HRonline
NEW HIRE
User Guide

This guide provides information about the New Hire request process within the HRonline system. The HRonline New Hire request process creates new Casual Academic job records for:

- New employees
- Existing employees
- Returning employees

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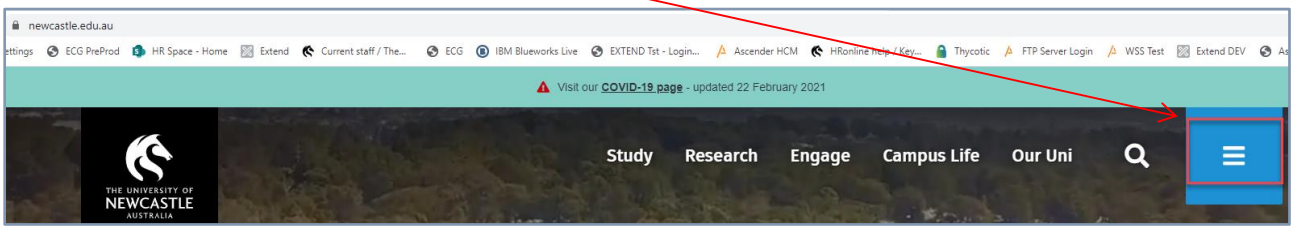
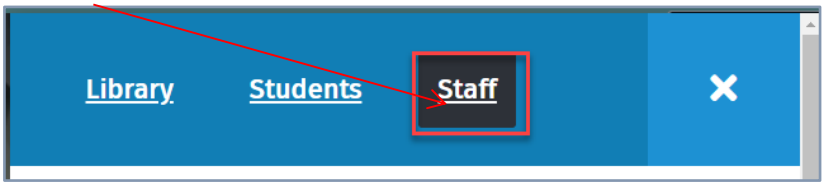
LOGGING INTO HRONLINE

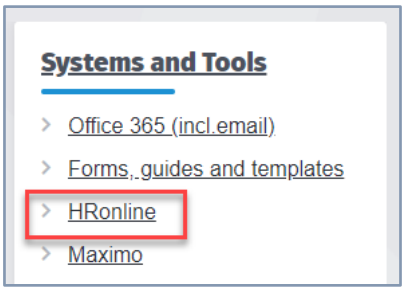
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines



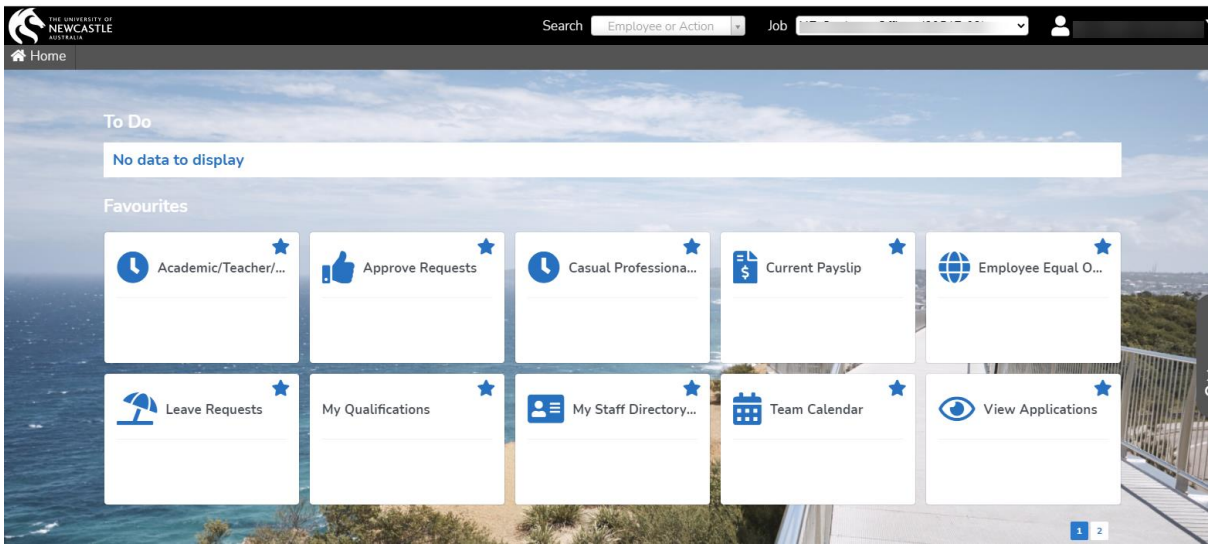
3. Select the Staff link at the top of the page



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

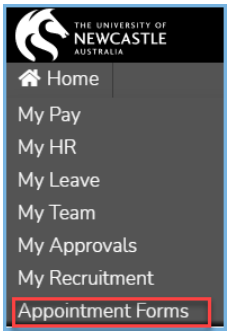


This will take you to the home screen of HRonline.



ACCESSING NEW HIRE

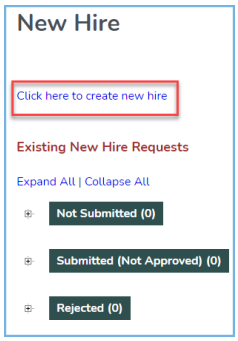
1. From the HRonline Home Screen, select **Appointment Forms**



2. The Appointment Forms tiles are displayed:

3. Click on the **New Hire** tile:

4. The New Hire page is displayed, click on **Click here to create new hire**



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

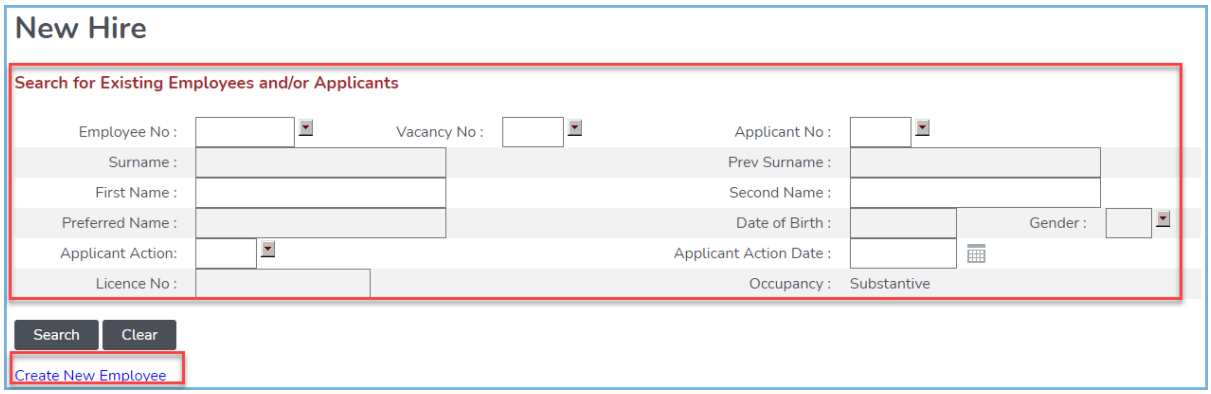
Click:

- ***Not Submitted*** to view Existing New Hire Requests which have been saved, but *not submitted.*
- ***Submitted (Not Approved)*** to view Existing New Hire Requests which have been *submitted* but *not approved.*
- ***Rejected*** to view Existing New Hire Requests which have been rejected by the Approver

A completed New Hire request can be saved and submitted at a later time. All mandatory fields must be completed before saving.

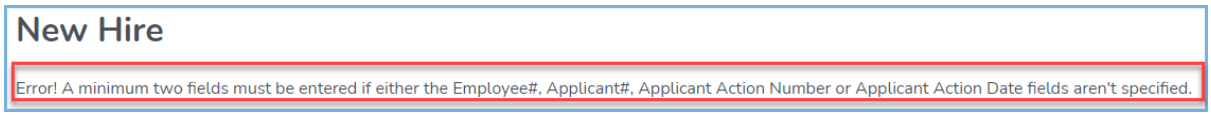
When the New Hire request has been completed and submitted, it must then be approved by the relevant manager within the standard Ascender approval hierarchy.

