

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:

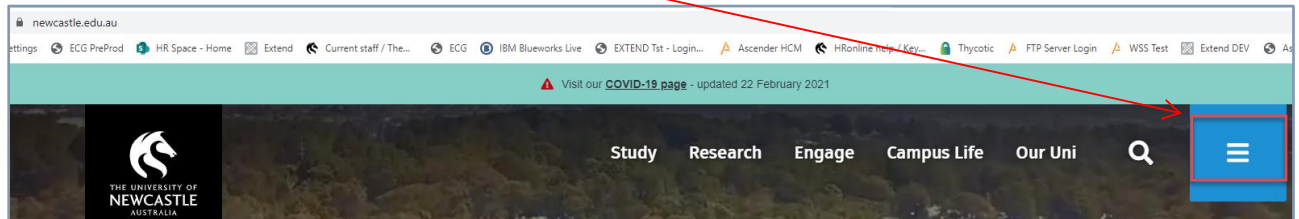
- New employees
- Existing employees
- Returning employees

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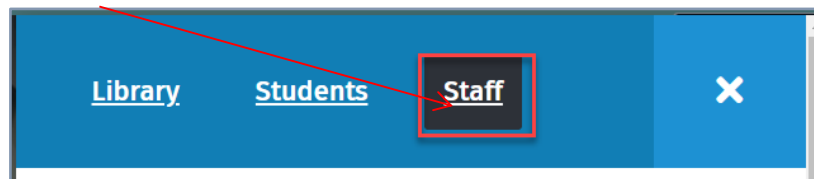
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LOGGING INTO HRONLINE

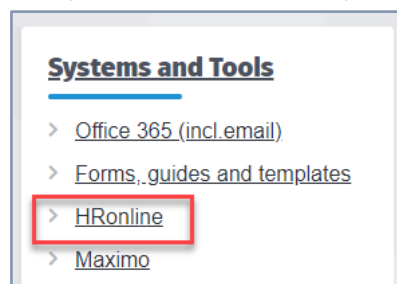
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines



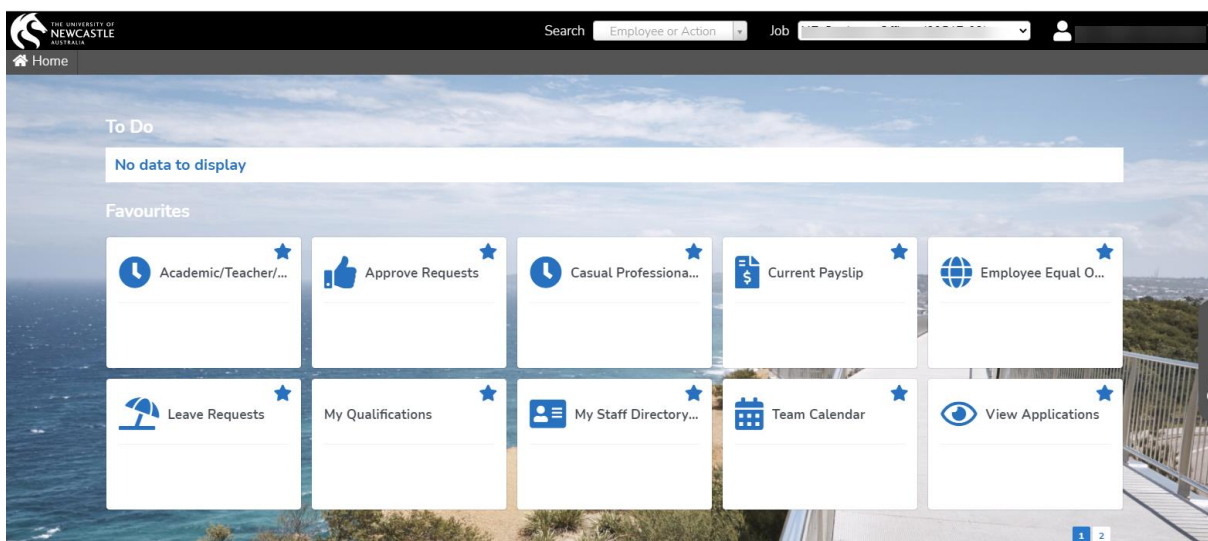
3. Select the Staff link at the top of the page



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

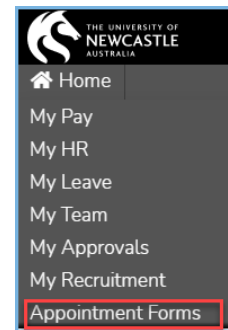


This will take you to the home screen of HRonline.

