



Aurion HR System

Standard Enquiry Access

Overview and User Manual

| | |
|------------------|---|
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Table of Contents

| | |
|---|-----------|
| 1. Introduction | 4 |
| 2. Basic Aurion Functions..... | 5 |
| 2.1 Logging On to Aurion | 5 |
| 2.2 Logging Off from Aurion | 6 |
| 2.3 Aurion Page Elements | 7 |
| 2.4 Aurion Buttons..... | 9 |
| 3. View Staff | 11 |
| 3.1 Person Processing Workbench..... | 12 |
| 3.1.1 View Details Tab | 13 |
| 3.1.2 View Placements Tab | 14 |
| 3.1.3 View Service History Tab | 16 |
| 3.1.4 View Training Tab | 17 |
| 3.1.5 Employee Availability Chart Tab | 18 |
| 3.2 View Employee Leave..... | 20 |
| 3.2.1 Leave Occurrence List Form..... | 21 |
| 3.2.2 View Leave History Form | 24 |
| 3.2.3 Leave Takings Chart Form..... | 25 |
| 3.2.4 Predict Leave Balances Form | 27 |
| 3.3 Current Employment Details Form..... | 29 |
| 3.4 View Employee Status Form..... | 30 |
| 3.5 View Employee Superannuation | 32 |
| 3.5.1 View Superannuation History Detail Form | 34 |
| 3.6 Position Enquiry | 35 |
| 3.6.1 Position Query Form | 37 |
| 3.6.2 Performing a Position Enquiry..... | 38 |
| 3.6.3 View Position Detail Form | 39 |
| 3.7 Org Unit Availability Chart | 44 |
| 3.7.1 Building an Organisation Unit Availability Chart..... | 46 |
| 3.7.2 Viewing the Availability of a Staff Member | 47 |
| 4. Staff General Reports | 48 |
| 4.1 Reporting Options | 48 |
| 4.2 Common Report Parameters | 51 |
| 4.3 Generating Reports | 52 |
| 4.4 Leave Output Enquiry | 53 |
| 4.5 Leave Occurrence Enquiry..... | 55 |
| 4.6 Printing a Report | 57 |
| 4.7 Report Parameters | 58 |

| | | |
|-----------|---|-----------|
| 4.7.1 | Saving the Parameters of a Report..... | 58 |
| 4.7.2 | Running a Report using Saved Report Parameters..... | 59 |
| 5. | Useful Information | 60 |
| 5.1 | Using the Mouse Buttons | 60 |
| 5.2 | Entering Dates..... | 60 |
| 5.3 | Saving Your User Name | 61 |
| 5.4 | Changing your Password | 62 |
| 5.5 | Getting Help | 63 |
| 5.5.1 | Aurion Help Options | 63 |
| 5.6 | Pick Lists | 64 |
| 5.6.1 | Using a Pick List..... | 64 |
| 5.7 | Searching | 65 |
| 5.7.1 | Searching by Employee Name..... | 65 |
| 5.7.2 | Searching Using Wildcards | 67 |
| 5.7.3 | Searching by Organisation Unit | 69 |
| 6. | Appendix..... | 71 |
| 6.1 | Selected Aurion/HR Terminology | 71 |
| 6.2 | Organisation Structure | 72 |
| 6.2.1 | The University of Queensland Hierarchy | 72 |

1. Introduction

Welcome to Aurion, the University's Human Resources (HR) corporate system for personnel, leave, payroll, superannuation and training administration.

This manual provides you with the information necessary to:

- navigate in Aurion
- understand the basic Aurion and University terminology
- retrieve information from the Aurion database
- use Aurion to run reports relating to your own organisation's staff.

The intended audience for this manual is users who have been granted "Standard Enquiry" access to the Aurion HR System.

To apply for Aurion access, complete the [Aurion Access form](#) and submit it signed by the authorised manager to the ITS Helpdesk (fax 334 66686 or email itsupportdesk@uq.edu.au).

DISCLAIMER: Standard Enquiry access to Aurion HR System provides users with access to confidential personal, employment, and payroll details. This information should be treated at all times as confidential and should not be disclosed to any unauthorised entity or used in any unauthorised manner.

The following symbols are used throughout this document:



This icon is used to highlight important information.



This icon is used to represent a warning.



This icon is used to represent a tip or trick.


2. Basic Aurion Functions

The following sections provide an overview of the basic functions performed in Aurion.

2.1 Logging On to Aurion

Access to Aurion is available from the UQAPS Web Interface.

To Log on to Aurion, complete the following steps:

| Steps | Instruction – Logging on to Aurion |
|--------|---|
| Step 1 | <p>Access the UQAPS Web Interface by clicking the following link https://web.uqaps.uq.edu.au/Citrix/XenApp/auth/login.aspx.</p> <p>Alternatively, access the Current Staff website and click the My Applications option.</p> |
| Step 2 | <p>Enter your UQ Sign In username and password in the provided fields and click the Log On button. The UQAPS Web Interface page is displayed.</p> |
| Step 3 | <p>Click the Aurion icon. The Aurion Log On window is displayed, as shown below.</p> <div data-bbox="354 981 970 1317">  <p>The screenshot shows the Aurion login interface. On the left is the Aurion logo with the tagline 'POWERING PERFORMANCE'. To the right are two input fields: 'User Name' and 'Password'. Below these fields are two buttons: 'Continue' and 'Exit'.</p> </div> <p>Enter your Aurion username and password in the provided fields and click the Continue button. You are logged into Aurion, and the Aurion Home Page is displayed.</p> |




- Your Aurion username is the same as your UQ username; however, your Aurion password is different. If you forget your Aurion password, contact the ITS Helpdesk (56000) and request your password be reset.
- If an incorrect username or password is entered an error message will display in the Message line, and you will be required to re-enter your login details. **Note:** The entered username cannot be changed; if it has been entered incorrectly you will need to close the log on window and open a new Aurion session.
- Passwords are case sensitive.
- After a number of failed attempts you will be locked out of Aurion, contact the ITS Helpdesk (extension 56000, option 2) to request your password be reset.
- If Aurion has not been used for 30 minutes, you will be prompted to re-enter your password.



- Aurion identifies a user by their unique identification code, also known as their Aurion User Identification (ID).
- Aurion maintains an internal audit trail of the transactions made by each Aurion User ID.
- The owner of an Aurion User ID is responsible for any transactions processed under their ID.
- Under no circumstances should users allow their Aurion User ID and/or password to be used by anybody else. Should the need arise for an individual (with no Aurion access) to access Aurion data, they should contact the ITS Helpdesk (extension 56000, option 2) for assistance.

2.2 Logging Off from Aurion

When you finish using Aurion, you should log off. This can be done by:

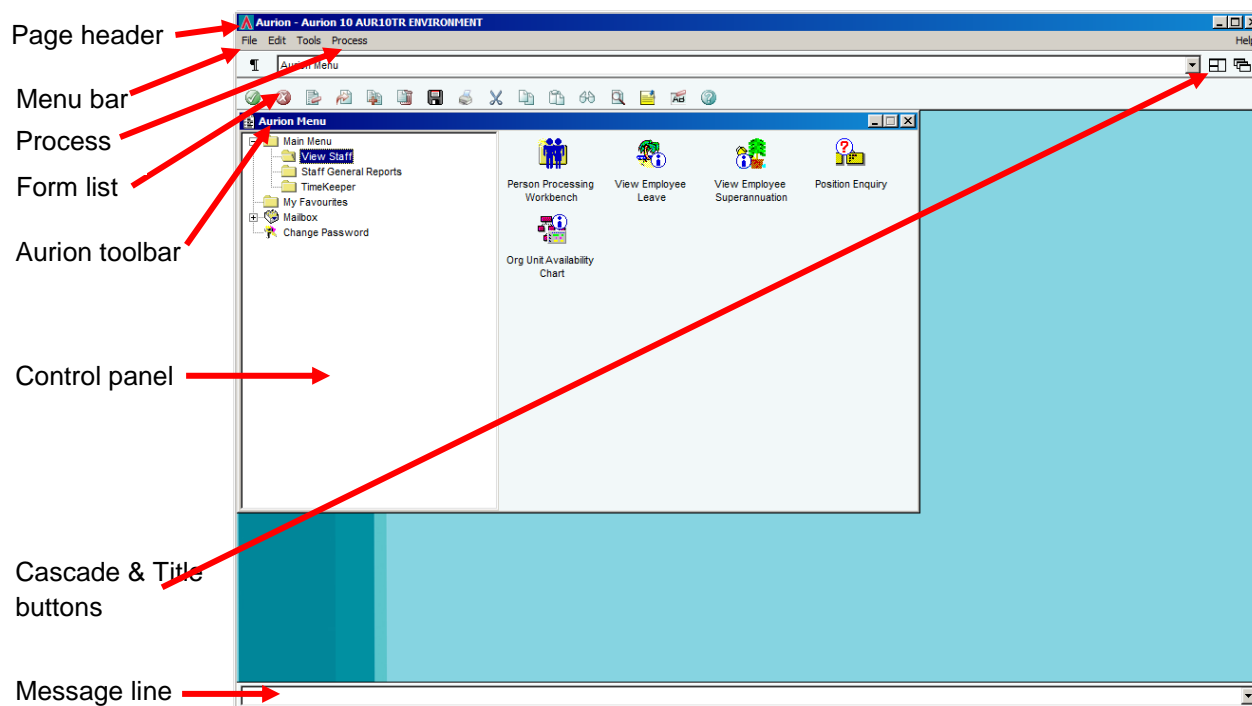
- pressing Alt-F4 from anywhere in Aurion to exit immediately
- selecting File > Quit from the Menu bar, *or*
- clicking the Quit button () provided on the Aurion toolbar, from the Home Page.





For security reasons, you must always exit completely from Aurion before closing the UQAPS Web Interface.

