

APPROVERS



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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[Quit](#)

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APPROVERS



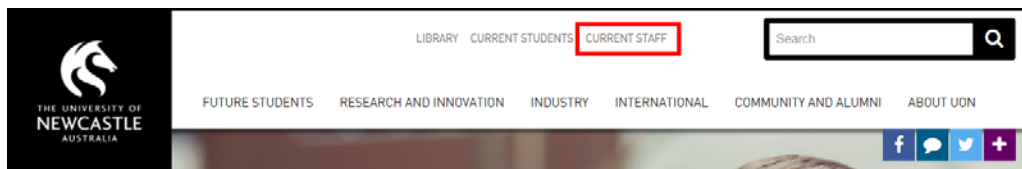
My Team in HRonline

My Team allows you to:

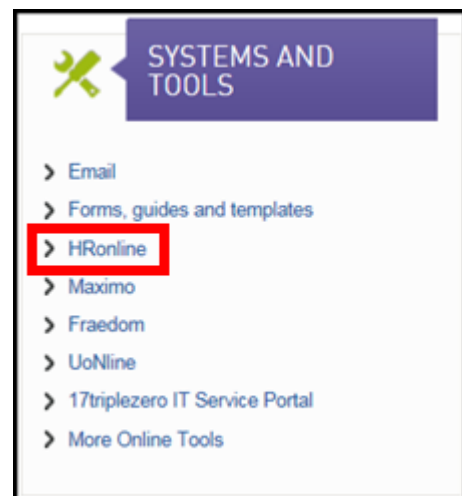
- View your Team Details
- Manage your team
- Check Team Leave balances and bookings

Login to HRonline

1. Go to www.newcastle.edu.au >
2. Click **CURRENT STAFF** at the top of the homepage:

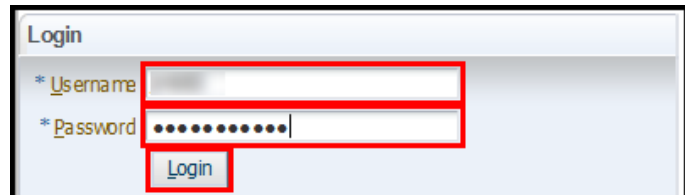


3. Under SYSTEMS AND TOOLS, click **HRonline**:



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

5. Click **Login**:



A screenshot of a login form titled "Login". It contains two input fields: "* Username" and "* Password". The "Username" field contains a greyed-out text. The "Password" field contains a series of dots. Below the fields is a "Login" button. Red boxes highlight the "Username" field, the "Password" field, and the "Login" button.

My Team

1. Go to **My Team** >
2. Choose an option from the menu:
 - ↳ Team Management
 - ↳ Team Leave
 - ↳ Timesheet Administration

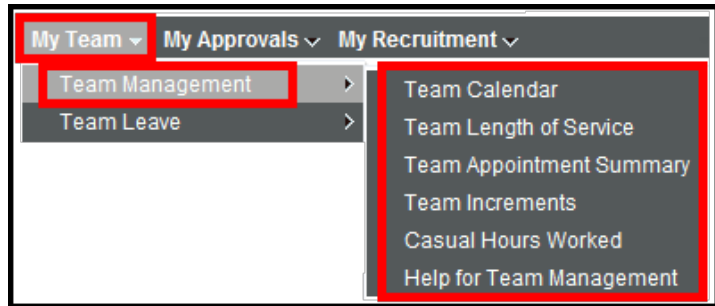


Team Management

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:

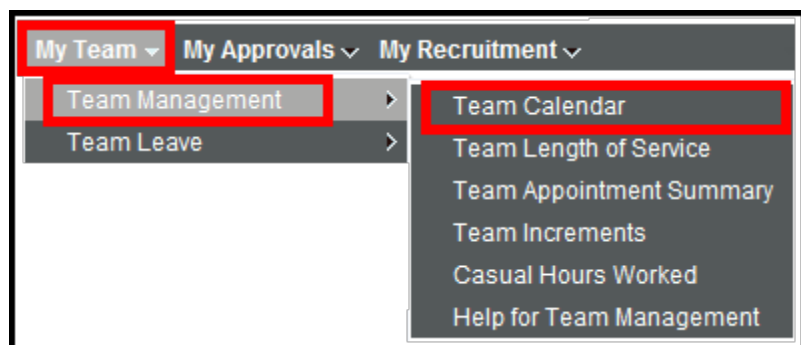
- ↳ Team Calendar
- ↳ Team Length of Service
- ↳ Team Appointment Summary
- ↳ Team Increments
- ↳ Casual Hours Worked
- ↳ Help for Team Management

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 >**

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.