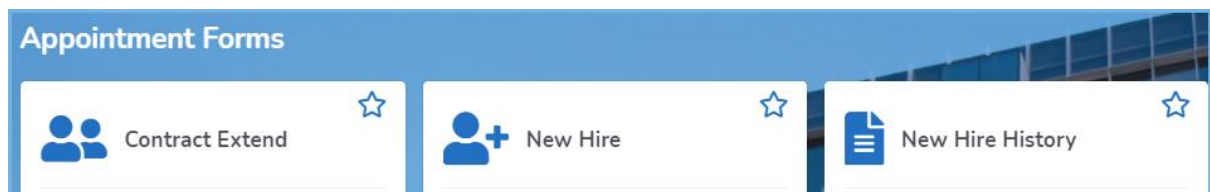


ACCESSING NEW HIRE

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



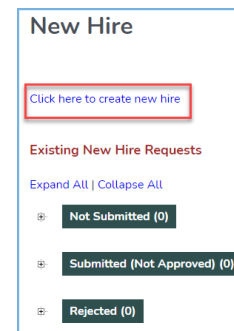
2. The Appointment Forms tiles are displayed:



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 unsubmitted 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:

New Hire

Search for Existing Employees and/or Applicants

Employee No : Vacancy No : Applicant No :

Surname : Prev Surname :

First Name : Second Name :

Preferred Name : Date of Birth : Gender :

Applicant Action : Applicant Action Date :

Licence No : Occupancy : Substantive

[Create New 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:

New Hire

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

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:

Employee No :

Surname :

First Name :

Preferred Name :

Applicant Action :

Licence No :

EMPLOYEE	ROCHFORD
EMPLOYEE	ROCHE
EMPLOYEE	ROCHE
EMPLOYEE	ROCHE
EMPLOYEE	ROCHE
EMPLOYEE	ROCHOW
EMPLOYEE	ROCHOW
EMPLOYEE	ROCHOW

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

Invalid employee number.

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**.

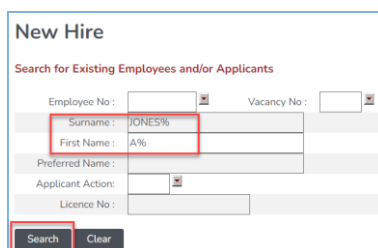
A new hire request for an *external applicant* with no previous occupancies will only display the Vacancy/Applicant details from their application.

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

If both an 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,



The 'New Hire' form contains search criteria for existing employees and/or applicants. Fields include Employee No., Vacancy No., Surname (containing 'JONES'), First Name (containing 'A'), Preferred Name, Applicant Action, and Licence No. Search and Clear buttons are at the bottom.

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
<input type="checkbox"/>	4	EMPLOYEE							MR	M		31-DEC-2020	31-DEC-2020	71459	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		01-JAN-2019	31-DEC-2019	66129	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		01-JAN-2016	31-DEC-2016	66129	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		01-JAN-2019	01-MAY-2019	65073	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		01-JAN-2018	31-DEC-2018	64415	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		01-JAN-2017	31-DEC-2017	64415	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		03-SEP-2018	31-DEC-2018	64209	Lecturer
<input type="checkbox"/>	4	EMPLOYEE							MR	M		19-OCT-2015	20-NOV-2015	63988	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		01-JAN-2019	31-DEC-2019	63950	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		25-JUL-2016	31-DEC-2016	63950	Casual Academic
<input type="checkbox"/>	4	EMPLOYEE							MR	M		14-AUG-2015	26-NOV-2015	63950	Casual Academic

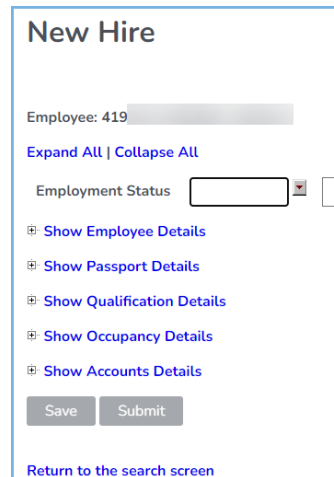
If you are appointing to the **same position** number, click the Copy Position box. This will enter the position details into the form.

