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#### For managers:

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### 1 | Logging On:

1. Log on to the following website: [https://hronline.mq.edu.au](https://hronline.mq.edu.au)
2. When prompted, enter your OneID username and password.
   
   Can’t remember your password? Phone the Help Desk on 9850 4357.
3. Click the Login button.
2 | Screen Layout:

**Menu bar:** Click here to access all key functions of HR Online.

**My Unapproved Requests:** Click here to view or delete any pending leave requests.

**My Favourites:** Quick access to the most commonly used HR Online functions.

**Print button:** To print any screen in HR Online.

3 | My HR:

### 3.1 Update personal details

1. Click on My HR
2. Personal Details menu
3. Personal Contacts
4. Click Contact Details link
5. Edit Address/Phone Number
6. Click Update button

The same process applies to Emergency Contacts, Equity Data and Qualifications.

### 3.2 Check and project leave balances

1. Click on My HR
2. Leave menu
3. Leave Balances

Current leave balances will now be displayed. To project leave balances to a future date:

4. Click Enquiry Date Calendar
5. Click on a Future Date
6. Click Calculate Balances button
3.3 Apply for leave

1. Click on My HR
2. Leave menu
3. Leave Bookings Request
4. Click Book Your Leave
5. If part day leave, select Part Day box
6. Select the Leave Code
7. Enter Start/End Dates
8. Select Hours as the Unit
9. Pay in Advance: Yes or No
10. For Personal Leave, click Browse to upload medical certificate if required
11. Other Document: Yes or No
12. Select Reason (if required)
13. Enter Comment (optional)
14. Click Save and Submit button

Leave Request is now sent to your manager for approval.

3.4 Delete a pending (unapproved) leave request

1. Click on My Unapproved Requests
2. A list of all pending (unapproved) leave requests will now be displayed.
3. Tick the Delete box next to the request(s) you wish to delete
4. Click Delete button

3.5 Reverse (cancel) an approved leave request

1. Click on My HR
2. Leave menu
3. Leave History
4. Clear the Start and End Dates
5. Click Find button
6. Click the Reverse link next to the booking to be deleted
7. Click Reverse button
8. A final pop-up window will appear - click the OK button to confirm the reversal

The reversal request is now sent to your manager. **NOTE:** You cannot book new leave requests (containing the same dates) until reversal has been approved.
3.6 Create a statement of service

- For casual appointments only
  1. Click on My HR
  2. Employment menu
  3. Statement of Service
  4. Enter Start/End Dates
  5. Select Job (or leave blank for all jobs)
  6. Click Find button
  7. Click the link under Employment Status to create a Professional or Academic statement of service

3.7 Apply for a training course

1. Click on My HR
2. Training & Development menu
3. Training Requests
4. Click Register for a Course link
5. Select Course Category
6. Select Course
7. Select Register (or Waiting List) for the course
8. Complete Course Registration page
9. Click Submit button
You will be advised by email of the outcome of your training course request.

4 My Pay:

4.1 View current and past payslips

To view a current payslip:
1. Click on My Pay
2. Payroll Details menu
3. Current Payslip

To view a past payslip:
1. Click on My Pay
2. Payroll Details menu
3. Payslip History
4. Click Period End Date of the payslip you wish to view
4.2 View payment summaries

1. Click on My Pay
2. Payroll Details menu
3. Payment Summary
4. Click on the Serial # link for the tax year you wish to view
5. A final screen will appear – click the PAYG Payment Summary link at the bottom of the page

4.3 Edit bank account details

1. Click on My Pay
2. Payroll Details menu
3. Maintain Bank Accounts

**NOTE** – Your main account cannot be deleted, only edited.

To edit an existing account:
4. Select account
5. Click Details tab
6. Edit 6 digit BSB
7. Edit Account Number
8. Edit Account Name
9. Edit % OR Fixed Amount (multiple accounts only)
10. Click Save button

To add a new (second) account:
4. Click Add button
5. Enter ‘Bank’ as Pay Method
6. Enter 6 digit BSB
7. Enter Account Number
8. Enter Account Name
9. Enter % OR Fixed Amount
10. Click Save button

To delete a second account:
4. Select account
5. Click Delete button

4.4 Add a charitable deduction (Workplace Giving)

1. Click on My Pay
2. Payroll Details menu
3. Deductions
4. Click link: ‘Add new deduction record’
5. Select Deduction
6. Enter Deduction Amount (numerals only, no $ sign)
7. OPTIONAL: Enter Total Amount (at which the deduction expires)
8. Enter Start Date of deduction
9. OPTIONAL: Enter End Date of Deduction
10. Click Add button
Submit a timesheet (casual academic/MUIC teaching staff)