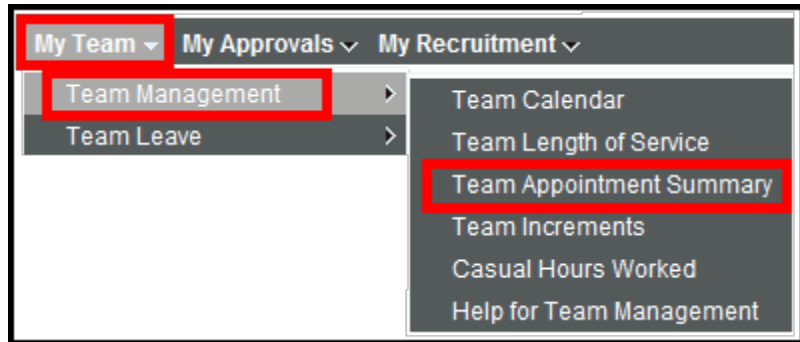
Status: Public Holidays

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:***



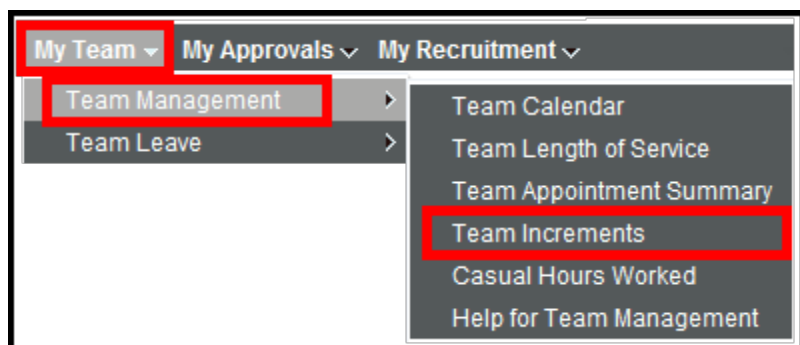
2. The Team Appointment Summary **query form** will be **displayed**:

 A screenshot of the 'Team Appointment Summary' query form. The form has a title bar 'Team Appointment Summary' and a sub-section 'Summary'. Below the title bar, there are several icons: 'View', 'Clear Query', 'Export', and a printer icon. Below the icons is a table with the following columns: 'Employee No', 'Job No', 'Name', 'Commence Date', 'Term Date', 'Occupancy Type', 'Occupancy Position', 'Employment Status', and 'Employment Status Description'.

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**:



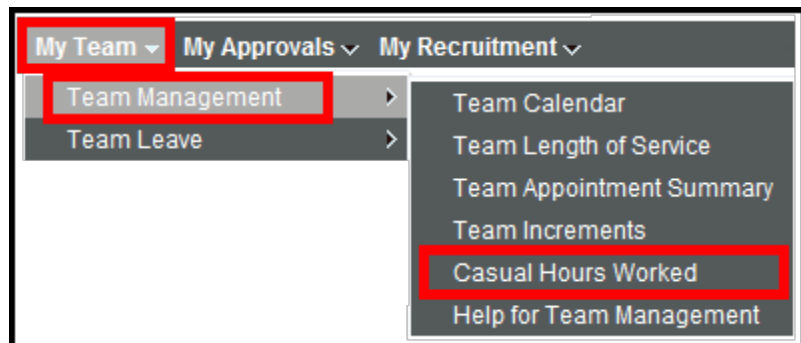
2. The Increments **query form** will be **displayed**.
3. **Fill in the field(s)**: Dates / Increment Code / Description >