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	Position Title
<input type="checkbox"/>		EMPLOYEE							MR	M		01-JAN-2022	31-DEC-2049	69416	
<input type="checkbox"/>		EMPLOYEE							MRS	F		01-OCT-2021	31-DEC-2021	62436	
<input type="checkbox"/>		EMPLOYEE							DR	F		30-SEP-2021	31-DEC-2021	69673	
<input type="checkbox"/>		EMPLOYEE							MS	F		30-SEP-2021	29-SEP-2022	70853	
<input type="checkbox"/>		EMPLOYEE							MR	M		27-FEB-2021	31-DEC-2021	63505	
<input type="checkbox"/>		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

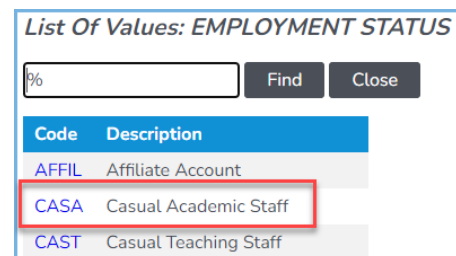


The 'New Hire' form displays the following elements:

- Employee: 419
- Expand All | Collapse All
- Employment Status: [Dropdown]
- Show Employee Details
- Show Passport Details
- Show Qualification Details
- Show Occupancy Details
- Show Accounts Details
- Save Submit
- Return to the search screen

Employment Status

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



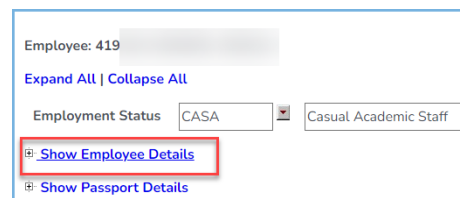
The 'List Of Values: EMPLOYMENT STATUS' window shows the following table:

Code	Description
AFFIL	Affiliate Account
CASA	Casual Academic Staff
CAST	Casual Teaching Staff

Show Employee Details

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

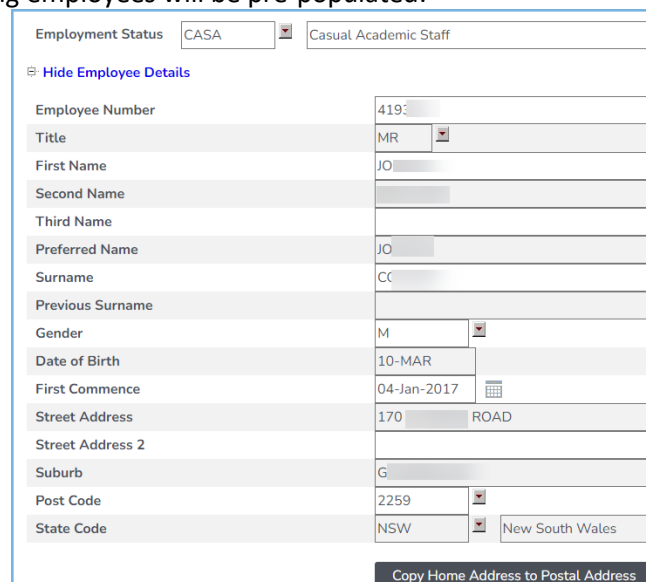
1. Click the link to open the employee details section:



The 'Show Employee Details' section in the form displays the following information:

- Employee: 419
- Expand All | Collapse All
- Employment Status: CASA Casual Academic Staff
- Show Employee Details
- Show Passport Details

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



The 'Employee Details' form displays the following pre-populated information:

Employment Status	
CASA	Casual Academic Staff

Hide Employee Details

Employee Number	419
Title	MR
First Name	JO
Second Name	
Third Name	
Preferred Name	JO
Surname	CC
Previous Surname	
Gender	M
Date of Birth	10-MAR
First Commence	04-Jan-2017
Street Address	170 ROAD
Street Address 2	
Suburb	G
Post Code	2259
State Code	NSW New South Wales

Copy Home Address to Postal Address

Do not change any populated fields.

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


Personal Email (Do not enter UON email address)	
---	--

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:


Delete	Document Type	Document Type Description	Attachments
D			Choose File No file chosen

List Of Values: DOC_TYPE

% Find

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

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

Delete	Document Type	Document Type Description
D	NH4A 	UoN Pack
Add Another Attachment		

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**:

Expand All | Collapse All

Employment Status

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

Hide Occupancy Details

Commence Date	<input type="text"/>	
Occupancy Term Date	<input type="text"/>	
Position Number	63618	
Position Title	Casual Academic	
Clevel	1113460464000	School of Education
Location	CAL	Callaghan Campus
Position Category	AC	Academic
Work Function	1	Teaching only function
Award	AC	Academic Enterprise Agreement
Classification	VAR	Various Casual Rates
Step	01	
Total Hours	<input type="text" value="0"/>	
Average Hours	0	
Position Fraction	0	
Commence Reason	APPT	Appointment
Company Code	UNICA	University of Newcastle - Callaghan
Oncost Pattern	CAS	Casual Staff (Operating and Non-Operating)
Salary Commit	<input type="text"/>	