1. To **create** a new hire, **search** to find an existing or previous employee:



2. 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

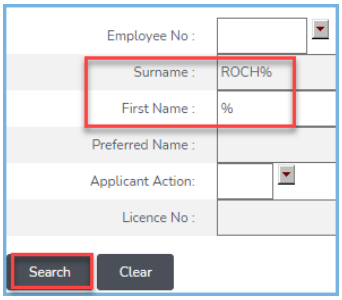
If not, an error message will display, eg:

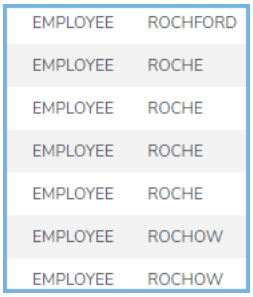


NOTE:

It is **essential** to search before selecting *Create New Employee*, as the employee may have been a previous applicant for a vacancy, or a Scholarship holder or been employed in a different School or Unit. **This will prevent duplicate employee records being created**.

3. If you do not know the employee number, search using the **Surname** field, plus another field eg: First Name, using the % symbol as a wildcard.
4. When searching, it is best to enter part of the name with the % wildcard to produce more accurate results, eg:





5. If an incorrect Employee No. is entered, you will receive an error message, eg:

Click ok, and search again.

SEARCH RESULTS

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

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

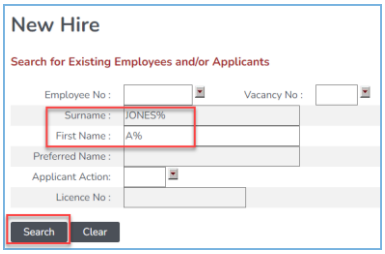
A new hire request for an *external applicant* with no previous occupancies will only display the Vacancy/Applicant details from their application.

A new hire request for a *current or previous employee* will display the current or most recent occupancies

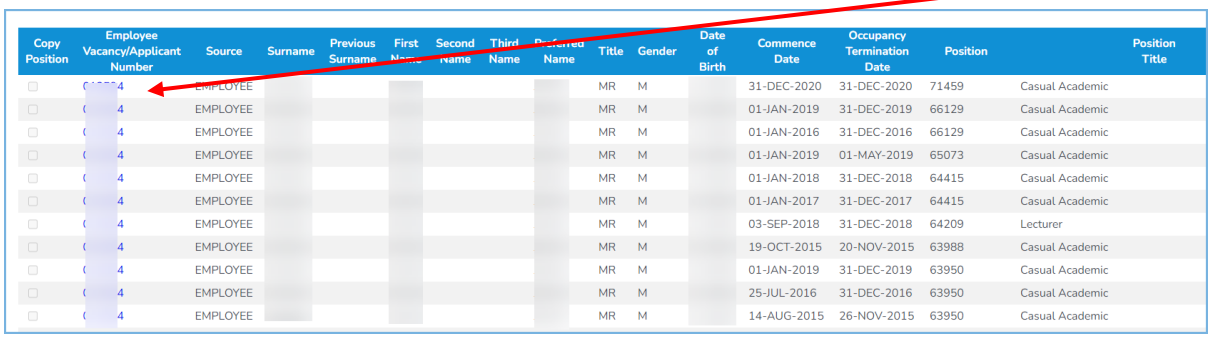
If both and Applicant record and Employee record exist, you must select the **Employee** record

CREATING A NEW HIRE – Employee found in search

The Search Results will display a list of the employees and applicants that match the search criteria,

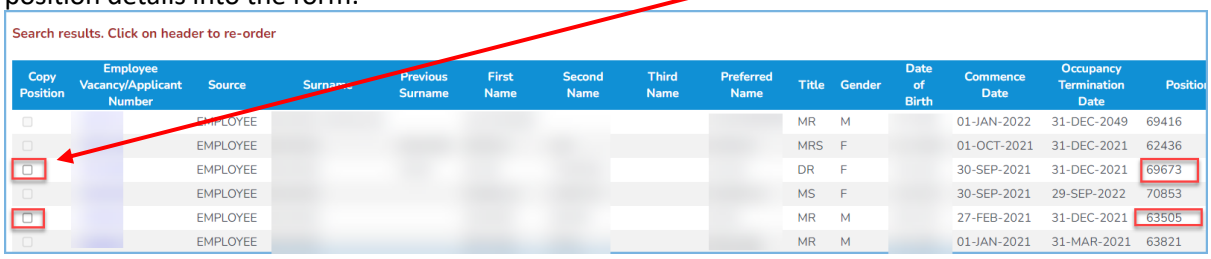


1. To select the correct record, of those displayed, click on the Employee number from the list:



Copy Position	Employee Vacancy/Applicant Number	Source	Surname	Previous Surname	First Name	Second Name	Third Name	Preferred Name	Title	Gender	Date of Birth	Commence Date	Occupancy Termination Date	Position		Position Title
	4	EMPLOYEE							MR	M		31-DEC-2020	31-DEC-2020	71459	Casual Academic	
	4	EMPLOYEE							MR	M		01-JAN-2019	31-DEC-2019	66129	Casual Academic	
	4	EMPLOYEE							MR	M		01-JAN-2016	31-DEC-2016	66129	Casual Academic	
	4	EMPLOYEE							MR	M		01-JAN-2019	01-MAY-2019	65073	Casual Academic	
	4	EMPLOYEE							MR	M		01-JAN-2018	31-DEC-2018	64415	Casual Academic	
	4	EMPLOYEE							MR	M		01-JAN-2017	31-DEC-2017	64415	Casual Academic	
	4	EMPLOYEE							MR	M		03-SEP-2018	31-DEC-2018	64209	Lecturer	
	4	EMPLOYEE							MR	M		19-OCT-2015	20-NOV-2015	63988	Casual Academic	
	4	EMPLOYEE							MR	M		01-JAN-2019	31-DEC-2019	63950	Casual Academic	
	4	EMPLOYEE							MR	M		25-JUL-2016	31-DEC-2016	63950	Casual Academic	
	4	EMPLOYEE							MR	M		14-AUG-2015	26-NOV-2015	63950	Casual Academic	

If you are appointing to the **same position** number, click the Copy Position box. This will enter the position details into the form.

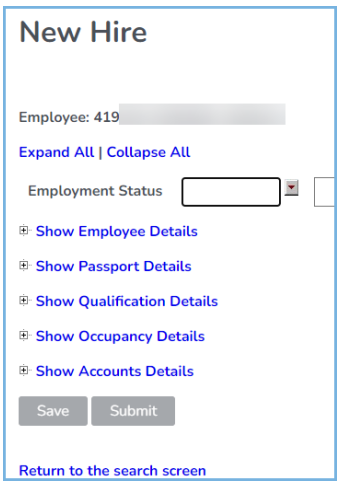


Search results. Click on header to re-order

Copy Position	Employee Vacancy/Applicant Number	Source	Surname	Previous Surname	First Name	Second Name	Third Name	Preferred Name	Title	Gender	Date of Birth	Commence Date	Occupancy Termination Date	Position
		EMPLOYEE							MR	M		01-JAN-2022	31-DEC-2049	69416
		EMPLOYEE							MRS	F		01-OCT-2021	31-DEC-2021	62436
		EMPLOYEE							DR	F		30-SEP-2021	31-DEC-2021	69673
		EMPLOYEE							MS	F		30-SEP-2021	29-SEP-2022	70853
		EMPLOYEE							MR	M		27-FEB-2021	31-DEC-2021	63505
		EMPLOYEE							MR	M		01-JAN-2021	31-MAR-2021	63821

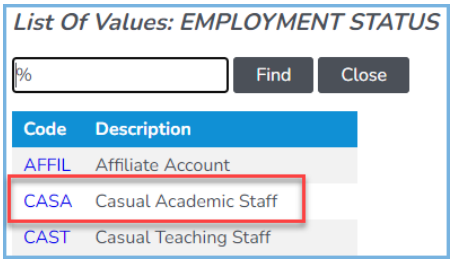
If the employee is moving to a completely **new position**, then the checkbox should be left **blank**.