2.3 Aurion Page Elements

On accessing Aurion, the Home Page is displayed. This page is composed of different elements, as shown in the below image.



| Aurion Page Element | Description |
|---------------------|--|
| Page Header | <p>The Page header is displayed across the top of the Home Page.</p> <p>The Page header displays the name of the Aurion environment that you have accessed and provides the ability to maximize or minimize the screen display and exit Aurion.</p> <p>The Page Header also provides access to the Aurion button () from which you can change your user and printer settings.</p> <p>The Aurion button also enables you to save your username, when you next enter your Aurion log on credentials the User Name field will automatically populate. For further details, refer to section 5.3 Saving Your User Name.</p> |
| Menu Bar | <p>The Menu bar is displayed below the page header in the top left-hand corner of the Home Page.</p> <p>The Menu bar provides access to the following drop-down menus:</p> <ul style="list-style-type: none"> File – This menu enables you to perform an action, such as print a form. From this menu you can also select to exit Aurion. Edit – This menu provides access to standard editing functions, such as cut, copy and paste. Tools – This menu provides access to change your Aurion |











| Aurion Page Element | Description |
|-------------------------|--|
| | <p>password, access the calendar or view Aurion mail messages.</p> <ul style="list-style-type: none"> • Help (located below the page header in the top right-hand corner of the Home Page) – This menu provides access to the Aurion help features, and the ‘about’ Aurion information (refer to section 5.5.1 Aurion Help Options). |
| Process | <p>This drop-down menu enables you to process a specific task.</p> <p>The items listed under this menu item differ according to the form being accessed and the functions that can be performed against each different form.</p> |
| Form List | <p>The Form list is displayed below the Menu bar.</p> <p>The Form list displays the name of the form that is currently active. If you are viewing a number of related sub-forms the Form list acts as a navigation path, listing the forms in order of access. Clicking a form listed in the drop-down moves the selected form to the front of the display area.</p> |
| Cascade & Title Buttons | <p>The Cascade and Title buttons are displayed to the right of the Form list. The Cascade and Title buttons enable you to control the way forms are displayed.</p> <p>The Cascade button is displayed immediately to the right of the Form list. When clicked, your opened forms are resized and arranged side by side within the display area.</p> <p>The Title button is displayed to the right of the Cascade button. When clicked, your opened forms are resized to fit within the display area.</p> |
| Aurion Toolbar | <p>The Aurion toolbar is displayed below the Form list.</p> <p>By clicking a button on the toolbar the associated function is performed. For example, clicking the Copy button (), copies the selected text.</p> <p>Hover your mouse pointer over a button to display its purpose.</p> <p>For further information about the buttons available from the Aurion toolbar, refer to section 2.4 Aurion Buttons.</p> |
| Control Panel | <p>The Control panel is displayed within the display area of the Home Page. The Control panel provides access to the data stored in Aurion.</p> <p>From the Control panel you can select to view an employee’s placement history, leave balances and produce reports.</p> <ul style="list-style-type: none"> • The Control panel is divided into two sections <ul style="list-style-type: none"> ○ the Main Menu on the left-hand side; and ○ the menu icons on the right-hand side. |
| Message Line | <p>The Message line is displayed at the bottom of the display area.</p> <p>The Message line provides Aurion messages and information. For example, if you select an action for which you do not have access, a notification is displayed in the Message line.</p> |






| Aurion Page Element | Description |
|---------------------|---|
| | Use the Drop-down to view previous messages that have been displayed during your current session. |

2.4 Aurion Buttons

The following table provides an overview of each of the buttons provided in the Aurion toolbar.

Note: These buttons can also be found at the bottom of the pages and forms accessed when using Aurion.

| Item | Name | Description |
|---|----------|---|
|  | Accept | For users with 'enquiry' access, clicking this button when a Report Parameters form is active generates the requested report. In all other instances this button works in the same manner as the Quit button. That is, it closes the current form or Aurion session. |
|  | Quit | Closes the current form and returns you to the previous form. When no forms are active, this button enables you to exit Aurion. |
|  | Clear | Clears the data from the form you are using so you can enter a retrieve profile. Note: If this button is not displayed on the active form, the Clear button displayed on the Aurion toolbar is deactivated. |
|  | Retrieve | Gathers information from Aurion based on the active form or specified retrieve profile. Usually used in conjunction with the Clear button. |
|  | Add | Creates a new line on the form. Note: This button is disabled for users with 'enquiry' access. |
|  | Delete | Deletes a selected line from a form. Note: This button is disabled for users with 'enquiry' access. |
|  | Save | Saves the changes made to the current form. Note: This button is disabled for users with 'enquiry' access. |
|  | Print | Allows you to print the information currently displayed. |
|  | Cut | Cuts the selected text from a field. |
|  | Copy | Copies the selected text. |

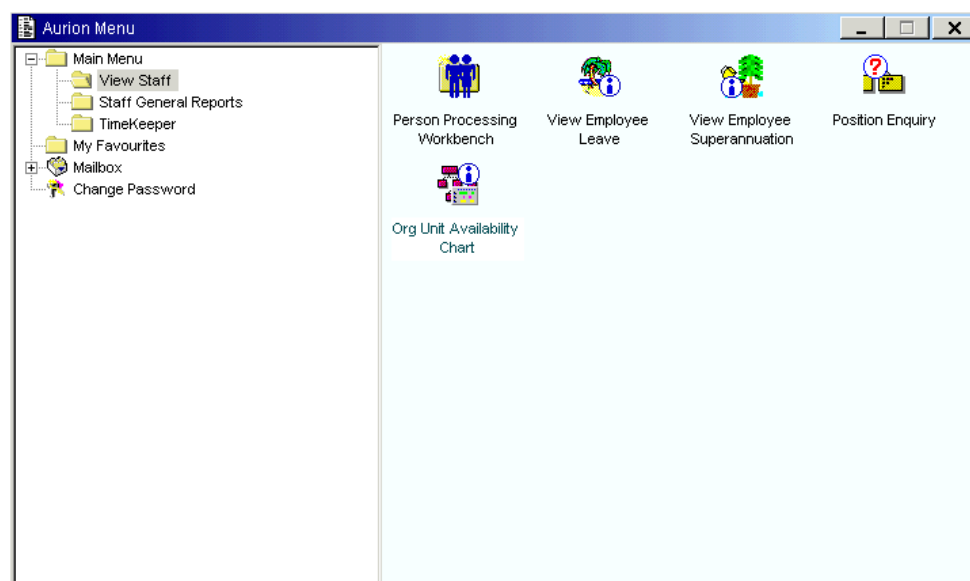
| Item | Name | Description |
|---|-------------|--|
|  | Paste | Pastes the text, copied from another field, into the currently selected field. |
|  | Zoom | Opens a pop-up window for the field currently selected. |
|  | Message | Opens the Message pop-up window. This pop-up window contains a list of the actions you have performed in the current session. |
|  | Clear field | Clears the text entered in an editable field. |
|  | Help | Opens the Aurion help file relevant to your location in Aurion (context-sensitive help). |

3. View Staff

The View Staff function provides you with access to view placement, leave, contact and superannuation details of an individual staff member. From this function you can also select to view the availability of staff within a selected organisation unit.

The View Staff function is accessed by selecting the View Staff menu item from the Main Menu. When selected the Control panel updates to display the available menu icons, as shown below.

View Staff control panel



The following menu icons are available on accessing the Control panel for the View Staff menu item:


- **Person Processing Workbench** – Select this menu icon to view an employee's contact and placement details (refer to section 3.1 Person Processing Workbench)
- **View Employee Leave** – Select this menu icon to view an employee's leave details (refer to section 3.2 View Employee Leave)
- **View Employee Superannuation** – Select this menu icon to view an employee's superannuation details (refer to section 3.5 View Employee Superannuation)
- **Position Enquiry** – Select this menu icon to enquire on the position information for an employee or organisation unit (refer to section 3.6 Position Enquiry)
- **Org Unit Availability Chart** – Select this menu icon to view the availability of employees within a selected organisation unit (refer to section 3.7 Org Unit Availability Chart).

3.1 Person Processing Workbench



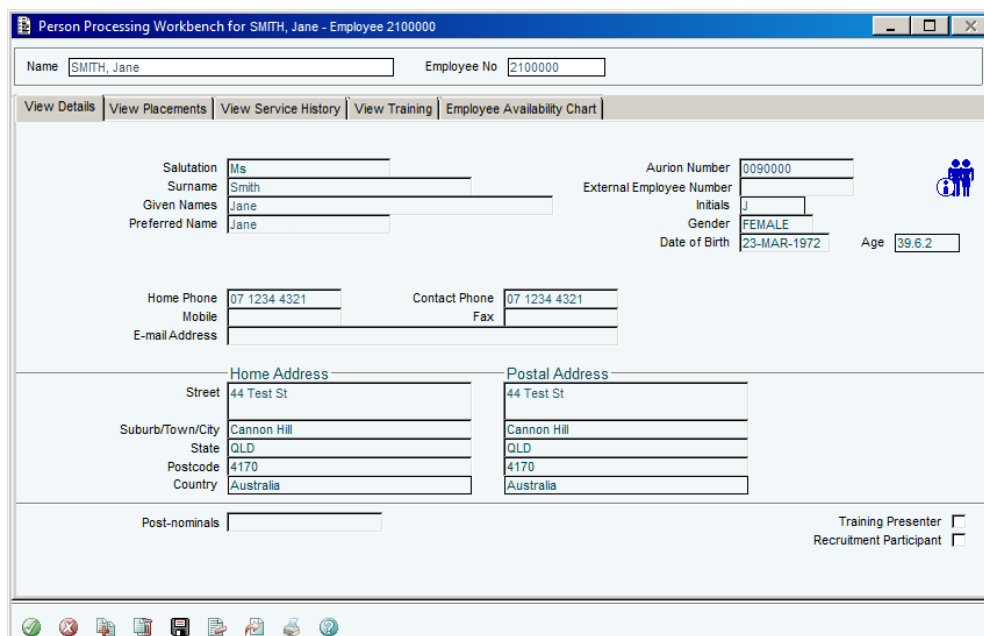
The Person Processing Workbench page enables you to view an employee's contact, placement, service and training information.

The Person Processing Workbench page is accessed by:

1. Selecting the View Staff menu item from the Main Menu.
2. Double clicking on the Person Processing Workbench menu icon.
3. Completing the search parameters to locate the required employee (for information on how to perform a search, refer to section 5.7 Searching).
4. Selecting the employee and either:
 - clicking the Continue button ()
 - pressing Enter, *or*
 - selecting Detail Form from the right-click context menu.

When the employee record is retrieved the Person Processing Workbench page is displayed, as shown below.

Person Processing
Workbench page



Person Processing Workbench for SMITH, Jane - Employee 2100000

Name: SMITH, Jane Employee No: 2100000

View Details | View Placements | View Service History | View Training | Employee Availability Chart

Salutation: Ms Surname: Smith Given Names: Jane Preferred Name: Jane

Aurion Number: 0090000 External Employee Number: Initials: J Gender: FEMALE Date of Birth: 23-MAR-1972 Age: 39.6.2

Home Phone: 07 1234 4321 Contact Phone: 07 1234 4321 Mobile: E-mail Address: Fax:

Home Address: Street: 44 Test St Suburb/Town/City: Cannon Hill State: QLD Postcode: 4170 Country: Australia

Postal Address: Street: 44 Test St Suburb/Town/City: Cannon Hill State: QLD Postcode: 4170 Country: Australia

Post-nominals: Training Presenter: Recruitment Participant:

The Person Processing Workbench page provides access to the following tabs:

- View Details (refer to section 3.1.1 View Details Tab)
- View Placements (refer to section 3.1.2 View Placements Tab)
- View Service History (refer to section 3.1.3 View Service History Tab)
- View Training (refer to section 3.1.4 View Training Tab)
- Employee Availability Chart (refer to section 3.1.5 Employee Availability Chart Tab).