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

Hide Occupancy Details

Commence Date		
Occupancy Term Date		
Position Number		
Position Title		
Level		
Location		
Position Category		
Work Function		
Award		
Classification		
Step		
Total Hours		
Average Hours		
Position Fraction	100	
Commence Reason		
Company Code		
Oncost Pattern		
Salary Commit		
Comments		

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

Hide Occupancy Details

Commence Date	01-JAN-2022	
Occupancy Term Date	31-DEC-2022	
Position Number		

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:

unewp.ascenderpay.com says

Do you want to default details from the position? This will overwrite any already entered fields.

OK Cancel

01-JAN-2022

31-DEC-2022

63618

4. Click **ok**

The position information is populated:

Hide Occupancy Details

Commence Date	01-JAN-2022	
Occupancy Term Date	31-DEC-2022	
Position Number	63618	
Position Title	Casual Academic	
Clevel	1113460464000	School of Education
Location	CAL	Callaghan Campus
Position Category	AC	Academic
Work Function	1	Teaching only function
Award	AC	Academic Enterprise Agreement
Classification	VAR	Various Casual Rates
Step	01	
Total Hours		
Average Hours	37.5	
Position Fraction	100	
Commence Reason		
Company Code		
Oncost Pattern	CAS	Casual Staff (Operating and Non-Operating)
Salary Commit		
Comments		

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

Commence Date	01-JAN-2022	
Occupancy Term Date	31-DEC-2022	
Position Number	63618	
Position Title	Casual Academic	
Clevel	1113460464000	School of
Location	CAL	Callaghan Campus
Position Category	AC	Academic
Work Function	1	Teaching only function
Award	AC	Academic Enterprise A
Classification	VAR	Various Casual Rate
Step	01	
Total Hours	0	
Average Hours	0	
Position Fraction	0	

- 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

- Click on Show Accounts Details

- 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


- To add additional account details, select **Add a Row**

- Search for the appropriate Cost Centre, eg:

List Of Values: COST CENTRE

Code	Description
G1600063	670-673-673
G1600095	670-671-671
G1600171	720-512-512
G1600256	670-673-673

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

 **Hide Accounts Details**

Delete	Cost Centre	Account Number	Sub Account	Project	Percentage
<input type="button" value="D"/>	1010278	0	0	0	50
<input type="button" value="D"/>	G1600063	0	0	0	50

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

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

New Hire

Success! New Hire request has been saved.

Submit New Hire

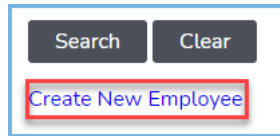
- Click **Submit** when ready
- The new Hire request will be sent to Head of School for approval
- If successfully submitted, a message will display:

New Hire

Success! New Hire request has been submitted.

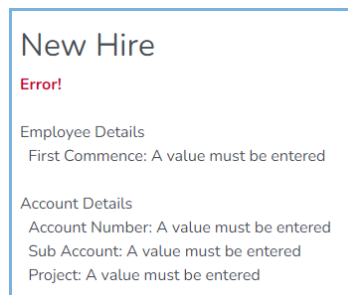
CREATING A NEW HIRE – New Employee to the University

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 will appear listing what is required and the record will not save until these fields have been entered, eg.:

A screenshot of a 'New Hire' error message screen. The title is 'New Hire'. Below it, in red, is the word 'Error!'. The screen is divided into two sections: 'Employee Details' and 'Account Details'. Under 'Employee Details', it says 'First Commence: A value must be entered'. Under 'Account Details', it lists three items: 'Account Number: A value must be entered', 'Sub Account: A value must be entered', and 'Project: A value must be entered'.

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

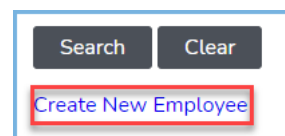
The New Hire Form fields will be **populated** if a Search was performed and Copy Position

You should only select **Copy Position** if you are **appointing** to the **same position number**.

