APPROVERS

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

This guide provides APPROVER information for the following areas and tasks:

- Timesheet approval
- Leave approval
- Team management
- View manage your team’s details
- View and manage your team’s leave balances and bookings

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APPROVERS

My Team in HRonline

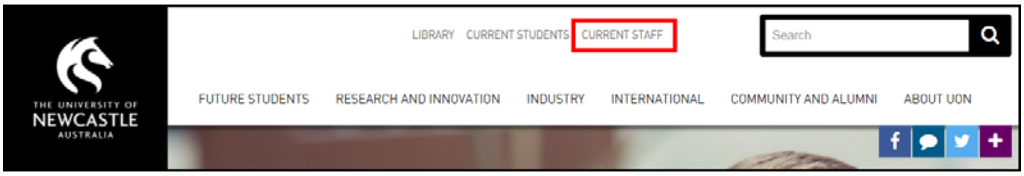
My Team allows you to:

- View your Team Details
- Manage your team
- Check Team Leave balances and bookings

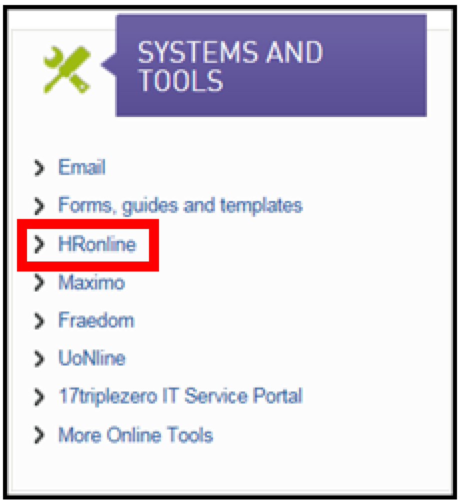
Login to HRonline

1. Go to www.newcastle.edu.au >

2. Click ***CURRENT STAFF*** at the top of the homepage:

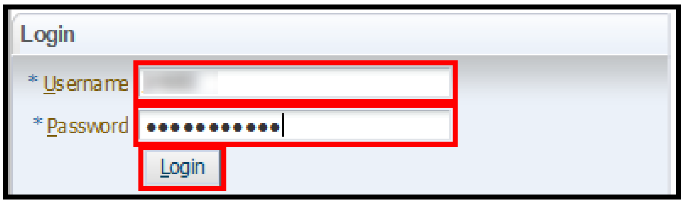


3. Under SYSTEMS AND TOOLS, click **HRonline**:



4. Login with:
Username = your **Number Plate** (also known as your Uni ID)
Password = your **main** password >

5. Click ***Login***:



My Team

1. Go to ***My Team*** >

2. **Choose an option from the menu:**

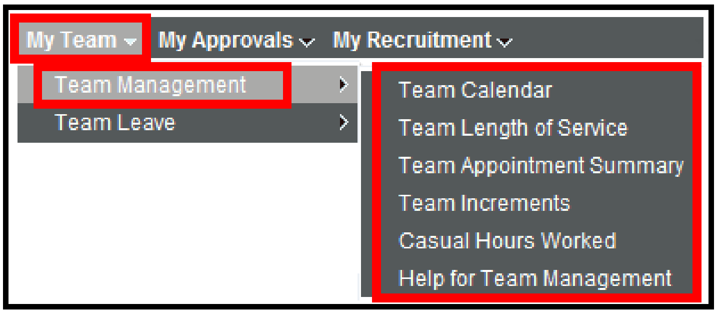
  - Team Management
  - Team Leave
  - Timesheet Administration

Team Management

Team Management allows you to:

- View your Team Calendar
- Check your Team Appointment Summary
- View your Team Increments
- View your Team's Casual Hours Worked

1. Go to **My Team** > ***Team Management***:



2. **Choose an option from the menu:**

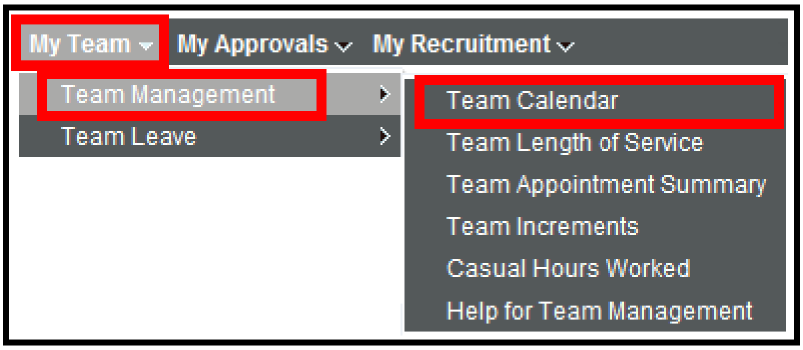
- Team Calendar
- Team Length of Service
- Team Appointment Summary
- Team Increments
- Casual Hours Worked
- Help for Team Management

Team Calendar

The Team Calendar will provide a calendar view of your team and includes details of the following events:

- Leave
- Public Holidays
- Non-Working days (information from Employee Rosters)