3.1.1 View Details Tab

The View Details tab on the Person Processing Workbench page enables you to view an employee's personal details, such as their date of birth, contact numbers and residential address.

An example of the View Details tab is provided below.

View Details tab

| View Details | | View Placements | | View Service History | | View Training | | Employee Availability Chart | |
|------------------|--------------|--------------------------|--|-------------------------|----------------|---------------|--|-----------------------------|--|
| Salutation | Ms | Aurion Number | | 0090000 | | | | | |
| Surname | Smith | External Employee Number | | | | Initials | | J | |
| Given Names | Jane | Gender | | FEMALE | | Date of Birth | | 23-MAR-1972 | |
| Preferred Name | Jane | Age | | 39.6.2 | | | | | |
| Home Phone | 07 1234 4321 | Contact Phone | | 07 1234 4321 | | | | | |
| Mobile | | Fax | | | | | | | |
| E-mail Address | | | | | | | | | |
| Home Address | | | | | Postal Address | | | | |
| Street | 44 Test St | | | | 44 Test St | | | | |
| Suburb/Town/City | Cannon Hill | | | | Cannon Hill | | | | |
| State | QLD | | | | QLD | | | | |
| Postcode | 4170 | | | | 4170 | | | | |
| Country | Australia | | | | Australia | | | | |
| Post-nominals | | | | | | | | | |
| | | | | Training Presenter | | | | <input type="checkbox"/> | |
| | | | | Recruitment Participant | | | | <input type="checkbox"/> | |

Page Display

The View Details tab is divided into the following sections:

- Name and Contact Detail – Contains the employee's name and contact information, and their Aurion number.
- Address Detail – Contains the employee's residential and postal address. This section is divided into two columns the residential address in the left column and the postal address in the right column. Where the postal address and residential address is the same, the same address details are displayed in both columns.
- Other Detail – Contains the employee's Post Nominal letters and indicates whether the person is an authorised training presenter and/or recruitment participant.



The contact and address information displayed on the View Details tab is retrieved from the information stored in MyAurion.

Employees can use MyAurion to maintain their own contact and address details.

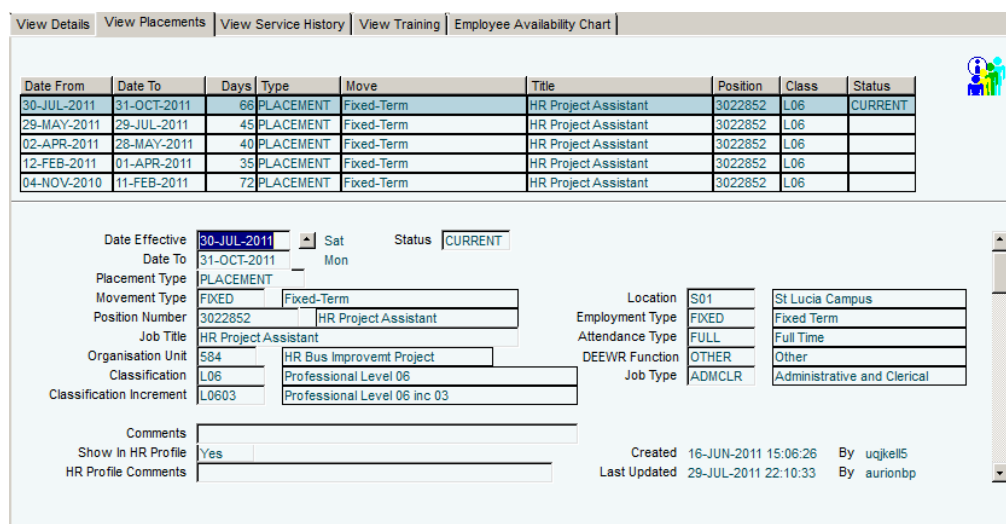
All other information provided on this tab is maintained by Faculty/Institute/Central HR staff on receipt of the relevant documentation from the employee.

3.1.2 View Placements Tab

The View Placements tab on the Person Processing Workbench page enables you to view the current, past and future placements the employee has held with the University.

An example of the View Placements tab is provided below.

View Placements
tab



| Date From | Date To | Days | Type | Move | Title | Position | Class | Status |
|-------------|-------------|------|-----------|------------|----------------------|----------|-------|---------|
| 30-JUL-2011 | 31-OCT-2011 | 66 | PLACEMENT | Fixed-Term | HR Project Assistant | 3022852 | L06 | CURRENT |
| 29-MAY-2011 | 29-JUL-2011 | 45 | PLACEMENT | Fixed-Term | HR Project Assistant | 3022852 | L06 | |
| 02-APR-2011 | 28-MAY-2011 | 40 | PLACEMENT | Fixed-Term | HR Project Assistant | 3022852 | L06 | |
| 12-FEB-2011 | 01-APR-2011 | 35 | PLACEMENT | Fixed-Term | HR Project Assistant | 3022852 | L06 | |
| 04-NOV-2010 | 11-FEB-2011 | 72 | PLACEMENT | Fixed-Term | HR Project Assistant | 3022852 | L06 | |

| | | | | |
|--------------------------|----------------------|------------------------------|--------|---------|
| Date Effective | 30-JUL-2011 | Sat | Status | CURRENT |
| Date To | 31-OCT-2011 | Mon | | |
| Placement Type | PLACEMENT | | | |
| Movement Type | FIXED | Fixed-Term | | |
| Position Number | 3022852 | HR Project Assistant | | |
| Job Title | HR Project Assistant | | | |
| Organisation Unit | S84 | HR Bus Improvemt Project | | |
| Classification | L06 | Professional Level 06 | | |
| Classification Increment | L0603 | Professional Level 06 inc 03 | | |
| Comments | | | | |
| Show In HR Profile | Yes | | | |
| HR Profile Comments | | | | |

| | | |
|-----------------|--------|-----------------------------|
| Location | S01 | St Lucia Campus |
| Employment Type | FIXED | Fixed Term |
| Attendance Type | FULL | Full Time |
| DEEWR Function | OTHER | Other |
| Job Type | ADMCLR | Administrative and Clerical |

| | | | |
|--------------|----------------------|----|----------|
| Created | 16-JUN-2011 15:06:26 | By | uqjell5 |
| Last Updated | 29-JUL-2011 22:10:33 | By | aurionbp |

Page Display

The View Placements tab is divided into the following sections:

- Placement Summary grid – Summary information of each placement the employee has held. The Status field denotes whether the placement is a Current or Future placement. Where the Status field is <blank> the placement was held in the past.
- Placement Detail – Detailed information of the placement that is currently selected in the above Placement Summary grid.

Process Drop-Down Menu

On accessing the View Placements tab the following options are available for selection from the Process drop-down menu:

- View Pay Scale History (refer to section 3.1.2.1 View Placement Pay Scale History List Form)

3.1.2.1 View Placement Pay Scale History List Form

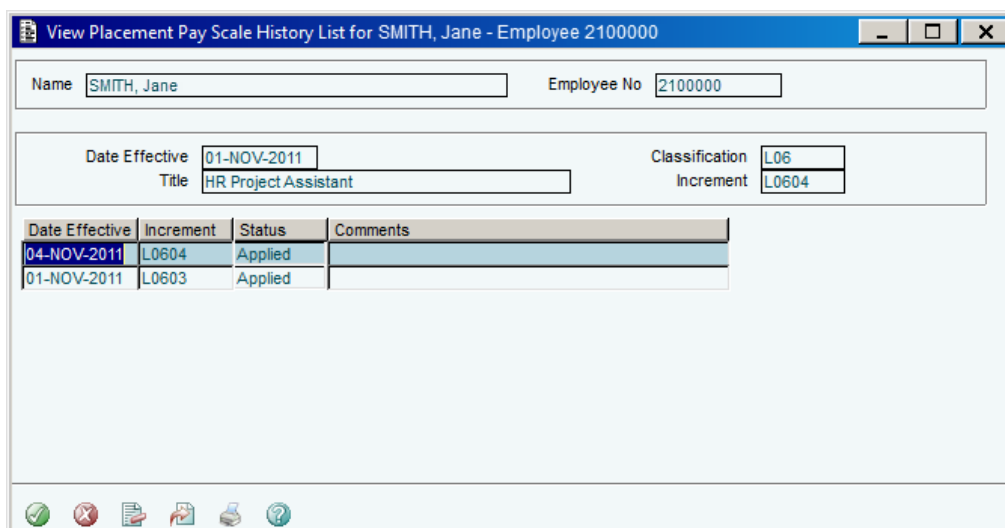
The View Placement Pay Scale History List form enables you to view the employee's classification and increment history, including the increment level for the current placement, any past increments applied during the current or past placements, and any future increments to be applied in the current or future placements. The classification and increment level determine the rate of pay the employee will receive.

The View Placement Pay Scale History List form is accessed from the View Placements tab on the Person Processing Workbench page by:

1. Selecting the required placement listed in the Placement Summary grid.
2. Selecting View Pay Scale History from the Process drop-down menu.

An example of the View Placement Pay Scale History List form is provided below.

View Placement Pay Scale History List form



View Placement Pay Scale History List for SMITH, Jane - Employee 2100000

Name: SMITH, Jane Employee No: 2100000

Date Effective: 01-NOV-2011 Title: HR Project Assistant Classification: L06 Increment: L0604

| Date Effective | Increment | Status | Comments |
|----------------|-----------|---------|----------|
| 04-NOV-2011 | L0604 | Applied | |
| 01-NOV-2011 | L0603 | Applied | |

Page Display

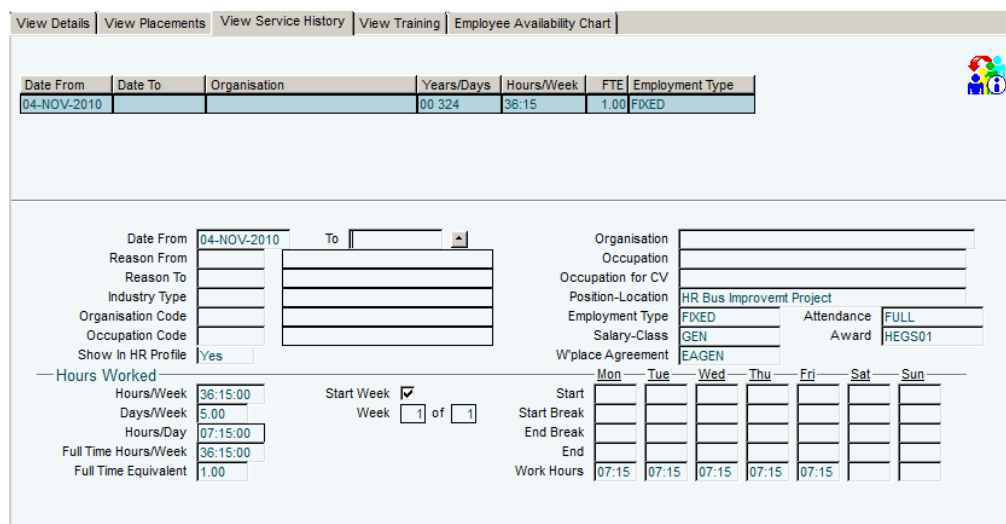
The View Placements Pay Scale History List form lists the classification and increment level that have been or will be applied to the employee's selected placement. The classification and increment level determine the rate of pay the employee will receive.