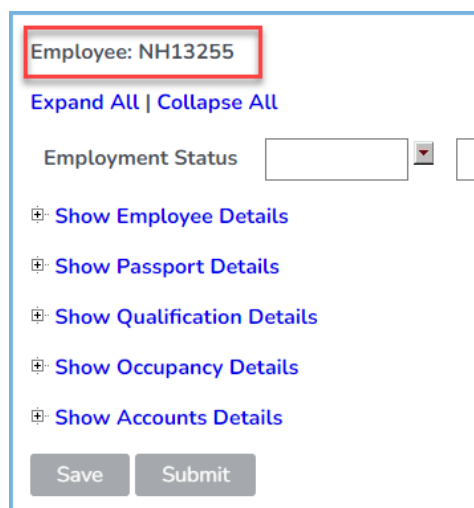
An incomplete New Hire request can be saved and completed at a later time.

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

A screenshot of the 'New Hire Details Form'. At the top, it says 'Employee: NH13255' in a box. Below that is a link 'Expand All | Collapse All'. Then there is a section for 'Employment Status' with a dropdown menu. Below that are several expandable sections: 'Show Employee Details', 'Show Passport Details', 'Show Qualification Details', 'Show Occupancy Details', and 'Show Accounts Details'. At the bottom are two buttons: 'Save' and 'Submit'.

Employment Status

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

List Of Values: EMPLOYMENT STATUS

Find Close

Code	Description
AFFIL	Affiliate Account
CASA	Casual Academic Staff
CAST	Casual Teaching Staff

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)

Hide Employee Details

Employee Number	NH13255		
Title	MS		
First Name	RACHAEL		
Second Name	LILLIAN		
Third Name			
Preferred Name	RACHAEL		
Surname	TESTER		
Previous Surname			
Gender	F		
Date of Birth	08-OCT-1988		
First Commence	01-JAN-2022		
Street Address	1 UNIVERSITY DRIVE		
Street Address 2			
Suburb	CALLAGHAN		
Post Code	2308		
State Code	NSW		New South Wales

Copy Home Address to Postal Address

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**

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

Street Address	1 UNIVERSITY DRIVE	
Street Address 2		
Suburb	CALLAGHAN	
Post Code	2308	
State Code	NSW	New South Wales
<div style="border: 1px solid red; padding: 2px;">Copy Home Address to Postal Address</div>		
Postal Street Address	1 UNIVERSITY DRIVE	
Postal Street Address 2		
Postal Suburb	CALLAGHAN	
Postal Post Code	2308	
Postal State Code	NSW	

- Enter phone number and personal email address:

Postal Post Code	2308	
Postal State Code	NSW	
Postal Country (International Only)		
Home Phone	0409033333	
Personal Email (Do not enter UON email address)	rachaelttester@hotmail.com	

Show Passport Details

Expand All | Collapse All

Employment Status CASA

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

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

Passport No
Country of issue

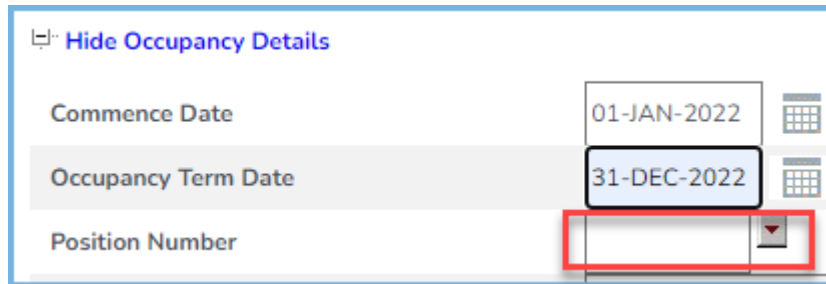
Hide Passport Details

Passport No	<div style="border: 1px solid red; width: 150px; height: 20px;"></div>
Passport Name	
Expiry Date	<input type="text"/>
Place of Issue	
Visa Date	<input type="text"/>
Type of Visa	
Visa Sub Class	
Visa Number	
Visa Expiry Date	<input type="text"/>
Date Arrived	<input type="text"/>
Maximum Hours Allowed	
Passport Sighted	<input type="checkbox"/>
Country of Issue	<div style="border: 1px solid red; width: 100px; height: 20px;"></div>
Comments	

