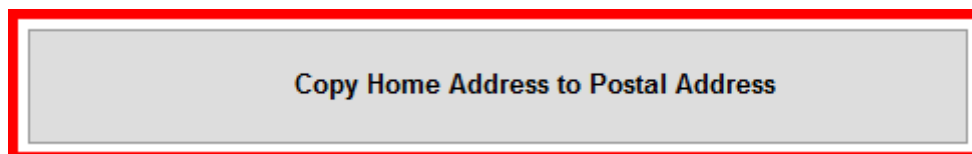
[Show Qualification Details](#)

[Hide Occupancy Details](#)

Commence Date	01-JAN-2017
Occupancy Term Date	31-DEC-2017
Position Number	63507
Position Title	Casual Academic
Clevel	1112460464000 School of Education
Location	CAL Callaghan Campus


Adjust First commence on Employee Details to 1-Jan-2017 (date of casual academic commence date)

7. The Country field is only used if the employee is International.
8. Click **Copy Home Address to Postal Address** if the new employee's home and postal address are the same:



Attach any relevant documents

- Click the **red drop-down arrow** to choose a **Document Type** from the list:

Delete	Document Type	Document Type Description	Attachments
D			<input type="text"/> Browse...



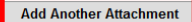
List Of Values: DOC_TYPE - Internet Explorer

List Of Values: DOC_TYPE

%

Code	Description
NH1A	Birth Certificate
NH1B	Licence
NH1C	Resume
NH2A	Qualifications
NH3A	Passport
NH3B	Visa
NH4A	UoN Pack

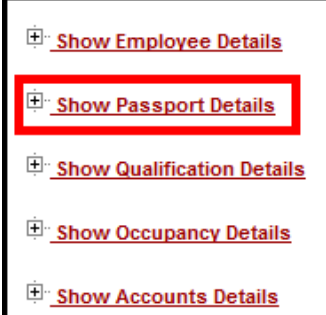
- Click on **Browse** to choose the file on your computer >
- Click **Add Another Document** until all required documents have been attached:

Delete	Document Type	Document Type Description	Attachments
D			<input type="text"/> 
			

IMPORTANT: Do **not** upload the employee's Tax File Number Declaration Form. The Tax File Number Declaration forms may be obtained from the ATO Website. Completed forms must be *signed*, *scanned* and *emailed* to taxationforms@newcastle.edu.au.

Show Passport Details

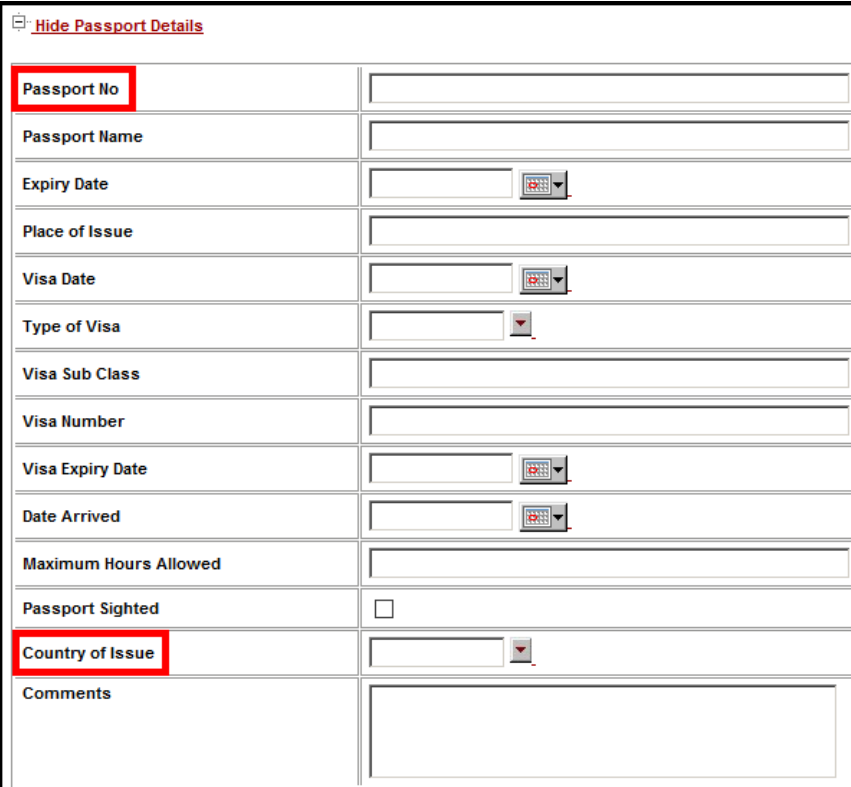
1. Click on *Show Passport Details*:



A vertical list of buttons with expand/collapse icons. The button 'Show Passport Details' is highlighted with a red rectangular border.