3.1.3 View Service History Tab

The View Service History tab on the Person Processing Workbench page enables you to view the employee's length of service. From this tab you can determine whether the employee has had any breaks in service, change in employment type or work hours.

An example of the View Service History tab is provided below.

View Service History tab



| Date From | Date To | Organisation | Years/Days | Hours/Week | FTE | Employment Type |
|-------------|---------|--------------|------------|------------|------|-----------------|
| 04-NOV-2010 | | | 00 324 | 36.15 | 1.00 | FIXED |

Date From: 04-NOV-2010
Reason From:
Reason To:
Industry Type:
Organisation Code:
Occupation Code:
Show in HR Profile: Yes

To:

Organisation:
Occupation:
Occupation for CV:
Position-Location: HR Bus Improvemt Project
Employment Type: FIXED
Salary-Class: GEN
Wplace Agreement: EAGEN

Attendance: FULL
Award: HEGS01

Hours Worked:
Hours/Week: 36:15:00
Days/Week: 5.00
Hours/Day: 07:15:00
Full Time Hours/Week: 36:15:00
Full Time Equivalent: 1.00

Start Week: ☒
Week: 1 of 1

Start: Mon, Tue, Wed, Thu, Fri, Sat, Sun
Start Break: Mon, Tue, Wed, Thu, Fri, Sat, Sun
End Break: Mon, Tue, Wed, Thu, Fri, Sat, Sun
End: Mon, Tue, Wed, Thu, Fri, Sat, Sun
Work Hours: Mon (07:15), Tue (07:15), Wed (07:15), Thu (07:15), Fri (07:15), Sat, Sun

Page Display

The View Service History tab is divided into the following sections:

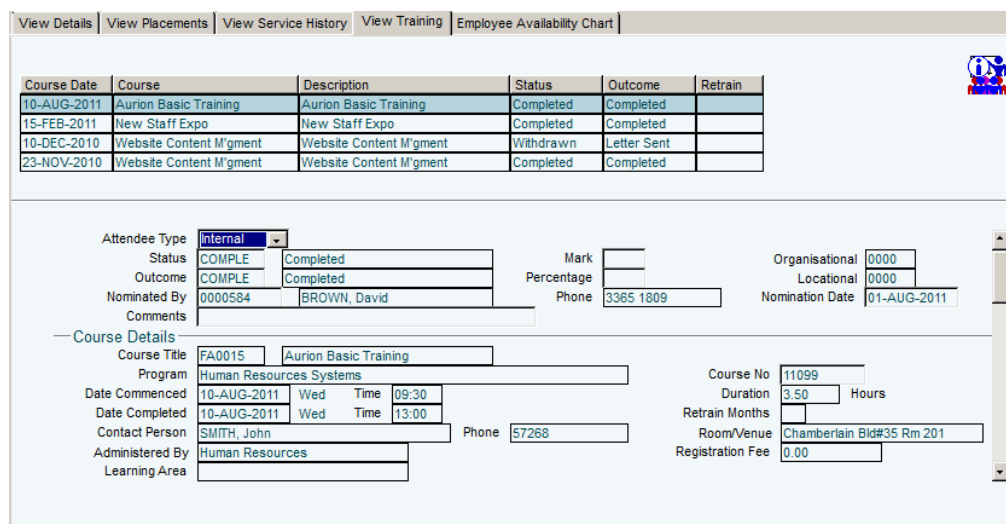
- Service Summary grid – Summary information about each term of employment the employee has held with the university. For information on each placement held during an employee's term of employment refer to the View Placements tab (section 3.1.2 View Placements Tab).
- Service Detail – Detailed information of the service record that is currently selected in the Service Summary grid.
- Hours Worked – Information on the employee's work pattern for the service record that is currently selected in the Service Summary grid.

3.1.4 View Training Tab

The View Training tab on the Person Processing Workbench page enables you to view the employee's training history. **Note:** The information provided on this tab only reflects the internal UQ Staff Development courses the employee has attended.

An example of the View Training tab is provided below.

View Training tab



| Course Date | Course | Description | Status | Outcome | Retrain |
|-------------|-----------------------|-----------------------|-----------|-------------|---------|
| 10-AUG-2011 | Aurion Basic Training | Aurion Basic Training | Completed | Completed | |
| 15-FEB-2011 | New Staff Expo | New Staff Expo | Completed | Completed | |
| 10-DEC-2010 | Website Content M'gnt | Website Content M'gnt | Withdrawn | Letter Sent | |
| 23-NOV-2010 | Website Content M'gnt | Website Content M'gnt | Completed | Completed | |

Attendee Type: Status: Completed Mark: Percentage: Organisational: Locational:

Nominated By: BROWN, David Phone: Nomination Date:

Comments:

Course Details

Course Title: Aurion Basic Training

Program:

Date Commenced: Wed Time:

Date Completed: Wed Time:

Contact Person: Phone:

Administered By:

Learning Area:

Course No: Duration: Hours

Retrain Months:

Room/Venue:

Registration Fee:

Page Display

The View Training tab is divided into the following sections:

- Course Summary grid – Summary information about each training course the employee has attended or is due to attend
- Course Results – Information about the outcome of the training course that is currently selected in the Course Summary grid
- Course Detail – Additional information about the training course that is currently selected in the Course Summary grid.

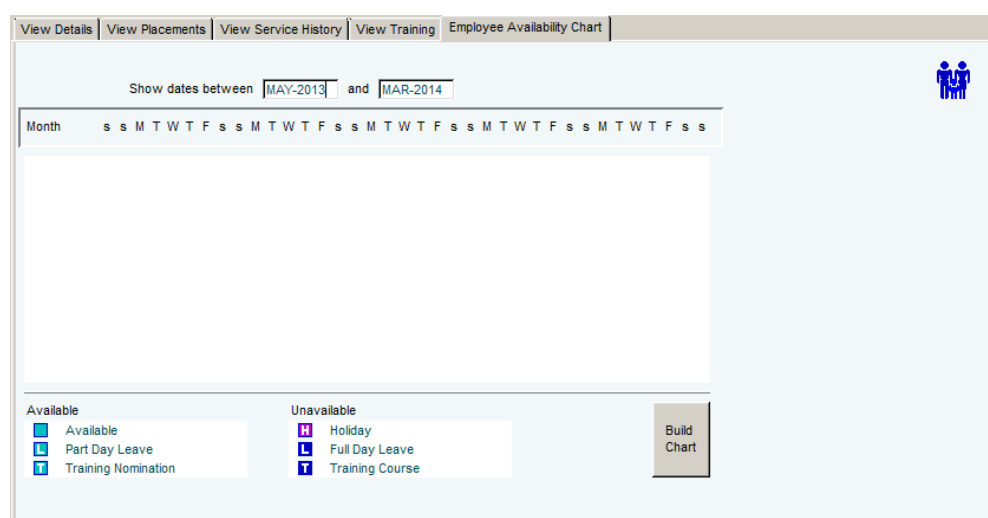
3.1.5 Employee Availability Chart Tab

The Employee Availability Chart tab on the Person Processing Workbench page enables you to view the availability of a staff member for a specified date range. For details on how to build an Employee Availability Chart, refer to section 3.1.5.1 Building an Employee Availability Chart.

The Employee Availability Chart can also be accessed from the Org Unit Availability Chart. For details on how to build an Org Unit Availability Chart refer to section 3.7 Org Unit Availability Chart.

An example of the Employee Availability Chart tab is provided below.

Employee Availability Chart tab



Page Display

The Employee Availability Chart tab is divided into the following sections:

- Selection fields – Enables you to define the date range that you would like to build the Employee Availability Chart for.
- Chart Display area – When the Employee Availability Chart has been built the information identifying the staff member's availability is displayed. Each row of information defines a specific month and each column defines a specific day in the month.
- Legend – This section provides a legend to help read the information provided in the Chart Display area.

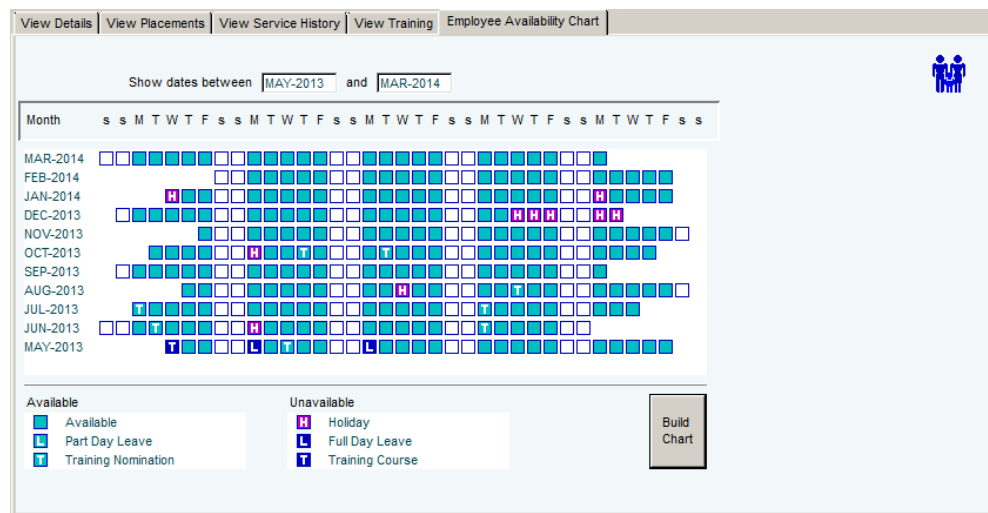
3.1.5.1 Building an Employee Availability Chart

To build an Employee Availability Chart, complete the following steps:

| Steps | Instruction – Building an Employee Availability Chart |
|---------------|--|
| Step 1 | <p>In the date fields provided at the top of the Employee Availability Chart, enter the date range required and click the Build Chart button.</p> <p>The Employee Availability Chart is created and lists the availability of the staff member for the specified date range.</p> |

The following is an example of the Employee Availability Chart when built for a selected employee.