1. Click on **My Team** > **Team Details** > ***Team Calendar***:

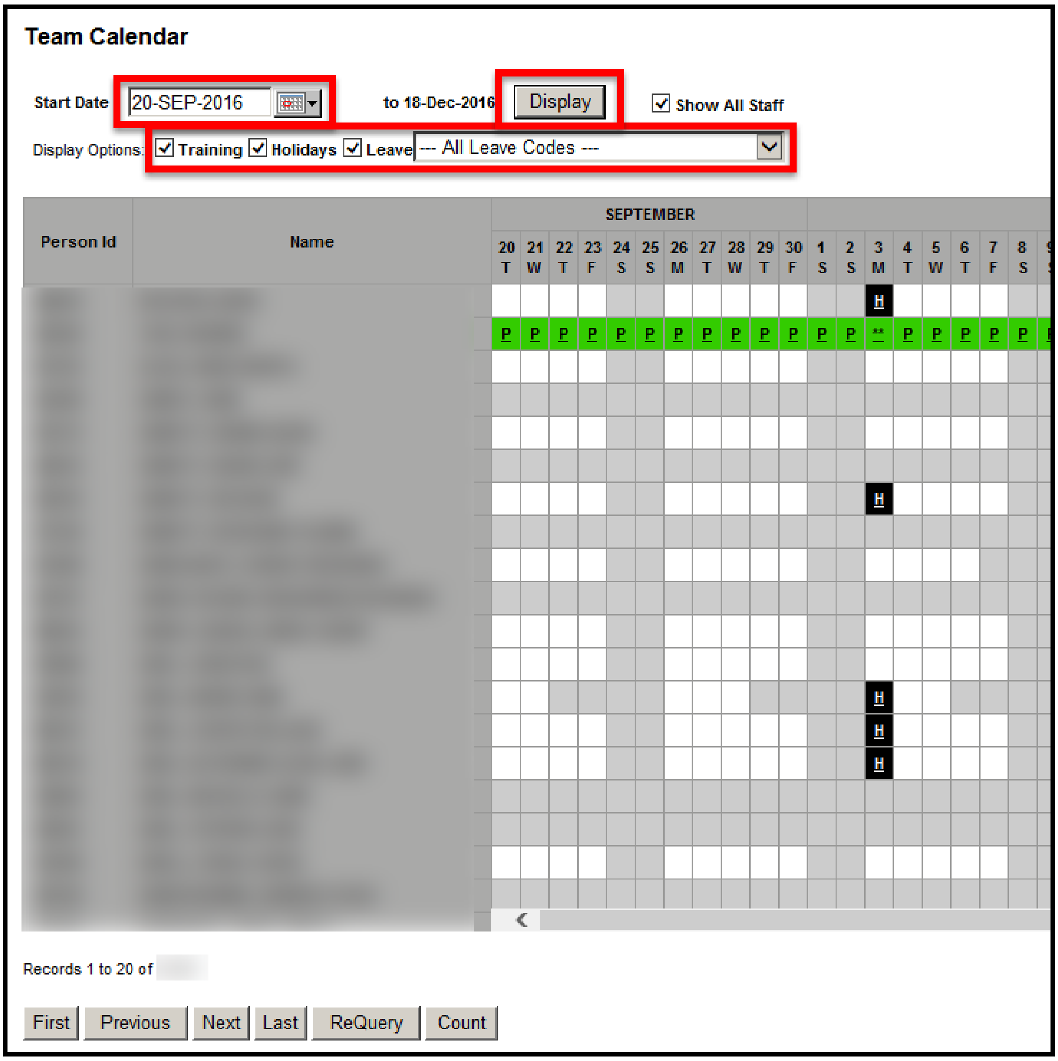


2. Your Team Calendar will be **displayed**:

3. To view specific leave or a specify date, set **Start Date** and/or **Leave Code** >

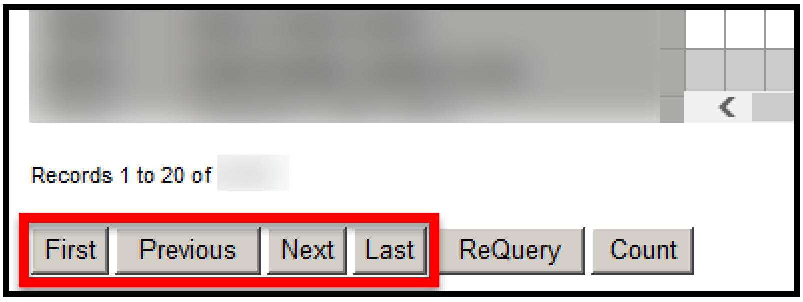
4. **Fill / clear tick boxes** to **Show Holidays** / **Show Leave** >

5. Click ***Display***:

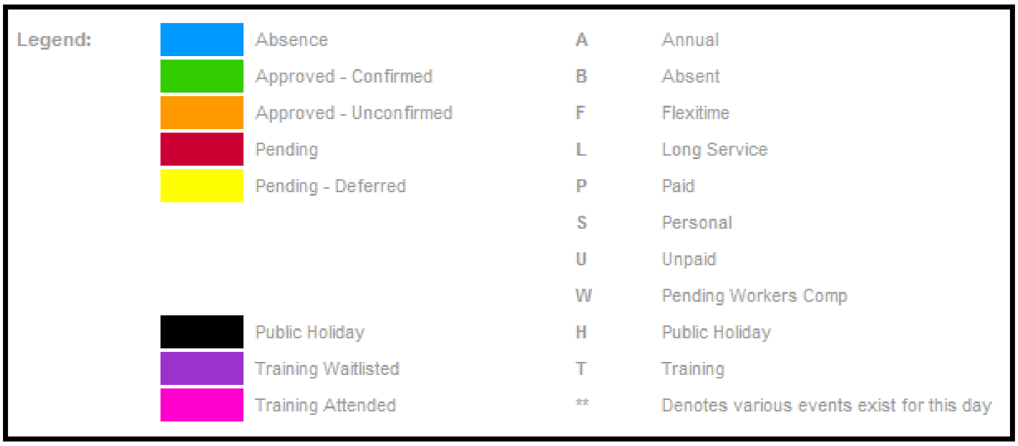


Only a specified number of employees can be displayed per screen.

If more records exist, these can be displayed by using the buttons: **First**, **Previous**, **Next** and **Last**:



The calendar will display leave bookings by leave type.
The character within the box will specify the leave type.
A legend is provided at the bottom of the screen.



Legend:	Absence	A	Annual
	Approved - Confirmed	B	Absent
	Approved - Unconfirmed	F	Flexitime
	Pending	L	Long Service
	Pending - Deferred	P	Paid
		S	Personal
		U	Unpaid
		W	Pending Workers Comp
	Public Holiday	H	Public Holiday
	Training Waitlisted	T	Training
	Training Attended	**	Denotes various events exist for this day

TIP: Mouse-over for more information. (This is a useful feature when there are multiple events for the same day or multiple Leave Types.)