- [Show Employee Details](#)
- [Show Passport Details](#)
- [Show Qualification Details](#)
- [Show Occupancy Details](#)
- [Show Accounts Details](#)

2. Enter any relevant passport details for the New Employee >
3. Required fields, if passport details are entered:
 - Passport No
 - Country of Issue



A form titled 'Hide Passport Details' with a list of fields. The fields 'Passport No' and 'Country of Issue' are highlighted with red rectangular borders. Some date fields have calendar icons.

Hide Passport Details	
Passport No	<input type="text"/>
Passport Name	<input type="text"/>
Expiry Date	<input type="text"/>
Place of Issue	<input type="text"/>
Visa Date	<input type="text"/>
Type of Visa	<input type="text"/>
Visa Sub Class	<input type="text"/>
Visa Number	<input type="text"/>
Visa Expiry Date	<input type="text"/>
Date Arrived	<input type="text"/>
Maximum Hours Allowed	<input type="text"/>
Passport Sighted	<input type="checkbox"/>
Country of Issue	<input type="text"/>
Comments	<input type="text"/>

IMPORTANT: when appointing staff on a Visa

The School or Business Unit must ask the staff member to provide the original or a certified copy of their passport and a Visa Notification for sighting, copying and notation as sighted.

The Visa Notification provides important information about the conditions of the Visa, such as the end date. Depending on the type of Visa, additional documentation may be required, such as for a Student Visa, proof of enrolment must also be provided. These documents are to be attached to the appointment in HRonline.

Important: the contract end date must be the same as the **Visa end date** and not 31/12/xxxx.

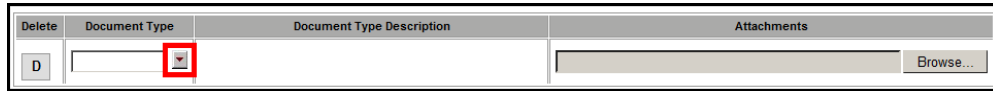
If the Staff Member informs you that they have a **Bridging Visa**, the appointment end date is 3 months from the date the appointment is submitted. An extension (casual academic re-appointment) can be processed in HRonline every three months to ensure that the Visa remains current.

The HR Support Team will conduct a VEVO check to validate the Visa details prior to the appointment being processed by HRS.

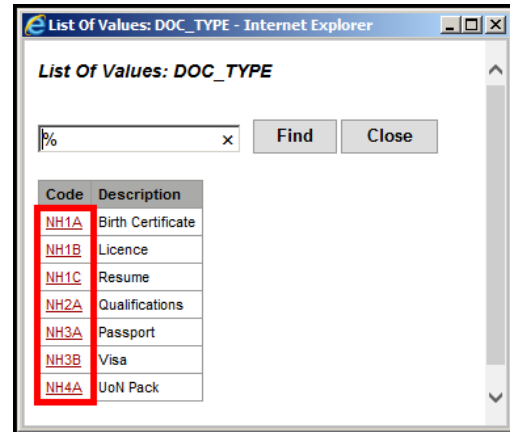
Please call the HR Support team on 4033 9999 (Option 6) for further information and advice on Visas.

Attach any relevant documents

- Click the **red drop-down arrow** to choose a **Document Type** from the list:



Delete	Document Type	Document Type Description	Attachments
D	<div style="border: 1px solid red; display: inline-block; text-align: center;">▼</div>		<div style="border: 1px solid gray; width: 100px; height: 20px;"></div> Browse...