2. The **New Hire Details Form** will display



Employment Status

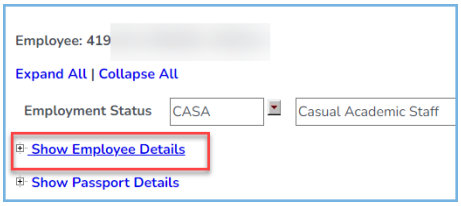
1. Select **CASA** from the drop-down list:



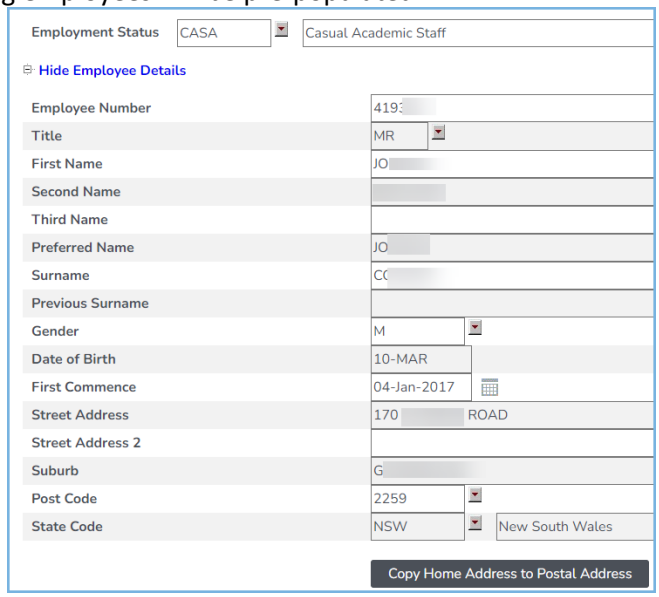
Show Employee Details

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

1. Click the link to open the employee details section:



2. Details for existing employees will be pre-populated:



Do **not** change any populated fields.

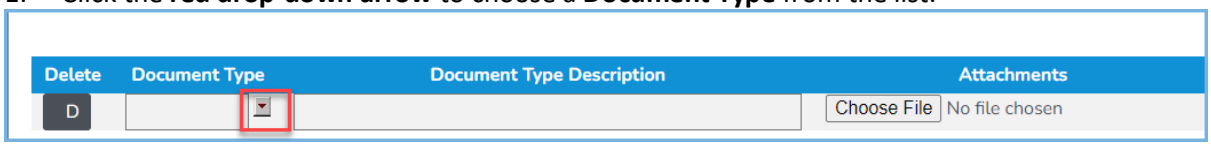
1. If the **Personal Email** field is blank, the email address should be entered, if known.

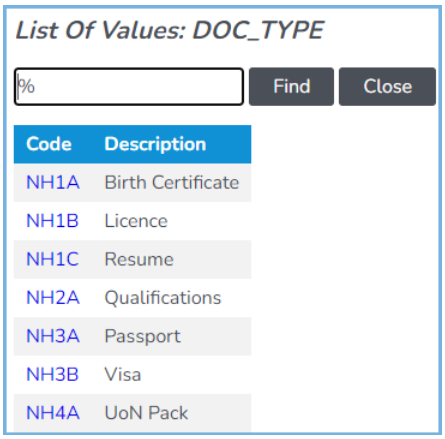
Do not enter the University staff email address as a personal email address

The Country field is only used if the employee is **International**

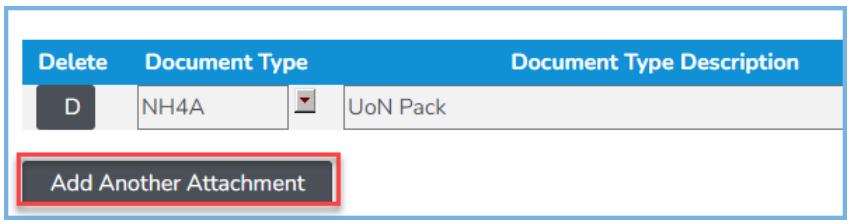
Attach any relevant documents

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





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



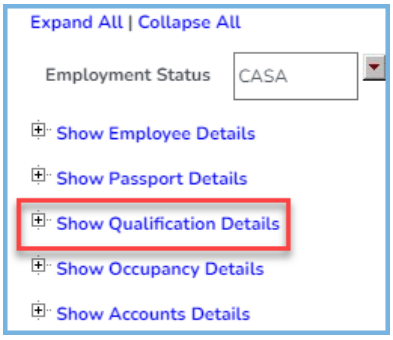
NOTE: Multiple documents may be scanned and submitted as one file with the document type **UoN Pack**

If a staff member has only had a Honorary, Affiliate or Scholarship appointment in the past or has not been employed within the last 12 months, a UON Employment Pack and certified copies of Proof of Working Rights and Photo Identification must be attached in HRonline.

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

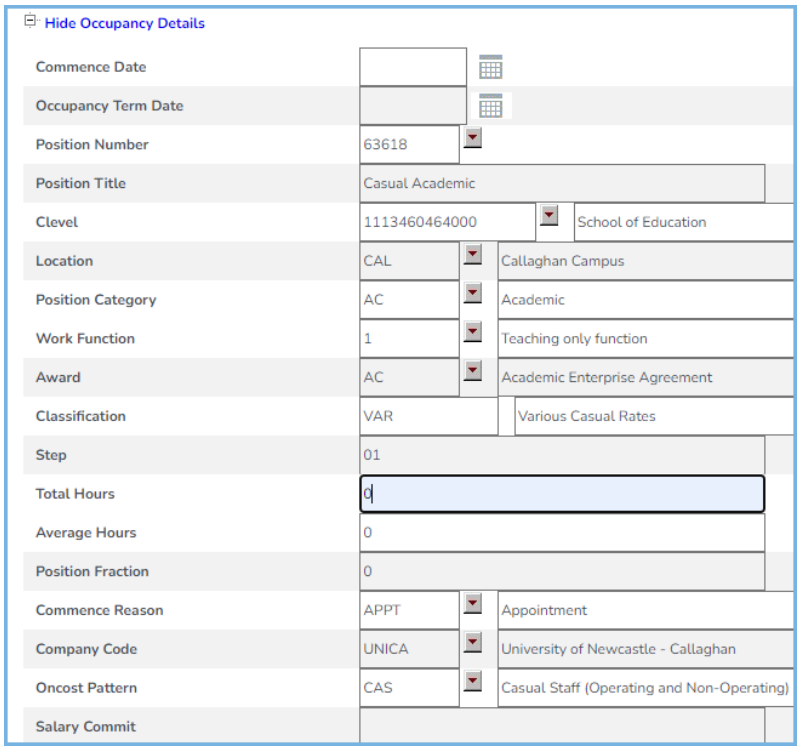
1. Click on **Show Qualifications Details**:



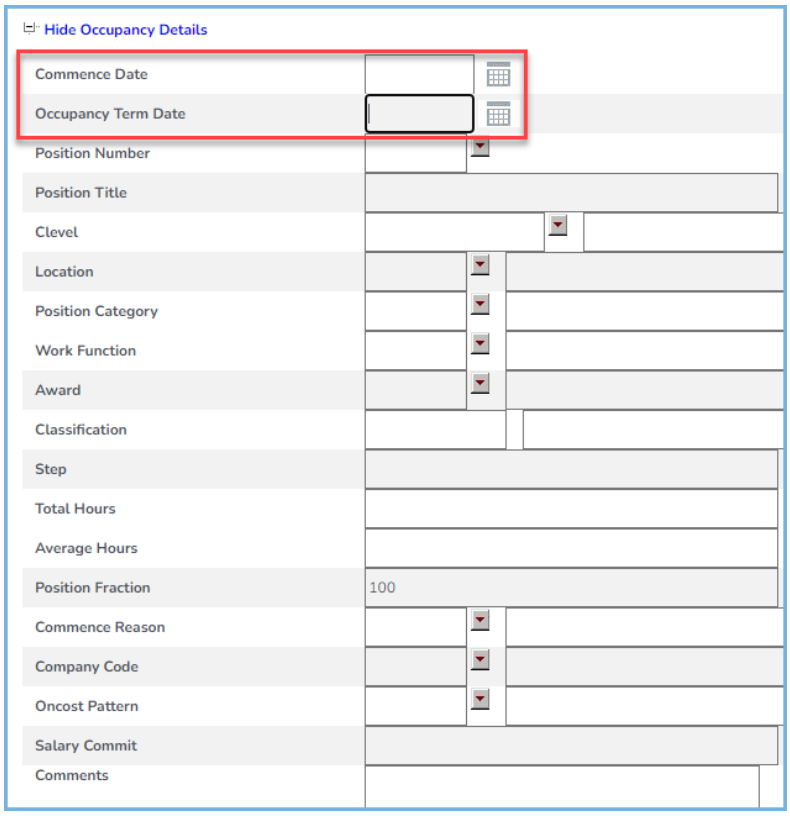
2. A Qual code will be displayed if details have already been provided by the employee.
3. Qualification records are for **display only**. For changes or updates to qualification records please attach the completed Staff Qualifications form or provide separately to hrdataentry@newcastle.edu.au

Show Occupancy Details

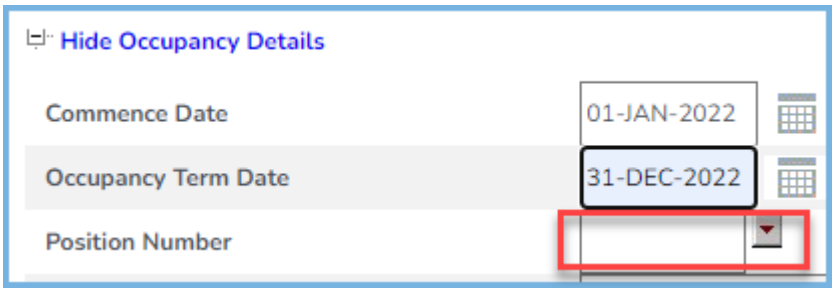
1. Selecting the Position Number will auto-populate most of the Occupancy details.