Status: Approved - Confirmed

The booking has been approved in HRonline, and approved for payment within the Alesco payroll module.

Status: Approved - Unconfirmed

The booking has been approved in HRonline, and transferred to the Alesco payroll module but has not as yet been activated for payment.

Status: Pending Leave Request

The request has been submitted in HRonline and is awaiting approval in HRonline.

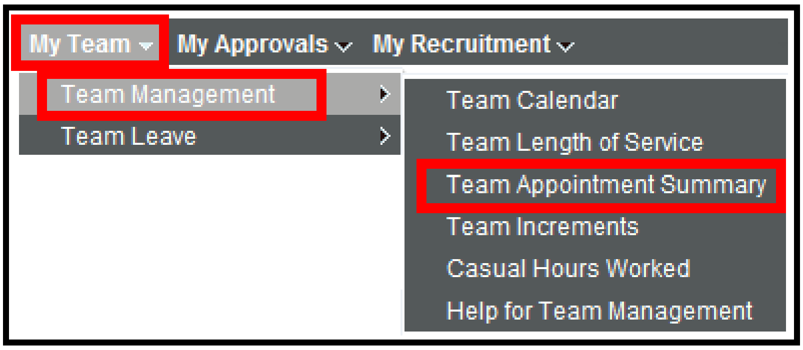
Status: Public Holidays

Displayed as black with white text.

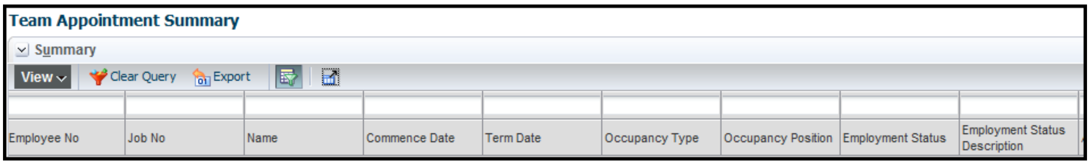
Team Appointment Summary

View your team members’ appointment summary.

1. Click on **My Team** > **Team Details** > ***Team Appointment Summary***:



2. The Team Appointment Summary **query form** will be **displayed**:



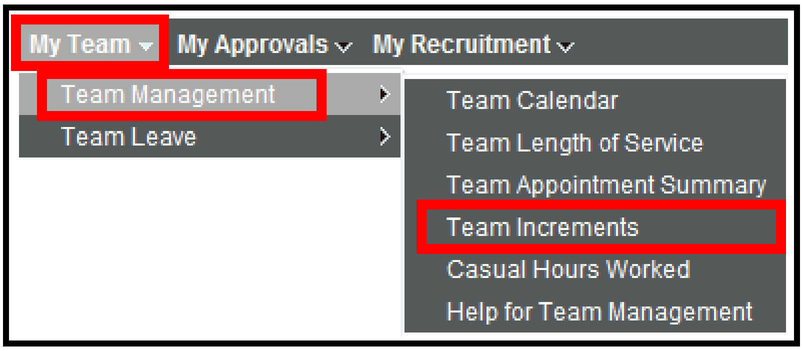
3. **Fill in the field(s)**: Employment Status Code / Employment Status Description / Classification Code / Classification Description >

4. Click ***Find*** >

5. Your team's appointments will be **displayed**.

Team Increments

1. Click on **My Team** > **Team Details** > ***Team Increments***:



2. The Increments **query form** will be **displayed**.

3. **Fill in the field(s)**: Dates / Increment Code / Description >

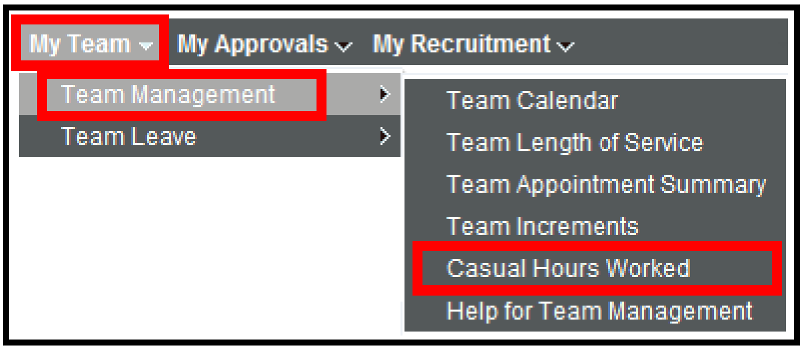
4. Click ***Find*** >

5. Your Increments table for your team will be displayed.

Casual Hours Worked

Reports the casual hours worked for the current team members.

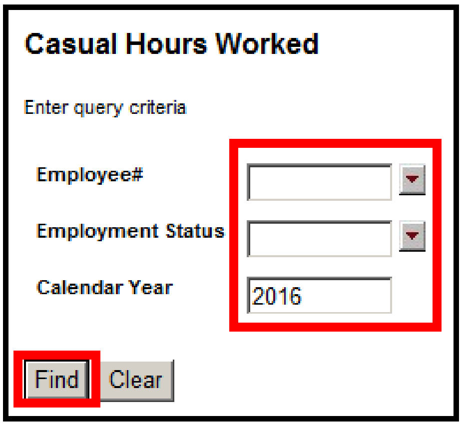
1. Click on **My Team** > **Team Details** > ***Casual Hours Worked***:



2. The **Casual Hours Worked query form** will be **displayed**.

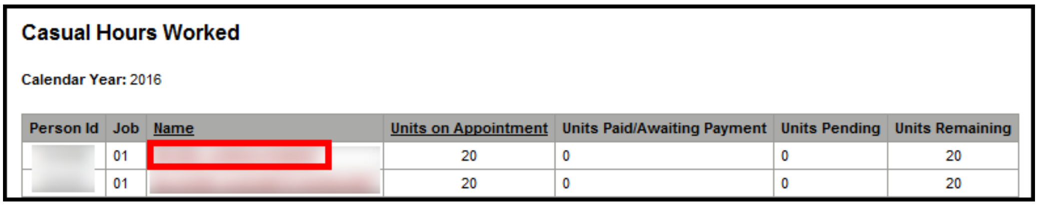
3. **Fill in the field(s)**: Employee# / Employment Status / Calendar Year >

