

# EMPLOYEE SELF SERVICE USER GUIDE

brought to you by

**Human Resources**

## Overview

Employee Self Service (ESS) allows you to view payslips, leave balances and payroll information. You can also edit your personal and emergency contact details and access payslips.

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## General Information

Every employee at UWA is allocated a unique, 8 digit **employee number** on the University's Human Resource Information System (Alesco). This remains the same; no matter how many times the employee leaves and returns to the University.

However, each instance of employment at the University is allocated a **job number**. Different job numbers are allocated when the jobs are under different awards (i.e. academic, general, casual, etc), different classifications (i.e. different rate of pay) or in different departments.

## Computer Requirements

ESS can be accessed from your work or home computer; you need access to the internet and a web browser. The vendors of the ESS software (Talent2 Works) has successfully tested the ESS with the following browsers - IE10.0, IE11.0, Firefox (32.0.3), Safari (7.0), Google Chrome (37.0). The ESS should also work with newer versions of Firefox and Google Chrome.

## Helpful Hints

**Employee Self Service Page:** The URL below will take you to the Human Resources Employee Self Service page, which includes a help site providing further instructions and frequently asked questions (FAQs).

<http://www.hr.uwa.edu.au/working/applications/ess>

## Passwords

It is important to not share your password with others, and, if prompted, **do not save your password into your password list.**

**\*\*\*\*\* ALWAYS LOG OUT AFTER USING THE ESS \*\*\*\*\***

Closing the browser removes temporary cookies which could be used to gain access your account (this would have to be done from your computer).

**Please note: Your ESS password is not the same as your PHEME password.**

## On-Screen ESS Help Links

Each ESS screen now has some additional links to further help.

Person: 00012345, John Doe  
Job: 01, Administrative Assistant

[HELP - ESS User Guide \(PDF, 3.1Mb\)](#)

[Select Active Job](#)

## Contacts

If you still have difficulties using or getting in to the ESS after reading the Help information and following the directions in the user guide, please contact your Personnel Faculty Team.

Please refer technical difficulties to the HR Systems Helpdesk on 6488 7896 or email [ithelp-hr@uwa.edu.au](mailto:ithelp-hr@uwa.edu.au).

## 1.0 Log On to Employee Self Service

**Step 1:** Enter at <http://www.hr.uwa.edu.au/working/applications/ess>

**Step 2:** Click on **Login to ESS**

**Step 3:** Enter your 8 digit Staff/Employee ID in the “Staff Number” ID box and your password in the Password box.

Your password is based (initially) on your date of birth using the format ddmmyy (e.g. if you were born on 9 July 1965 your password will be 090765). Note it is a 6 digit number, padded with zeros where applicable. When you have successfully accessed the ESS for the first time, you will be forced to change your password.

**Step 4:** Click OK.

**Please note: Your ESS password is not the same as your PHEME password.**

## 2.0 Log Out

At any stage you may log out of the Employee Self Service by clicking on **Logout** in the top right corner.

## 3.0 Password

### Setting new password

Person: 00012345, John Doe Job: 01, Administrative Assistant	
Change Password/Secret Question	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
Secret Question	User defined secret question ▼
Secret Question [ <a href="#">hint</a> ]	First pet <input type="text"/>
Secret Question Answer	Dog <input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

**Step 1:** Go to the Change ESS Password the Employee Self Service. In the top right hand corner click on **Links**, then **Change Password**

**Step 2:** Enter your old password, new password and confirm the new password

**Step 3:** In the drop down menu select “User defined secret question.” Enter a secret question that will be asked should you forget your password, and enter the answer to the secret question. A correctly answered secret question allows your password to be emailed to you. (See **Forgotten Password** section below) For this function to work you must have your email address stored in the ESS. Except for Scholarship holders, email address is maintained through the PHEME system at <http://www.pHEME.uwa.edu.au>. Scholarship holders who require their ESS password changed, will need to contact the HR Helpdesk on 6488 7896.

## Forgotten Password

**Employee Self Service**

**Login**

\* **Staff Number**

\* **Password**

Click here to retrieve password

## Employee Self Service

> **Login**

**Retrieve Password**

**Retrieve Password**

Enter staff number and click ok

**Staff Number (8 digits)**

This page was produced March 31, 2014 02:57 pm by program WK8048 (revision 13.5)

[User Preferences](#) [Top of Page](#)

Answer the 'secret question'. If the answer provided is correct then a message displays showing the email address that your password has been sent to.

The ESS will prompt you to change your password the next time you log in.

## Changing password

Home Logout Links

My Requests

Change Password

Click 'Links' on the top right corner, select change password and complete the form

User Preferences Print Maximise

## 4.0 Navigation within Web Self Service

### Home Page

Click on a menu item to display associated menus and programs

Hide/Show the top frame

Expand My Details/Hide My Favourites

Click on a hyperlink to go to the program

Hide/Show My Panel

talent2  
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My Details ▾ My Team ▾ My Approvals ▾ My Pay ▾ Staff Performance ▾

My Details ▾ My Favourites

User Preferences Print Maximise

View ▾ Export Add Delete

Description  
No data to display.

Hello Dell Comp, welcome to your Employee Self Service.  
Proudly brought to you by Human Resources.

[1 pending record is awaiting your approval.](#)

[1 pending record deferred to future date](#)

The 'My Panel' on the left of the page has two sections:

- My Details - displays the employee number, active Job number and Position description of the logged in user. For Team Leaders, this area will also display the details of the employee 'in view'. This section also displays the active jobs for the logged in user. For Team Leaders, the view can be expanded to display team members.
- My Favourites - allows users to create a list of their frequently used or favourite application links.

Each of these panel items may be hidden individually by clicking on the minimise/maximise icon which is beside the panel item heading. Similarly, the entire My Panel may be minimised or maximised by clicking on the tab at the bottom right of the panel. The panel may also be re-sized by hovering over the right frame border until the cursor changes to arrows and then clicking and dragging the border.

### Staff with more than one current job

1. Expand 'My Details' section.
2. You will be able to see all your current jobs.
3. Click on the job and click 'select' to see details for that job.
4. The 'plus' sign next to the staff number enables you to view your team list.

**Please note:** some screens show details for all current jobs, job numbers will be clearly stated next to each information.

My Details ▾ My Pay ▾ Staff Performance ▾

My Details

00048704 Bolt, B  
Role: 01 Librarian 1

View ▾ Export

Select Table View Extra Cols Historical

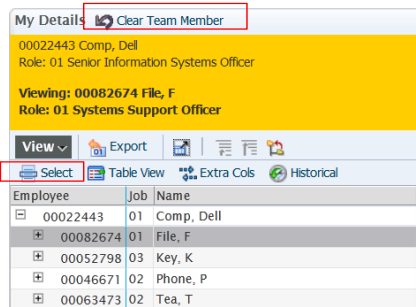
Employee	Job	Name
00048704	01	Bolt, B
00048704	02	Bolt, B

## Team Leader 'View'

From within the My Details section of the user Panel, by highlighting a team member and clicking on 'Select', the Team Leader can select a team member and 'Set the View' to that team member at any level of the structure to access information about the team member using the Web Self Service menus and programs. Selecting another team member from the list and pressing 'Select' will change the employee in view.

When a user is viewing records of a team member in any screen, they can return directly to their own records by clearing the Team Members view either by selecting their own name/number and pressing 'Select' or selecting 'Clear Team Member' at the top of the page.

The employee number and name of the person in view will be displayed in the My Details section of the user Panel when a team leader is viewing records of a team member.