If copy position is not selected, the screen will not be populated

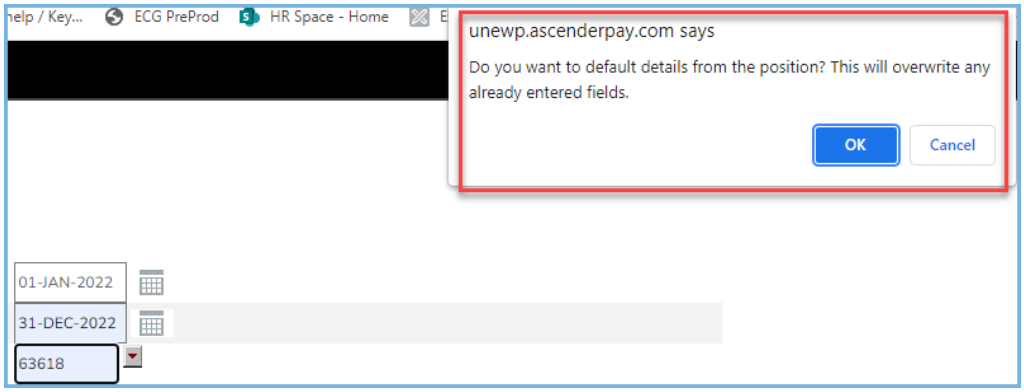


2. Enter the Start (Commence Date and Finish (Occupancy Term Date) dates as 01-JAN-20XX and 31-Dec-20XX



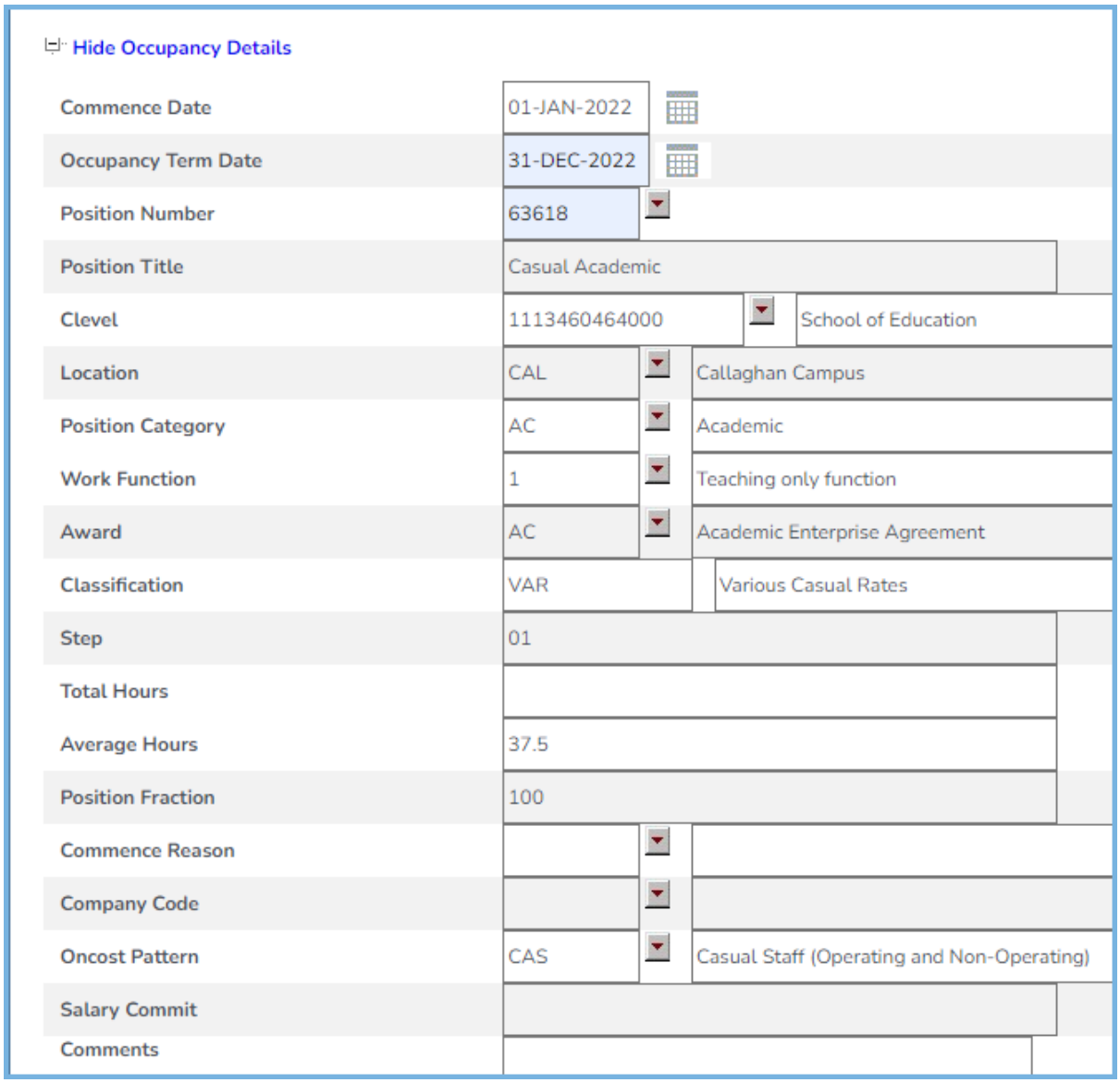
3. Click on the drop down to select the position number.

   This will produce a pop up window regarding the default details to be entered:

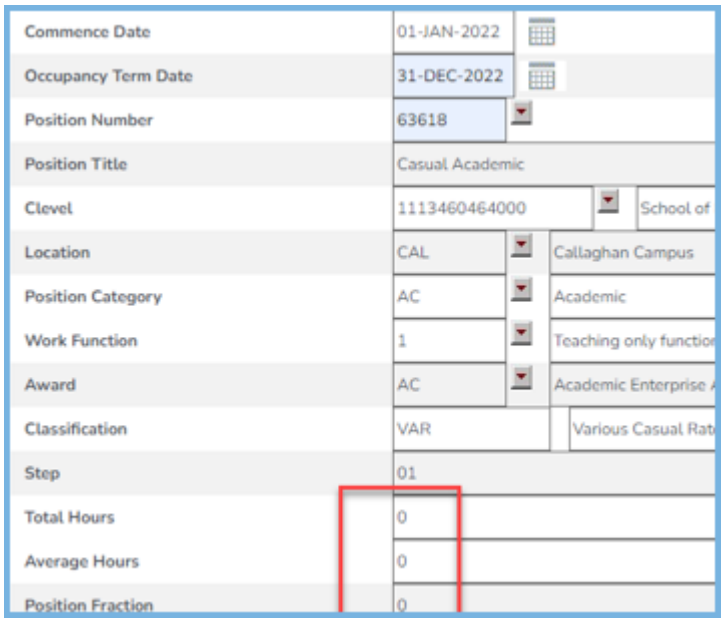


4. Click **ok**

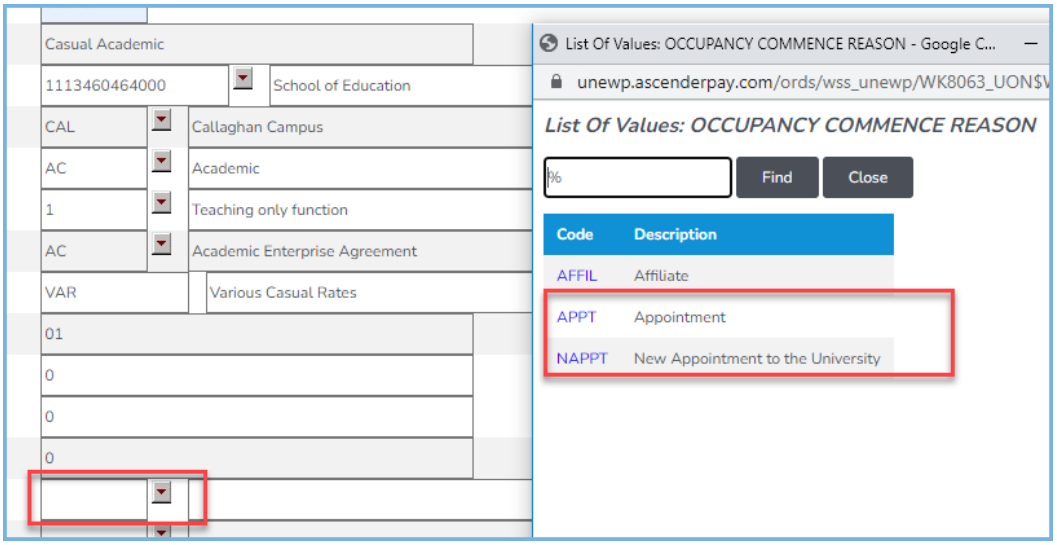
The position information is populated:



5. **Total hours** enter 0, hit tab, this will set the Average hours and Position Fraction to zero also.