4. Click ***Find***:



5. The **Casual Hours Worked** will be displayed.

6. Click on a **Name** for more information:



Casual Hours Worked

Calendar Year: 2016

Person Id	Job	Name	Units on Appointment	Units Paid/Awaiting Payment	Units Pending	Units Remaining
	01		20	0	0	20
	01		20	0	0	20

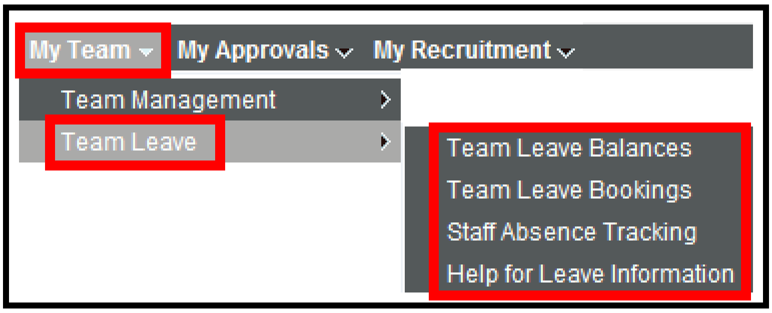
TIP: This is a useful tool to manage staff hours and ensure timesheets are submitted on time. If no hours have been claimed as the semester progresses, the staff member may not have accessed their HRonline.

Team Leave

1. Click on **My Team** > ***Team Leave*** >

2. **Choose an option from the menu:**

   ➥ Team Leave Balances
   ➥ Team Leave Bookings
   ➥ Staff Absence Tracking
   ➥ Help for Leave Information

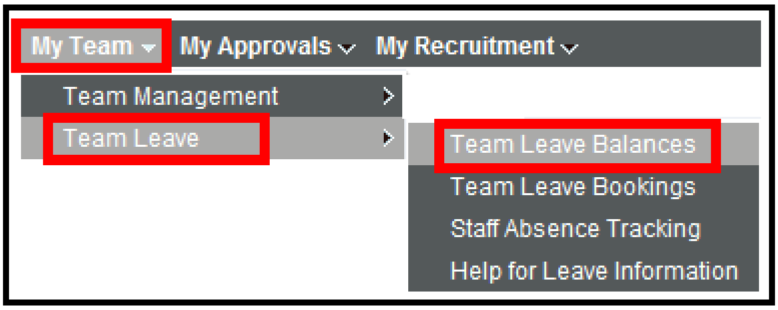


Team Leave Balances

You can check a staff member's leave accrual in the ***Team Leave Balances*** section in HRonline.

Academic annual leave accrues daily from 1 January each year.

1. Click on **My Team** > **Team Leave** > ***Team Leave Balances***:



2. The Team Leave Balances query form will be displayed >

3. **Fill in the field(s)**: Leave Code / Leave Description >

4. Click ***Find*** >

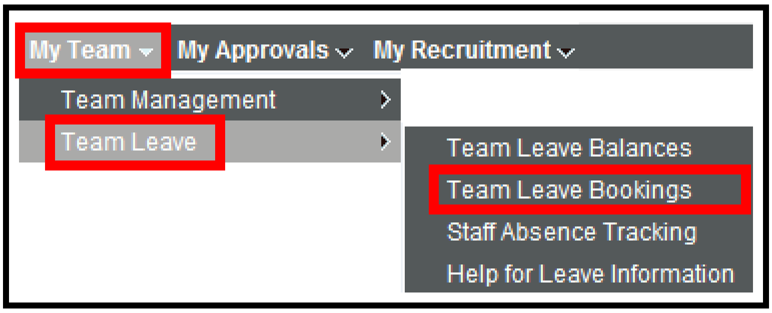
5. The Team Leave Balances table for your team will be displayed.

6. Divide the numbers by 7 to convert to working days.

Team Leave Bookings

View your team's approved leave bookings.

1. Click on **My Team** > **Team Leave** > ***Team Leave Bookings***:



2. The Team Leave Bookings **query form** will be **displayed**.

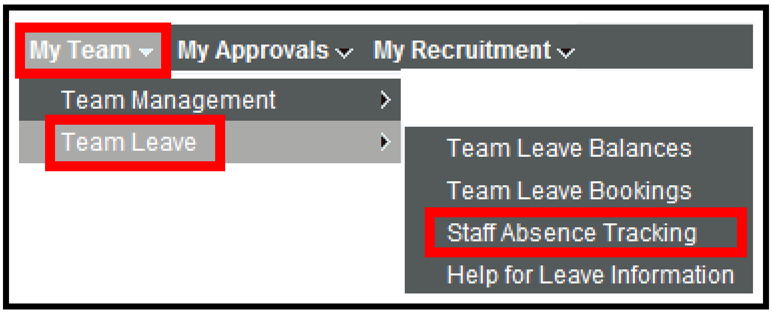
3. **Fill in the field(s)**: Start Date / Leave Code / Leave Description >

4. Click ***Find*** >

5. The approved Team Leave Bookings table for your team will be displayed.

Staff Absence Tracking

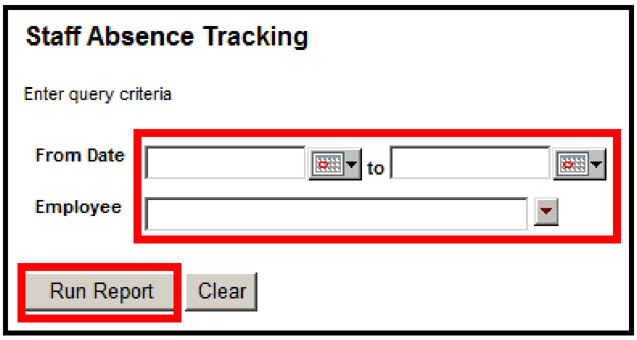
1. Click on **My Team** > **Team Leave** > ***Staff Absence Tracking***:



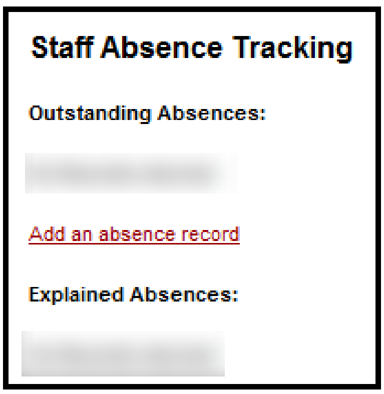
2. The Staff Absence Tracking **query form** will be **displayed** >

3. **Fill in the field(s)**: From Date / Employee >

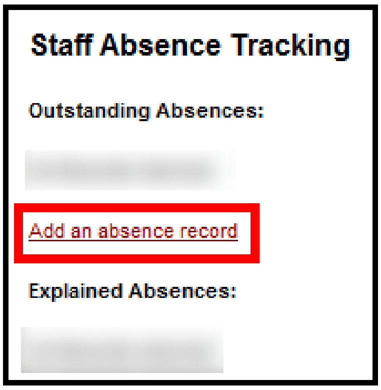
4. Click ***Run Report***:



5. The Staff Absence Tracking table for your team will be **displayed**:



6. An **Absence Record** can then be added:



7. Once a Leave Booking has been approved, the Absence Record will be moved ***from*** the Outstanding Absences ***to*** the Explained Absences.

My Approvals in HRonline

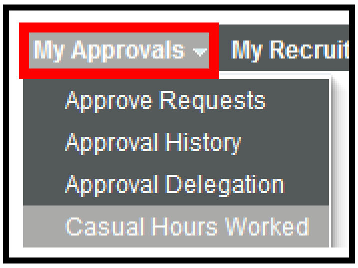
As a Supervisor you may be given the authority to approve requests for leave and / or casual timesheets.

If you are a designated Approver you will receive an email message notifying you when a request has been submitted and needs approval. You will also be reminded of approval requests when you are in the HRonline main menu.

1. Click on ***My Approvals*** >

2. **Choose an option from the menu:**

- Approve Requests
- Approval History
- Approval Delegation
- Casual Hours Worked

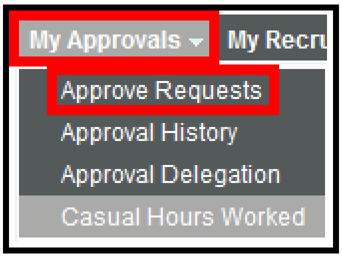


Approve Requests

Approvers receive an email notification when a leave request has been submitted and needs approval.

Approvers are also reminded of requests pending approval when opening the HRonline main menu.

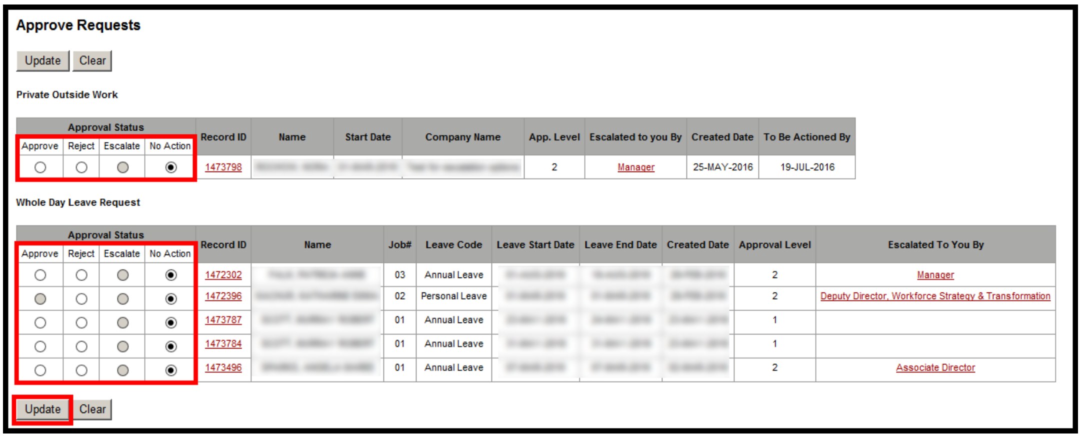
1. Click on **My Approvals** > ***Approve Requests***:



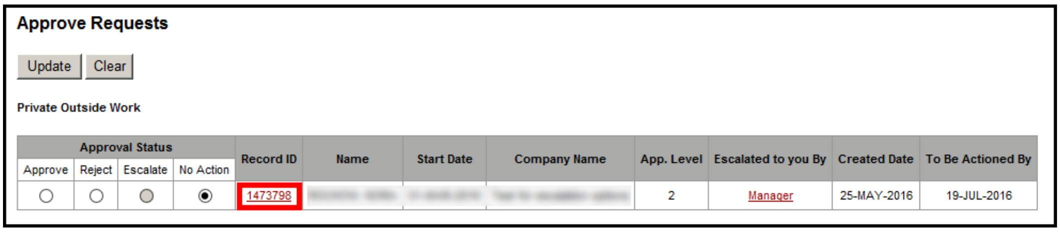
2. In some cases, details displayed on the Approve Requests summary screen will provide sufficient information to make an approval decision.