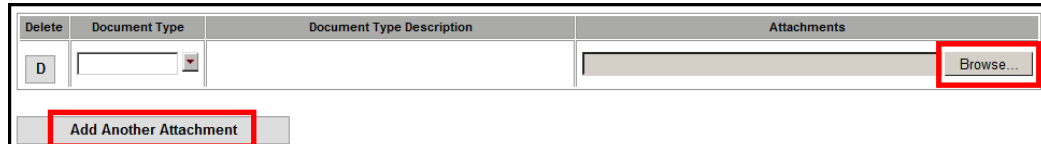


List Of Values: DOC_TYPE

Find: Find Close

Code	Description
NH1A	Birth Certificate
NH1B	Licence
NH1C	Resume
NH2A	Qualifications
NH3A	Passport
NH3B	Visa
NH4A	UoN Pack

- Click on **Browse** to choose the file on your computer >
- Click **Add Another Document** until all required documents have been attached:



Delete	Document Type	Document Type Description	Attachments
D	<div style="border: 1px solid gray; width: 50px; height: 20px;"></div>		<div style="border: 1px solid gray; width: 100px; height: 20px;"></div> Browse...

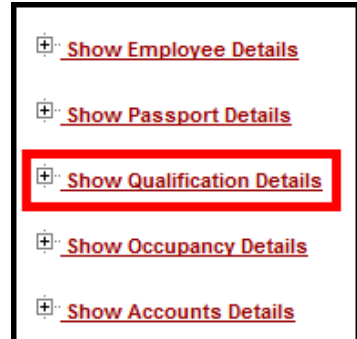
Add Another Attachment

NOTE: If the UON Employment Pack has already been attached and includes a copy of the passport/visa, it does not need to be attached here again.

IMPORTANT: Do **not** upload the employee's Tax File Number Declaration Form. The Tax File Number Declaration forms may be obtained from the ATO Website. Completed forms must be *signed, scanned and emailed* to taxationforms@newcastle.edu.au.

Show Qualifications Details

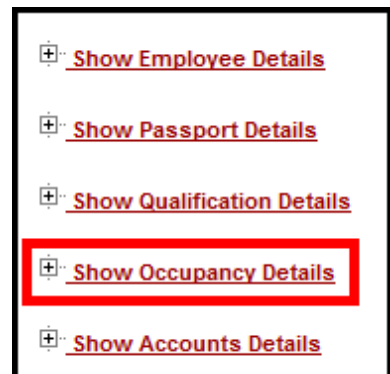
1. Click on *Show Qualifications Details*:



2. A **Qual** code will be displayed if details have already been provided by the employee.
3. If Qual is blank, a record of qualifications should be requested. HR Support will then process these.

Show Occupancy Details

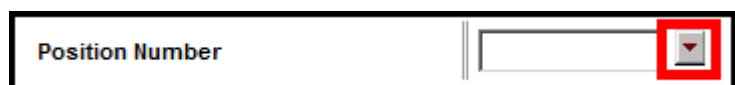
1. Click on *Show Occupancy Details*:



2. Selecting the Position Number will auto-populate most of the Occupancy details.

For a New Employee:

3. Click on the red drop-down arrow:

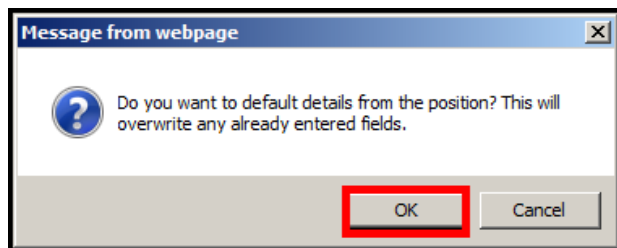


4. Type a **Position Code** >
5. Click *Find* >

6. Choose the **Position Number** in the results:

Position Number	Title	Emp Status	Start Date	End Date	Occupied	Manager Pos Number	Manager Occ Title	Manager Clevel	Manager Occ Term Date
83378	Casual Academic Clinical Support	Casual Academic Staff	14-Aug-2015	31-Dec-2020	Y				

7. A message will pop up asking “**Do you want to default details from the Position? This will overwrite any already entered fields.**” >
8. Click **OK** and the **Occupancy Details** will populate:



9. Enter any relevant occupancy details for the employee >
10. Required fields:

[Hide Occupancy Details](#)