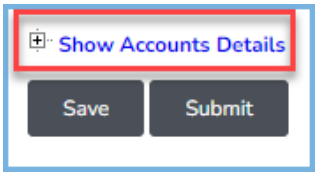
6. Click on the drop down to select the **Commence Reason**



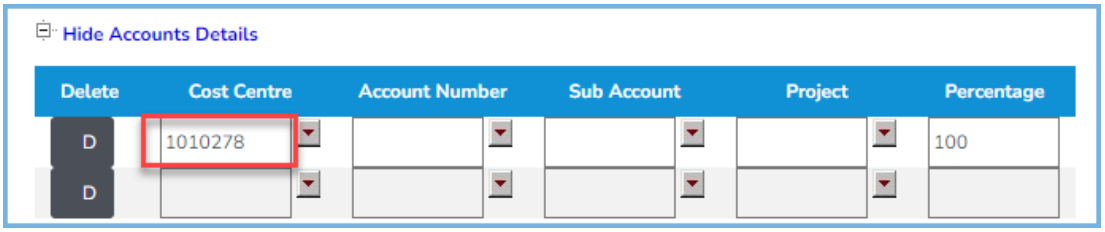
Commence Reason is **APPT** for an employee already within the HR system.

Show Accounts Details

1. Click on Show Accounts Details



2. The Cost Centre will be pre-populated from the Position selected:

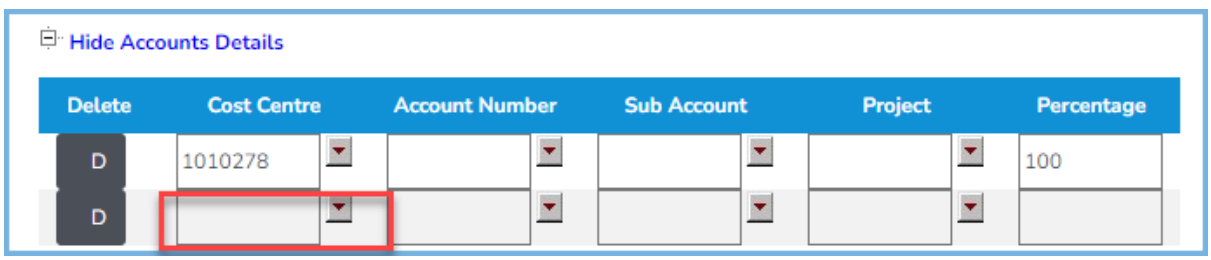


Required fields are:

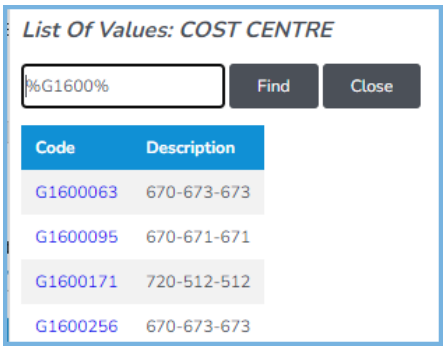
- Cost Centre
- Account Number
- Sub Account
- Project

NOTE Zeros should be entered in Account Number, Sub Account and Project

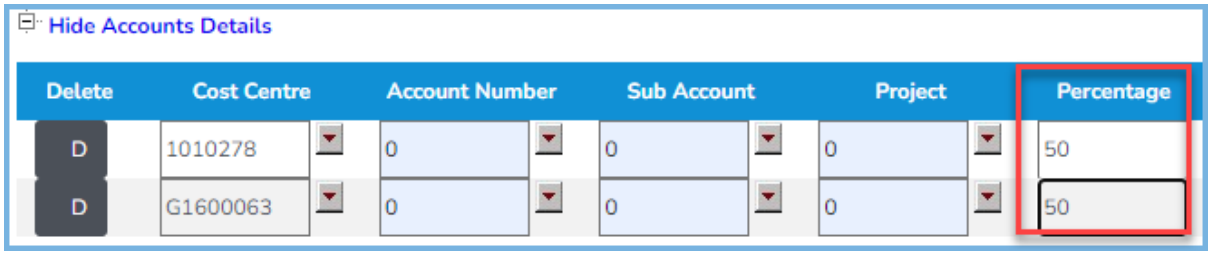
3. To add additional account details, select **Add a Row**



4. Search for the appropriate Cost Centre, eg:



5. Note that the **percentage** must total **100**.

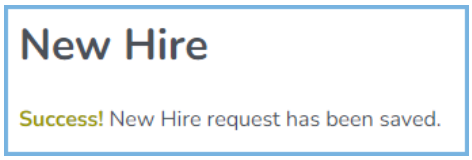


IMPORTANT: The New Hire Request will not submit unless the total Percentage of the account/s equals **100**.

Cost Collectors will not be available for selection until active in the university financial system.

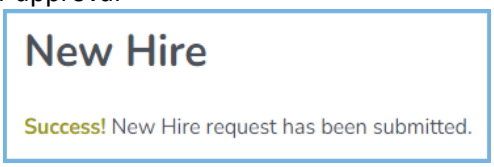
Save New Hire

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



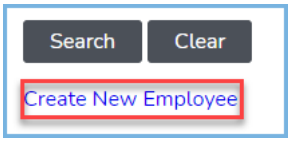
Submit New Hire

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



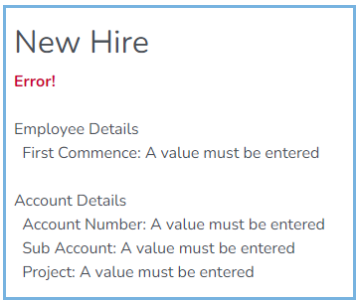
CREATING A NEW HIRE – New Employee to the University

After searching, when no record is found for a new employee, the next step is to select **`Create New Employee',**



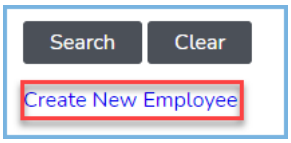
The New Hire Details screen opens which starts a new hire with no details brought forward for any section and all basic fields will have to be completed.

If you try to save the record without all relevant fields completed, an error message with appear listing what is required and the record will not save until these fields have been entered, eg:.

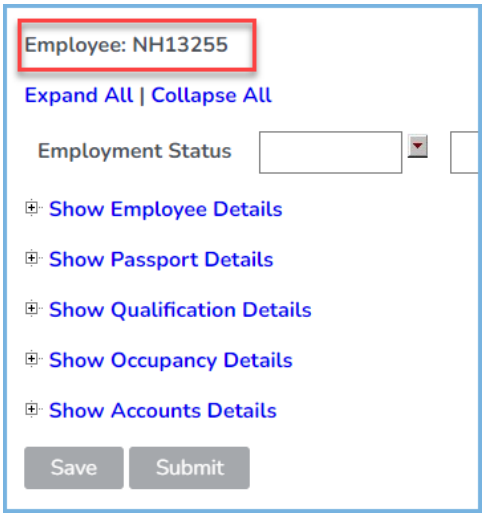


The New Hire Form fields will be **empty** if **Create New Employee** was chosen.
The New Hire Form fields will be **populated** if a Search was performed and Copy Position
You should only select **Copy Position** if you are **appointing** to the **same position number.**
An incomplete New Hire request 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 HRonline approval hierarchy.

