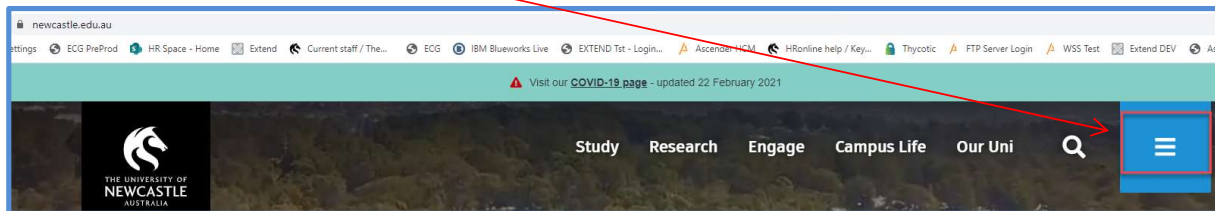


HRonline

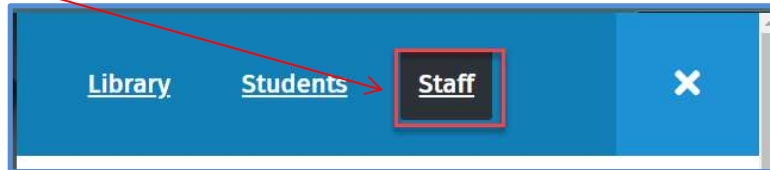
STAFF QUICK REFERENCE GUIDE

LOGGING INTO HRONLINE

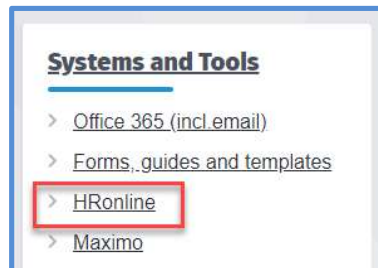
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au).
2. Click on the 3 horizontal lines.



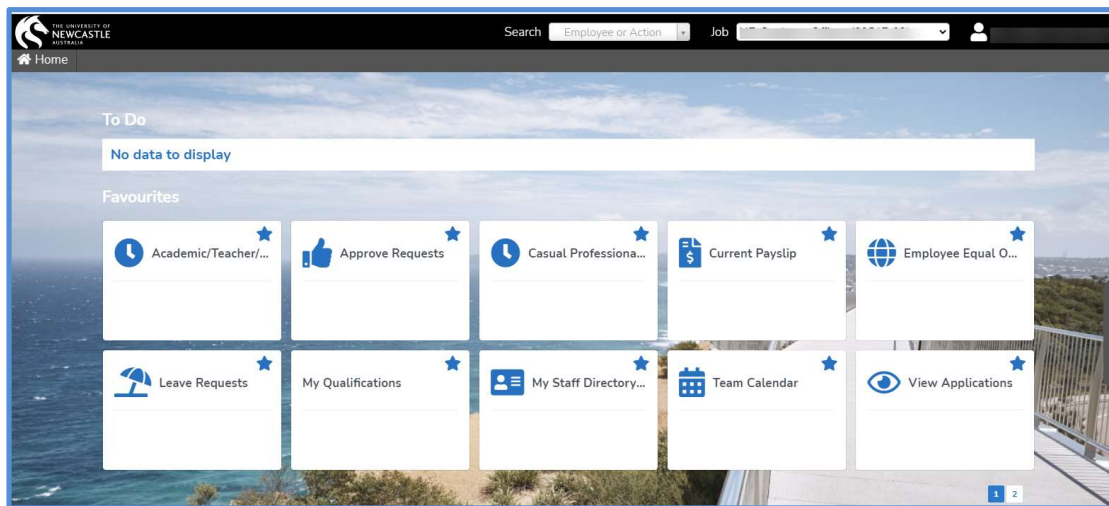
3. Select the Staff link at the top of the page.



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

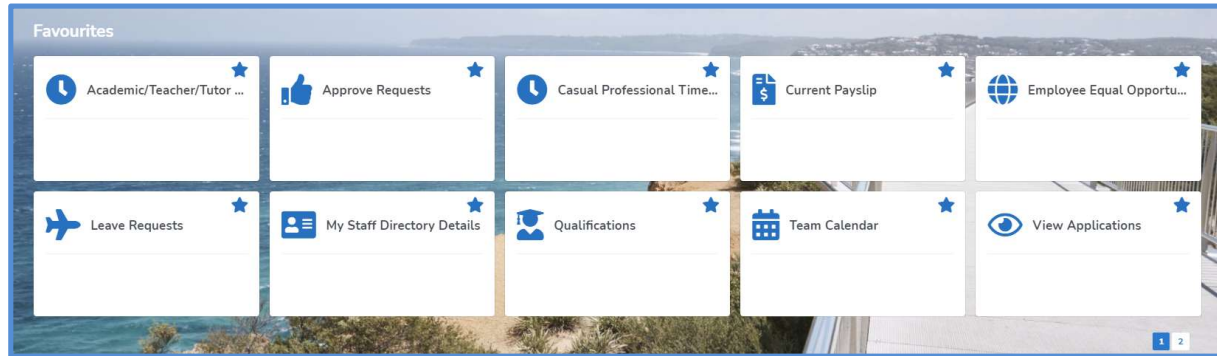


This will take you to the home screen of HRonline.