Commence Date	<input type="text"/>
Occupancy Term Date	<input type="text"/>
Position Number	<input type="text"/>
Position Title	<input type="text"/>
Clevel	<input type="text"/>
Location	<input type="text"/>
Position Category	<input type="text"/>
Work Function	<input type="text"/>
Award	<input type="text"/>
Classification	<input type="text"/>
Step	<input type="text"/>
Total Hours	<input type="text"/>
Average Hours	<input type="text"/>
Position Fraction	<input type="text" value="100"/>
Commence Reason	<input type="text"/>
Company Code	<input type="text"/>
Oncost Pattern	<input type="text"/>
Salary Commit	<input type="text"/>
Comments	<input type="text"/>

Attach any relevant documents e.g. Position Description

11. Click the red drop-down arrow:

Delete	Document Type	Document Type Description	Attachments
<input type="button" value="D"/>	<input type="text" value=""/>		<input type="text" value=""/> <input type="button" value="Browse..."/>

12. Choose a Document Type from the list:

List Of Values: DOC_TYPE - Internet Explorer

List Of Values: DOC_TYPE

Code	Description
NH1A	Birth Certificate
NH1B	Licence
NH1C	Resume
NH2A	Qualifications
NH3A	Passport
NH3B	Visa
NH4A	UoN Pack

13. Click on **Browse** to choose the file on your computer >

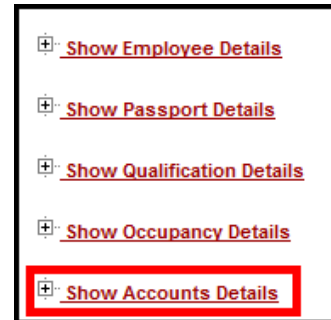
14. Click **Add Another Document** until all required documents have been attached:

Delete	Document Type	Document Type Description	Attachments
<input type="button" value="D"/>	<input type="text" value=""/>		<input type="text" value=""/> <input type="button" value="Browse..."/>

IMPORTANT: Do **not** upload the employee's Tax File Number Declaration Form. The Tax File Number Declaration forms may be obtained from the ATO Website. Completed forms must be *signed, scanned* and *emailed* to taxationforms@newcastle.edu.au.

Show Accounts Details

1. Click on **Show Accounts Details**:



2. The Cost Centre will be pre-populated from the Vacancy/Position >

3. **Required fields:**

- Cost Centre (will be defaulted from the position)
- Account Number
- Sub Account

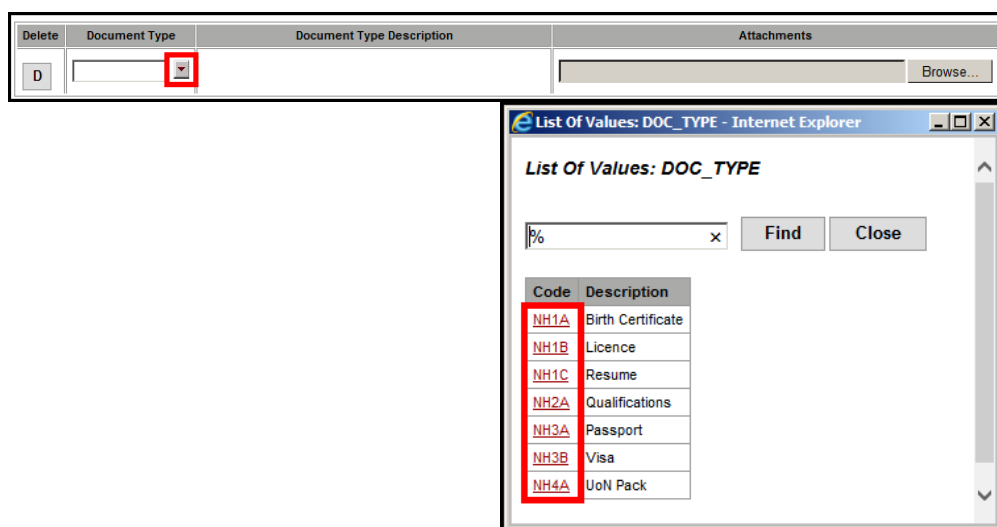
NOTE: Zeroes can be entered in Account Number, Sub Account and Project.

4. **Additional account details** can be added by selecting **Add a Row**.

IMPORTANT: The New Hire Request will not submit unless the total Percentage of the account/s equals 100.

