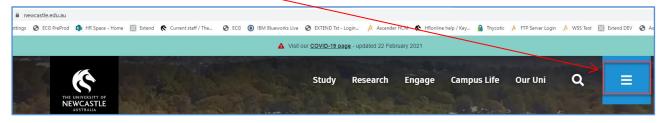


HRonline

STAFF QUICK REFERENCE GUIDE

LOGGING INTO HRONLINE

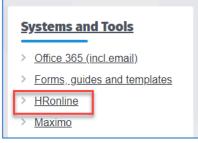
- 1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
- 2. Click on the 3 horizontal lines



3. Select the Staff link at the top of the page



4. Scroll down to Systems and Tools, click the HRonline link,



This will take you to the home screen of HRonline.

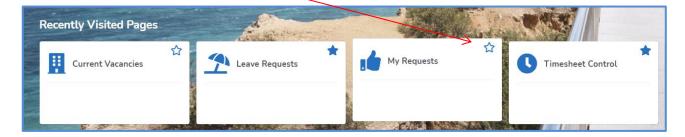
THE UNIVERSITY NEWCAST	or		Search Employee or Action	* Job	· · · ·	
A Home						
	To Do					
	No data to display					
	Academic/Teacher/	Approve Requests	Casual Professiona	Current Payslip	Employee Equal O	
	Leave Requests	★ My Qualifications	My Staff Directory	Team Calendar	View Applications	
					1 2	-

MY FAVOURITES – SHORT CUTS

Click directly on the tiles in the My Favourites menu to select the most commonly used options in HRonline.

Favourites				
Academic/Teacher/Tutor	Approve Requests	Casual Professional Time	turrent Payslip	Employee Equal Opportu
Leave Requests	My Staff Directory Details	Qualifications	Team Calendar	View Applications
and the second s		177 - 194 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		1 2

To add to your favourites, click on the blue outlined star for the menu you would like to include:



To remove a menu item from your favourites, click on the blue filled star, which displays the message: *Click to remove from favourites* when you hover the mouse over it.

Favourites		-	
Academic/Teacher/Tutor Click	to remove from favourites Requests	* 0	Casual Professional Time

SEARCHING IN HRONLINE

To search for a menu or employee in HRonline, click on the search box in the top frame of the screen.

THE UNIVERSITY OF NEWCASTLE	Search	Employee or Action	v
A Home			

This will open a search box:



Type in your query, and suggested menus / employees will be displayed:

Employee or Action A Job HR	Search Employee or Ac	tion
Timesh	Miranda	C
Timesheet Control (Favourites.WK8272)	MIRANDA I	
Academic/Teacher/Tutor Timesheet (Favourite	MIRANDA JACOBS	3
Casual Professional <u>Timesh</u> eet (Favourites.WK	MIRANDA	A
Timesheets (My Pay.WJ4200)	MIRANDA	
Timesheet Administration (My Team.WJ5500)	MIRANDA	

VIEW YOUR PAYSLIP AND PAYROLL DETAILS

Select the My Pay Menu



This will then display further menu items:

Payroll Details, Timesheets and Overtime.

Your current payslip has an icon appearing on this screen:

T

	Search Employee or Action	
A Home Payroll Details Timesheets Overtime		
My Pay		Last Payslip
No data to display		- dala
		04-Mar
Payroll Details		
Current Payslip	Payslip History	S== Payment Summary ☆

You can print your Payslip by clicking on Last Payslip icon near the top right hand corner of the My Pay page.



VIEW / UPDATE YOUR PERSONAL DETAILS

Click on MyHR

Select Personal Details

Click on a tile to view/update details from the personal details menu.





TIP: Keep your personal details up to date - It is important in case of an accident or emergency at work

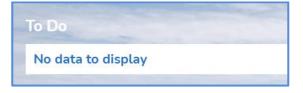
MY TO DO

From the HRonline Home Page, any **approvals** requiring your action will appear in the **To Do** screen based on the approval type:

😭 Home				
	To Do			
	Bank Accounts	Employment Change Req	1 Leave Reversal	Whole Day Leave
	1 record has been submitted	4 records have been sub	1 record has been submitted	2 records have been sub
			-	- Charles and the state

The red numbers displayed show the number of approvals awaiting your action. Click the tile to open the page and action the items. The count will be refreshed on return to the home page.

If there are no approvals awaiting action, the To Do screen will appear with a 'No data to display' message:



VIEW YOUR LEAVE BALANCES

Select the MyLeave Menu



Click on the Leave Balances tile:

My Leave		
Leave Bookings Request	Leave Balances	Leave History

Click on the calendar and select an Enquiry Date:

Leave Balances								
Enquiry Date								
Balances at enqui	•		Mar	ch 2	021		•	
Leave Type	-			W			-	
Annual Leave			-	3 10				
Long Service Lea				17				
Personal Leave	21	22	23	24	25	26	27	
	28	29	30	31				
	Today							

A table showing your leave balances including accrual dates and long service leave is displayed.