Employee Availability Chart




3.2 View Employee Leave



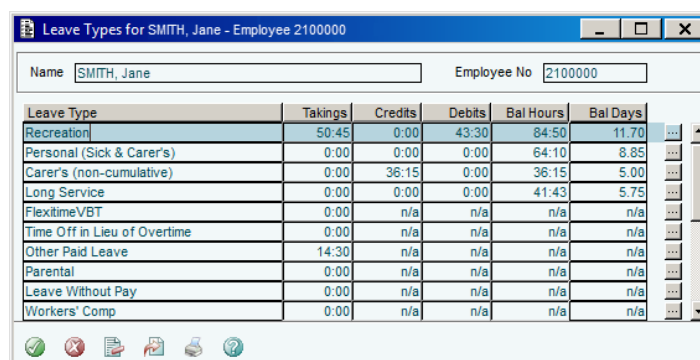
The View Employee Leave menu icon provides view access to the Leave Types page, from which you can view an employee's leave details.

The Leave Types page is accessed by:

1. Selecting the View Staff menu item from the Main Menu.
2. Double clicking on the View Employee Leave menu icon.
3. Completing the search parameters to locate the required employee (for information on how to perform a search, refer to section 5.7 Searching).
4. Selecting the employee and either:
 - clicking the Continue button ()
 - pressing Enter, or
 - selecting Detail Form from the right-click context menu.

When the employee record is retrieved the Leave Types page is displayed, as shown below.

Leave Types page



The screenshot shows a window titled 'Leave Types for SMITH, Jane - Employee 2100000'. It contains a table with columns: Leave Type, Takings, Credits, Debits, Bal Hours, and Bal Days. The data is as follows:

| Leave Type | Takings | Credits | Debits | Bal Hours | Bal Days |
|------------------------------|---------|---------|--------|-----------|----------|
| Recreation | 50:45 | 0:00 | 43:30 | 84:50 | 11.70 |
| Personal (Sick & Carer's) | 0:00 | 0:00 | 0:00 | 64:10 | 8.85 |
| Carer's (non-cumulative) | 0:00 | 36:15 | 0:00 | 36:15 | 5.00 |
| Long Service | 0:00 | 0:00 | 0:00 | 41:43 | 5.75 |
| FlexitimeVBT | 0:00 | n/a | n/a | n/a | n/a |
| Time Off in Lieu of Overtime | 0:00 | n/a | n/a | n/a | n/a |
| Other Paid Leave | 14:30 | n/a | n/a | n/a | n/a |
| Parental | 0:00 | n/a | n/a | n/a | n/a |
| Leave Without Pay | 0:00 | n/a | n/a | n/a | n/a |
| Workers' Comp | 0:00 | n/a | n/a | n/a | n/a |

Page Display

The Leave Types page lists each of the leave types available to the employee within the Leave Types grid. Any Takings, Credits or Debits are displayed, as well as the current Balance available to the employee. **Note:** The award the employee is on determines the leave types that are available to the employee.

Process Drop-Down Menu

On accessing the Leave Types page the following options are available for selection from the Process drop-down menu:

- Occurrences (refer to section 3.2.1 Leave Occurrence List Form)
- View Leave History (refer to section 3.2.2 View Leave History Form)
- Leave Takings Chart (refer to section 3.2.3 Leave Takings Chart Form)
- Predict Balance (refer to section 3.2.4 Predict Leave Balances Form)
- Employment Details (refer to section 3.3 Current Employment Details Form)
- Employee Status (refer to section 3.4 View Employee Status Form).

3.2.1 Leave Occurrence List Form

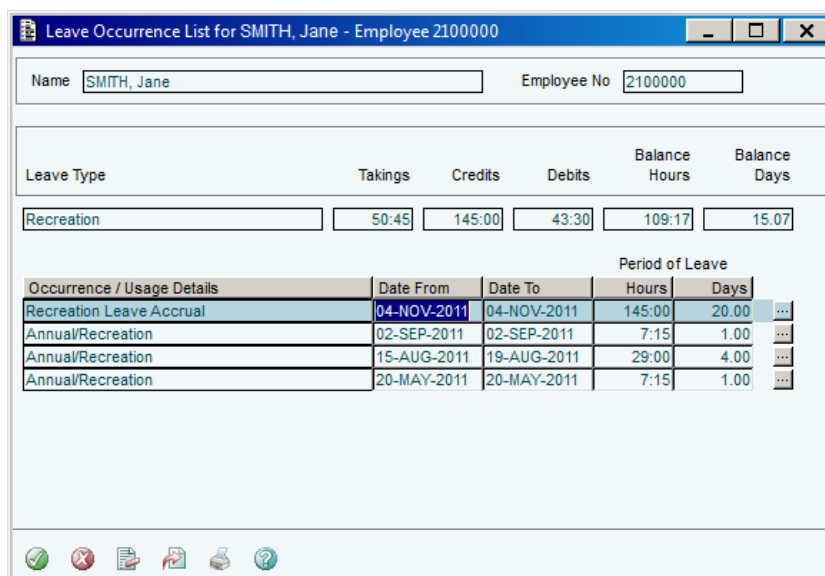
The Leave Occurrence List form details the leave occurrences (takings, accruals and adjustments) that have been recorded against a leave type.

The Leave Occurrence List form is accessed from the Leave Types page by:

1. Selecting the required leave type listed in the Leave Types grid.
2. Selecting Occurrences from the Process drop-down menu.

An example of the Leave Occurrence List form is provided below.

Leave Occurrence
List form



| Leave Type | Takings | Credits | Debits | Balance Hours | Balance Days |
|------------|---------|---------|--------|---------------|--------------|
| Recreation | 50:45 | 145:00 | 43:30 | 109:17 | 15.07 |

| Occurrence / Usage Details | Date From | Date To | Hours | Days |
|----------------------------|-------------|-------------|--------|-------|
| Recreation Leave Accrual | 04-NOV-2011 | 04-NOV-2011 | 145:00 | 20.00 |
| Annual/Recreation | 02-SEP-2011 | 02-SEP-2011 | 7:15 | 1.00 |
| Annual/Recreation | 15-AUG-2011 | 19-AUG-2011 | 29:00 | 4.00 |
| Annual/Recreation | 20-MAY-2011 | 20-MAY-2011 | 7:15 | 1.00 |

Page Display

The Leave Occurrence List form is divided into the following sections:

- Overview – Summary information specific to the leave type that was selected on accessing this form
- Leave Takings grid – A list of the leave taken for the selected leave type and any accruals or adjustments that have been made.

To the right of Days it is possible that the letter P will be displayed. This indicates that the leave request is Pending and still requires approval.


Process Drop-Down Menu

On accessing the Leave Occurrence List form the following options are available for selection from the Process drop-down menu:

- View Leave History (refer to section 3.2.2 View Leave History Form)
- Predict balance (refer to section 3.2.4 Predict Leave Balances Form)
- Employment Details (refer to section 3.3 Current Employment Details Form)
- Employee Status (refer to section 3.4 View Employee Status Form).

3.2.1.1 View Leave Occurrence Form

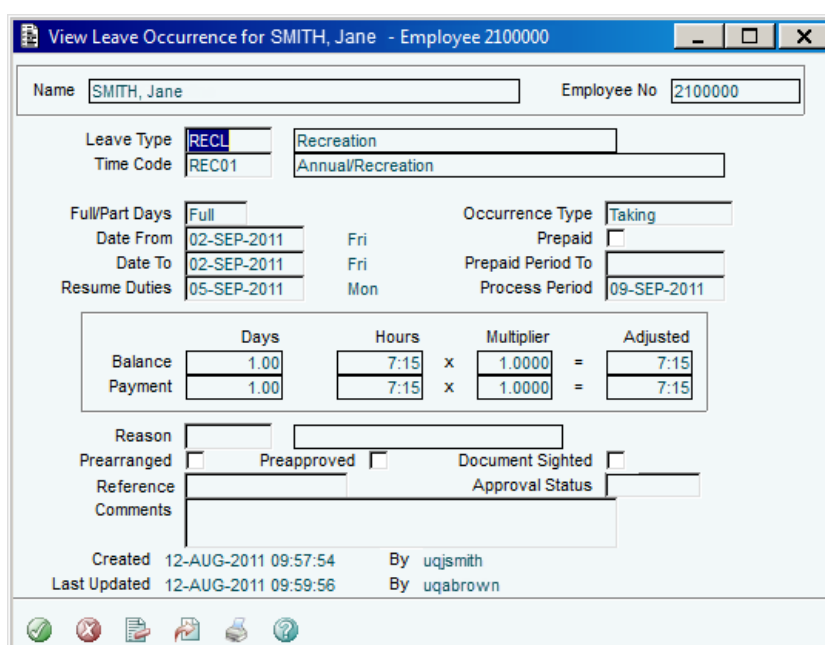
The View Leave Occurrence form provides a further breakdown of the information specific to the selected leave occurrence.

The View Leave Occurrence form is accessed by clicking the Detail Form button () provided to the right of each row of information displayed in either the:

- Leave Takings grid on the Leave Occurrence List form, *or*
- Leave History grid on the View Leave History form.

An example of the View Leave Occurrence form is provided below.

View Leave
Occurrence form



View Leave Occurrence for SMITH, Jane - Employee 2100000

Name: SMITH, Jane Employee No: 2100000

Leave Type: RECL Recreation
Time Code: REC01 Annual/Recreation

Full/Part Days: Full Occurrence Type: Taking
Date From: 02-SEP-2011 Fri Prepaid: ☐
Date To: 02-SEP-2011 Fri Prepaid Period To:
Resume Duties: 05-SEP-2011 Mon Process Period: 09-SEP-2011

| | Days | Hours | Multiplier | Adjusted |
|---------|------|-------|------------|----------|
| Balance | 1.00 | 7:15 | x 1.0000 | = 7:15 |
| Payment | 1.00 | 7:15 | x 1.0000 | = 7:15 |

Reason:
Prearranged: ☐ Preapproved: ☐ Document Sighted: ☐
Reference: Approval Status:
Comments:

Created: 12-AUG-2011 09:57:54 By: uqsmith
Last Updated: 12-AUG-2011 09:59:56 By: uqabrown

Page Display

The View Leave Occurrence form provides a breakdown of the selected leave occurrence. This includes whether the occurrence was a taking (employee on leave) or an accrual (automated increase), and the submission and processing dates.