4. Click **Find** >
5. Your Increments table for your team will be displayed.

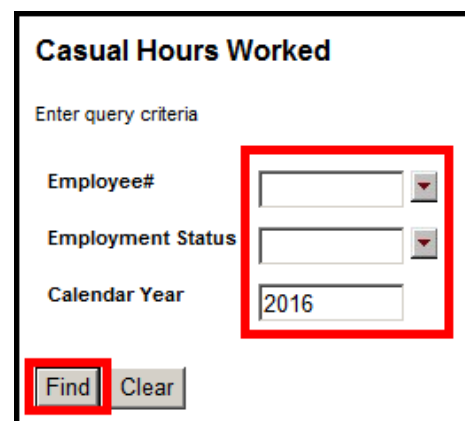
Casual Hours Worked

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**:

A screenshot of the 'Casual Hours Worked' query form. The form has a title 'Casual Hours Worked' at the top. Below the title, it says 'Enter query criteria'. There are three input fields: 'Employee#' (a text box with a dropdown arrow), 'Employment Status' (a text box with a dropdown arrow), and 'Calendar Year' (a text box containing '2016'). At the bottom of the form, there are two buttons: 'Find' and 'Clear'. The 'Find' button is highlighted with a red rectangular box.

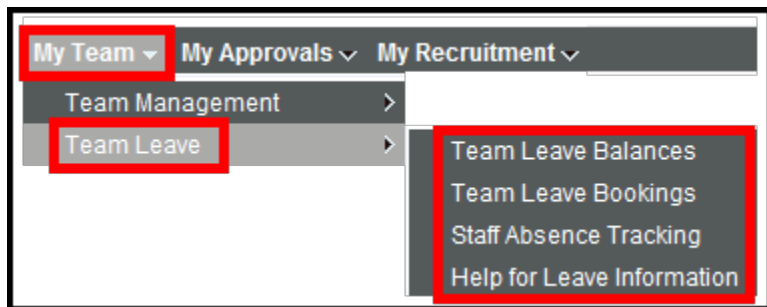
5. The **Casual Hours Worked** will be displayed.
6. Click on a **Name** for more information:

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

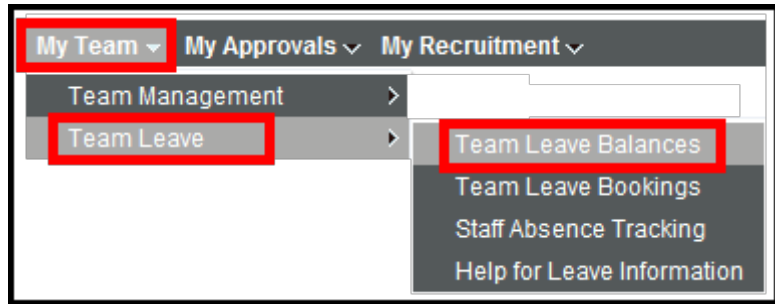


Team Leave Balances

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**:

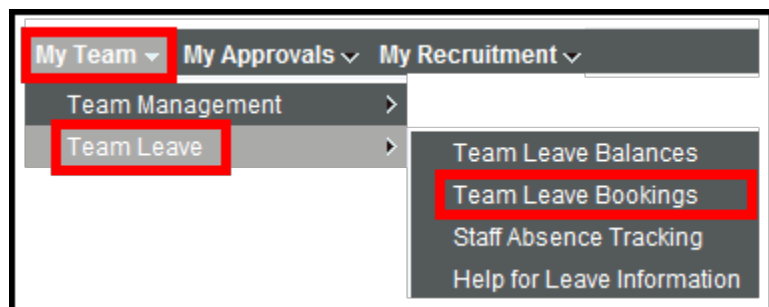


2. The Team Leave Balances query form will be displayed >
3. **Fill in the field(s):** Leave Code / Leave Description >
4. Click **Find** >
5. The Team Leave Balances table for your team will be displayed.
6. Divide the numbers by 7 to convert to working days.

Team Leave Bookings

View your team's approved leave bookings.