My Details Clear Team Member

00022443 Comp, Dell  
Role: 01 Senior Information Systems Officer

Viewing: 00082674 File, F  
Role: 01 Systems Support Officer

View Export Table View Extra Cols Historical

Select Table View Extra Cols Historical

Employee	Job	Name
00022443	01	Comp, Dell
00082674	01	File, F
00052798	03	Key, K
00046671	02	Phone, P
00063473	02	Tea, T

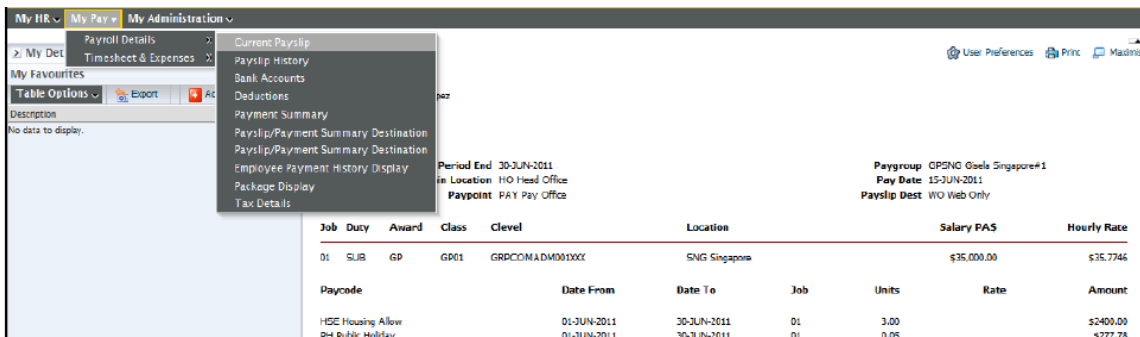
Hello Dell Comp, welcome to your Employee Self Service.  
Proudly brought to you by Human Resources.

1 pending record is awaiting your approval.  
1 pending record deferred to future date

**Please note:** There are a few screens that the Team Leader does not have access to (i.e. Leave Booking Requests, Banking, Payslips and a few other).

### To add a new program to the favourites menu:

1. Navigate to the page that you wish to add to your favourites menu. For example, open the Current Payslip to add it to the Favourites menu.



My HR My Pay My Administration

My Details My Favourites Table Options Export AC

My Favourites

- Current Payslip
- Payslip History
- Bank Accounts
- Deductions
- Payment Summary
- Payslip/Payment Summary Destination
- Payslip/Payment Summary Destination
- Employee Payment History Display
- Package Display
- Tax Details

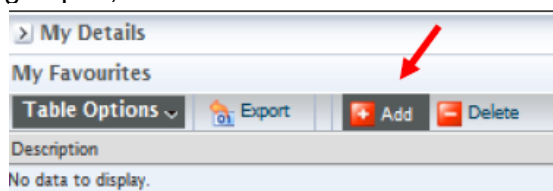
Period End 30-JUN-2011  
Location HO Head Office  
Paypoint PAY Pay Office

Paygroup GPSNG Goals Singapore#1  
Pay Date 15-JUN-2011  
Payslip Dest WO Web Only

Job	Duty	Award	Class	Clevel	Location	Salary PAS	Hourly Rate
01	SLB	GP	GRP1	GRPCOMADM01DKK	SNG Singapore	\$35,000.00	\$35.7746

Paycode	Date From	Date To	Job	Units	Rate	Amount
HSE Housing Allow	01-JUN-2011	30-JUN-2011	01	3.00		\$3400.00
PH Public Holiday	01-JUN-2011	30-JUN-2011	01	0.05		\$277.78

2. With the Current Payslip page open, click on the Add button under the My Favourites panel.



My Details

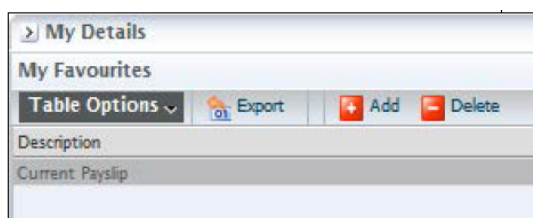
My Favourites

Table Options Export Add Delete

Description

No data to display.

3. Current Payslip will be added to the Favourites list.



My Details

My Favourites

Table Options Export Add Delete

Description

Current Payslip

To delete an item from favourites, select the program by clicking it and then click on the Delete button.



## 5.0 MY DETAILS

### 5.1 Personal Details

#### 5.1(a) Personal Contact

Select **My Details > Personal Details > Personal Contacts.**

Personal Contacts					
Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code
<a href="#">Contact Details</a>	(08) 1234 5678	6488 1515		12 Sunny St	6009

To update your details, place the cursor over **Contact Details** and click. Make the changes required and press 'update' at the bottom of the page. You will receive a message that the changes have been successfully updated.

#### 5.1(b) Emergency Contacts

Select **My Details > Personal Details > Emergency Contacts.**

Emergency Contacts						
Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
MRS Jane Doe	1	Wife		(08) 1234 5678	0412345678	

[Add new Emergency Contact record](#)

**Change:** Place the cursor over the **contact name** and click. Make the changes required and press 'Update' at the bottom of the page. You will receive a message that the changes have been successfully updated.

**Delete:** Place the cursor over the **contact name** and click. Press 'Delete' at the bottom of the page. You will receive a message that the changes have been successfully updated.

**Add:** Place the cursor over **Add new Emergency Contact record** and click. Complete the details as required. Press insert at the bottom of the page. You will receive a message that the record was been successfully updated.

#### 5.1(c) EEO Information

Select **My Details > Personal Details > EEO Information.**

The University is required to forward demographic data to DEST on an annual basis. Simply make the relevant selection for your Primary Language Spoken at Home and your Country of Birth, and click on the update button.

EEO Demographics (UWA)	
<small>The University collects various demographic data at individual staff level to monitor its performance in relation to recruiting and retaining high quality staff, and to meet its statutory reporting requirements including the Department of Education, Science and Training's annual Staff Statistical Collection and the State Government EEO Survey. All data is held in the strictest confidence and will only be used to produce aggregated statistics.</small>	
<b>Language spoken at home:</b>	English <input type="button" value="(Explain)"/>
<b>Country of Birth:</b>	Australia
<b>Symbol Legend:</b> * = There may be a more appropriate language/region in the listing, if not, use this code # = This language/region is not broken down further in the listing	
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

## 5.1(d) Preferred Name Maintenance

Select **My Details > Personal Details > Pref. Name Maint.**

The Preferred Name Maintenance screen in ESS allows you to do the following:

- \* enter an alternative first (given) name (e.g Dave instead of David)
- \* if you have an additional legal surname in the HR system, select your current legal surname or your previous legal surname.

Your Preferred First Name and Preferred Surname will be used to construct your official UWA email address and be displayed in the Email and Calendaring Service (ECS) address lists. Changes made in the ESS may take up to two hours to process through Pheme and into related systems such as the ECS.

If you do make a change and you wish this to be reflected in your email address, you should log in to Pheme where you can select your alternative email address.

Changing your names(s) only affects Pheme and associated systems; it does not change your official name as held by HR.

Your preferred surname **can only be maintained by you through this screen and not by Human Resources staff.** When contacting Human Resources please continue to use your '*official*' surname. Please note that only legal surnames can be recorded on the system.

### Preferred Name Maintenance for Pheme

Use this screen to set your name preferences.

#### Please note:

- The Preferred First Name should be set to the given name by which you are generally known. The default is your official given name.
- The Preferred Surname field is populated with your official surname by default. If you have another surname in the system (e.g. through marriage etc.), the drop-down menu will show both your current surname and your previous surname. Select your preferred surname.
- Your Preferred First Name and Preferred Surname will be used to construct your official UWA email address and be displayed in Email and Calendaring Service (ECS) address lists. Changes made in the ESS may take up to two hours to process through Pheme and into related systems such as the ECS.
- Preferred surname will only be used by Pheme and systems which source information from Pheme such as the Email and Calendar System (ECS). **Your preferred surname can only be maintained by you through this screen, and not by Human Resources staff.** When contacting Human Resources, please continue to use your '*official*' surname as displayed at the top of this page.