Attach any relevant documents

5. Click the **red drop-down arrow** to choose a **Document Type** from the list:



6. Click on **Browse** to choose the file on your computer >
7. Click **Add Another Document** until all required documents have been attached:

Delete	Document Type	Document Type Description	Attachments
D	<input type="text"/>		<input type="text"/> Browse...
Add Another Attachment			

IMPORTANT: Do **not** upload the employee's Tax File Number Declaration Form. The Tax File Number Declaration forms may be obtained from the ATO Website. Completed forms must be *signed, scanned and emailed* to taxationforms@newcastle.edu.au.

Save

1. Click **Save** when all required details have been entered >
2. If any details are missing, an error message will display, listing what needs fixing.
3. If successful, a message will display:

<p>New Hire</p> <p>Success! New Hire request has been saved.</p>
--

Submit

1. Click **Submit** when ready >
2. The New Hire request will be **sent** to the *Head of School for approval* >
3. If successfully submitted, a message will display:

<p>New Hire</p> <p>Success! New Hire request has been submitted.</p>
--

Errors: Multiple jobs for an employee

Errors can occur when submitting multiple jobs for an employee e.g. a second New Hire request for an employee with a position at a different campus.

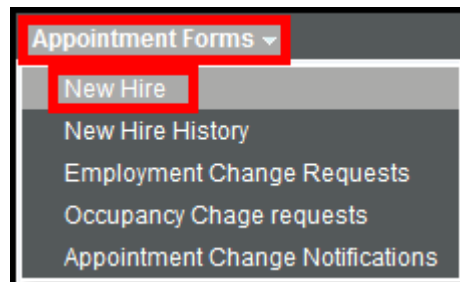
Error example: "***A pending or approved Occupancy entry commencing on the same day already exists for this Employee.***"

To avoid this error:

Submit the *first* New Hire request for the employee and ***after that request has been*** (Saved, Submitted, Approved and) ***processed in Alesco***, the *second* New Hire request can be submitted.

Existing requests: View, edit, unsubmit, delete

1. Go to **Appointment Forms** > **New Hire**:



2. The **Existing** New Hire Requests will be **displayed** for the current logged in user >
3. Request types:
 - **Not Submitted (Saved)**
 - **Submitted (Not Approved)**
 - **Rejected**



Not Submitted

1. Click on **Not Submitted** to display requests which have been Saved but not Submitted >
2. To access the New Hire details, click on the **Record ID**:

Record ID	Employee No	Job No	Name	Start Date	End Date	Position Title	Clevel	Delete
1552	NH617	01						<input type="checkbox"/>

Delete Selected

3. The request can then be Updated, Saved and Submitted.

To delete a "Not Submitted" New Hire request

1. Tick the **Delete** checkbox >
2. Click **Delete Selected**:

Record ID	Employee No	Job No	Name	Start Date	End Date	Position Title	Clevel	Delete
1552	NH617	01						<input checked="" type="checkbox"/>

Delete Selected

Submitted (Not Approved)

1. Click on **Submitted (Not Approved)** to display requests which have been Submitted but not Approved >
2. To access the New Hire details, click on the **Record ID**:

Record ID	Employee No	Job No	Name	Start Date	End Date	Position Title	Clevel	Type	Delete	Unsubmit
1554	NH619	01	TEST, TEST	03-NOV-2016	02-MAR-2017	Casual Academic Clinical Support	1110110001000	New	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Unsubmit Selected

To delete a “Submitted (Not Approved)” New Hire request

1. Tick the **Delete** checkbox >
2. Click **Delete Selected**:

The screenshot shows a web interface for managing New Hire requests. At the top, there are two tabs: 'Not Submitted (1)' and 'Submitted (Not Approved) (1)'. The 'Submitted (Not Approved) (1)' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Record ID, Employee No, Job No, Name, Start Date, End Date, Position Title, Clevel, Type, Delete, and Unsubmit. The first row of the table has the following data: Record ID 1554, Employee No NH619, Job No, Name, Start Date, End Date, Position Title, Clevel, Type New, Delete ☒, and Unsubmit ☐. The 'Delete' checkbox is highlighted with a red box. Below the table, there are two buttons: 'Delete Selected' and 'Unsubmit Selected'. The 'Delete Selected' button is highlighted with a red box.