From the View Leave Occurrence form you can also see who requested and who approved the occurrence, and whether the leave request is/was marked for prepayment.

When a difference occurs between the Balance and Payment fields, the Balance is what has been reduced from the total, and the Payment is what has been paid to the employee. The differences usually occur due to Public Holidays while the employee is on leave.

3.2.2 View Leave History Form

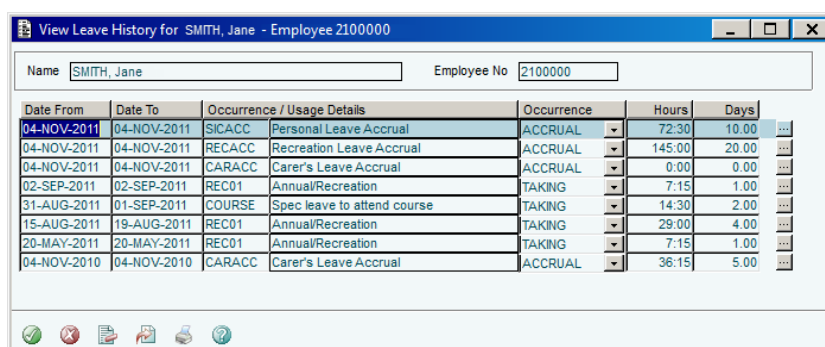
The View Leave History form provides a summary of every leave occurrence (taking, accrual or adjustment) for an employee.

The View Leave History form is accessed by selecting View Leave History from the Process drop-down menu on accessing either the:

- Leave Types page, or
- Leave Occurrence List form.

An example of the View Leave History form is provided below.

View Leave History form



| Date From | Date To | Occurrence / Usage Details | Occurrence | Hours | Days |
|-------------|-------------|------------------------------------|------------|--------|-------|
| 04-NOV-2011 | 04-NOV-2011 | SICACC Personal Leave Accrual | ACCRUAL | 72.30 | 10.00 |
| 04-NOV-2011 | 04-NOV-2011 | RECACC Recreation Leave Accrual | ACCRUAL | 145.00 | 20.00 |
| 04-NOV-2011 | 04-NOV-2011 | CARACC Carer's Leave Accrual | ACCRUAL | 0.00 | 0.00 |
| 02-SEP-2011 | 02-SEP-2011 | REC01 Annual/Recreation | TAKING | 7.15 | 1.00 |
| 31-AUG-2011 | 01-SEP-2011 | COURSE Spec leave to attend course | TAKING | 14.30 | 2.00 |
| 15-AUG-2011 | 19-AUG-2011 | REC01 Annual/Recreation | TAKING | 29.00 | 4.00 |
| 20-MAY-2011 | 20-MAY-2011 | REC01 Annual/Recreation | TAKING | 7.15 | 1.00 |
| 04-NOV-2010 | 04-NOV-2010 | CARACC Carer's Leave Accrual | ACCRUAL | 36.15 | 5.00 |

Page Display

The View Leave History form lists each of the leave occurrences that have been applied to the employee's record within the Leave History grid.

Process Drop-Down Menu

On accessing the View Leave History form the following options are available for selection from the Process drop-down menu:

- Show Takings and Payouts Only – Reduces the information displayed on the View Leave History form to only display the leave occurrences taken by the employee and any payouts they may have received
- Leave Takings Chart (refer to section 3.2.3 Leave Takings Chart Form).

3.2.3 Leave Takings Chart Form

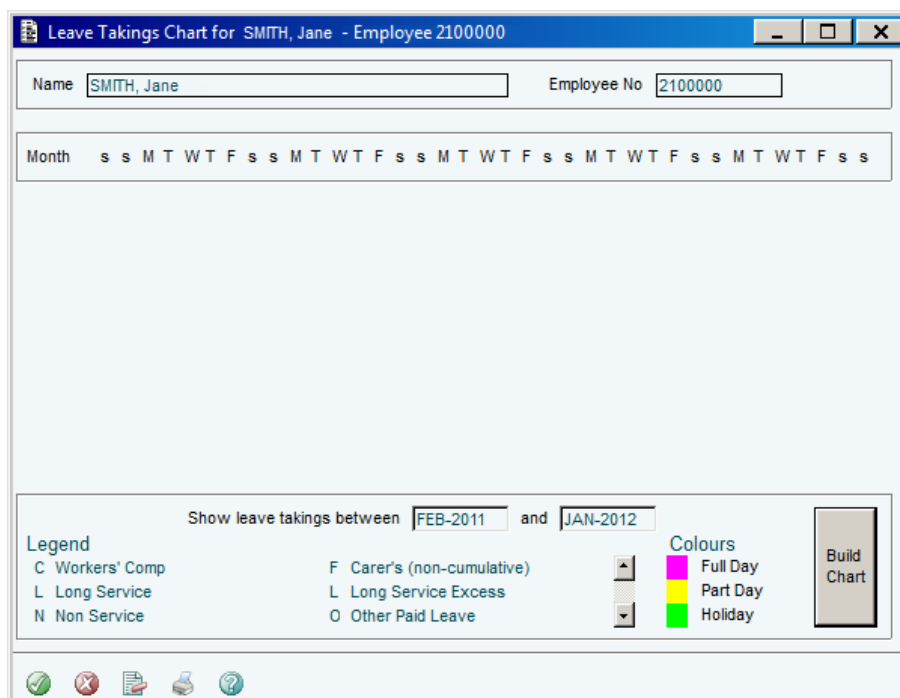
The Leave Takings Chart form enables you to build a graphical representation of the leave an employee has taken over a given period. For details on how to build a Leave Takings chart, refer to section 3.2.3.1 Building a Leave Takings Chart.

The Leave Takings Chart form is accessed by selecting Leave Takings Chart from the Process drop-down menu on accessing either the:

- Leave Types page, or
- View Leave History form.

An example of the Leave Takings Chart form is provided below.

Leave Takings Chart form



Leave Takings Chart for SMITH, Jane - Employee 2100000

Name: SMITH, Jane Employee No: 2100000

Month: s s M T W T F s s M T W T F s s M T W T F s s M T W T F s s

Show leave takings between FEB-2011 and JAN-2012

Legend:

- C Workers' Comp
- L Long Service
- N Non Service
- F Carer's (non-cumulative)
- L Long Service Excess
- O Other Paid Leave

Colours:

- Full Day
- Part Day
- Holiday

Build Chart

Page Display

The Leave Takings Chart form is divided into the following sections:

- Chart Display area – When the Leave Takings chart has been built the information identifying the selected employee's work and leave periods is displayed. Each row of information defines a specific month and each column defines a specific day in the month.
- Selection fields and Legend – Enables you to define the date range that you would like to build the Leave Takings chart. This section also provides a legend to help read the information provided in Chart Display area.

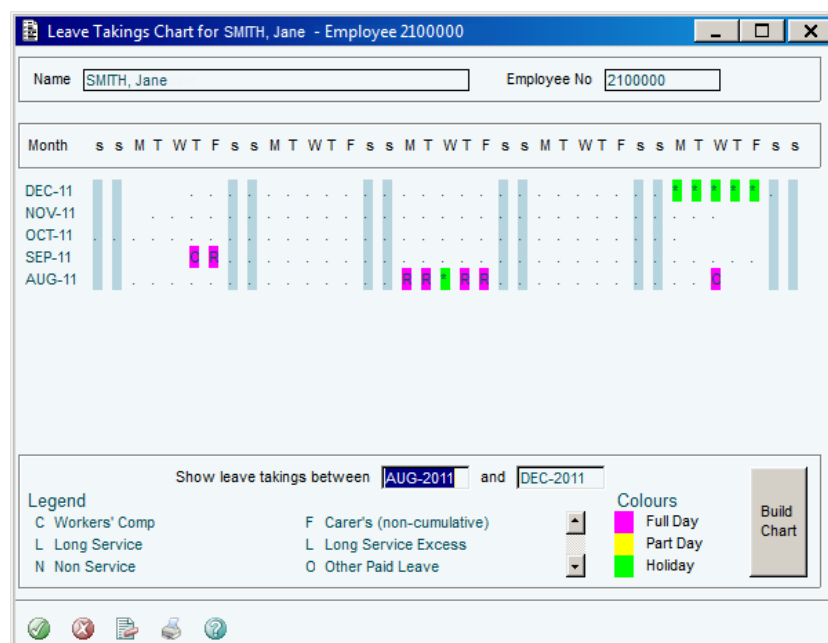
3.2.3.1 Building a Leave Takings Chart

To build a Leave Takings Chart, complete the following steps:

| Steps | Instruction – Building a Leave Takings Chart |
|---------------|---|
| Step 1 | From the Leave Types page or View Leave History form access the Process drop-down menu and select the Leave Takings Chart option. The Leave Takings Chart form for the selected employee is displayed. |
| Step 2 | Enter the date range for which the leave takings are to be viewed and click the Build Chart button. The Leave Takings Chart form updates to display the leave takings for the specified period. |

The following is an example of the Leave Takings Chart when built for a selected employee.

Leave Takings Chart



3.2.4 Predict Leave Balances Form

The Predict Leave Balances form enables you to calculate an employee's leave balance for a given date (future or past). For details on how to predict a:

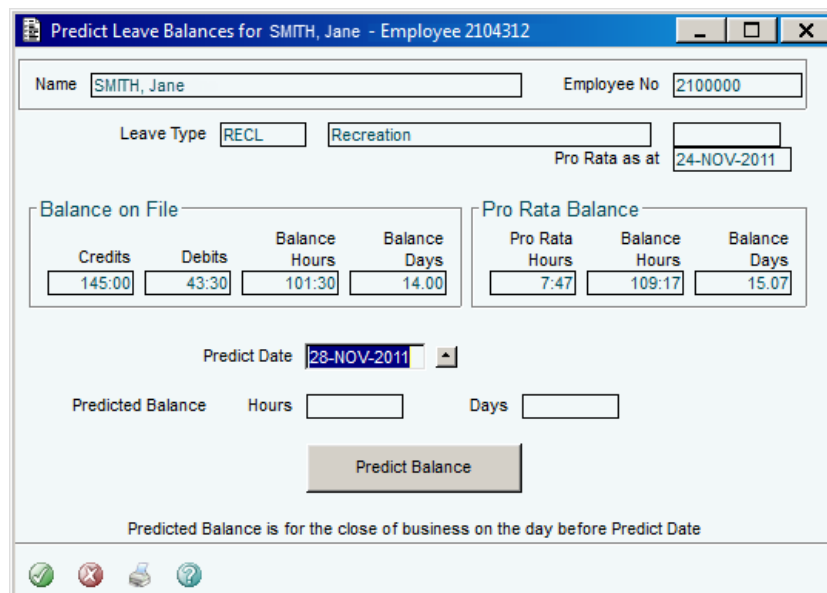
- future leave balance, refer to section 3.2.4.1 Predicting a Future Leave Balance
- past leave balance, refer to section 3.2.4.2 Predicting a Past Leave Balance

The Predict Leave Balances form is accessed by selecting Predict Balance from the Process drop-down menu on accessing either the:

- Leave Types page, or
- Leave Occurrence List form.

