

EMPLOYEE SELF SERVICE QUALIFICATIONS USER GUIDE

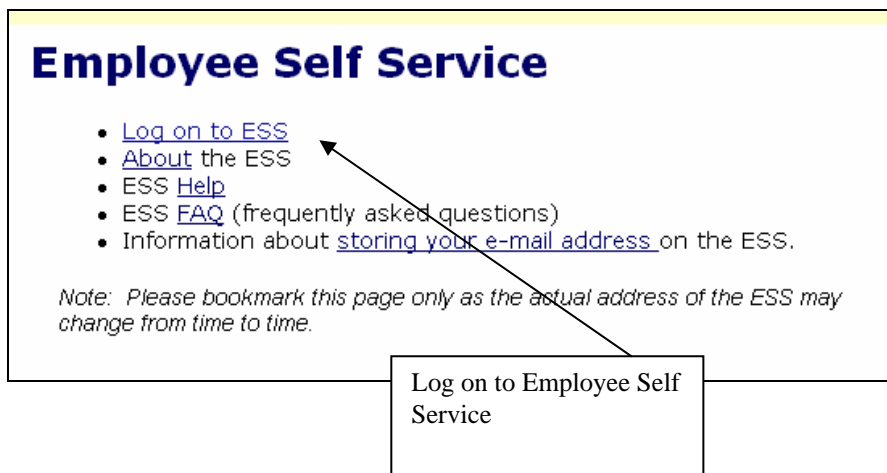
The short help card is aimed at being a quick reference guide for the purposes of updating your qualifications. For more detailed information, please see our ESS User Guide.

http://www.hr.uwa.edu.au/_data/page/9317/ESS_Userguide.pdf

1. To Log on to HR Employee Self Service

<http://www.hr.uwa.edu.au/wss/>

To enter the Employee Self Service click on the “Log on to ESS” link.



Employee Self Service

- [Log on to ESS](#)
- [About the ESS](#)
- [ESS Help](#)
- [ESS FAQ](#) (frequently asked questions)
- Information about [storing your e-mail address](#) on the ESS.

Note: Please bookmark this page only as the actual address of the ESS may change from time to time.

Log on to Employee Self Service

2. Login with Staff Number & Password



Web User Id

Password

[Forgot Your Password?](#)

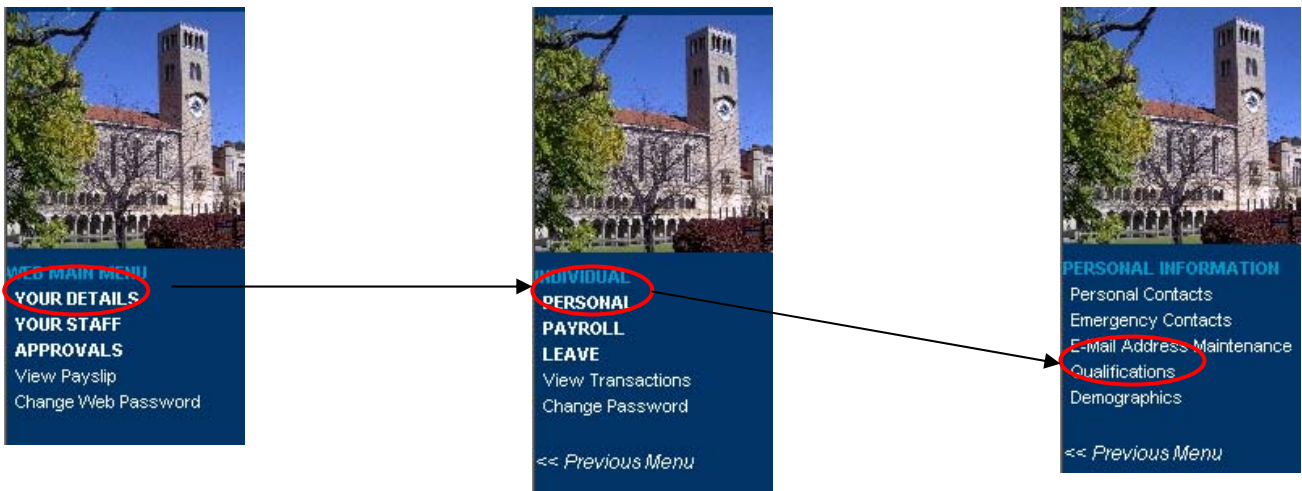
talent²
works

it's who you know

Your Web User ID is your 8 digit staff number. You must enter the whole 8 characters including the leading zeros. (eg. 00012345)

Your Password is based (initially) on your date of birth using the format **ddmmyy** (eg. If you were born on 10 July 1965 your password will be **100765**). Note that it is a 6 digit number.

3. Add New Qualifications



The Qualifications screen allows you to add/change your Qualifications. Once selecting the Qualification screen you will see a summary of existing Qualification information, and further down the screen fields allowing you to maintain and submit new qualification details –

Qualifications

Staff qualifications are a useful indicator of staff quality and form an important part of the statistical data that the University is required to supply to the Commonwealth Department of Education, Science and Training (DEST). As such, it is important that the University has accurate information on staff qualifications.

Given the significance of this data, the original records need to be sighted by a duly delegated officer of the University.

Please enter the details for any new, completed qualifications below. They will be recorded as *pending* after which Human Resources will ensure they are certified and confirmed.

Existing:

Qualification	Publish Title	Institution	Status
no records			

New:

Qualification: — Please choose — ▼

↳ If other please specify:

Note: Please select "Other" (at bottom of listing) if your qualification is not listed

Publish Title:

The accepted abbreviation for publishing (eg. PhD W.Aust)

Level: — Please choose — ▼

↳ If other please specify:

Note: Please select "Other" (at bottom of listing) if your qualification level is not listed.

Institution: — Please choose — ▼

↳ If other please specify:

Note: Please select the appropriate "Other" option (at bottom of listing) if the institution is not listed

Country of completion: — Please choose — ▼

↳ If other please specify:

Note: Please select the appropriate "Other" option (mid-listing) if the country is not listed

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Click on the drop down arrows to display the options available and select.

4. Change Existing Qualifications

You can only change qualifications that are listed as *PENDING* in your “Existing Qualifications” table at the top of this screen. You will need to click on the delete button beside the *PENDING* qualification and the re-enter that qualification.

If there are existing records that have previously been approved by the delegated authority, yet erroneously entered into Alesco, please contact hrshelp@admin.uwa.edu.au with your staff number and the corrections required on that qualification.

5. Approving Qualifications

Periodically (weekly), HR will contact the relevant delegated person

- Head of School
- Manager (Central Administration/Library)
- School Manager
- Business Manager
- Faculty Manager
- Directors of Centres (where not located in a School))

regarding the sighting and certification of the newly submitted qualifications records. Upon confirmation from the above delegated personnel, Human Resources will convert the qualification record from a *PENDING* record to an approved record.