1. Click **Create New Employee**

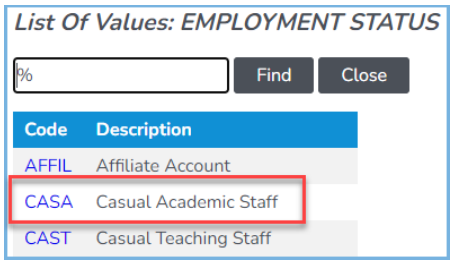


2. The **New Hire Details Form** will display, with a temporary New Hire Employee number



Employment Status

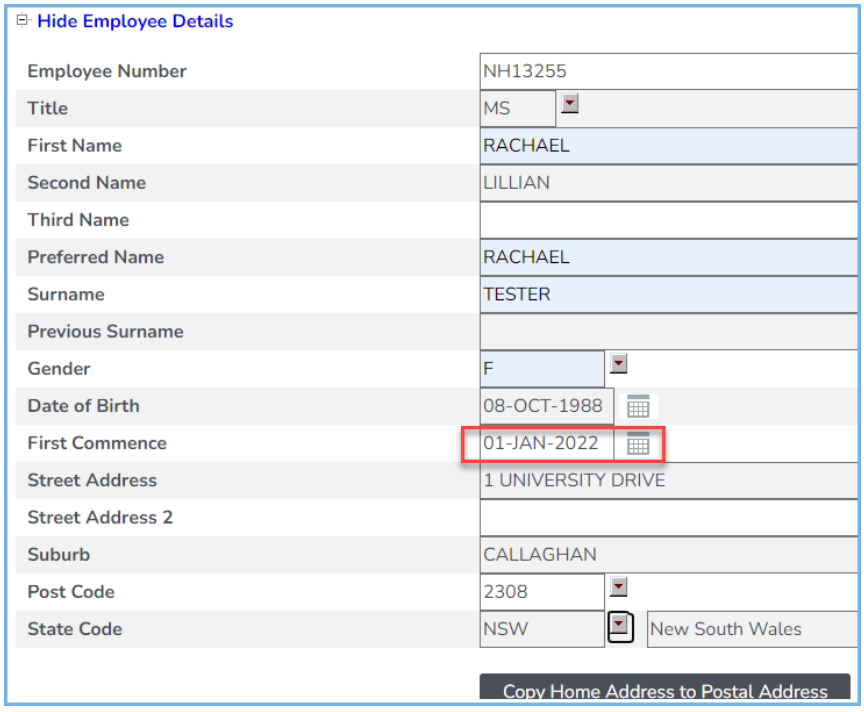
1. Select **CASA** from the drop-down list:



Show Employee Details

2. Enter the data, including the below required fields:

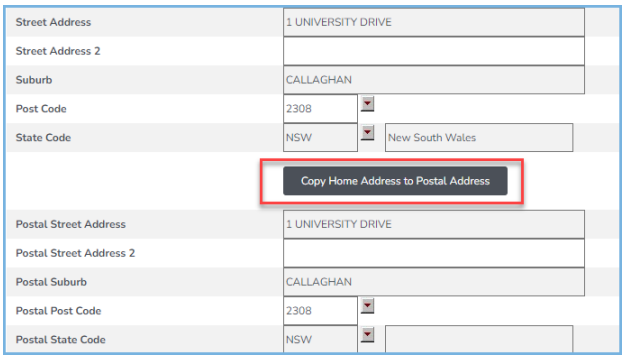
   First Name (in UPPER CASE)
   Surname (in UPPER CASE)
   Gender
   Date of Birth
   First Commence
   Post Code
   State code (in UPPER CASE)



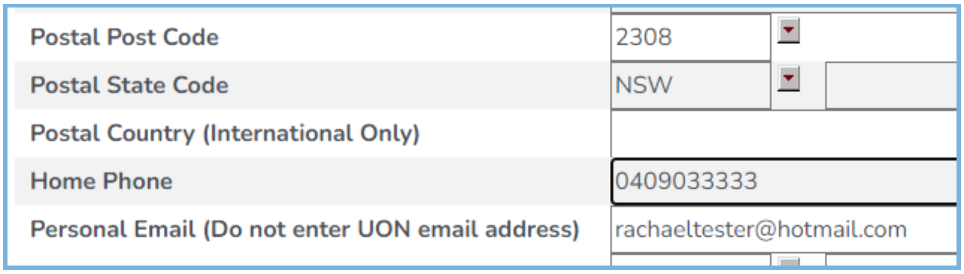
IMPORTANT: Name and Address details need to be in UPPER CASE.

- If the employee is new, the First Commence date = the first date of their new appointment.
- The Country field is only used if the employee is **International**

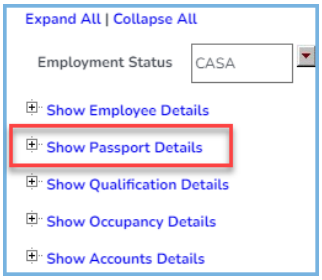
3. Click **Copy Home Address to Postal Address** if the new employee's home and postal address are the same



4. Enter phone number and personal email address:



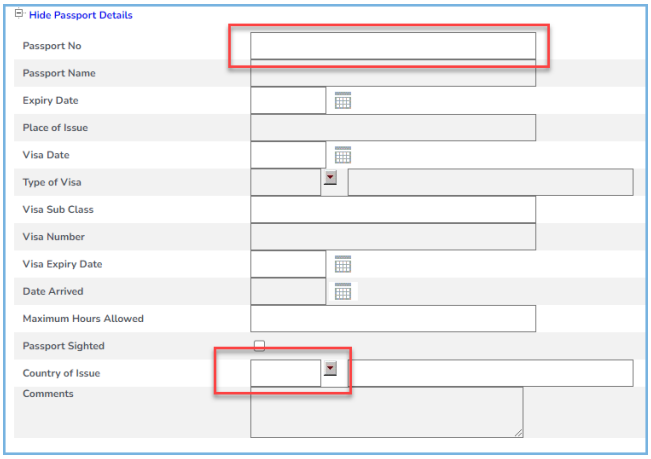
Show Passport Details



- Enter any relevant passport details for the New Employee
- Required fields, if passport details are entered:

  Passport No

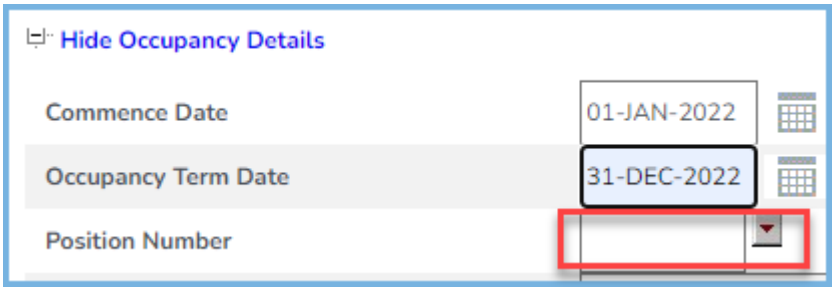
  Country of issue



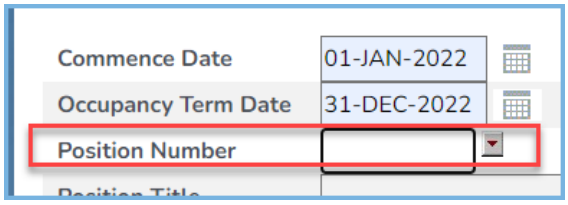
NOTE: If the UON Employment Pack has already been attached and includes a copy of the passport/visa, it does not need to be attached here again.

Show Occupancy Details

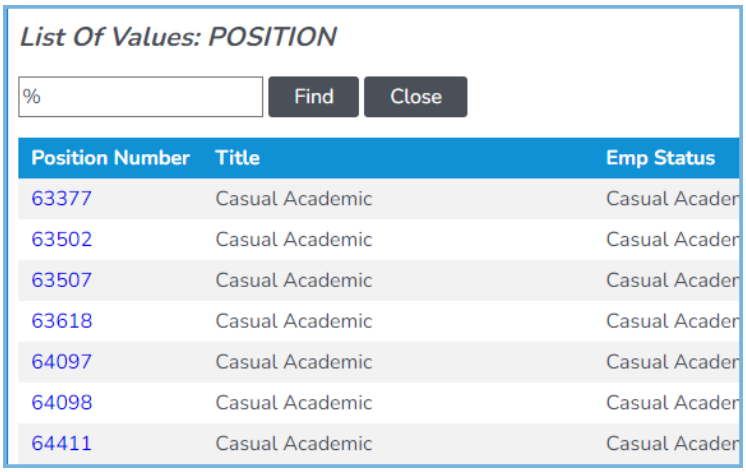
1. Enter the **Start** (Commence Date and **Finish** (Occupancy Term Date) dates as **01-JAN-20XX** and **31-Dec-20XX**



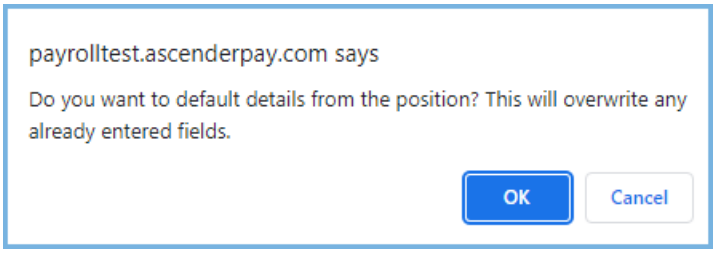
2. Click on the drop down to select the position number.



