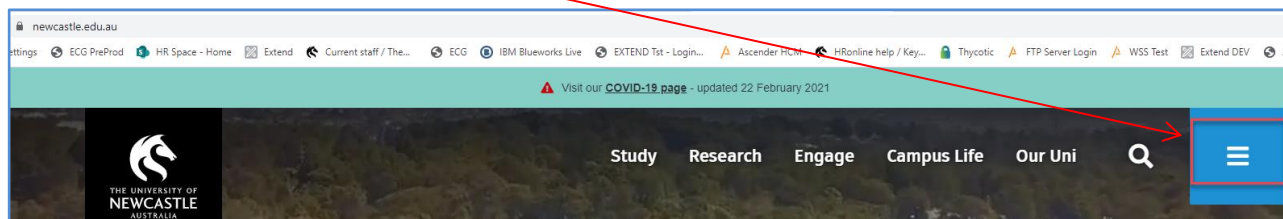


HRonline

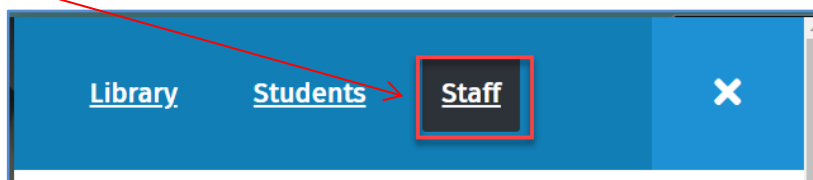
STAFF QUICK REFERENCE GUIDE

LOGGING INTO HRONLINE

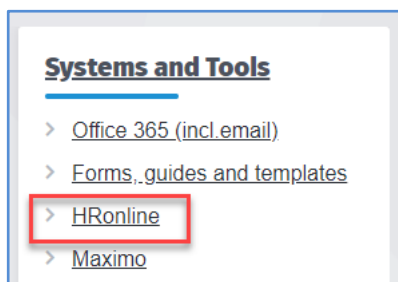
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines



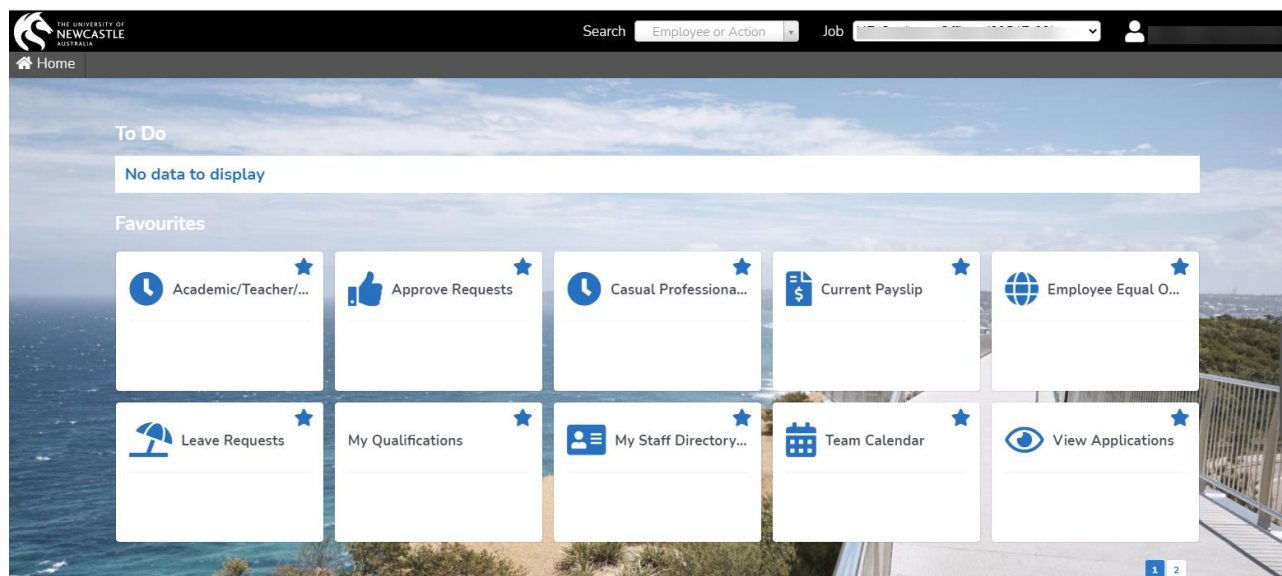
3. Select the Staff link at the top of the page