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

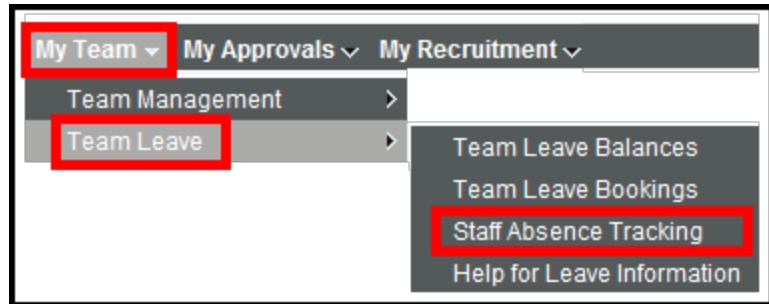


2. The Team Leave Bookings **query form** will be **displayed**.
3. **Fill in the field(s):** Start Date / Leave Code / Leave Description >
4. Click **Find** >

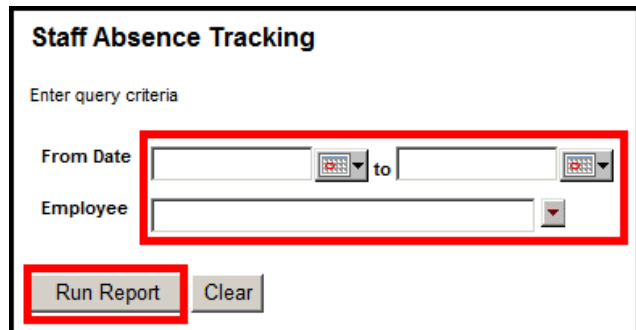
5. The approved Team Leave Bookings table for your team will be displayed.

Staff Absence Tracking

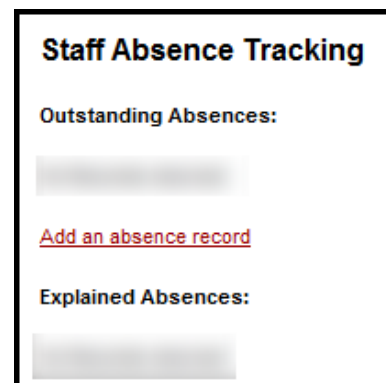
1. Click on **My Team** > **Team Leave** > **Staff Absence Tracking**:



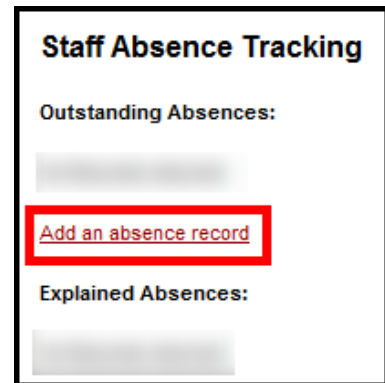
2. The Staff Absence Tracking **query form** will be **displayed** >
3. **Fill in the field(s)**: From Date / Employee >
4. Click **Run Report**.

A screenshot of the 'Staff Absence Tracking' query form. The form has a title 'Staff Absence Tracking' and a subtitle 'Enter query criteria'. It contains two input fields: 'From Date' and 'Employee'. The 'From Date' field is a date picker with a calendar icon, and the 'Employee' field is a dropdown menu. Both fields are highlighted with a red box. Below the input fields are two buttons: 'Run Report' and 'Clear'. The 'Run Report' button is highlighted with a red box.

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

A screenshot of the 'Staff Absence Tracking' table. The table has a title 'Staff Absence Tracking' and a subtitle 'Outstanding Absences:'. Below the subtitle is a table with columns for 'Employee', 'Absence Type', 'Start Date', and 'End Date'. The table is empty. Below the table is a link 'Add an absence record'. Below the link is a subtitle 'Explained Absences:'. Below the subtitle is another table with columns for 'Employee', 'Absence Type', 'Start Date', and 'End Date'. This table is also empty.

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

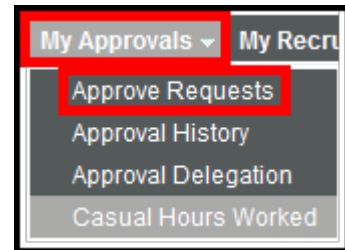


Approve Requests

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**:

Approve Requests

Private Outside Work

Approval Status				Record ID	Name	Start Date	Company Name	App. Level	Escalated to you By	Created Date	To Be Actioned By
Approve	Reject	Escalate	No Action								
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1473798				2	Manager	25-MAY-2016	19-JUL-2016