To unsubmit a “Submitted (Not Approved)” New Hire request

1. Tick the **Unsubmit** checkbox >
2. Click **Unsubmit Selected**:

The screenshot shows the same web interface as the previous one. The 'Submitted (Not Approved) (1)' tab is selected and highlighted with a red box. In the table, the 'Unsubmit' checkbox for record 1554 is checked and highlighted with a red box. The 'Delete' checkbox is unchecked. Below the table, the 'Unsubmit Selected' button is highlighted with a red box.

To update or change a “Submitted (Not Approved)” New Hire request

1. Once Unsubmitted from the **Submitted (Not Approved)** area, the request will move to the **Not Submitted** area >
2. Go to the **Not Submitted** area >
3. Find the newly unsubmitted Record ID >
4. Click on the **Record ID** to open >
5. The request can then be **Updated**, **Saved** and **Submitted** again.

Rejected

1. Click on **Rejected** to display requests which have been Rejected >
2. To access the request details, **click** on the **Record ID**:

Record ID	Employee No	Job No	Name	Start Date	End Date	Position Title	Clevel	Type	Delete	Unsubmit
1554	NH619							New	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Unsubmit Selected

To delete a “Rejected” New Hire request

1. Tick the **Delete** checkbox >
2. Click **Delete Selected**:

Record ID	Employee No	Job No	Name	Start Date	End Date	Position Title	Clevel	Type	Delete	Unsubmit
1554	NH619							New	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Delete Selected Unsubmit Selected

To unsubmit a “Rejected” New Hire request

1. Tick the **Unsubmit** checkbox >
2. Click **Unsubmit Selected**:

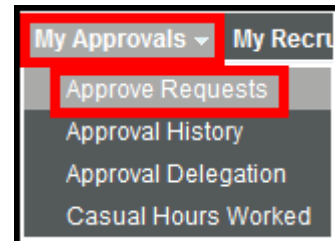
Record ID	Employee No	Job No	Name	Start Date	End Date	Position Title	Clevel	Type	Delete	Unsubmit
1554	NH619							New	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delete Selected Unsubmit Selected

Approve Requests

To approve a New Hire request

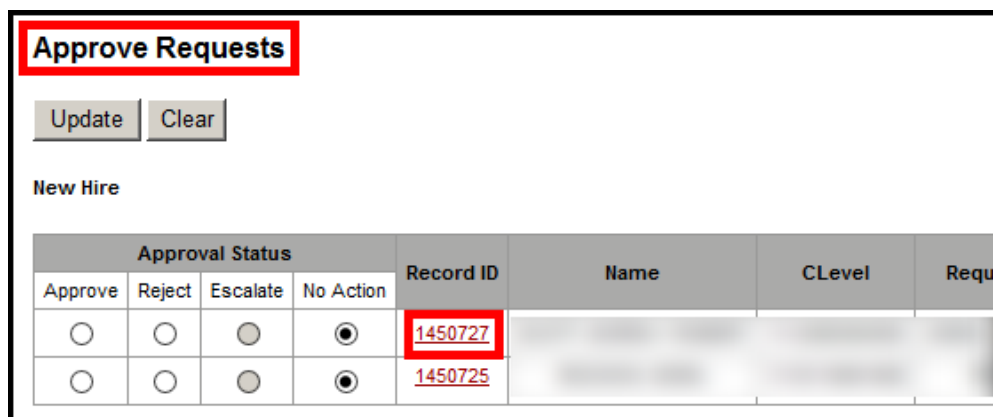
1. Go to **My Approvals** > **Approve Requests**:



2. New Hire requests awaiting action will be listed.

To view a New Hire request

1. To view New Hire request details, click on the **Record ID**:

A screenshot of the 'Approve Requests' web form. At the top, the title 'Approve Requests' is in a red box. Below it are 'Update' and 'Clear' buttons. The section is titled 'New Hire'. It contains a table with columns: 'Approval Status' (subdivided into 'Approve', 'Reject', 'Escalate', 'No Action'), 'Record ID', 'Name', 'CLevel', and 'Requ'. The first row shows a request with Record ID '1450727' (highlighted in a red box) where the 'No Action' radio button is selected. The second row shows a request with Record ID '1450725' where the 'No Action' radio button is also selected.