Leave Balances									
Enquiry Date Calculate Balances									
Balances at enquiry da	ate								
Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit		
Annual Leave	02	02-MAR-2021	03-MAR-2021	51.585	0	51. <mark>5</mark> 85	Hours		
Long Service Leave	02	02-MAR-2021	03-MAR-2021	74.607	0	74.607	Calendar days		
Personal Leave	02	02-MAR-2021	01-JAN-2022	175	0	175	Hours		

TIP: Your annual leave balance is shown in hours. Your long service leave is shown in calendar days. For details of leave entitlements, refer to your offer of employment from the University.

SUBMIT A LEAVE REQUEST

Select MyLeave



Click on the Leave Bookings Request tile and then click on the blue Leave Booking Request link:

Leave Requests						
No Records returned						
Leave Booking Request						

Complete the relevant details, checking the **Part Day** box where appropriate.

TIP: If you have more than one job at the University, ensure you book leave against the correct job number

To **Reverse** approved leave bookings. Select **MyLeave**, click on the tile: Leave Bookings Request. Select the request you wish to change from the **Future Leave Bookings** List. Click on Reverse in the **Action** column to confirm the reversal

Future	e Le	eave Boo	kings								
Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Evidence (e.g. Medical Certificate)	Adv Pay	Salary %	Booking ID	Comment
1. Reverse	02	26-MAR-2021	26-MAR-2021	PL - Personal Leave	7.00	Hours	Ν			1125856	

MY REQUESTS – VIEWING YOUR PENDING REQUESTS

Click on your name at the top right hand corner of the page, then select **Pending Requests**.

Search	Employee or Action 🔻 Job	~] Q	Your Name	ľ
		re P	ending Requests	

A list of any pending requests will appear.

Whole Day Leave Request Record D Record D Approval Approval Approval Approval Status Delete Record D Approval Code Date Created Date Approval Status 0 2507430 357460029 02 Flexime Leave 18-MAR-2021 18-MAR-2021 07-MAR-2021 Marager HRIS Submitted Bank Accounts Leave Leave 26-MAR-2021 26-MAR-2021 07-MAR-2021 Marager HRIS Submitted	Approver		
2507430 357460029 02 Flexitime Leave 18-MAR-2021 18-MAR-2021 07-MAR-2021 Manager HBS Submitted 2507433 357460048 02 Personal Leave 26-MAR-2021 16-MAR-2021 07-MAR-2021 Manager Manager Submitted		Status	View WorkFl
	Manager HRIS Manager HRIS		View
Record To Be Actioned To Be Actioned	Approver	Status	View
D Nume Dank Created Date By 0 2507441 Newcastle Permanent Building Society Limited 09-MAR-2021 15-MAR-2021	Approver	Status	WorkFlov View

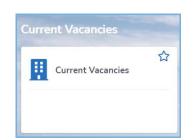
You can delete pending (not approved) requests by selecting the **Delete box** to the left of the record.

Whole Day Leave Request					
Record ID	Parent Record ID				
2507430	357460029				
2507433	357460048				
	Record ID 2507430				

CURRENT VACANCIES

Click on **Current Vacancies** from the Home Screen menu:

Click on the Current Vacancies tile



THE UNIVERSITY OF NEWCASTLE AUSTRALIA
My Pay
My HR
My Leave
My Team
My Approvals
My Recruitment
Appointment Forms
Current Vacancies

This will display vacancies currently available:

Back									Fit To Windo	w Print Cla
Current Vacancies										
Hint: Click on a column heading to order the data.										
	Vacancy Ref Number	Vacancy Position Title	Description	Position Number	Faculty/Division	CLevel Desc 2	Closing Date	Contact Name	Contact Phone	Supporting Documents
1. Apply	4529	Lecturer or Senior Lecturer in Chemical Engineering	Support the broader research, teaching, & administrative requirements within the Discipline of Chemical Engineering.	62246	College of Engineering, Science and Environment	School of Engineering	08-APR- 2021 11:59:00 pm	Kevin Galvin	0417295685	1. View List
2. Apply	4559	CIMR Research Associate	Carry out techno-economic modelling of alternate / green iron and steelmaking process involving Australian iron ores.	72711	College of Engineering, Science and Environment	School of Engineering	31-MAR- 2021 11:59:00 pm	Tom Honeyands	40339216	2. View List
3. Apply	4562	Head of School, School of Health Sciences	For confidential enquiries, please contact Janine Fitzgerald on +61 424 164 765 and quote reference number RF0100.	61179	College of Health, Medicine and Wellbeing	School of Health Sciences	22-MAR- 2021 11:59:00 pm	Nicola Barwell	(02) 4921 8845	3. View List

NEED MORE HELP?

FOR HR MATTERS:

HR Client Services can assist you with all your HR needs. Contact them on +61 4033 99 99 (x39999) and follow the prompts, or click here: <u>Human-Resource-Services-Key-Contacts.pdf</u> to find the HR Advisor for your area.

FOR TECHNICAL ASSISTANCE:

Contact the IT Helpdesk on +614921 7000 or email to 17000@newcastle.edu.au