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**



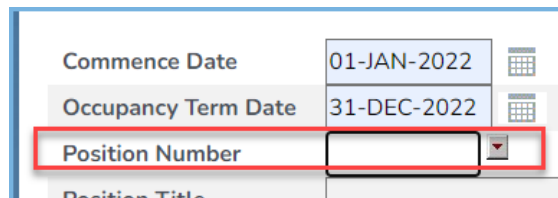
Hide Occupancy Details

Commence Date 01-JAN-2022

Occupancy Term Date 31-DEC-2022

Position Number

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



Commence Date 01-JAN-2022

Occupancy Term Date 31-DEC-2022

Position Number

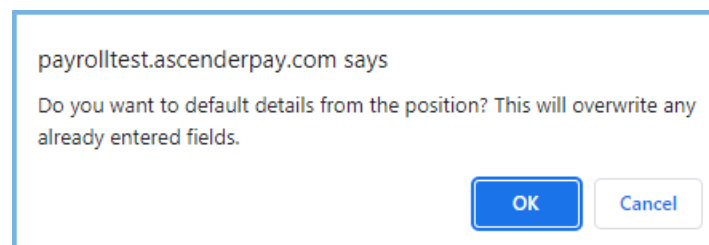
3. Select the appropriate position number

List Of Values: POSITION

% Find Close

Position Number	Title	Emp Status
63377	Casual Academic	Casual Acader
63502	Casual Academic	Casual Acader
63507	Casual Academic	Casual Acader
63618	Casual Academic	Casual Acader
64097	Casual Academic	Casual Acader
64098	Casual Academic	Casual Acader
64411	Casual Academic	Casual Acader

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



payrolltest.ascenderpay.com says

Do you want to default details from the position? This will overwrite any already entered fields.

OK Cancel

4. Click **OK**

5. The position information is populated:

Commence Date	01-JAN-2022	
Occupancy Term Date	31-DEC-2022	
Position Number	63377	
Position Title	Casual Academic	
Clevel	1113460464000	School of Education
Location	CAL	Callaghan Campus
Position Category	AC	Academic
Work Function	1	Teaching only function
Award	AC	Academic Enterprise Agreement
Classification	VAR	Various Casual Rates
Step	01	

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

Total Hours	0
Average Hours	0
Position Fraction	0

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

Average Hours	0
Position Fraction	0
Commence Reason	
Company Code	
Oncost Pattern	CAS
Salary Commit	
Comments	

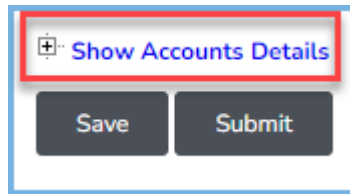
8. Commence Reason is **NAPPT** for a new employee not already within the HR system.

List Of Values: OCCUPANCY COMMENCE REASON

Code	Description
AFFIL	Affiliate
APPT	Appointment
NAPPT	New Appointment to the University

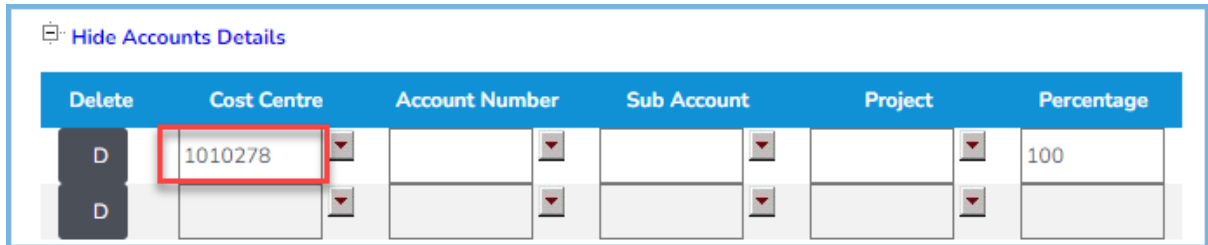
Show Accounts Details

1. Click on Show Accounts Details



A screenshot of a user interface showing a button labeled 'Show Accounts Details' with a small icon to its left. Below this button are two dark grey buttons labeled 'Save' and 'Submit'.

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



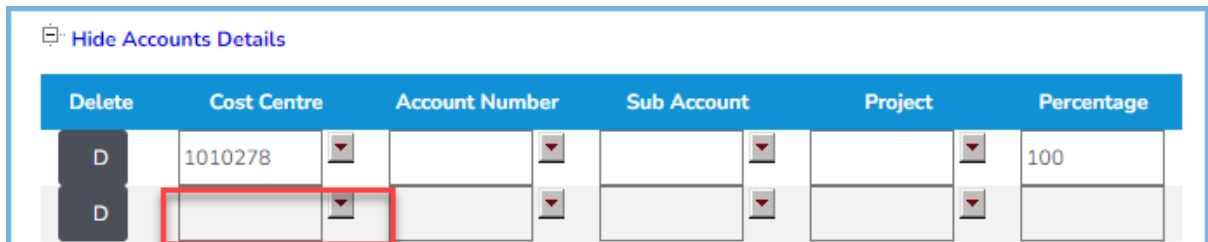
A screenshot of a table titled 'Hide Accounts Details'. The table has six columns: 'Delete', 'Cost Centre', 'Account Number', 'Sub Account', 'Project', and 'Percentage'. The first row is pre-populated with 'D' in the 'Delete' column, '1010278' in the 'Cost Centre' column, and '100' in the 'Percentage' column. The second row is empty.