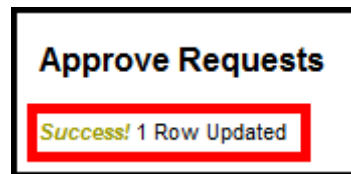
Approval Status				Record ID	Name	CLevel	Requ
Approve	Reject	Escalate	No Action				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1450727			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1450725			

2. **Review the information**, ensuring all the details (Employee Details, Passport Details, Occupancy Details and Account Details) are correct.
3. **Choose** from the available **Approval Status** actions:
 - **Approve**
 - **Reject**
 - **Escalate**
 - **No Action**

The default action is No Action.

4. Click **Clear** for the **Approval Status** to change back to **No Action** >
5. Click **Update** >

6. If successful, a message will display:



New Hire History

New Hire History will provide a list of all appointments you have submitted and approved.

These appointments will be sent to HR Services for processing in Alesco.

1. To view New Hire History, go to **Appointment Forms** > **New Hire History**:



2. Click on the **Calendar** button to choose a **Commence Date from** and a **Commence Date to** >
3. Click **Find**:

A screenshot of the "New Hire History" search form. The form has a title "New Hire History" and a subtitle "Query approved new hires by commence date:". Below the subtitle, there are two date input fields. The first field is labeled "Commence Date from" and contains the date "15-Jul-2015". The second field is labeled "to" and contains the date "14-JAN-2016". Both date fields have a small calendar icon button next to them, which is highlighted with a red rectangular box. Below the date fields, there are two buttons: "Find" and "Clear". The "Find" button is highlighted with a red rectangular box.

4. All the New Hire requests with a Commence Date in the range will be displayed.
5. Select **ReQuery** to return to the search.
6. To open a request, click on the **New Hire ID**.

Employee & Job Number details from HR Services

Human Resource Services will process all New Hire requests within 2 days of receiving approval from the School.

To ensure that there is no delay in processing, please attach all relevant documentation to the New Hire appointment submission.

Once the New Hire request is processed by HR Services, the local business unit will receive notification via email (usually overnight) of the:

- Employee Number
- Employee Name
- Job Number
- Location

Urgent Requests

At times, Schools may require an appointment to be expedited and processed sooner than 2 days after approval.

An urgent request may occur when a staff member is commencing work the next business day.

In these cases, please contact the HR Support Team on +6102 4033 9999 (ext.39999) to arrange urgent processing.

NEED MORE HELP?

Please read the below to make sure you contact the correct team!

Contacting the correct team saves time and ensures your question is answered quickly.

AREA	CONTACT
For advice on current positions, employee numbers, working rights and urgent requests	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au
Payslips	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Payment Summaries	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Tax	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Superannuation	Superannuation Telephone: (02) 4033 9999 > Option 1 Email: superannuation@newcastle.edu.au
Leave	Leave Specialist Telephone: (02) 4033 9999 > Option 1 Email: leave@newcastle.edu.au
Staff Directory Updating HRonline information.	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au
Staff Directory HRonline is correct but it has not updated the Staff Directory on the website.	Web Team Email: web@newcastle.edu.au
Approvers Who is my timesheet approver?	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au
Approvers My timesheet approver isn't in my HRonline list.	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au
Training	Discover Website: http://www.newcastle.edu.au/current-staff/working-here/performance-and-development/workforce-development/discover

Recruitment I can't see the progress of an application.	Recruitment Team Telephone: (02) 4033 9999 > Option 2 Email: employment@newcastle.edu.au
Qualifications Information about adding qualifications.	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au
Qualifications Qualifications are correct in HRonline but my Research Profile is not updated.	Research Performance and Systems Unit Email: rps@newcastle.edu.au Website
Alesco / Ascender Report requests	HR Information Systems Email: hris@newcastle.edu.au
Alesco / Ascender System access	HR Information Systems Email: hris@newcastle.edu.au
ECG System access	HR Information Systems Email: hris@newcastle.edu.au
Discoverer System access	HR Information Systems Email: hris@newcastle.edu.au

Further HRonline assistance is available through the following:

About Your Contract or Appointment

Contact your Supervisor / Timesheet Approver or HR Support

HR Support

Telephone: (02) 4033 9999

Email: hrsupport@newcastle.edu.au

PRD Online

Email: prdonline@newcastle.edu.au

HR Information Systems

Email: hris@newcastle.edu.au

General IT Help

Telephone: (02) 4921 7000

Email: 17000@newcastle.edu.au