3. Select the appropriate position number

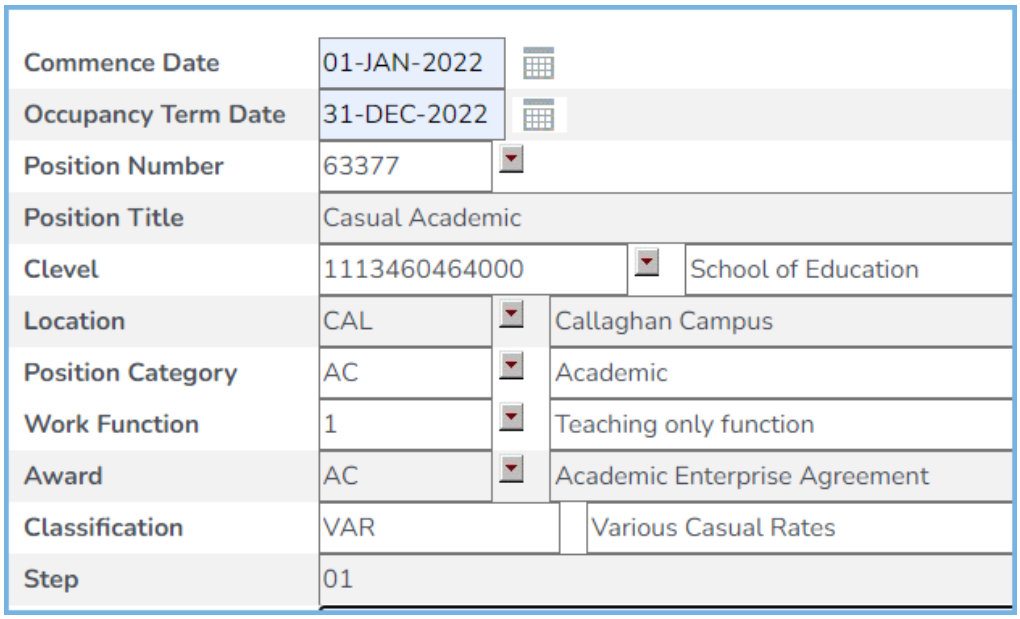


This will produce a pop up window regarding the default details to be entered:

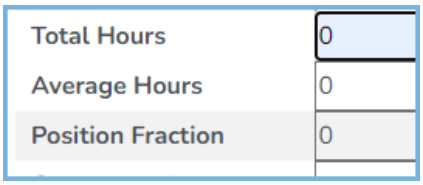


4. Click **OK**

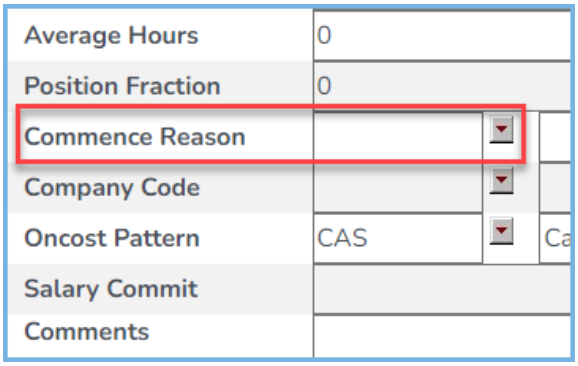
5. The position information is populated:



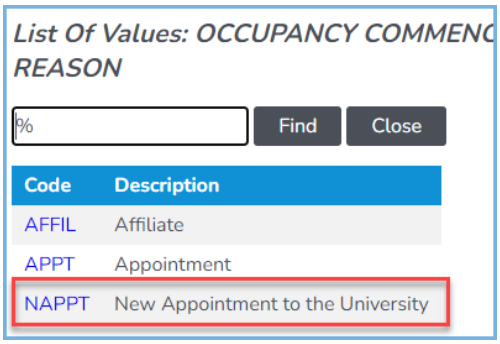
6. **Total hours** enter 0, hit tab, this will set the Average hours and Position Fraction to zero also.



7. Click on the drop down to select the **Commence Reason**

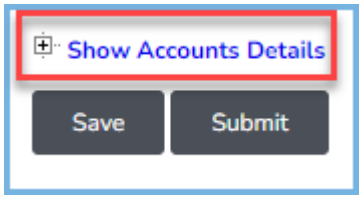


8. Commence Reason is **NAPPT** for a new employee not already within the HR system.

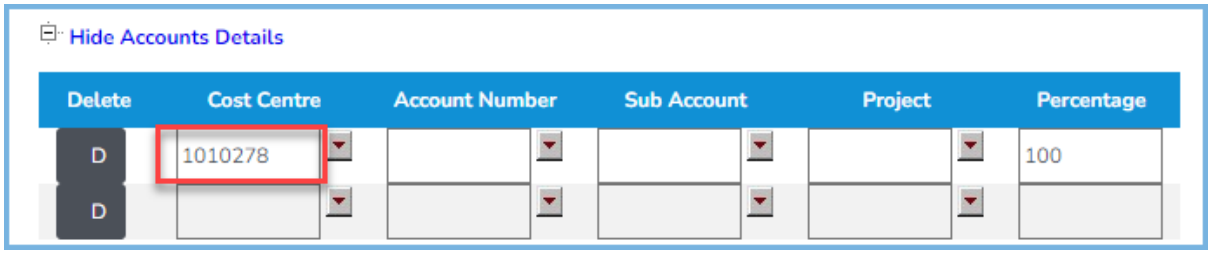


Show Accounts Details

1. Click on Show Accounts Details



2. The Cost Centre will be pre-populated from the Position selected:

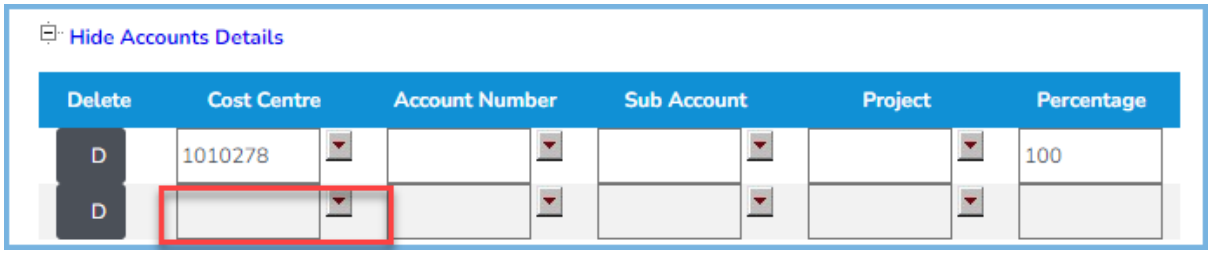


Required fields are:

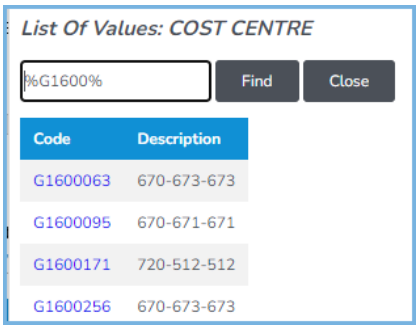
- Cost Centre
- Account Number
- Sub Account
- Project

NOTE Zeros should be entered in Account Number, Sub Account and Project

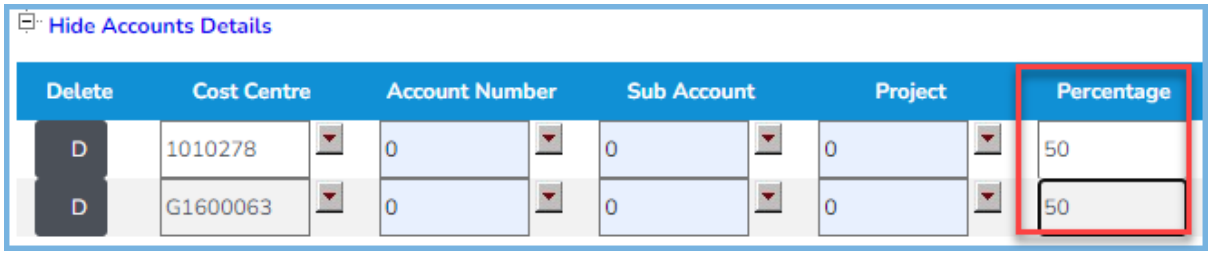
3. To add additional account details, select **Add a Row**



4. Search for the appropriate Cost Centre, eg:



5. Note that the **percentage** must total **100**.

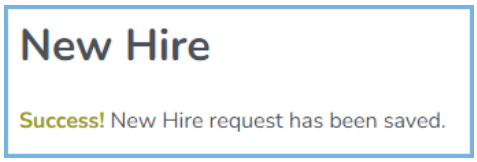


IMPORTANT: The New Hire Request will not submit unless the total Percentage of the account/s equals **100**.