If so, Approve or Reject by **choosing the relevant radio button** >

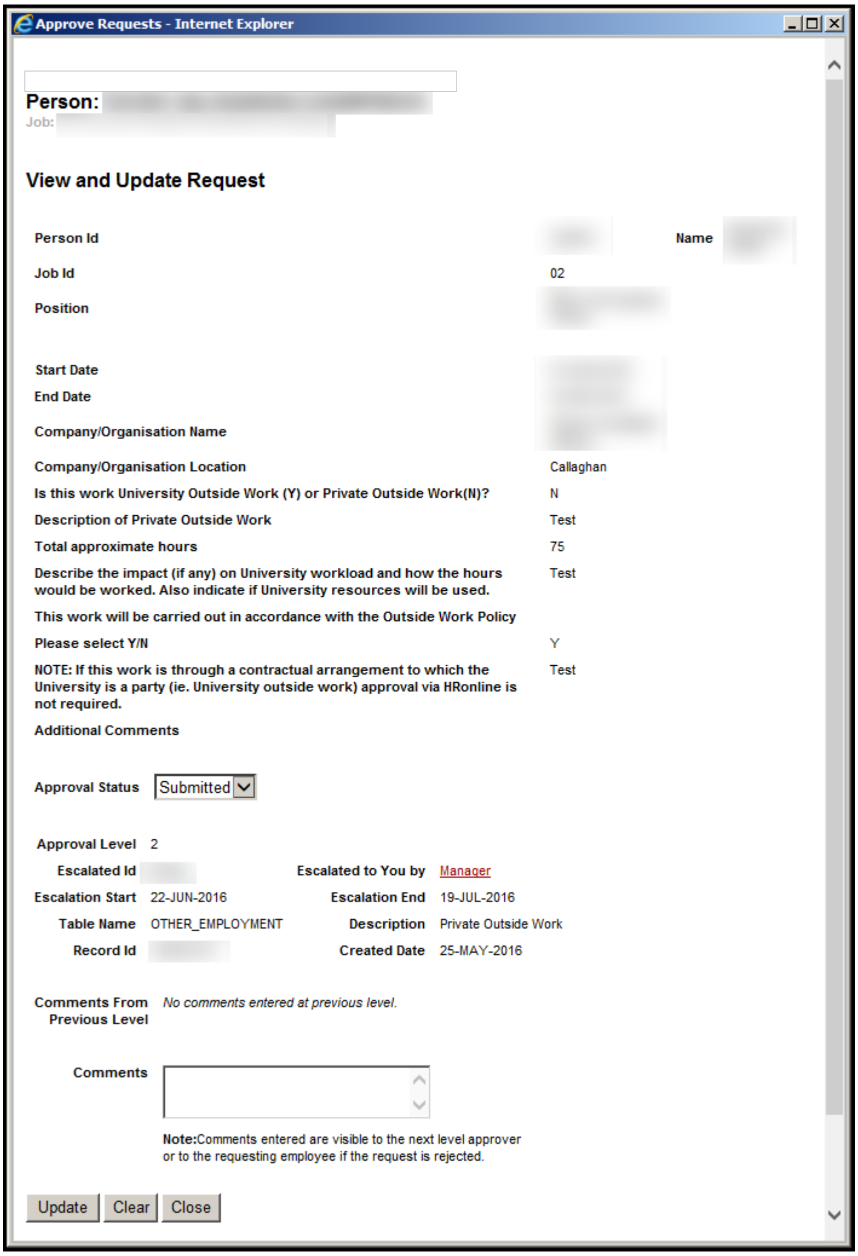
3. Click ***Update***:



4. To access the record details of a request, and all record options (e.g. the facility to record comments for rejected requests, or to denote a Medical Certificate has been sighted etc.), click the **Record ID**:



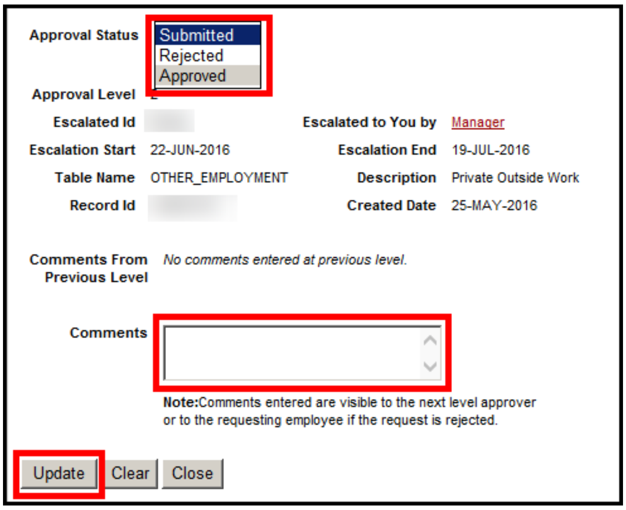
5. The View and Update Request screen will pop up:



6. **Select** the required Approval Status **from the drop-down list** >

7. **Enter further Comments** where possible >

8. Click ***Update***:



Approving a request

1. Select **Approved** from the drop-down list >

2. Click ***Update*.**

What if the leave request also displays a warning?

A message will show in the approval screen if a staff member has booked leave exceeding their available balance.

This message can be ignored as long as the staff member does not book more than 20 days per year (pro-rata for part-time or part-year service).

Rejecting a request

1. Select **Rejected** from the drop-down list >

2. **Enter Comments** >

3. Click ***Update***.

The comments will be available to the employee when they view the record.

Escalating a request

1. Select **Rejected** from the drop-down list >

2. Enter **Comments** >

3. Click ***Update***.

The comments will be available to the employee when they view the record.

Approving Leave Reversals

A staff member can reverse (cancel) an approved request.

See ***Reversing a Future Leave Request*** section in the **HRonline Help – LEAVE** guide.

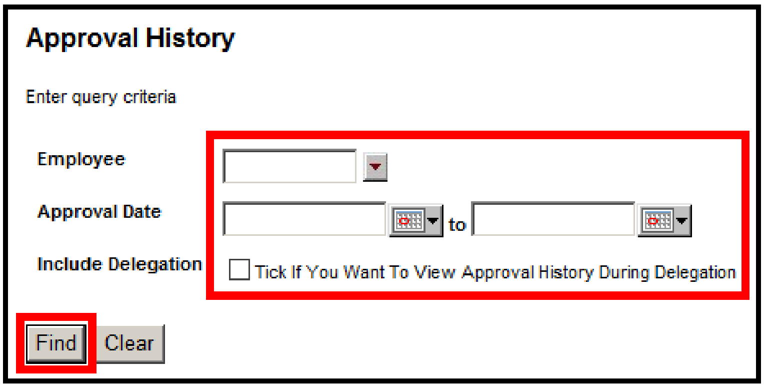
Once a Leave Reversal is submitted, it is sent to the supervisor for approval, and will be displayed in the **My Approvals** > **Approve Requests** section of HRonline.