Preferred First Name:	<input type="text" value="Wile E"/>
Preferred Surname:	<input type="text" value="Coyote"/>
	<input type="button" value="Update"/>

## 5.2 Leave

### 5.2(a) Leave Booking Request

**Step 1:** Select **My Details > Leave > Leave Booking Request**

**Leave Requests**

Leave Code	Job	Start Date	End Date	Amount	Leave Unit	Adv Pay	Salary %	Status
1. REC - Annual Recreation Leave	03	10-OCT-2011	27-OCT-2011	105.00	Hours	N		Submitted

**Whole Day Leave Booking | Part Day Leave Booking**

**Leave Balances**

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Recreation Leave	03	28-AUG-2011	29-AUG-2011	51.736	0	51.736	Hours
Long Service Leave	03	28-AUG-2011	22-MAR-2014	0	162.62	162.62	Hours
Personal Leave (Sick/Carer's)	03	28-AUG-2011	22-MAR-2012	70.5	.257	70.757	Hours
Time Off In Lieu of Overtime	03	28-AUG-2011	29-AUG-2011	2	0	2	Hours

**Future Leave Bookings**

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
1. Reverse	03	29-AUG-2011	30-AUG-2011	REC - Annual Recreation Leave	15.00	Hours		N		404887		

Annotations:

- View current leave requests pending → Leave Requests table
- Request whole or part day leave → Whole Day Leave Booking | Part Day Leave Booking
- View current leave balances → Leave Balances table
- View approved future leave bookings → Future Leave Bookings table

**Step 2:** Select **Whole Day Leave Booking** or **Part Day Leave Booking** as required. The appropriate booking form will then be displayed.

**Note:** There are differences between the forms, e.g. there is no End Date on the Part Day form, and there is not an Hours field on the Whole Day form.

**Whole Day Leave Request**

Job Number	02
Leave Code	
Start Date	26-AUG-2011
End Date	
Unit	
Advance Pay	
Medical Cert.	
Other Doc.	
Reason	
Comment	

Submit Request Clear

**Step 3:** Enter the details as required:

**Leave Code:** Pull down the drop down list and select the appropriate code.

**Start Date:** Enter the date the leave is to commence.

**End Date:** Enter the date the leave is to finish.

**Unit:** Enter the unit of the leave. E.g. Hours.

**Advance Pay:** Enter a Yes or No as to whether you require pay in advance.

**Please Note:** Only a whole pay fortnight (14 days) can be paid in advance. Ensure that the leave end date is the last **SUNDAY** of a pay fortnight (not a Friday). It must be **approved** a month prior to the leave commencing. It will be your responsibility to submit applications that meet this 14 day minimum. It will also be your supervisor's responsibility to approve the application in time for the payroll processing.

**Medical Cert:** Enter 'Y' if you have a medical certificate for Sick Leave or 'N' if you do not. This is a mandatory field for Sick Leave. **The medical certificate must be forwarded to the Supervisor for auditing purposes.**

**Other Doc:** This field is not relevant

**Reason:** This field will generate options based on the leave type selected above

**Comment:** Comments can be added if required.

**The leave types able to be selected within ESS are -**

- Annual Recreational
- Bereavement / Compassionate
- Ceremonial/Cultural
- Conference (Academic Staff Only)
- Emergency Services
- English Training
- International Sporting Events
- Personal (Sick/Carer's) - medical certificates to be sent to HR Services
- Purchased (Employee Funded)
- Short Leave (General Staff Only) - covers Indigenous/Urgent Private Business
- TOIL (Time off in Lieu)

**Step 4:** Click **Submit Request** to submit your leave booking. You will receive a confirmation message that the leave booking was successfully updated.

**Note:** If leave booking exceeds the available leave balance the leave booking will be accepted but a Warning message “**The amount of leave requested exceeds available balance**” will be displayed. At this time the employee can reverse the entry or let it escalate to their Supervisor to Approve or Reject.

Leave Warning Messages

**Warning - Amount requested exceeds rostered hours.**

**Please note:** Once you have entered your leave application you may come across the ‘Warning Message’ below. The reason this message appears is because ESS determines your leave entitlement to that leave type as at the current pay period. You may not have a sufficient amount of leave as at this current pay period but if you do a leave projection to the end of the year, you will have the sufficient amount.

Check your available leave entitlement at the end of the year – through the “Leave Balances” menu item. If, after projecting to the end of the year, you do not have enough entitlement to cover the application you should not proceed with the application. If you do have enough entitlement by the end of the year, continue with your application, ignoring the warning message

***Warning!***


**The Leave Request was successful, however, the following issue(s) were identified with the request:**

**Warning - The amount of leave requested exceeds available balance.**

## 5.2(b) Leave Balances

Select **My Details > Leave > Leave Balances**


**Leave Balances**

Enquiry Date  

Balances at enquiry date

Leave Type	Job	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Recreation Leave	03	28-AUG-2011	29-AUG-2011	51,736	0	51,736	Hours
Long Service Leave	03	28-AUG-2011	22-MAR-2014	0	162,62	162,62	Hours
Personal Leave (Sick/Carer's)	03	28-AUG-2011	22-MAR-2012	70,5	,257	70,757	Hours
Time Off In Lieu of Overtime	03	28-AUG-2011	29-AUG-2011	2	0	2	Hours

The balance is shown in hours. You can calculate your leave balances at a date by entering the desired date in the box (i.e. 31-Dec-2016) and pressing 'Calculate Balances'. You can also select a date using the

calendar function by pressing this button: 

Please note that this screen displays only one job at a time.

**Balance on another job:** Select 'Select Active Job' from the menu options on the left. Click on the alternate job number required. Return to 'Leave Balances Enquiry' to view the balance.

Please note that leave balances are also displayed (as a collective entitlement) at the bottom of the payslip.



## 5.2(c) Leave History

Select **My Details > Leave > Leave History**

The leave bookings enquiry menu item allows you to view the approved leave bookings within a given period of time. On the selection screen, make some selections based on the period of time and the leave types you wish to search for, and click on the 'Find' button –

**Leave History**

Enter query criteria

Start Date   to  

Leave Code

Description


## 5.2(d) Roster

Select **My Details > Leave > Roster**

This menu item is specifically designed for part-time employees. It is used to allow part-time employees to check their roster pattern is accurate for the duration of their intended period of leave. This is important as it's the roster pattern that controls the value of the leave entitlement to deduct. The system will automatically use the current date as your Enquiry Date. However you can change that date to check future, or retrospective, rosters you can change the Enquiry Date and click on Find.

**Roster**

Summary

Enquiry Date  

Period of Enquiry

This viewable roster result will allow you to check your work pattern for accuracy prior to booking your leave.

This menu item is specifically designed for part-time employees. It is used to allow part-time employees to check their roster pattern is accurate for the duration of their intended period of leave. This is important as it's the roster pattern that controls the value of the leave entitlement to deduct. Simply nominate a date and a number of days and click 'Find', and the roster pattern held within the HR System will be displayed.

**Roster**

Summary

Enquiry Date: 09-Apr-2015

Period of Enquiry: 14 Find

Details

View Clear Query Export

Date	Day	Hours	Position Fraction	Duty	Employee Status	Roster	Description
09-Apr-2015	THU	7.5	100	SUB	OGING		
10-Apr-2015	FRI	7.5	100	SUB	OGING		
11-Apr-2015	SAT	0	100	SUB	OGING		
12-Apr-2015	SUN	0	100	SUB	OGING		
13-Apr-2015	MON	7.5	100	SUB	OGING		
14-Apr-2015	TUE	7.5	100	SUB	OGING		
15-Apr-2015	WED	7.5	100	SUB	OGING		
16-Apr-2015	THU	7.5	100	SUB	OGING		
17-Apr-2015	FRI	7.5	100	SUB	OGING		
18-Apr-2015	SAT	0	100	SUB	OGING		
19-Apr-2015	SUN	0	100	SUB	OGING		
20-Apr-2015	MON	7.5	100	SUB	OGING		
21-Apr-2015	TUE	7.5	100	SUB	OGING		
22-Apr-2015	WED	7.5	100	SUB	OGING		

## Reversing or Cancelling Leave

### - If Leave has been approved

Go to Leave History and enter the required date or date range and click 'Find'

**Leave History**

Enter query criteria

Start Date: 29-AUG-2011 to 11-SEP-2011

Leave Code: [Dropdown]

Description: [Text Box]

Find Clear

**Leave History**

Action	Job	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
<a href="#">1. Reverse</a>	03	29-AUG-2011	30-AUG-2011	REC - Annual Recreation Leave	15.00	Hours		N		404887		

When the results are returned, and the leave application you wish to reverse is available, click on the reverse button on the Action column. It will ask you to confirm, once confirmed an email will be sent to your Supervisor. Once approved a return email will be sent to you as confirmation.