Cost Collectors will not be available for selection until active in the university financial system.

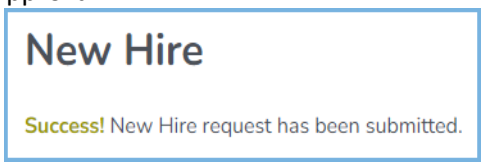
Save New Hire

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



Submit New Hire

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



ERRORS

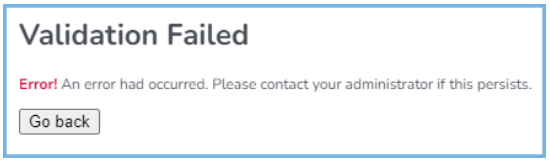
Multiple jobs for an employee

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."***

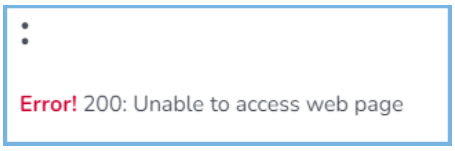
To avoid this error:
Submit the first New Hire request for the employee, and ***after that request has been*** (Saved, Submitted, Approved and) ***processed in Ascender***, the second New Hire request can be submitted.

Validation Failed error

This occurs when the comments field entry is too long. Save the New Hire request without comments. Then re-enter a shorter message without special characters and save.



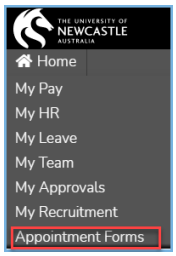
Error 200



This occurs when the employee's name has an apostrophe eg O'Brien, O'Toole etc. The workaround is contact your HR Client Services Advisor to request that the apostrophe be temporarily removed. Once the New Hire request is submitted, approved and processed, the apostrophe is replaced.

EXISTING REQUESTS: VIEW, EDIT, UNSUBMIT, DELETE

From the HRonline Home Screen, select **Appointment Forms**



The Appointment Forms tiles are displayed:

Click on the **New Hire** tile:

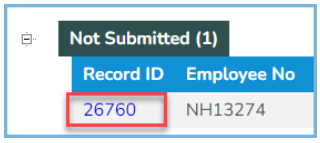
The **Existing** New Hire Requests will be displayed for the current logged in user

Request types:

- **Not Submitted (Saved)**
- **Submitted (Not Approved)**
- **Rejected**

Not Submitted

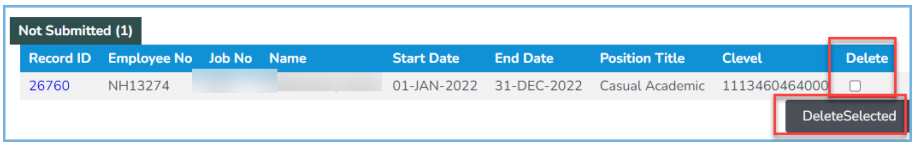
1. Click on **Not Submitted** to display requests which have been Saved but not Submitted
2. To access the New Hire **details**, click on the **Record ID**:



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

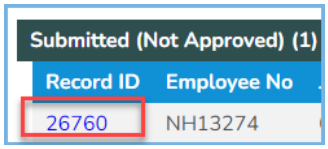
Deleting a 'Not Submitted' New Hire Request

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

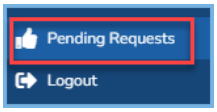


Submitted (Not Approved)

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**:

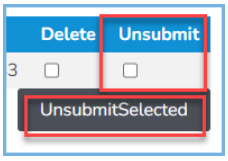


This record can also be viewed in My Pending Transactions



To unsubmit a "Submitted (Not Approved)" New Hire request

1. Tick the **Unsubmit** checkbox



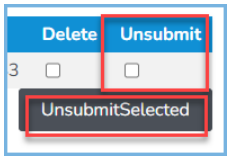
2. Click **Unsubmit Selected**:

Rejected

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

To unsubmit a Rejected New Hire request

1. Tick the Unsubmit checkbox

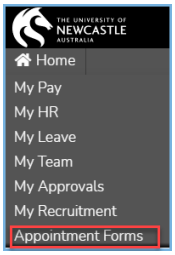


2. Click Unsubmit Selected:

NEW HIRE HISTORY

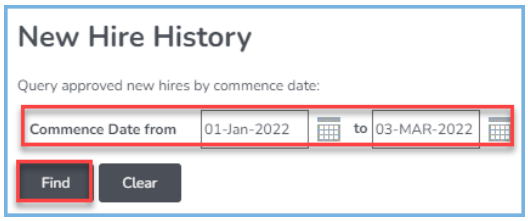
New Hire History will provide a list of all the **approved** New Hire Requests you have submitted. These appointments will be sent to HR Services for processing in Ascender.

From the HRonline Home Screen, select **Appointment Forms**

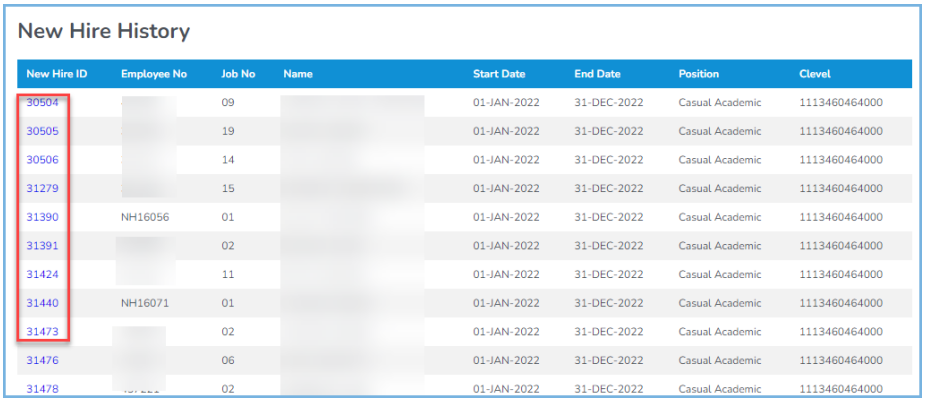


The **Appointment Forms** tiles are displayed:

1. Click on the **New Hire History** tile
2. Click on the Calendar button to choose **a Commence Date from**
3. Click **Find**:



1. All the New Hire requests with a Commence Date in the range will be displayed.
2. To open a request, click on the **New Hire ID**.



EMPLOYEE AND 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 4033 9999 (ext.39999) Option 6 to discuss urgent processing.

NEED MORE HELP?

Please read the below to make sure you contact the correct team, which saves time and ensures your question is answered quickly.

Enquiries relating to:	Team	Contact
• Your Pay • Payslips • Taxation	Payroll Services	Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
• Superannuation	Superannuation Team	Telephone: (02) 4033 9999 > Option 1 Email: superannuation@newcastle.edu.au
• Your employment contract • Leave Enquiries • If your name does not appear in the list of Timesheet Approvers • Qualifications	HR Client Services Advisor	Telephone: (02) 4033 9999 > Option 6 hrsupport@newcastle.edu.au A list of the current HR Client Services Advisors: HR Client Services
• Academic Timetable enquiries • Your Academic Timesheet Approver	Your School/Unit Office	
• Access to HRonline • Password reset	IT Services	Telephone: (02) 4921 7000 Email: 17000@newcastle.edu.au