Approval History

The Approval History screen displays all requests and all actions, including approved and rejected.

1. Click on **My Approvals** > ***Approval History***:

2. The Approval History **query form** will be **displayed**:



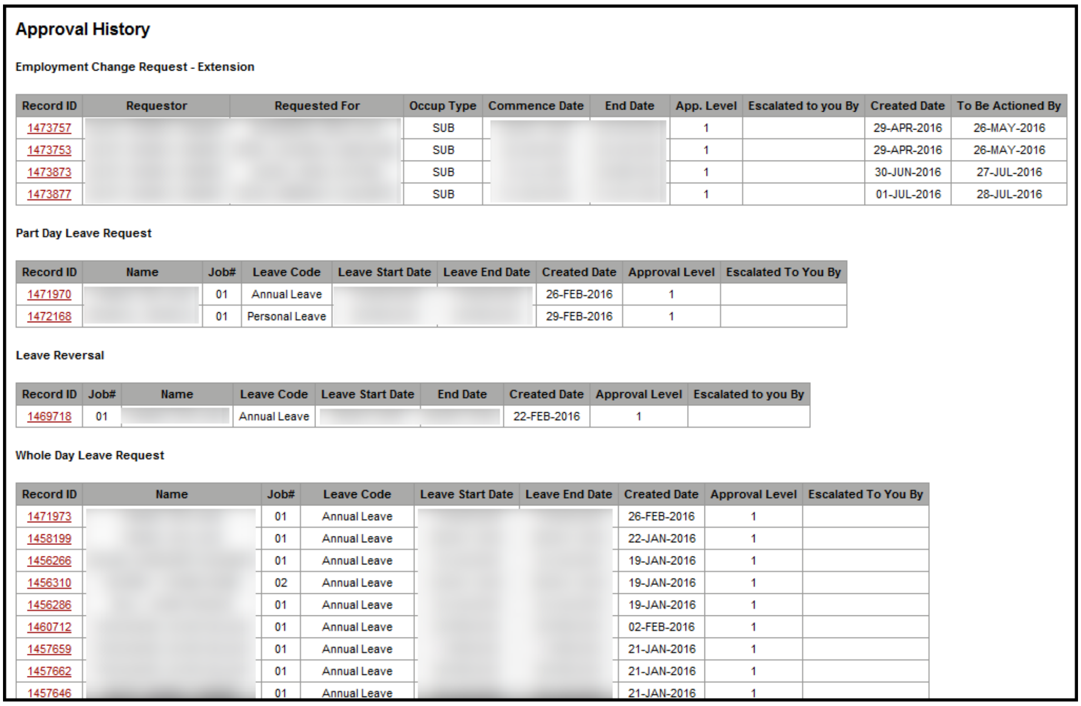
3. **Fill in the field(s)**: Employee / Approval Date > Click ***Find*** >

4. The Approval History **screen** will be **displayed**.

5. **To see all records**, leave Employee / Approval Date **empty** >

6. Click ***Find*** >

7. The Approval History **screen** will be **displayed**:



Approval History

Employment Change Request - Extension

Record ID	Requestor	Requested For	Occup Type	Commence Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
1473757			SUB			1		29-APR-2016	26-MAY-2016
1473753			SUB			1		29-APR-2016	26-MAY-2016
1473873			SUB			1		30-JUN-2016	27-JUL-2016
1473877			SUB			1		01-JUL-2016	28-JUL-2016

Part Day Leave Request

Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date	Approval Level	Escalated To You By
1471970		01	Annual Leave			26-FEB-2016	1	
1472168		01	Personal Leave			29-FEB-2016	1	

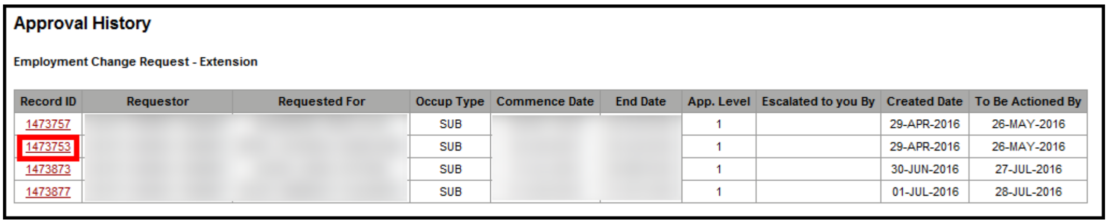
Leave Reversal

Record ID	Job#	Name	Leave Code	Leave Start Date	End Date	Created Date	Approval Level	Escalated to you By
1469718	01		Annual Leave			22-FEB-2016	1	

Whole Day Leave Request

Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date	Approval Level	Escalated To You By
1471973		01	Annual Leave			26-FEB-2016	1	
1458199		01	Annual Leave			22-JAN-2016	1	
1456266		01	Annual Leave			19-JAN-2016	1	
1456310		02	Annual Leave			19-JAN-2016	1	
1456286		01	Annual Leave			19-JAN-2016	1	
1460712		01	Annual Leave			02-FEB-2016	1	
1457659		01	Annual Leave			21-JAN-2016	1	
1457662		01	Annual Leave			21-JAN-2016	1	
1457646		01	Annual Leave			21-JAN-2016	1	

8. To see further details of a request (including Comments), click on a **Record ID**:



Approval History

Employment Change Request - Extension

Record ID	Requestor	Requested For	Occup Type	Commence Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
1473757	[illegible]	[illegible]	SUB	[illegible]	[illegible]	1		29-APR-2016	26-MAY-2016
1473753	[illegible]	[illegible]	SUB	[illegible]	[illegible]	1		29-APR-2016	26-MAY-2016
1473873	[illegible]	[illegible]	SUB	[illegible]	[illegible]	1		30-JUN-2016	27-JUL-2016
1473877	[illegible]	[illegible]	SUB	[illegible]	[illegible]	1		01-JUL-2016	28-JUL-2016

Approver Delegation

An Approver can delegate approvals to another member of staff or position within the organisation.