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

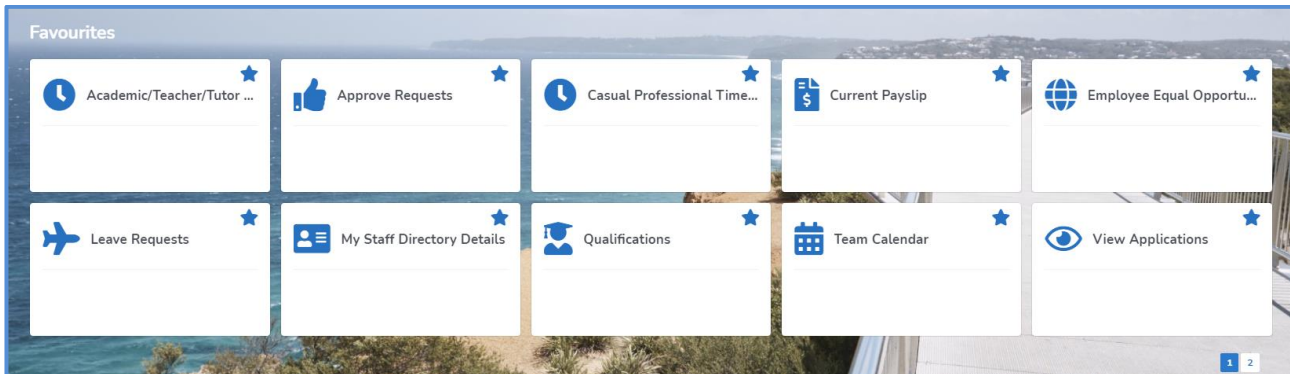


This will take you to the home screen of HRonline.