**Leave Reversal**

Leave Code: REC - Annual Recreation Leave

Start Date: 29-AUG-2011

End Date: 30-AUG-2011

Amount: 15

Unit: H - Hours

Advance Pay: N - No

Medical Cert:

Other Doc.:

Reason:

Comment:

Reverse

### - If Leave has not been approved yet

Click 'Links' on top right corner of the screen > My Requests.

Home Logout Links  
My Requests Change Password

Person: 00063473, T Tea  
Job: 02, Information Systems Officer

HELP - FSS User Guide (PDF, 3.1Mb)

Pending Transactions  
Delete Clear

Whole Day Leave Request

Delete	Record Details	Name	Leave Code	Start Date	End Date	Units	App. Level	Escalated To You By	Created Date	To Be Actioned By	Warning Exists	Comments
<input type="checkbox"/>	293883	Tea, T	Annual Recreation Leave	19-MAR-2015	31-MAR-2015	67.5	2	Senior Information Systems Officer	19-MAR-2014	07-APR-2014		
<input type="checkbox"/>	293930	Tea, T	Annual Recreation Leave	06-MAY-2015	27-MAY-2015	120	1		01-APR-2014	10-APR-2014	Y	
<input type="checkbox"/>	293882	Tea, T	Annual Recreation Leave	19-MAR-2015	31-MAR-2015	67.5	1		19-MAR-2014	28-MAR-2014		
<input type="checkbox"/>	293798	Tea, T	Annual Recreation Leave	05-MAR-2015	11-MAR-2015	37.5	1		11-MAR-2014	10-FEB-2015		
<input type="checkbox"/>	293924	Tea, T	Personal Leave (Sick/Carer's)	31-MAR-2014	31-MAR-2014	7.5	1		31-MAR-2014	09-APR-2014	Y	

Delete Clear

Select the booking you would like to delete by ticking the box and click 'Delete'. Corresponding deletion email will be sent to your leave approver.

**Please note:** rejected booking will show up on this screen and it should be deleted

### Important Additional Information relating to leave application

#### - What do I do with my Medical Certificate?

The University of Western Australia sick leave policy remains unchanged by the implementation of on-line leave processing. This means that you will still be required to provide evidence of your illness, or of your family member's illness for sick leave requests of three consecutive days or more.

In this case, please send your Medical Certificate to your Supervisor. You will need to include your name on the certificate, and the dates of the leave to which the certificate relates. Once the medical certificate has been sighted by your Supervisor, forward the medical certificate to Human Resources for storing.

#### - Will I still receive confirmation that my leave has been approved?

Yes. Your application for leave will trigger an automatic email to your current supervisor, which informs him or her that there is a transaction in the Employee Self Service needing approval.

As soon as your supervisor has approved or rejected your leave application, you will receive an email to let you know the status of your request.

If your current supervisor does not attend to your leave application within 10 working days, the ESS will automatically escalate your application to your supervisor's manager for approval.

#### - Can my leave application be rejected?

Yes. Depending on operational requirements, supervisors may not be able to approve all leave requests. If this is the case, you will receive an email from your supervisor informing you that your leave has been rejected. Your supervisor is required to add any reasons or comments to the rejected application and the email will direct you to the Employee Self Service to view these comments.

You are encouraged to discuss any rejected leave applications with your supervisor or manager. If new leave dates can be negotiated, you will need to reverse the rejected application from the list displayed in your "Leave Requests" and submit a new Leave Request on the Employee Self Service facility. Rejected booking should be deleted from your pending transaction screen.

## - How do I change the dates of my leave application?

You need to reverse the booking and re-apply for your leave.

### 5.3 EMPLOYMENT

#### 5.3(a) Appointment Details

Select **My Details > Employment > Appointment Details**.

Occupancy is the term used within Human Resources to describe your employee collective history. This Appointment Details screen simply represents for the selected Job, the employee history during that job/appointment.

The fields above each heading allow you to filter the appointment details as required. Once you have entered your required filters, press Enter on your keyboard and the details will update accordingly.

Appointment Details							
Summary							
View							
Clear Query Export							
Occ	Active From	Active To	Classification	Step	Commence Reason	Position#	Title
SUB	08-Sep-2014	31-Dec-2049	Level 5	04	Restructure (Clevel, locations changes)	105270	Information Systems Officer
SUB	26-Jul-2014	07-Sep-2014	Level 5	04	Restructure (Clevel, locations changes)	105270	Information Systems Officer
SUB	01-Jan-2014	06-Jul-2014	Level 5	04	Restructure (Clevel, locations changes)	105270	Information Systems Officer
SUB	09-Sep-2013	31-Dec-2013	Level 5	04	Change in CLevel	105270	Information Systems Officer
SUB	06-May-2013	08-Sep-2013	Level 5	04	Change in CLevel	105270	Information System s Officer
SUB	01-Jun-2012	09-Sep-2012	Level 5	04	Step Increment	105270	Information Systems Officer
SUB	10-Sep-2012	05-May-2013	Level 5	04	Step Increment	105270	Information Systems Officer
SUB	01-Aug-2011	11-Sep-2011	Level 5	03	Transfer	105270	Information Systems Officer
SUB	12-Sep-2011	23-Oct-2011	Level 5	03	Transfer	105270	Information Systems Officer
HDA	01-Jul-2011	31-Jul-2011	Level 5	03	Re-appointment	105270	Information System s Officer
HDA	13-May-2011	30-Jun-2011	Level 5	03	Step Increment	105270	Information Systems Officer
HDA	01-Jan-2011	12-May-2011	Level 5	02	Commencement of Appointment	105270	Information System s Officer

OCC – relates to the occupancy type.

SUB - is substantive occupancy – generally considered your appointed position

CON - is concurrent occupancy – generally considered an appointment that occurs during your ownership of your original appointed position

HDA - is higher duties occupancy – used where you act in a role classified at a higher level than your original appointment

Active From and Active To just represent the effective dates to that “layer” of your occupancy.



### 5.3(b) Roster Enquiry

Select **My Details > Employment > Roster**

This menu item is specifically designed for part-time employees. It is used to allow part-time employees to check their roster pattern is accurate for the duration of their intended period of leave. This is important as it's the roster pattern that controls the value of the leave entitlement to deduct. The system will automatically use the current date as your Enquiry Date. However you can change that date to check future, or retrospective, rosters you can change the Enquiry Date and click on Find.

**Roster**

Summary

Enquiry Date: 09-Apr-2015

Period of Enquiry: 14

Find

This viewable roster result will allow you to check your work pattern for accuracy prior to booking your leave.

This menu item is specifically designed for part-time employees. It is used to allow part-time employees to check their roster pattern is accurate for the duration of their intended period of leave. This is important as it's the roster pattern that controls the value of the leave entitlement to deduct. Simply nominate a date and a number of days and click 'Find', and the roster pattern held within the HR System will be displayed.