An example of the Predict Leave Balances form is provided below.

Predict Leave
Balances form



| Balance on File | | | | Pro Rata Balance | | |
|-----------------|--------|---------------|--------------|------------------|---------------|--------------|
| Credits | Debits | Balance Hours | Balance Days | Pro Rata Hours | Balance Hours | Balance Days |
| 145:00 | 43:30 | 101:30 | 14.00 | 7:47 | 109:17 | 15.07 |

Predict Date: 28-NOV-2011

Predicted Balance: Hours: , Days:

Predict Balance

Predicted Balance is for the close of business on the day before Predict Date

Page Display

The Predict Leave Balances form is divided into the following sections:

- Predicted Balance – The calculated predicted balance in both Hours and days.

3.2.4.1 Predicting a Future Leave Balance

To predict an employee's future leave balance, complete the following steps:

| Steps | Instruction – Future Leave Balance |
|---------------|--|
| Step 1 | <p>From the Leave Types page or Leave Occurrence List form access the Process drop-down menu and select the Predict Balance option.</p> <p>The Predict Leave Balances form for the selected employee is displayed.</p> |
| Step 2 | <p>Enter the date in the future for which leave is to be calculated in the Predict Date field and click the Predict Balance button.</p> <p>The leave balance is calculated and displayed in the Predicted Balance Hours and Days fields.</p> <p>Note the following:</p> <ul style="list-style-type: none"> • The balance is calculated to the close of business on the day prior to the entered date. Therefore, to calculate a balance as at 12 December, enter 13 December in the Predict Date field. • Any leave already approved between now and the prediction date is automatically subtracted when calculating the predicted leave balance. |

3.2.4.2 Predicting a Past Leave Balance

To predict what an employee's leave balance was at a particular date in the past, complete the following steps:

| Steps | Instruction – Past Leave Balance |
|---------------|---|
| Step 1 | <p>From the Leave Types page or Leave Occurrence List form access the Process drop-down menu and select the Predict Balance option.</p> <p>The Predict Leave Balances form for the selected employee is displayed.</p> |
| Step 2 | <p>Enter the date in the past for which leave is to be calculated in the Predict Date field and click the Predict Balance button. The leave balance is calculated and displayed in the Predicted Balance Hours and Days fields.</p> <p>Note the following:</p> <ul style="list-style-type: none"> • The balance is calculated to the close of business on the day prior to the entered date. Therefore, to calculate a balance as at 12 December, enter 13 December in the Predict Date field. |

3.3 Current Employment Details Form

The Current Employment Details form enables you to view the details of the placement currently held by the employee.

The Current Employment Details form is accessed by:

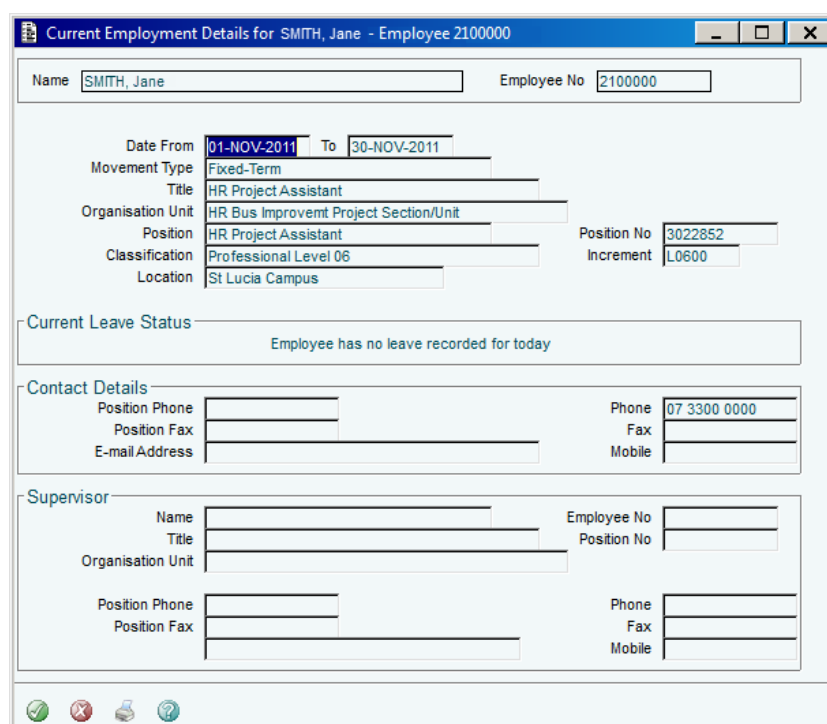
1. Selecting the View Staff menu item from the Main Menu.
2. Double clicking on the Person Processing Workbench, View Employee Leave, or View Employee Superannuation menu icon.
3. Completing the search parameters to locate the required employee (for information on how to perform a search, refer to section 5.7 Searching).
4. Selecting the employee and selecting Employment Details from the Process drop-down menu.

The Current Employment Details form can also be accessed by selecting Employment Details from the Process drop-down menu on accessing either the:

- Leave Types page, or
- Leave Occurrence List form.

An example of the Current Employment Details form is provided below.

Current Employment
Details form



Current Employment Details for SMITH, Jane - Employee 2100000

Name: SMITH, Jane Employee No: 2100000

Date From: 01-NOV-2011 To: 30-NOV-2011

Movement Type: Fixed-Term

Title: HR Project Assistant

Organisation Unit: HR Bus Improvment Project Section/Unit

Position: HR Project Assistant Position No: 3022852

Classification: Professional Level 06 Increment: L0600

Location: St Lucia Campus

Current Leave Status
Employee has no leave recorded for today

Contact Details

Position Phone: Position Fax: E-mail Address: Phone: 07 3300 0000 Fax: Mobile:

Supervisor

Name: Title: Organisation Unit: Employee No: Position No:

Position Phone: Position Fax: Phone: Fax: Mobile:

Page Display

The Current Employment Details form is divided into the following sections:

- Overview – An overview of the employee's placement details
- Current Leave Status – Indicates if the employee is currently on leave and when they are due to return to work
- Contact Details – The contact details of the employee
- Supervisor – Name, contact and position information relating to the employee's supervisor.
Note: This information is maintained by the employee from within MyAurion.

3.4 View Employee Status Form

The View Employee Status form enables you to view the selected employee's status information.

The View Employee Status form is accessed by:

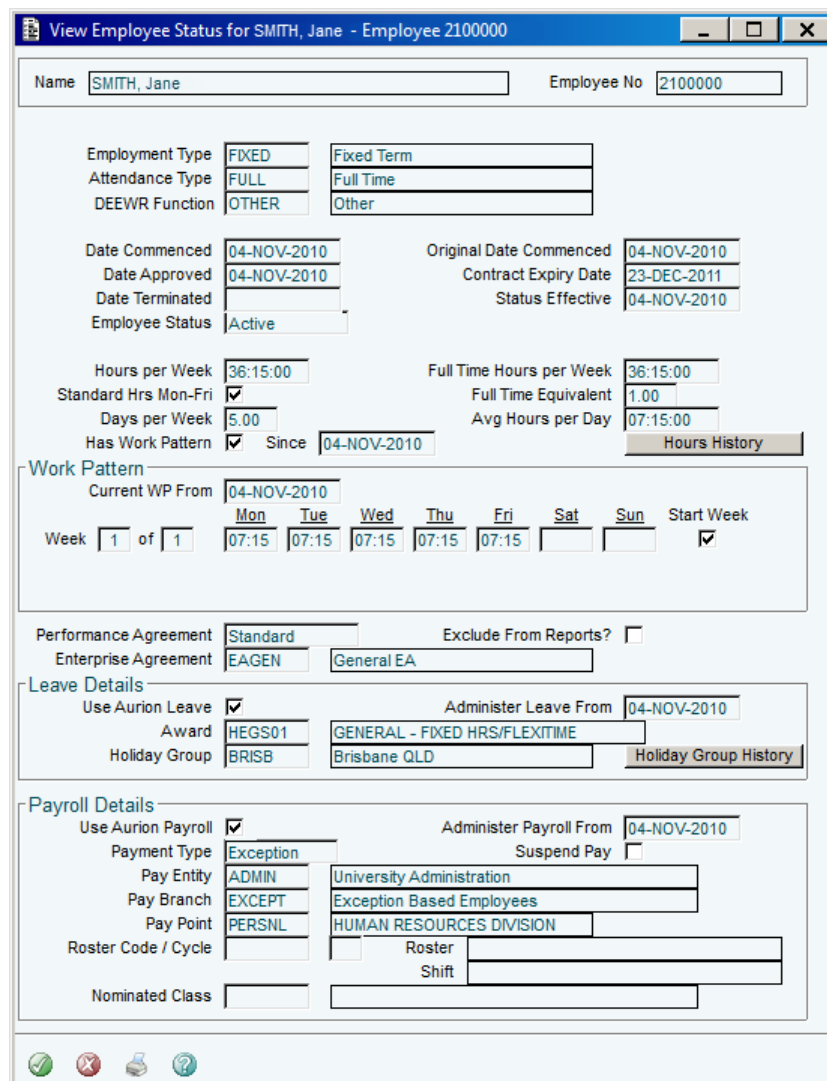
1. Selecting the View Staff menu item from the Main Menu.
2. Double clicking on the Person Processing Workbench, View Employee Leave, or View Employee Superannuation menu icon.
3. Completing the search parameters to locate the required employee (for information on how to perform a search, refer to section 5.7 Searching).
4. Selecting the employee and selecting Employee Status from the Process drop-down menu.

The View Employee Status form can also be accessed by selecting Employee Status from the Process drop-down menu on accessing either the:

- Leave Types page, *or*
- Leave Occurrence List form.

An example of the View Employee Status form is provided below.