1. Click on My Pay
2. Timesheet & Expenses menu
3. Casual Timesheet
4. Click link: 'Click here to add a new timesheet'

5. Enter Start Date of the first
day to be claimed
6. Enter 'CALAC' in Academic Calendar field
7. Click Find Employee Jobs button
8. Select relevant jobs from list
9. Click Continue button

Blank timesheet will now appear:

10. Select Job Number
11. Enter Work Date
12. Enter number of Hours
13. Select Unit Code (click red arrow to access list of codes)
14. Once all dates are entered, click Save and Submit button

5 | My Team:

5.1 View summary of team appointments

1. Click on My Team
2. Team Management menu
3. Team Appointment Summary

Summary of team member appointments will now appear.

4. OPTIONAL: Enter text in one or more data entry fields to filter the list of team members
5. OPTIONAL: Click the up/down arrows to sort a column

The same process applies to Team Probations, Increments, Length of Service, Training and Development, Birthdays and Qualifications.

5.2 View team leave balances

1. Click on My Team
2. Team Leave menu
3. Team Leave Balances

Team Leave Balances will now be displayed.

4. OPTIONAL: Enter text in one or more data entry fields to filter the list of team members
5. OPTIONAL: Click the up/down arrows to sort a column
5.3 View team leave bookings (matrix)

1. Click on My Team
2. Team Leave menu
3. Team Leave Matrix
4. Select Start Date from calendar
5. Click Display Button

Leave bookings for all staff members will now be displayed for a one month period.

Green indicates an approved booking, and red indicates a pending (unapproved) booking.

5.4 View team leave bookings (report)

1. Click on My Team
2. Team Leave menu
3. Team Leave Bookings

Team Leave Bookings will now be displayed.

4. OPTIONAL: Enter text in one or more data entry fields to filter the list of team members
5. OPTIONAL: Click the up/down arrows to sort a column

5.5 Process an online termination request

1. Click on My Team
2. Team Management menu
3. Online Termination Request
4. For the staff member whose employment is to be terminated, click the Process link under the Termination column
5. Enter Proposed Termination Date
6. Enter Termination Reason
7. For fixed-term staff, answer the three questions
8. Attach supporting documentation (e.g. resignation letter)
9. Click Submit button

Warning: Submitting this transaction will result in a request to terminate this employee’s job.
6 | My Approvals:

6.1 Approve timesheets (casual academic/MUIC teaching staff)

1. Click on My Approvals
2. Approve Transactions

A list of submitted casual academic timesheets will now be displayed.

For each timesheet entry:

3. Check the total hours claimed
4. OPTIONAL: Click the Details link to check the exact dates that the staff member worked (pop-up window will open)
5. Click the Approve or Reject radio button
6. Click Update button

6.2 Approve leave requests

1. Click on My Approvals
2. Approve Transactions

A list of submitted leave requests will now be displayed.

To approve, reject or escalate the leave request:

3. Click the Approve, Reject or Escalate radio button
4. Click Update button

To sight a medical certificate prior to approving request:

3. Click the Details link (pop-up window will open)
4. Click on the Attachment link
5. View the certificate
6. Select ‘Yes’ in Medical Certificate Sighted field
7. Change Approval Status field from Submitted to Approved/Rejected/Escalated
8. Click Update button

The staff member will be sent an email advising them that their leave request has been actioned.
6.3 Defer a leave request

1. Click on My Approvals
2. Approve Transactions

A list of submitted leave requests will now be displayed.

To defer a leave request:
3. Click the Details link (pop-up window will open)
4. Change Approval Status field from Submitted to Deferred
5. Enter a Reactivated Date (the date which you want to reassess the leave request)
6. Click Update button

Deferring the leave request will prevent the leave request from being escalated to your manager. You will be emailed on the reactivation date to advise you to now process the request.

6.4 Set up an approval delegation

- To allow a delegate to approve timesheets and/or leave requests during an absence:
1. Click on My Approvals
2. Approval Delegation
3. Click Add New Approval Delegation record link
4. Select the Transaction Type you wish to delegate (Leave Bookings, Timesheets or ALL)
5. Click small red arrow at end of Delegated Position No. field (pop-up window will open)
6. Enter the occupant’s surname followed by % (e.g. mouse%)
7. Click Find button
8. Select the delegate’s Position Number (under Position Title)
9. Enter Start Date of delegation
10. Enter End Date of delegation
11. Click Add button