**Roster**

Summary

Enquiry Date: 09-Apr-2015

Period of Enquiry: 14

Find

Details

View Clear Query Export

Date	Day	Hours	Position Fraction	Duty	Employee Status	Roster	Description
09-Apr-2015	THU	7.5	100	SUB	OGING		
10-Apr-2015	FRI	7.5	100	SUB	OGING		
11-Apr-2015	SAT	0	100	SUB	OGING		
12-Apr-2015	SUN	0	100	SUB	OGING		
13-Apr-2015	MON	7.5	100	SUB	OGING		
14-Apr-2015	TUE	7.5	100	SUB	OGING		
15-Apr-2015	WED	7.5	100	SUB	OGING		
16-Apr-2015	THU	7.5	100	SUB	OGING		
17-Apr-2015	FRI	7.5	100	SUB	OGING		
18-Apr-2015	SAT	0	100	SUB	OGING		
19-Apr-2015	SUN	0	100	SUB	OGING		
20-Apr-2015	MON	7.5	100	SUB	OGING		
21-Apr-2015	TUE	7.5	100	SUB	OGING		
22-Apr-2015	WED	7.5	100	SUB	OGING		

### 5.3(c) MBDP Maintenance

Select **My Details > Employment > MBDP Maintenance**.

The mailbag maintenance screen allows you to maintain a specific mailbag delivery point for you single or multiple jobs, here at UWA. Simply click on the drop-down field to select your mailbag value and then click on the update button. Into the future, the mailbag information will be passed through to the contact directory for automatic publishing.

Person: 00012278, Hansel And Gretel  
Job: 01, Senior HRIS Coordinator

**MBDP Maintenance**

Effective	Job No.	Occupancy	Job Title	School/Centre/Department	Mail Bag Delivery Point
05-Mar-2007	01	Substantive	Payroll Coordinator	Human Resources	M350: Human Resources
01-Jan-2007	01	Concurrent	Senior HRIS Coordinator	Human Resources	M350: Human Resources
01-Apr-2007 (future)	01	Concurrent	Senior HRIS Coordinator	Human Resources	M350: Human Resources

[Mail Bag Delivery Point Directory](#)

**Notes:**

- The Effective Date is the date that the occupancy record became / becomes effective. The date will remain unchanged after you modify your Mail Bag Delivery Point (MBDP).
- You should select the MBDP that is the most convenient for the delivery of your mail. A list of MBDPs is available in the drop-down box above. Further details of the exact location of each MBDP are available by clicking on the link to the MBDP Directory above. If still in doubt about your MBDP number, enquire at the administrative office nearest to you.

Update Cancel

## 5.4 Personal Development

### 5.4(a) Qualifications

#### Select **My Details > Personal Development > Qualification**

The University wishes to capture and keep an accurate academic profile of its staff. Upon navigating to the Qualifications screen, you will be presented with both a summary of those qualifications we currently hold for you, and an update screen that allows you to create and forward new qualifications for approval and storage.

**Qualifications** User Preferences Print Maximise

Summary

View Clear Query Export

Qualification	Qualification Type	Institution	Country	Approval Status	Pending
Certificate	Other undergraduate (Adv D TAFE/College of F.E./equival	Australia		Completed	
Bachelor of Accounting Scier	Higher Doctorate			Completed	
Associate Degree (AssocDeg	Other undergraduate (Adv D Murdoch University (Murd.)			Completed	
Member of the Order of Aust	Masters by Coursework			Completed	
Apprenticeship	Other undergraduate (Adv D			Completed	

Details

Add Delete Reset Save Submit

To add a new record click on the 'Add' button. To update an existing record, select that record in the top list by clicking on the row for that item, this will update the details displayed in the Details section of the form to display the relevant details for that record. Edit the details as required.

Click the Save button to save the changes and then click the Submit button to submit the changed record for approval. If you don't click on Submit then it will not be forwarded to your supervisor for approval.

A confirmation message will be displayed once the record is saved/submitted. If Save and/or Submit have not been selected, the Reset button will undo any currently entered changes and reset to the initially selected values for the record to the way it was before changes were entered. This button will have no effect if either Save or Submit have been selected previously.

To delete an existing record, highlight the applicable record to be deleted in the top block, and click the 'Delete' button as when editing a record. You will be prompted to confirm you wish to delete the record. The delete request record will appear in the Pending Qualifications table while awaiting approval.

**- Export**

Click on this button to display the current table data in XLS format for saving and/or opening in an Excel spreadsheet.

## 6.0 MY TEAM

### 6.1 Team Details

#### 6.1(a) Leave Calendar

Select **My Team > Team Details > Leave Calendar**

This allows the manager to view a 3 month calendar displaying the approved leave currently recorded and booked for their staff. A date picker allows control over the date from which the 3 month period is projected and there is also the capability to restrict leave types. With the selections made, clicking on the 'Display' button will return the results.

**Team Matrix**

Start Date: 09-APR-2015 to 07-Jul-2015 Display

Display Options:  Training  Holidays  Leave All Leave Codes

Person Id	Name	APRIL																													
		9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T								
00000002	1. Flinstone, Fred	A	A			L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L								
00000008	2. Bambam, Ann Pebbles	A	A																												
00000004	3. Fence, Noah	U	U																												
00000006	4. Jack, Ann Jill									A	A	A	A																		
00000005	5. Rubble, Barney																														
--	6. Vacant Position: 304827																														
--	7. Vacant Position: 308541																														

Records 1 to 7 of 7

First Previous Next Last ReQuery Count

**Legend:**

	Approval Deferred	<b>A</b>	Annual Leave
	Approved by Manager	<b>L</b>	Long Service Leave
	Processed thru Payroll	<b>P</b>	Paid Leave
	Submitted	<b>S</b>	Sick Leave
	Public Holiday	<b>U</b>	Unpaid Leave
	Training Waitlisted	<b>H</b>	Public Holiday
	Training Attended	<b>T</b>	Training
		<b>**</b>	Denotes various events exist for this day

#### 6.1(b) Team Birthdays

Select **My Team > Team Details > Team Birthdays**

The Team Birthdays report allows you to view the birthdays for your staff.

**Team Birthdays Report** User Preferences

Summary

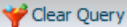



View Clear Query Export

Employee No	Name	Date of Birth	Age	Clevel	Organisation Unit
00046671	Phone, P	16-AUG-1979	34.5	UNXA320303151Z; HR Strategy & Plan	
00052798	Key, K	11-JUL-1967	46.5	UNXA320303151Z; HR Strategy & Plan	
00063473	Tea, T	13-JUN-1987	26.5	UNXA320303151Z; HR Strategy & Plan	
00082674	File, F	09-DEC-1979	34.5	UNXA320303151Z; HR Strategy & Plan	

#### 6.1(c) Team Appointment Summary

Select **My Team > Team Details > Team Appointment Summary**

The appointment summary report displays all of those employees currently reporting to you. Additionally, this report includes appointment details about each employee, giving a more profiled view of their employment.

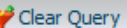



Team Appointment Summary							
Summary							
View    							
Employee No	Job#	Name	Commence Date	Term Date	Occupancy Type	Occupancy Position	Employment Status
00000004	02	Fence, Noah	30-MAR-2015	31-DEC-2049	SUB	Systems Support O	OGING
00000005	03	Rubble, Barney	01-JAN-2014	31-DEC-2049	SUB	Web Co-ordinator	OGING
00000006	02	Jack, Ann Jill	01-JAN-2014	31-DEC-2049	SUB	Information System	OGING
00000008	01	Bambam, Ann Pebbles	01-JAN-2015	30-JUN-2015	SUB	Systems Support O	FXTI

## 6.2 Management

### 6.2(a) Probations

Select **My Team > Management > Probations**





The probation report simply displays those employees who are still within their probationary period. The results of the report display the date that the probation is/was due to expire.

Probations Report						
Summary						
View    						
Employee No	Name	Probation Type	Probation Date	Confirmed?	Clevel	Organisation Unit
00000004	Fence, Noah	Probation Report R	31-OCT-2002	Y	UNXA22030A0070	HR Strategy & Planning
00000006	Jack, Ann Jill	Probation Report R	08-AUG-2007	N	UNXA22030A0070	HR Strategy & Planning
00000008	Bambam, Ann Pebbles	Probation Report R	19-FEB-2013	N	UNXA22030A0070	HR Strategy & Planning

### 6.2(b) Increments

Select **My Team > Management > Increments**

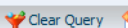



The increment report displays those employees who are due an increment, displaying the date the increment is due, and the current step within their classification.