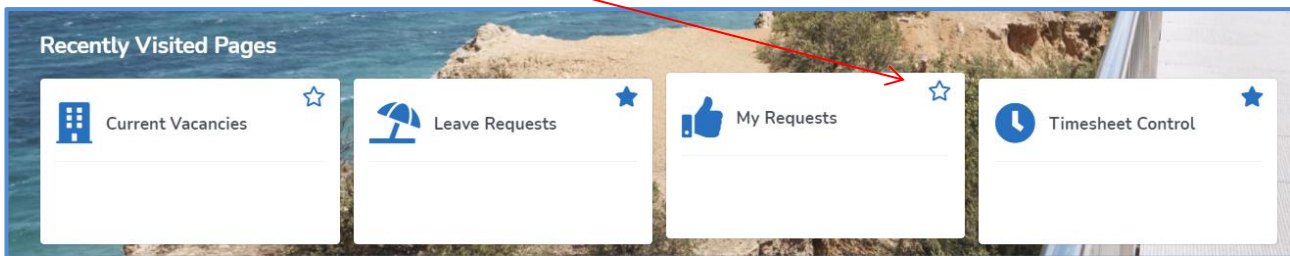


MY FAVOURITES – SHORT CUTS

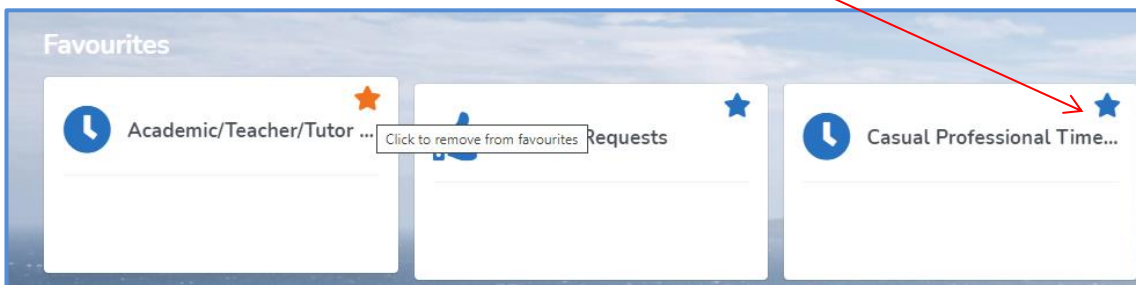
Click directly on the tiles in the **My Favourites** menu to select the most commonly used options in **HRonline**.



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.

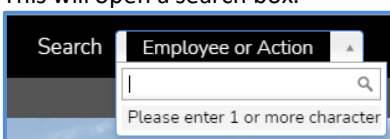


SEARCHING IN HRONLINE

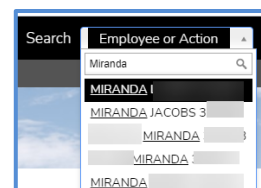
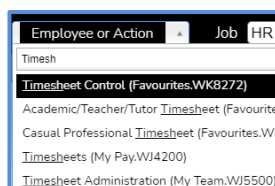
To search for a menu or employee in HRonline, click on the search box in the top frame of the screen.



This will open a search box:

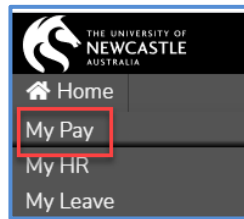


Type in your query, and suggested menus / employees will be displayed:



VIEW YOUR PAYSリップ AND PAYROLL DETAILS

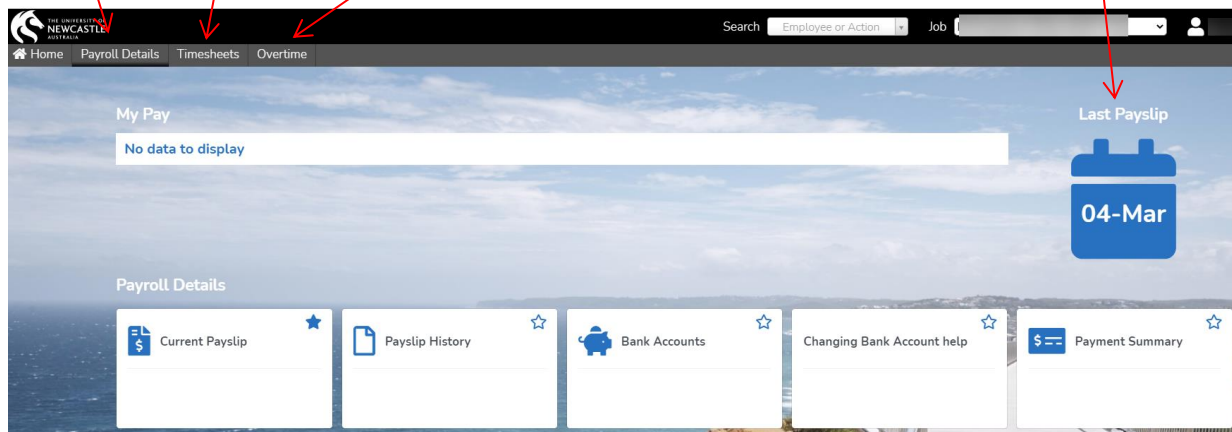
Select the My Pay Menu



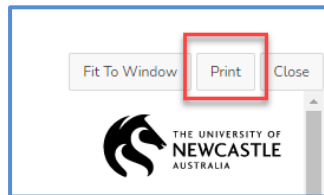
This will then display further menu items:

Payroll Details, Timesheets and Overtime.