All HRonline request types can be delegated as needed e.g. Leave requests delegated to one person and timesheets to another, or all approvals to the one person.

Delegations can have an end date or be left open to cover longer periods.

To delegate your approvals to another staff member, please contact your Human Resource Officer, or email hrsupport@newcastle.edu.au, advising staff name and dates required.

Approval Delegation

View your approval requests.

1. Click on **My Approvals** > ***Approval Delegation***:

2. A list of **all requests** awaiting approval are grouped by transaction type and **displayed**.

3. In some cases, details displayed on the Approve Requests summary screen will provide sufficient information to make an approval decision.

If so, Approve or Reject by **choosing the relevant radio button** > Click ***Update***.

4. To access the record details and all record options (e.g. the facility to record comments for rejected requests, or to denote a Medical Certificate has been sighted etc.), click the ***Record ID*** >

5. The View and Update Request **screen** will be **displayed** >

6. **Select** the required action **from the drop-down list** >

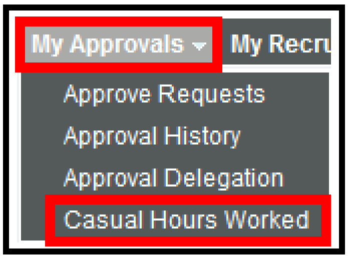
7. **Enter further details** where possible >

8. Click ***Update***.

Casual Hours Worked

Reports the casual hours worked for the current team members.

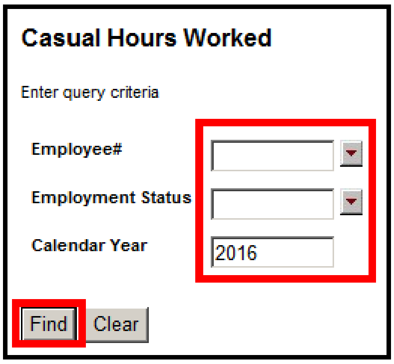
1. Click on **My Approvals** > ***Casual Hours Worked***:



2. The **Casual Hours Worked query form** will be **displayed**.

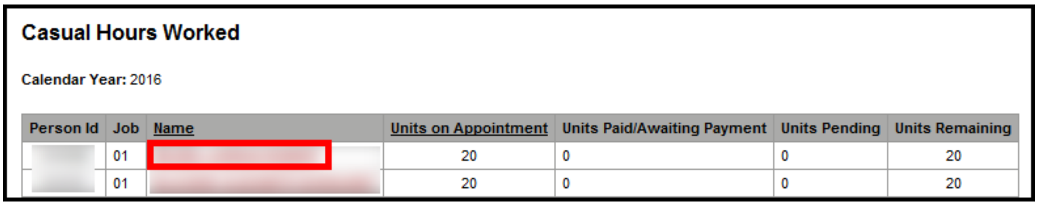
3. **Fill in the field(s)**: Employee# / Employment Status / Calendar Year >

4. Click ***Find***:



5. The **Casual Hours Worked** will be displayed.

6. Click on a **Name** for more information:



Casual Hours Worked

Calendar Year: 2016

Person Id	Job	Name	Units on Appointment	Units Paid/Awaiting Payment	Units Pending	Units Remaining
	01		20	0	0	20
	01		20	0	0	20

TIP: This is a useful tool to manage staff hours and ensure timesheets are submitted on time. If no hours have been claimed as the semester progresses, the staff member may not have accessed their HRonline.

NEED MORE HELP?

Please read the below to make sure you contact the correct team!

Contacting the correct team saves time and ensures your question is answered quickly.

AREA	CONTACT
Payslips	**Payroll Services** Telephone: (02) 4033 9999 > Option 1 Email: **payrollservices**@newcastle.edu.au
Payment Summaries	**Payroll Services** Telephone: (02) 4033 9999 > Option 1 Email: **payrollservices**@newcastle.edu.au
Tax	**Payroll Services** Telephone: (02) 4033 9999 > Option 1 Email: **payrollservices**@newcastle.edu.au
Superannuation	**Superannuation** Telephone: (02) 4033 9999 > Option 1 Email: **superannuation**@newcastle.edu.au
Leave	**Leave Specialist** Telephone: (02) 4033 9999 > Option 1 Email: **leave**@newcastle.edu.au
Staff Directory Updating HRonline information.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Staff Directory HRonline is correct but it has not updated the Staff Directory on the website.	**Web Team** Email: **web**@newcastle.edu.au
Approvers Who is my timesheet approver?	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Approvers My timesheet approver isn't in my HRonline list.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Training	**Discover** Website: http://www.newcastle.edu.au/current-staff/working-here/performance-and-development/workforce-development/discover
Recruitment I can't see the progress of an application.	**Recruitment Team** Telephone: (02) 4033 9999 > Option 2 Email: **employment**@newcastle.edu.au

Qualifications Information about adding qualifications.	**HR Support** Telephone: (02) 4033 9999 > Option 6 Email: **hrsupport**@newcastle.edu.au
Qualifications Qualifications are correct in HRonline but my Research Profile is not updated.	**Research Performance and Systems Unit** Email: **rps**@newcastle.edu.au Website
Alesco / Ascender Report requests	**HR Information Systems** Email: **hris**@newcastle.edu.au
Alesco / Ascender System access	**HR Information Systems** Email: **hris**@newcastle.edu.au
ECG System access	**HR Information Systems** Email: **hris**@newcastle.edu.au
Discoverer System access	**HR Information Systems** Email: **hris**@newcastle.edu.au

Further HRonline assistance is available through the following:

About Your Contract or Appointment
Contact your Supervisor / Timesheet Approver or HR Support

HR Support
Telephone: (02) 4033 9999
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