Increments Report							
Summary							
View    							
Employee No	Job No	Name	Review	Position Title	Review Date	Award	Classification
00000004	02	Fence, Noah		Systems Support O		GEN	L05
00000005	03	Rubble, Barney		Web Co-ordinator		GEN	L04
00000006	02	Jack, Ann Jill		Information System		GEN	L05
00000008	01	Bambam, Ann Pebbles	Increment	Systems Support O	19-NOV-2015	GEN	L05

### 6.2(c) Sick/Carer Leave w/o Cert. (this year)

Select **My Team > Management > Sick/Carer Leave w/o Cert. (this year)**.

This screen will show you which of your staff have taken Sick/Carer Leave in the current year without a Medical Certificate.

Sick Leave Without Certificate (Current Year)			
Summary			
View    			
Emp ID	Name	Date	Hours
00000004	Fence, Noah	20-FEB-2015	7.50
00000005	Rubble, Barney	02-MAR-2015	7.50

## 6.3 Leave

### 6.3(a) Team Leave Balances

Select **My Team > Leave > Team Leave Balances**

The leave balances report allows you to view the balances for leave as at the current pay period.

Employee No	Job No	Name	Leave Code	Leave Code Description	Balance Actual Full	Balance Prorata Full	Leave Unit
00000004	02	Fence, Noah	ALL	Annual Leave Load	33.544	33.544	H
00000004	02	Fence, Noah	LSL	Long Service Leave	225	423.012	H
00000004	02	Fence, Noah	PURCH	Purchased Leave (E 0		0	H

### 6.3(b) Team Leave Bookings

Select **My Team > Leave > Team Leave Bookings**

The leave bookings screen allows you to view the approved leave bookings for your team.

Employee No	Job No	Name	Leave Code	Leave Description	Start Date	End Date	Unit
00000004	02	Fence, Noah	LSL	Long Service Leave	04-NOV-2013	17-NOV-2013	H
00000004	02	Fence, Noah	LSL	Long Service Leave	15-FEB-2013	28-MAR-2013	H
00000004	02	Fence, Noah	LWOP	Leave Without Pay	07-APR-2015	10-APR-2015	H
00000004	02	Fence, Noah	PURCH	Purchased Leave (E	02-DEC-2013	02-DEC-2013	H

## 7.0 MY APPROVALS

### 7.1 Approve Requests

Select **My Approvals > Approve Requests**

The approve transactions menu item is designed for Supervisors whose employees are submitting leave bookings through ESS. Clicking on the menu item will provide a summary table of the items awaiting approval. You can approve leave on the radio buttons, however, if the button is “greyed” out i.e. you will not be able to approve in this area.

Approval Status				Record Details	Name	Leave Code	Start Date	End Date	Units	App. Level	Escalated To You By	Created Date	To Be Actioned By	Warning Exists
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	436041	Jack, Ann Jill	Annual Recreation Leave	21-NOV-2011	11-DEC-2011	112.5	1		29-MAY-2011	08-OCT-2011	

If the buttons are ‘greyed out’ you must go into the Record Details and approve in this area.

There are primarily two reasons for this approval requirement –


- 1) Because there is some form of ‘Warning Message’ attached to the application and HR requires you to be aware of that warning message prior to approving the application
- 2) For sick leave, there is a medical certificate attached, and again, HR requires the approver to sight that a medical certificate was identified as being attached to the application.

To approve or reject the application, you click on the “Approval Status” drop down list, the status of the leave application appears as “Submitted.” In order to approve or reject the leave application, click on the drop-down arrow next to the Approval Status and change to “Rejected/Approved/Deferred/Escalated”.

Please note if you select “Deferred” on the application then you will need to enter the date you would like it to be resubmitted, if you select “Escalated” on the application then it will automatically go to your Supervisor/Manager.

Comments can be entered in support of the leave approval, rejection or escalation as required.

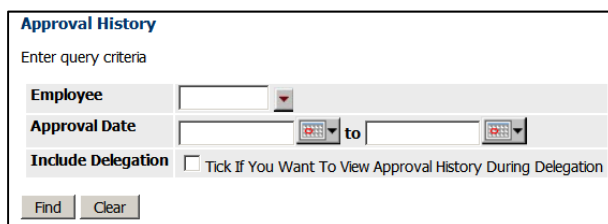
Once all details are entered, click on “Update” to save the entry, or on “Cancel” to escape the leave request. The “Update” function will automatically update the Alesco Payroll System with no need for the employee to complete a leave form, or for a supervisor to sign it.

 **Please Note:** Before approving sick leave you will be required to sight the employee’s medical certificate in line with the University’s Policy. Once the medical certificate has been sighted, forward it to Human Resources to be placed on the individual’s staff file. Schools can take a copy for their own records.

## 7.2 Approval History

### Select My Approvals > Approval History

The approval history menu item is designed for Supervisors to see employees leave history. Select the employee you wish to view and click on the find button.



This screen shows bookings that have been reversed and future bookings.

Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
<a href="#">459507</a>	Flintstone, Fred	Annual Recreation Leave	15-SEP-2011	15-SEP-2011	1		17-JUN-2011	26-JUN-2011
<a href="#">477187</a>	Flintstone, Fred	Annual Recreation Leave	17-AUG-2011	17-AUG-2011	1		10-AUG-2011	19-AUG-2011

Record Details	Name	Leave Code	Start Date	End Date	Units	App. Level	Escalated To You By	Created Date	To Be Actioned By	Warning Exists
<a href="#">477234</a>	Flintstone, Fred	Annual Recreation Leave	23-AUG-2011	23-AUG-2011	7.5	1		10-AUG-2011	19-AUG-2011	
<a href="#">469766</a>	Flintstone, Fred	Annual Recreation Leave	17-AUG-2011	17-AUG-2011	7.5	1		18-JUL-2011	27-JUL-2011	

### - What Happens if I Don’t Action the Leave Request?

The Employee Self Service has been set to escalate all leave applications after ten working days. This means that once you have received an email stating that an employee has applied for leave, you will have ten working days to log onto the Employee Self Service and approve or reject the application.

If you are unavailable for greater than ten days, your own Supervisor or Manager will receive an email stating that a leave application has been escalated from you. In this case, your Manager will need to approve or reject the leave. Leave that has not been approved after it has escalated once will then escalate to Human Resources for a follow up after the 20 days.

Your employee will receive a system-generated email once you have approved a leave application.

## - What are the Important Points to Note in this Approval Process?

- Sign the Medical Certificate inline with the University's Policy and send to Human Resources for storage. (School may wish to take a copy for their own records)
- Check if the Employee has requested Pay in Advance. (If so check the pay in advance booking is inline with the ESS Leave User Guide for pay in advance)

If an employee has sought to delete an approved leave request, that application for reversal/deletion will also come through for approval – as displayed below.

## - How to approve if button greyed out

The following process should be followed for either Warning Message and Medical Certificate related requirements:

Select the **Record Detail** link.

[HELP - ESS User Guide \(PDF, 3.1Mb\)](#) [Leave Policy \(Web\)](#)

### Approve Requests

#### Whole Day Leave Request

Approval Status				Record Details	Name	Leave Code	Start Date	End Date	Units	Escalated By	To Be Actioned By	Warning Exists
Approve	Reject	Escalate	No Action									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">39833</a>	Blige, Mary-Jay Suzanne	Annual Recreation Leave	26-MAR-2007	10-AUG-2007	727.5		21-MAR-2007	Y
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">39824</a>	Blige, Mary-Jay Suzanne	Sick Leave With Pay	21-MAR-2007	21-MAR-2007	7.5		21-MAR-2007	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<a href="#">39743</a>	Blige, Mary-Jay Suzanne	Annual Recreation Leave	23-FEB-2007	23-FEB-2007	7.5		23-FEB-2007	

This link opens an additional web browser window, allowing you to view/read the warning message and make a decision on approval. If you wish to continue with approval, select **Approve** from the **Approval Status** drop down list and select the **Update** button.