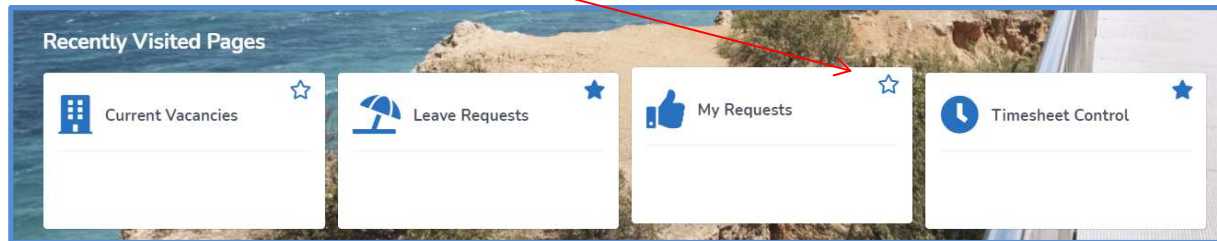


MY FAVOURITES – SHORT CUTS

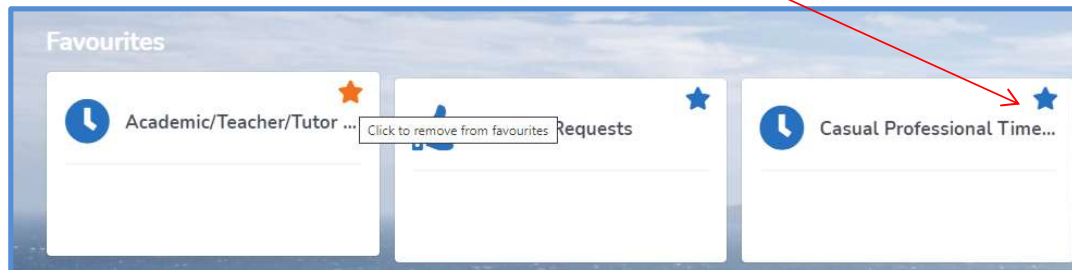
Click directly on the tiles in the **My Favourites** menu to select the most commonly used options in HRonline.



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.

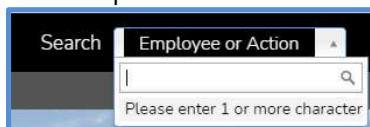


SEARCHING IN HRONLINE

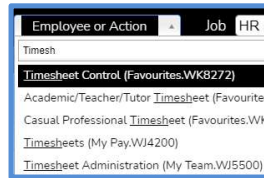
To search for a menu or employee in HRonline, click on the search box in the top frame of the screen.



This will open a search box:



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



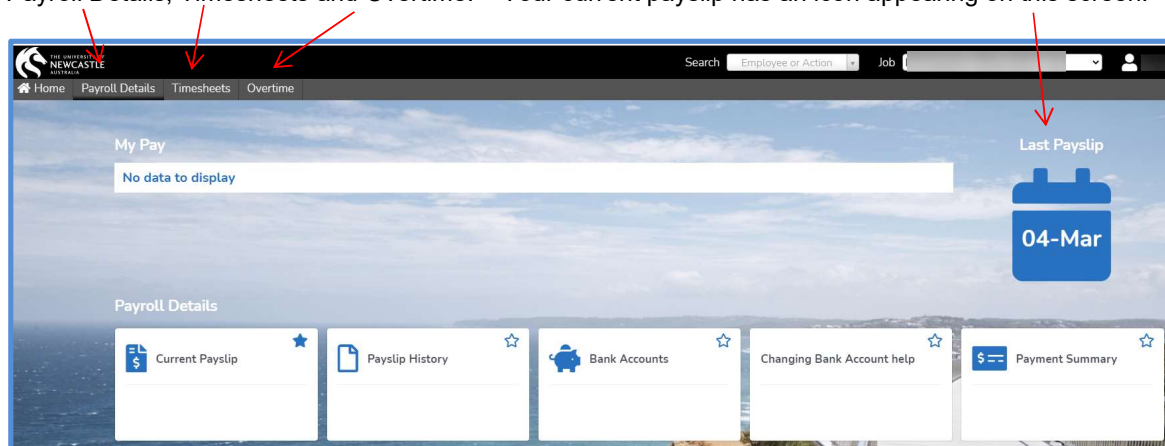
VIEW YOUR PAYSリップ

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:

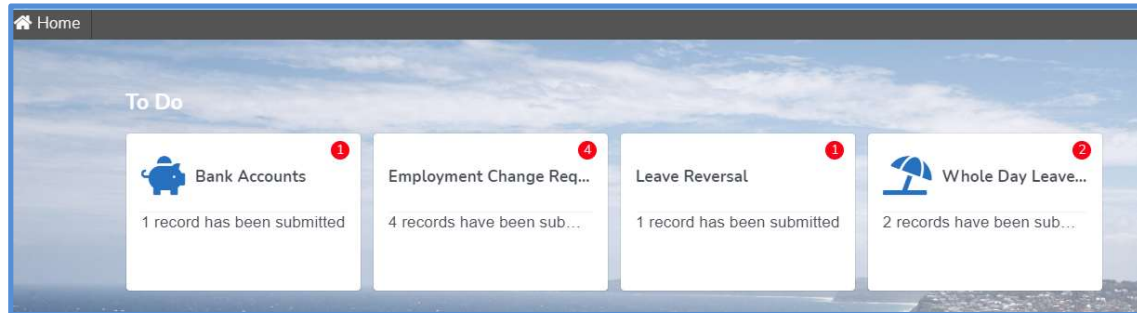


You can print your **Payslip** by clicking on Last Payslip icon near the top right-hand corner of the **My Pay** page.



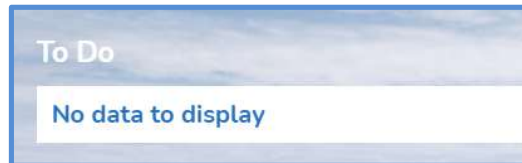
MY TO DO

From the HRonline homepage, 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.

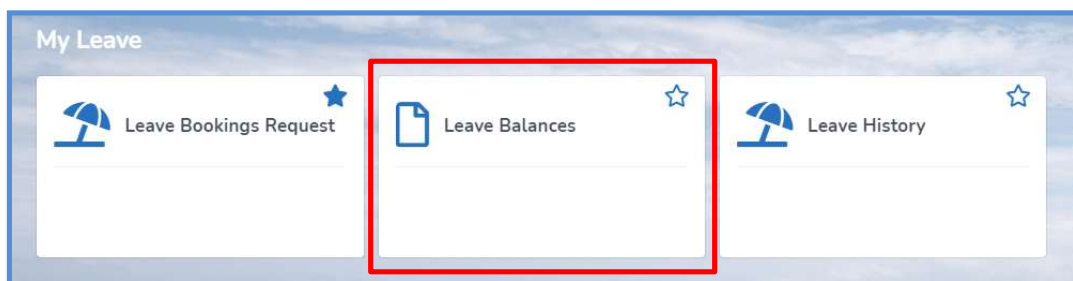


VIEW YOUR LEAVE BALANCES - LSL, TIL & FLEX

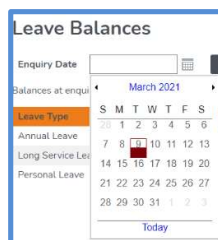
Select the **My Leave** Menu.



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

Calculation Date


Calculate Balances

Balances at calculation date

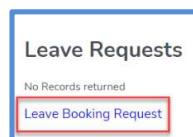
Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Approved Leave (Future Leave)	Actual Balance (less Future Leave)	Total Balance (less Future Leave)	Unit
Long Service Leave	02	27-NOV-2025	28-NOV-2025	14.465	0	14.465	0	14.465	14.465	Calendar days
Time off in lieu	02	27-NOV-2025	28-NOV-2025	0	0	0	0	0	0	Hours

TIP: All other leave types can be requested in MyHR. Please refer to this helpful guide - [How to request leave in MyHR](#)

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

Click on the **Leave Bookings Request** tile.

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 **My Leave**.

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		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 WindowPrintClose

My Requests

DeleteClear

Whole Day Leave Request

Delete	Record ID	Parent Record ID	Job	Leave Code	Leave Start Date	Leave End Date	Created Date	Approval Person	Status	Approver	Status	View Workflow
☐	2507430	357460029	02	Flextime Leave	18-MAR-2021	18-MAR-2021	07-MAR-2021	Manager HRIS	Submitted	Manager HRIS		View
☐	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
☐	2507441		Newcastle Permanent Building Society Limited	09-MAR-2021	15-MAR-2021			View

DeleteClear

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
☐	2507430	357460029
☐	2507433	357460048

NEED MORE HELP

Click [here](#) to find the key contacts across our range of HR services.