Whole Day Leave Request

Approval Status				Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date	Approval Level	Escalated To You By
Approve	Reject	Escalate	No Action									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1472302		03	Annual Leave				2	Manager
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1472396		02	Personal Leave				2	Deputy Director, Workforce Strategy & Transformation
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1473787		01	Annual Leave				1	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1473784		01	Annual Leave				1	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1473496		01	Annual Leave				2	Associate Director

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**:

Approve Requests

Update Clear

Private Outside Work

Approval Status				Record ID	Name	Start Date	Company Name	App. Level	Escalated to you By	Created Date	To Be Actioned By
Approve	Reject	Escalate	No Action	1473798				2	Manager	25-MAY-2016	19-JUL-2016
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>								

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

Approve Requests - Internet Explorer

Person: [Redacted]
Job: [Redacted]

View and Update Request

Person Id [Redacted] Name [Redacted]
Job Id 02
Position [Redacted]
Start Date [Redacted]
End Date [Redacted]
Company/Organisation Name [Redacted]
Company/Organisation Location Callaghan
Is this work University Outside Work (Y) or Private Outside Work(N)? N
Description of Private Outside Work Test
Total approximate hours 75
Describe the impact (if any) on University workload and how the hours would be worked. Also indicate if University resources will be used. Test
This work will be carried out in accordance with the Outside Work Policy
Please select Y/N Y
NOTE: If this work is through a contractual arrangement to which the University is a party (ie. University outside work) approval via HRonline is not required. Test
Additional Comments

Approval Status Submitted

Approval Level 2
Escalated Id [Redacted] Escalated to You by Manager
Escalation Start 22-JUN-2016 Escalation End 19-JUL-2016
Table Name OTHER_EMPLOYMENT Description Private Outside Work
Record Id [Redacted] Created Date 25-MAY-2016

Comments From Previous Level No comments entered at previous level.

Comments [Text Area]

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update Clear Close

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

7. Enter further Comments where possible >

8. Click **Update**:

The screenshot shows a web form for managing an approval request. At the top, the 'Approval Status' dropdown menu is open, showing three options: 'Submitted' (selected and highlighted with a red box), 'Rejected', and 'Approved'. Below this, the 'Approval Level' is set to 'Escalated Id'. The 'Escalated to You by' field shows 'Manager'. The 'Escalation Start' is '22-JUN-2016' and the 'Escalation End' is '19-JUL-2016'. The 'Table Name' is 'OTHER_EMPLOYMENT' and the 'Description' is 'Private Outside Work'. The 'Record Id' is a redacted field, and the 'Created Date' is '25-MAY-2016'. A section for 'Comments From Previous Level' contains the text 'No comments entered at previous level.'. Below this is a 'Comments' text area, which is currently empty and highlighted with a red box. A note below the comments area states: 'Note:Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.'. At the bottom of the form, there are three buttons: 'Update' (highlighted with a red box), 'Clear', and 'Close'.

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**:

Approval History

Enter query criteria

Employee

Approval Date to

Include Delegation Tick If You Want To View Approval History During Delegation

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
1489718	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	
1456286		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	

- 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			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

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 hrrsupport@newcastle.edu.au, advising staff name and dates required.

Approval Delegation

View your approval requests.

- Click on **My Approvals** > *Approval Delegation*:



- A list of **all requests** awaiting approval are grouped by transaction type and **displayed**.
- In some cases, details displayed on the Approve Requests summary screen will provide sufficient information to make an approval decision.

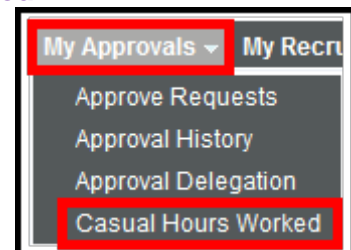
If so, Approve or Reject by **choosing the relevant radio button** > Click **Update**.

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**:

Casual Hours Worked

Enter query criteria

Employee#

Employment Status

Calendar Year

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: hrrsupport@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: hrris@newcastle.edu.au

Alesco / Ascender

System access

HR Information Systems

Email: hrris@newcastle.edu.au

ECG

System access

HR Information Systems

Email: hrris@newcastle.edu.au

Discoverer

System access

HR Information Systems

Email: hrris@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
Email: hrrsupport@newcastle.edu.au

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