## View and Update Request

**Warning!** The Leave Request was successful, however the following issue(s) were identified with the request:

**Warning - The amount of leave requested exceeds available balance.**

<b>Person Id</b>	00010637	<b>Name</b>	Blige, Mary-Jay Suzanne
<b>Job Id</b>	01		
<b>Position</b>	105255 Human Resources Advisor		
<b>Leave Code</b>	REC - Annual Recreation Leave	<b>Reason</b>	
<b>Start Date</b>	26-Mar-2007	<b>End Date</b>	10-Aug-2007
<b>Unit</b>	727.5 Hours	<b>Advance Pay</b>	N
<b>Medical Cert.</b>	N	<b>Other Doc.</b>	N
<b>Comments</b>			
<b>Supervisor Comments</b>			

**Additional Info** [Leave Balances](#)  
[Leave History](#)  
[Team Matrix](#)

**Approval Status** Submitted ▾

**Reactivated Date**  

<b>Approval Level</b>	1		
<b>Escalation Start</b>	21-MAR-2007	<b>Escalation End</b>	21-MAR-2007
<b>Table Name</b>	WEB_LV_BOOKINGS	<b>Description</b>	Whole Day Leave Request
<b>Record Id</b>	18834857	<b>Created Date</b>	21-MAR-2007

**Comments**

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

## 8.0 My Pay – Payroll Details

### 8.1 Current Payslip

Select **My Pay > Payroll Details > Current Payslip**. This will display your most recent payslip.

Job	Duty	Award	Class	Clevel	Location			Salary PAS	Hourly Rate	
01	SUB	GEN	L06	UNNA32137312000	2130 Facilities Managemen			\$13,345.60	\$34,1102	
<b>Paycode</b>		<b>Date From</b>		<b>Date To</b>	<b>Duty</b>	<b>Job</b>	<b>Type</b>	<b>Units</b>	<b>Rate</b>	<b>Amount</b>
SAL Normal Earnings		15-AUG-2011		28-AUG-2011	SUB	01		15.00	\$34.1102	\$511.65
<b>Gross</b>										<b>\$511.65</b>
<b>Pre-tax Deductions/Super</b>			<b>Date From</b>		<b>Date To</b>	<b>Job</b>		<b>Amount</b>		
<b>Total Pre-tax Deductions/Super</b>										<b>\$0.00</b>
<b>Taxable Gross</b>										<b>\$511.65</b>
<b>Deduction</b>			<b>Date From</b>		<b>Date To</b>	<b>Job</b>		<b>Amount</b>		
PAYE Tax			15-AUG-2011		28-AUG-2011				\$4.00	
<b>Total Deductions</b>										<b>\$4.00</b>
<b>Net Pay</b>										<b>\$507.65</b>
Pay Disbursement Details:										
<b>Method</b>	<b>Institution</b>		<b>Details</b>				<b>Amount</b>			
Bank	BWA Bank of Western Australia Limited		0000000 DOE J & J				\$507.65			
<b>Subsidy</b>								<b>Amount</b>		
UniSuper-DB/AC2								\$71.63		
UniSuper-Accum								\$15.35		
<b>Leave Code</b>	<b>Type</b>	<b>Unit</b>		<b>Actual</b>	<b>Pro-rata</b>	<b>Total</b>				
REC	Annual Recreation Le	Hours		37.531	0	37.531				
LSL	Long Service Leave	Hours		0	128.062	128.062				
SICK	Personal Leave (Sick	Hours		16.636	.158	16.794				
Messages:										
Salary packaging items are now displayed under Pre-tax deductions/super and deducted from gross earnings before tax.										
This payslip has been issued by HR Services, The University of Western Australia, 35 Stirling Highway, CRAWLEY, WA 6009										
Payments have been remitted to UniSuper (tel: 03 9691 4100) for all superannuation reported on previous payslips										

## 8.2 Payslip History

Select **My Pay > Payroll Details > Payslip History**. This will display previous payslips.

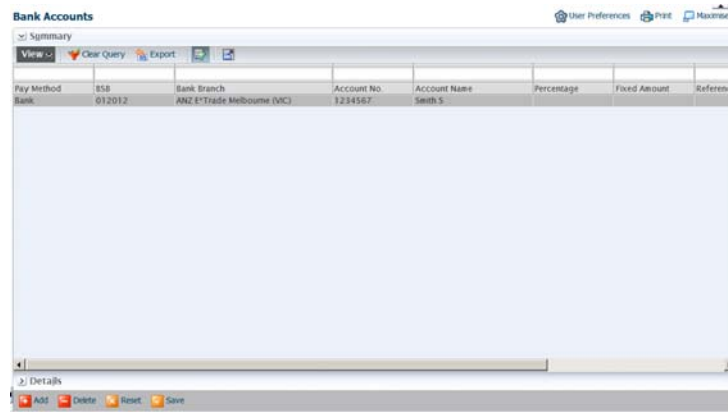
Payslip History												
Period End	Pay Date	Company	Gross	Pre-tax Deductions	Pre-tax Super	Taxable Gross	Tax	Super	Deductions	Employer Super	Net	Disburse
Year to Date	-	-	17187.55	215.70	2000.00	14971.85	3530.00	0.00	305.75	2921.90	11136.10	-
<a href="#">28-AUG-2011</a>	26-AUG-2011	UWA	3437.51	43.14	400.00	2994.37	706.00	0.00	61.15	584.38	2227.22	<a href="#">2029</a>
<a href="#">14-AUG-2011</a>	12-AUG-2011	UWA	3437.51	43.14	400.00	2994.37	706.00	0.00	61.15	584.38	2227.22	<a href="#">2024</a>
<a href="#">31-JUL-2011</a>	29-JUL-2011	UWA	3437.51	43.14	400.00	2994.37	706.00	0.00	61.15	584.38	2227.22	<a href="#">2020</a>
<a href="#">17-JUL-2011</a>	15-JUL-2011	UWA	3437.51	43.14	400.00	2994.37	706.00	0.00	61.15	584.38	2227.22	<a href="#">2014</a>
<a href="#">03-JUL-2011</a>	01-JUL-2011	UWA	3437.51	43.14	400.00	2994.37	706.00	0.00	61.15	584.38	2227.22	<a href="#">2009</a>
<a href="#">19-JUN-2011</a>	17-JUN-2011	UWA	3437.51	43.14	400.00	2994.37	700.00	0.00	61.15	584.38	2233.22	<a href="#">2003</a>
<a href="#">05-JUN-2011</a>	03-JUN-2011	UWA	3437.51	43.14	400.00	2994.37	700.00	0.00	61.15	584.38	2233.22	<a href="#">1998</a>
<a href="#">22-MAY-2011</a>	20-MAY-2011	UWA	3437.51	43.14	400.00	2994.37	700.00	0.00	61.15	584.38	2233.22	<a href="#">1994</a>

Move your cursor over the date of the payslip required (cursor will turn into a hand) and click. The screen will display the payslip.

Any enquiries related to the details within the payslip can be discussed with your Faculty Employment & Recruitment personnel.

## 8.3 Bank Accounts

Select **My Pay > Payroll Details > Bank Accounts**



At the bottom of the Details block are four icons (Add, Delete, Reset and Save) which are used when adding a new bank account, and/or deleting or amending an existing account.

The records can easily be exported to Excel using the Export Icon (next to Table Options) and there is a search facility using the search icon.

Prior to saving, any data entered or changed in the Details block can be cancelled by pressing 'Reset'.

To add a new bank account, select the 'Add' icon at the bottom of the form.