Your current payslip has an icon appearing on this screen:



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

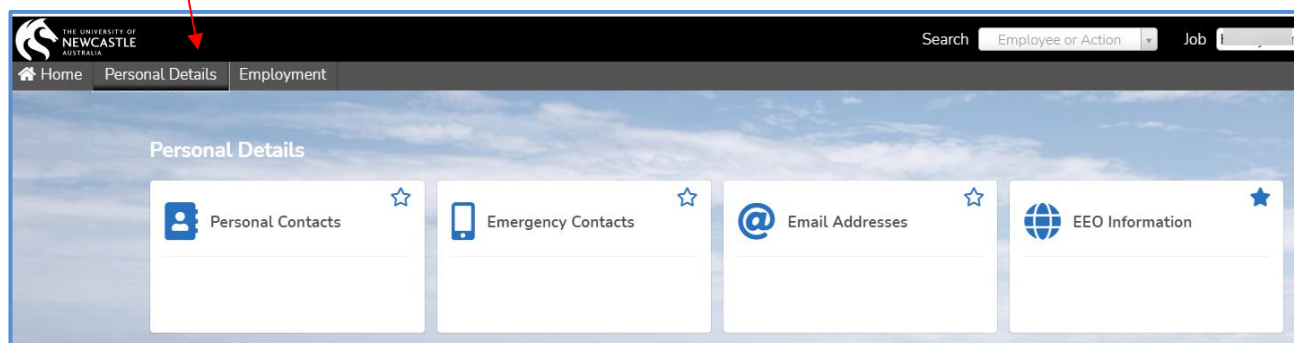
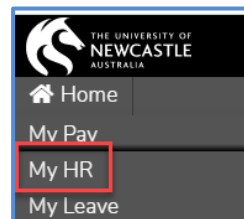


VIEW / UPDATE YOUR PERSONAL DETAILS

Click on **MyHR**

Select Personal Details

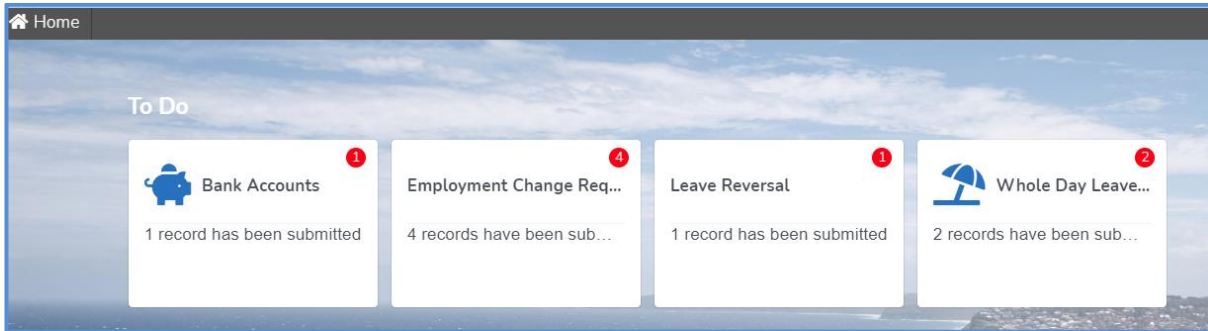
Click on a tile to view/update details from the personal details menu.



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

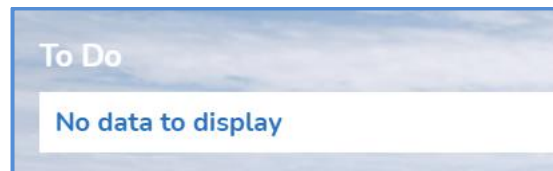
MY TO DO

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



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:

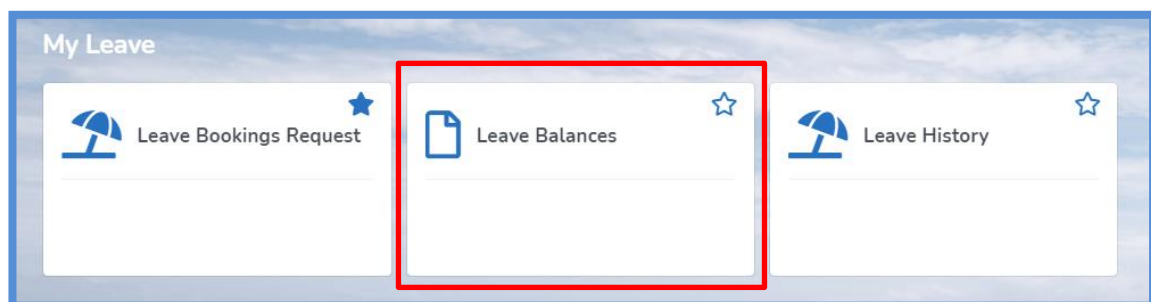


VIEW YOUR LEAVE BALANCES

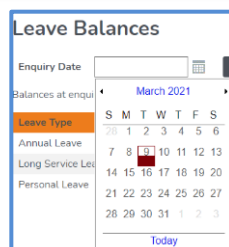
Select the **MyLeave** Menu



Click on the **Leave Balances** tile:




Click on the calendar and select an Enquiry Date:



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

Leave Balances

Enquiry Date  Calculate Balances

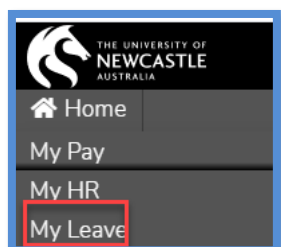
Balances at enquiry date

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	51.585	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

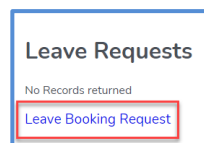
TIP: Your annual leave balance is shown in hours. Your long service leave is shown in calendar days. For details of leave entitlements, refer to your offer of employment from the University.

SUBMIT A LEAVE REQUEST

Select **MyLeave**



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



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 Leave Bookings											
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	N			1125856	

MY REQUESTS – VIEWING YOUR PENDING REQUESTS

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



A list of any pending requests will appear.

Back Fit To Window Print Close

My Requests

Delete Clear

Whole Day Leave Request

Delete	Record ID	Parent Record ID	Job ID	Leave Code	Leave Start Date	Leave End Date	Created Date	Approval Person	Status	Approver	Status	View Workflow
<input type="checkbox"/>	2507430	357460029	02	Flextime Leave	18-MAR-2021	18-MAR-2021	07-MAR-2021	Manager HRIS	Submitted	Manager HRIS		View
<input type="checkbox"/>	2507433	357460048	02	Personal Leave	26-MAR-2021	26-MAR-2021	07-MAR-2021	Manager HRIS	Submitted	Manager HRIS		View

Bank Accounts

Delete	Record ID	Name	Bank	Created Date	To Be Actioned By	Approver	Status	View Workflow
<input type="checkbox"/>	2507441		Newcastle Permanent Building Society Limited	09-MAR-2021	15-MAR-2021			View

Delete Clear

Recently Approved Requests

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

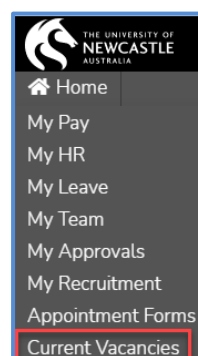
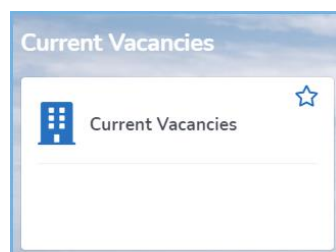
Whole Day Leave Request

Delete	Record ID	Parent Record ID
<input type="checkbox"/>	2507430	357460029
<input type="checkbox"/>	2507433	357460048

CURRENT VACANCIES

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

Click on the Current Vacancies tile



This will display vacancies currently available:

Back Fit To Window Print Close

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: [Human-Resource-Services-Key-Contacts.pdf](#) 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