Required fields are:

- Cost Centre
- Account Number
- Sub Account
- Project

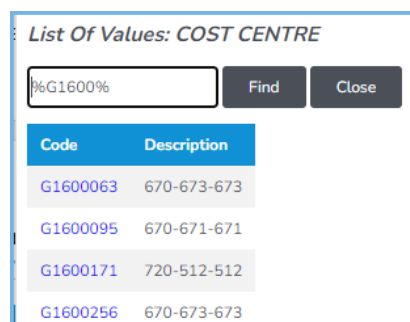
NOTE Zeros should be entered in Account Number, Sub Account and Project

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



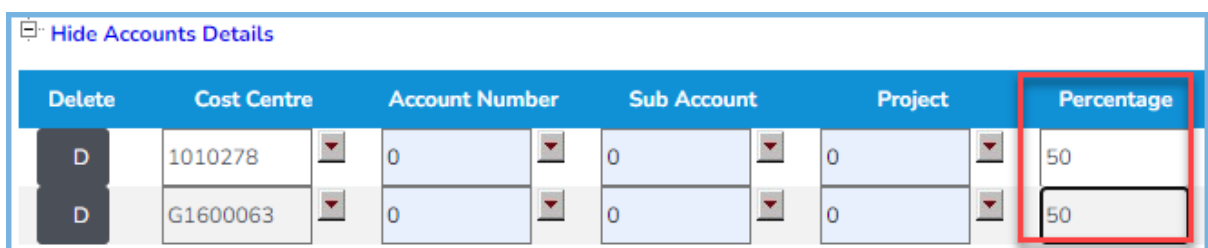
A screenshot of the same table as before, but with a second row added. The second row is currently empty, with a red box highlighting the 'Cost Centre' field.

4. Search for the appropriate Cost Centre, eg:



A screenshot of a dialog box titled 'List Of Values: COST CENTRE'. It contains a search input field with the text '%G1600%', a 'Find' button, and a 'Close' button. Below the search field is a table with two columns: 'Code' and 'Description'. The table lists four entries: 'G1600063' with description '670-673-673', 'G1600095' with description '670-671-671', 'G1600171' with description '720-512-512', and 'G1600256' with description '670-673-673'.

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



A screenshot of the table with two rows. The first row has 'D' in the 'Delete' column, '1010278' in the 'Cost Centre' column, and '50' in the 'Percentage' column. The second row has 'D' in the 'Delete' column, 'G1600063' in the 'Cost Centre' column, and '50' in the 'Percentage' column. The 'Percentage' column is highlighted with a red box.

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:

New Hire

Success! New Hire request has been saved.

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:

New Hire

Success! New Hire request has been submitted.

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.

Validation Failed

Error! An error had occurred. Please contact your administrator if this persists.

[Go back](#)

Error 200

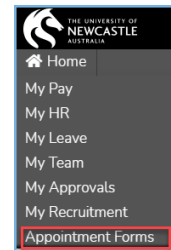
:

Error! 200: Unable to access web page

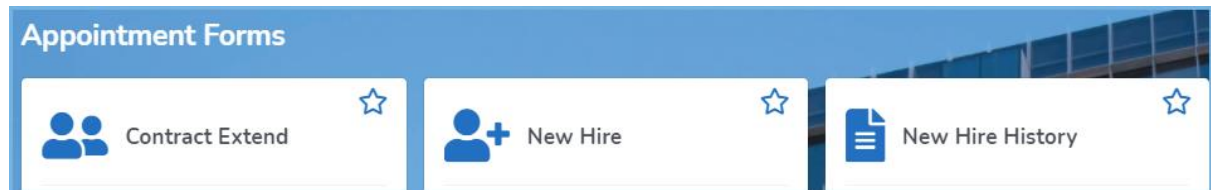
This occurs when the employee's name has an apostrophe eg O'Brien, O'Toole etc. The workaround is contact your HR Client Services Advisor to request that the apostrophe be temporarily removed. Once the New Hire request is submitted, approved and processed, the apostrophe is replaced.