**Payment Method:**

Bank.

**BSB#:**

Enter or select a BSB number.

**Bank**

The Bank name should populate once the BSB number has been entered and the user tabs to navigate to the next field (if this does not populate a bank name can be selected from the list of values).

**Account #:**

Enter the account number.

**Account Name:**

Enter the name that the account is held in (normally the user's name).

**Percentage:**

Enter the percentage of net pay that is to be disbursed to this account, if applicable (if a Percentage is entered, the Fixed Amount field must be left blank).

**Fixed Amount:**

Enter the fixed amount of net pay that is to be disbursed to this account, if applicable (if a fixed amount is entered, the Percentage field must be left blank).

**Reference:**

Enter any relevant reference numbers

**Save**

The record must then be Saved.

If there are no errors, a message will pop up advising that the record has been saved successfully.

To change an existing bank account, in the Summary block select the account to be changed, make relevant changes and select Save.

To delete an existing bank account, in the Summary block select the account to be deleted, and press Delete.

**- If bank account is closed and user would like to replace that with a new bank account:**

1. Add the new bank account and insert a fixed amount.

**Bank Accounts**

Summary

View Clear Query Export

Pay Method	BSB	Bank Branch	Account No.	Account Name
Bank	012012	ANZ E*Trade Melbourne (VIC)	1234567	Smith S

Details

Payment Method: Bank

BSB: 012205

Bank: Australia and New Zealand Bank

Account No.: 1223456

Account Name: Smith S

Percentage:

Fixed Amount: 50

Reference:

2. Save

**Bank Accounts**

Summary

View Clear Query Export

Pay Method	BSB	Bank Branch	Account No.	Account Name
Bank	012205	ANZ Sydney (NSW)	1223456	Smith S
Bank	012012	ANZ E*Trade Melbourne (VIC)	1234567	Smith S

Information: Record saved successfully

Details

Payment Method: Bank

BSB: 012012

Bank: Australia and New Zealand Bank

Account No.: 1234567

Account Name: Smith S

Percentage:

Fixed Amount:

Reference:

3. Select the account that is to be replaced

**Bank Accounts**

Summary

View Clear Query Export

Pay Method	BSB	Bank Branch	Account No.	Account Name
Bank	012205	ANZ Sydney (NSW)	1223456	Smith S
Bank	012012	ANZ E*Trade Melbourne (VIC)	1234567	Smith S

Details

Payment Method: Bank

BSB: 012012

Bank: Australia and New Zealand Bank

Account No.: 1234567

Account Name: Smith S

Percentage:

Fixed Amount:

Reference:

4. Insert a fixed amount for the account that is to be deleted

**Bank Accounts**

Summary

View Clear Query Export

Pay Method	BSB	Bank Branch	Account No.	Account Name
Bank	012205	ANZ Sydney (NSW)	1223456	Smith S
Bank	012012	ANZ E*Trade Melbourne (VIC)	1234567	Smith S

Details

Payment Method: Bank

BSB: 012012

Bank: Australia and New Zealand Bank

Account No.: 1234567

Account Name: Smith S

Percentage:

Fixed Amount: 100

Reference:

5. Select the new account and delete the fixed amount to make it the primary account. Save.

**Bank Accounts**

Summary

View Clear Query Export

Pay Method	BSB	Bank Branch	Account No.	Account N
Bank	012205	ANZ Sydney (NSW)	1223456	Smith S
Bank	012012	ANZ E*Trade Melbourne (VIC)	1234567	Smith S

Details

Payment Method: Bank

BSB: 012205

Bank: Australia and New Zealand Bank

Account No.: 1223456

Account Name: Smith S

Percentage:

Fixed Amount:

Reference:

6. Select the deleting account. Delete. A message will pop up to confirm record has been deleted successfully

**Bank Accounts**

Summary

View Clear Query Export

Pay Method	BSB	Bank Branch	Account No.	Account Name
Bank	012012	ANZ E*Trade Melbourne (VIC)	1234567	Smith S
Bank	012205	ANZ Sydney (NSW)	1223456	Smith S

Details

Payment Method: Bank

BSB: 012012

Bank: Australia and New Zealand Bank

Account No.: 1234567

Account Name: Smith S

Percentage:

Fixed Amount: 100

Reference:

Add Delete Reset Save

## 8.4 Deductions

Select **My Pay > Payroll Details > Deductions.**

### Deductions

Action	Job No.	Start Date	End Date	Paycode	Description	Type	Amount	Balance	Reference
<a href="#">View</a>	01	10-MAR-2014		SPFUP	SalPack - Fee (Parking)	A	.44		
<a href="#">View</a>	01	10-MAR-2014		SPUNI	SalPack - Unipark	A	17.69		

This screen displays the current deductions being deducted from your fortnightly pay.

- The "Job No." column identifies the Job number that the deduction is set up against.
- The "Start Date" column identifies the start date for this particular deduction – typically the beginning of a pay period.
- The "Type" column specifies whether that deduction is deducted as a percentage (P) or as an amount (A).
- The "Balance" column is used where you may have a deduction setup to deduct each fortnight to the total of a particular value, i.e. deduct \$10 per pay until you reach \$100, and then cease the deduction. In this scenario, that balance will adjust itself each fortnight until the limit value is reached. This scenario is not relevant for staff at UWA at this stage as the deductions allowed to be maintained are not suited to this scenario.

## 8.5 Payment Summary

Select **My Pay > Payroll Details > Payment Summary**

ESS provides your payment summary electronically. HR Services also provide you with the ability to choose to only receive your payment summary electronically – which is seen by HR Services and the University as a great alternative to the historical manual and hardcopy process of distribution.

You will initially see a summary view of your current and historical payment summaries.

Payment Summary								
Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
<a href="#">1420718</a>	2011	01-JUL-2010	30-JUN-2011	\$11,900	\$140	17-JUN-2011	Salary or wage income	Normal
<a href="#">1143394</a>	2010	01-JUL-2009	30-JUN-2010	\$11,521	\$188	22-JUN-2010	Salary or wage income	Normal
<a href="#">891605</a>	2009	01-JUL-2008	30-JUN-2009	\$11,088	\$184	19-JUN-2009	Salary or wage income	Normal
<a href="#">632642</a>	2008	01-JUL-2007	30-JUN-2008	\$13,018	\$1,246	04-JUL-2008	Salary or wage income	Normal
<a href="#">385651</a>	2007	01-JUL-2006	30-JUN-2007	\$13,476	\$1,356	26-JUN-2007	Salary or wage income	Normal
<a href="#">326630</a>	2006	01-JUL-2005	30-JUN-2006	\$45,786	\$10,699	28-JUN-2006	Salary or wage income	Normal
<a href="#">268513</a>	2005	01-JUL-2004	30-JUN-2005	\$50,208	\$12,022	22-JUN-2005	Salary or wage income	Normal
<a href="#">232301</a>	2004	01-JUL-2003	30-JUN-2004	\$46,950	\$11,002	24-JUN-2004	Salary or wage income	Normal

Records 1 to 8 of 8

Historical Payment Summaries								
Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
<a href="#">188374</a>	2003	01-JUL-2002	30-JUN-2003	\$43,729	\$10,192	27-JUN-2003	Salary or wage income	Normal
<a href="#">162250</a>	2002	01-JUL-2001	30-JUN-2002	\$44,186	\$10,544	27-JUN-2002	Salary or wage income	Normal
<a href="#">60415</a>	2001	01-JUL-2000	30-JUN-2001	\$41,266	\$9,416	04-JUL-2001	Salary or wage income	Normal
<a href="#">20452</a>	2000	01-JUL-1999	30-JUN-2000	\$41,829	\$11,098	27-JUN-2000		Normal
<a href="#">7348</a>	1999	01-JUL-1998	30-JUN-1999	\$38,311	\$9,746	29-JUN-1999		Normal

Click on the **“Serial #”** (which is a link) to view the actual details of the payment summary.