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:

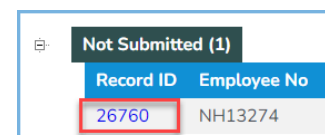
- **Not Submitted (Saved)**
- **Submitted (Not Approved)**
- **Rejected**



Not Submitted



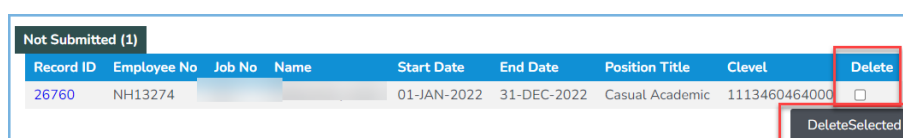
1. Click on **Not Submitted** to display requests which have been Saved but not Submitted
2. To access the New Hire **details**, click on the **Record ID**:



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

Deleting a 'Not Submitted' New Hire Request

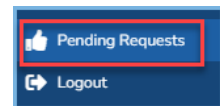
1. Tick the Delete checkbox
2. Click Delete Selected:



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**:

Submitted (Not Approved) (1)	
Record ID	Employee No
26760	NH13274



This record can also be viewed in My Pending Transactions

My Requests

Delete

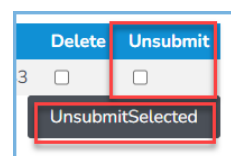
Clear

New Hire

Delete	Record ID	Name	CLevel	Requested For	Commence Date	Termination Date	Created Date	To Be Actioned By	Escalated to you by	Approver
<input type="checkbox"/>	2507938		1113460464000		01-JAN-2022	31-DEC-2022	28-FEB-2022	27-MAR-2022		Head of School

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

1. Tick the **Unsubmit** checkbox



2. Click **Unsubmit Selected**:

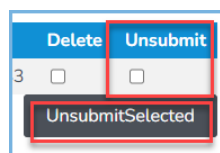
Rejected

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

Rejected (1)			
Record ID	Employee No	Job No	Name
26735	NH13253	01	

To unsubmit a Rejected New Hire request

1. Tick the Unsubmit checkbox

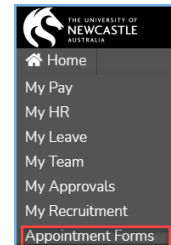


2. Click Unsubmit Selected:

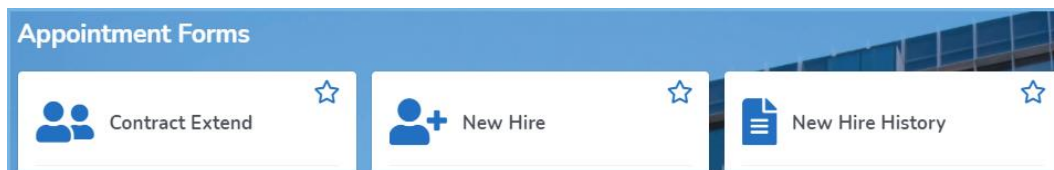
NEW HIRE HISTORY

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.

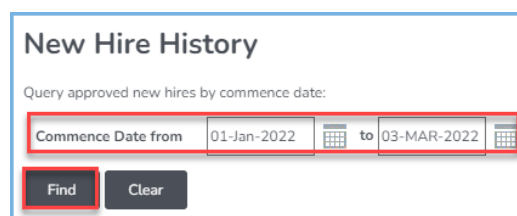
From the HRonline Home Screen, select **Appointment Forms**



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**.

New Hire History							
New Hire ID	Employee No	Job No	Name	Start Date	End Date	Position	Clevel
30504		09		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
30505		19		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
30506		14		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31279		15		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31390	NH16056	01		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31391		02		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31424		11		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31440	NH16071	01		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31473		02		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31476		06		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000
31478		02		01-JAN-2022	31-DEC-2022	Casual Academic	1113460464000

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
<ul style="list-style-type: none">Your PayPayslipsTaxation	Payroll Services	Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
<ul style="list-style-type: none">Superannuation	Superannuation Team	Telephone: (02) 4033 9999 > Option 1 Email: superannuation@newcastle.edu.au
<ul style="list-style-type: none">Your employment contractLeave EnquiriesIf your name does not appear in the list of Timesheet ApproversQualifications	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
<ul style="list-style-type: none">Academic Timetable enquiriesYour Academic Timesheet Approver	Your School/Unit Office	
<ul style="list-style-type: none">Access to HRonlinePassword reset	IT Services	Telephone: (02) 4921 7000 Email: 17000@newcastle.edu.au