View Employee Status
form



View Employee Status for SMITH, Jane - Employee 2100000

Name: Employee No:

Employment Type: Fixed Term
Attendance Type: Full Time
DEEWR Function: Other

Date Commenced: Original Date Commenced:
Date Approved: Contract Expiry Date:
Date Terminated:
Status Effective:
Employee Status:

Hours per Week: Full Time Hours per Week:
Standard Hrs Mon-Fri: ☒ Full Time Equivalent:
Days per Week: Avg Hours per Day:
Has Work Pattern: ☒ Since: [Hours History](#)

Work Pattern
Current WP From:
Week of

| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Week |
|-------|-------|-------|-------|-------|-----|-----|-------------------------------------|
| 07:15 | 07:15 | 07:15 | 07:15 | 07:15 | | | <input checked="" type="checkbox"/> |

Performance Agreement: Exclude From Reports? ☐
Enterprise Agreement: General EA

Leave Details
Use Aurion Leave: ☒ Administer Leave From:
Award: GENERAL - FIXED HRS/FLEXTIME
Holiday Group: Brisbane QLD [Holiday Group History](#)

Payroll Details
Use Aurion Payroll: ☒ Administer Payroll From:
Payment Type: Suspend Pay: ☐
Pay Entity: University Administration
Pay Branch: Exception Based Employees
Pay Point: HUMAN RESOURCES DIVISION
Roster Code / Cycle: Roster:
Shift:
Nominated Class:

Page Display

The View Employee Status form is divided into the following sections:

- Overview – The date the staff member commenced their current placement, originally commenced employment with UQ, and contract expiry date for current placement is displayed, as well as the number of hours per week that the employee currently works.
- Work Pattern – The number of days and hours the employee is contracted to work each week
- Agreements – Indicates the Enterprise Agreement the employee has been employed under
- Leave Details – Indicates the employee's award and holiday group
- Payroll Details – The Payment Type, Pay Entity and Pay Point in which the staff member is currently employed is displayed. Refer to section 6.1 Selected Aurion/HR Terminology for definitions.

3.5 View Employee Superannuation



The View Employee Superannuation menu icon provides access to the View Superannuation Membership page, from which you can view an employee's superannuation membership information.

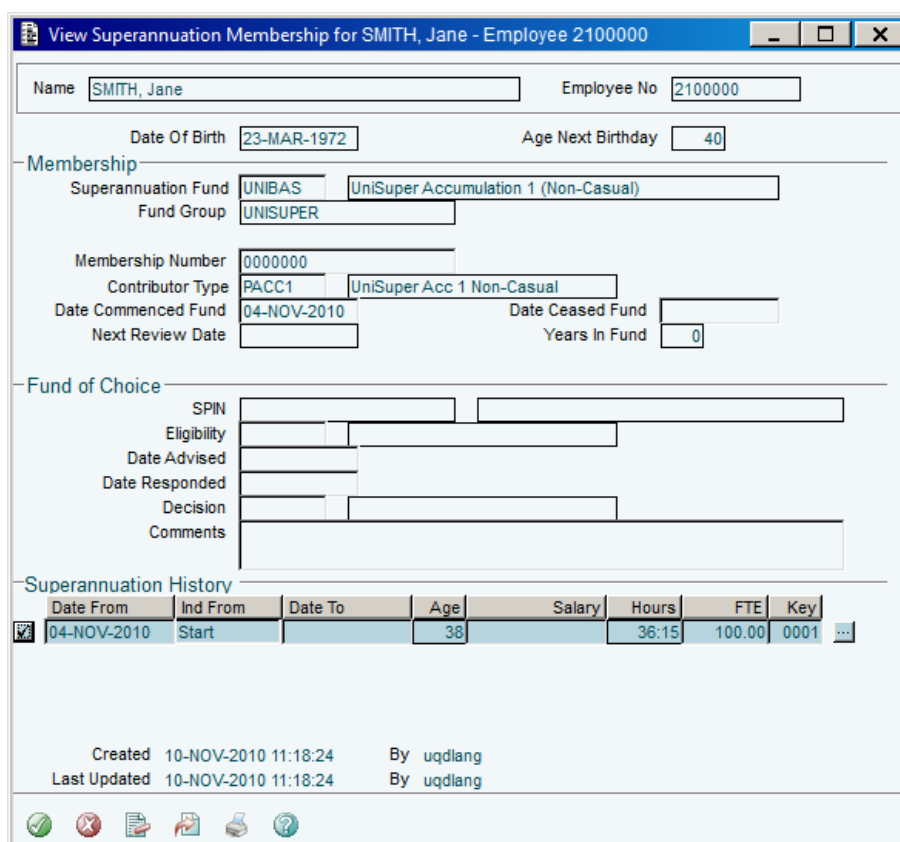
Questions in regard to Superannuation should be directed to the Superannuation staff in HR Division, email super@uq.edu.au.

The View Employee Superannuation page is accessed by:

1. Selecting the View Staff menu item from the Main Menu.
2. Double clicking on the View Employee Superannuation menu icon.
3. Completing the search parameters to locate the required employee (for information on how to perform a search, refer to section 5.7 Searching).
4. Selecting the employee and either:
 - clicking the Continue button
 - pressing Enter, or
 - selecting Detail Form from the right-click context menu.

When the employee record is retrieved, the View Superannuation Membership page is displayed, as shown below.

View
Superannuation
Membership form



View Superannuation Membership for SMITH, Jane - Employee 2100000

Name: Employee No:

Date Of Birth: Age Next Birthday:

Membership

Superannuation Fund: UniSuper Accumulation 1 (Non-Casual)
Fund Group:

Membership Number:
Contributor Type: UniSuper Acc 1 Non-Casual
Date Commenced Fund: Date Ceased Fund:
Next Review Date: Years In Fund:

Fund of Choice

SPIN:
Eligibility:
Date Advised:
Date Responded:
Decision:
Comments:

Superannuation History

| Date From | Ind From | Date To | Age | Salary | Hours | FTE | Key |
|-------------|----------|---------|-----|--------|-------|--------|------|
| 04-NOV-2010 | Start | | 38 | | 36:15 | 100.00 | 0001 |

Created: 10-NOV-2010 11:18:24 By: uqdlang
Last Updated: 10-NOV-2010 11:18:24 By: uqdlang

Page Display


The View Superannuation Membership page is divided into the following sections:

- **Membership** – The employee's UniSuper membership details.
Note, the Membership Number is the employee's Aurion number, not the membership number issued by UniSuper.
- **Fund of Choice** – No information should be recorded in this section as all employees should have a UniSuper membership, as stipulated in the Enterprise Agreement
- **Superannuation History grid** – Summary information of when the employee joined, changed, or ceased their membership with the superannuation fund.

| Superannuation Fund Code | Superannuation Type |
|--------------------------|---|
| UNIBAS | Employer compulsory (SGC) contribution rate for non-casual employees |
| UNISGC | Employer compulsory (SGC) contribution rate for casual employees |
| UNISAT | 17% Employer Superannuation with employee after TAX contributions |
| UNIS-S | 17% Employer Superannuation with employee salary sacrifice (before TAX) contributions |

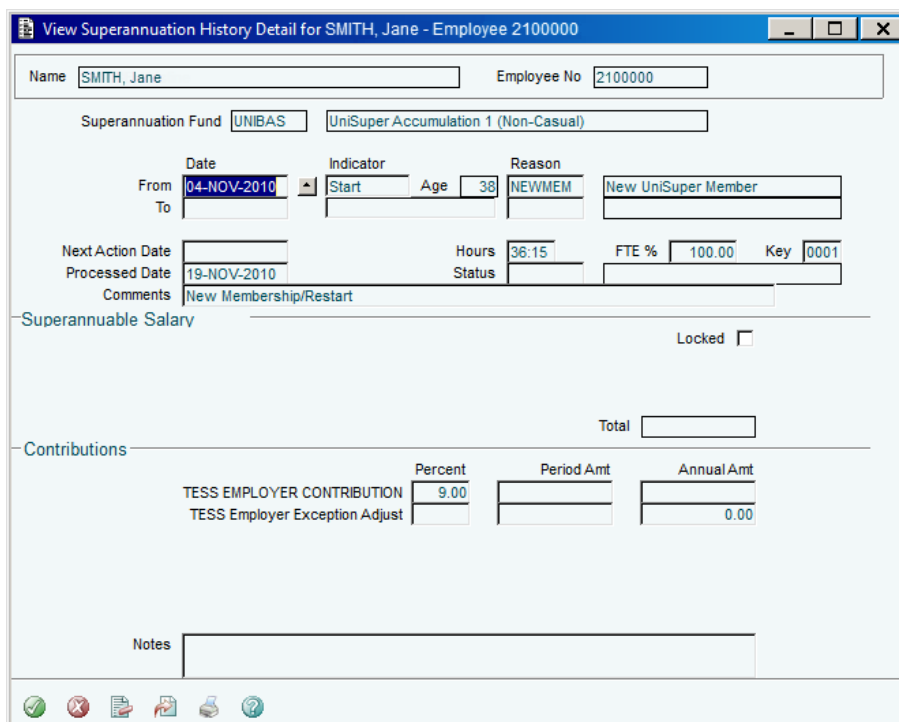
3.5.1 View Superannuation History Detail Form

The View Superannuation History Detail form provides information on the employee's superannuation membership.

The View Superannuation History Detail form is accessed from the View Superannuation Membership form by selecting the Detail Form button () provided to the right of each row of information displayed in the Superannuation History grid.

An example of the View Superannuation History Detail form is provided below.

View
Superannuation
History Detail form



View Superannuation History Detail for SMITH, Jane - Employee 2100000

Name: SMITH, Jane Employee No: 2100000

Superannuation Fund: UNIBAS UniSuper Accumulation 1 (Non-Casual)

Date: From 04-NOV-2010 To [] Indicator: Start Age: 38 Reason: NEWMEM New UniSuper Member

Next Action Date: [] Hours: 36:15 FTE %: 100.00 Key: 0001

Processed Date: 19-NOV-2010 Status: []

Comments: New Membership/Restart

Superannuable Salary: [] Locked: ☐

Contributions:

| | Percent | Period Amt | Annual Amt |
|--------------------------------|---------|------------|------------|
| TESS EMPLOYER CONTRIBUTION | 9.00 | [] | [] |
| TESS Employer Exception Adjust | [] | [] | 0.00 |

Total: []

Notes: []

Page Display

The View Superannuation History Detail form is divided into the following sections:

- Overview – The date the employee commenced in the superannuation fund, changed their membership, and ceased their membership is displayed.
- Contributions – The percentage of the University's superannuation contribution and employee's superannuation contribution is displayed.

3.6 Position Enquiry



The Position Enquiry menu icon provides access to the Position Enquiry List page, from which you can perform an enquiry on the positions available within an organisation unit. A summary of the position will be displayed after the enquiry has been performed, however further position detail is available, as well as current and historical placement information. For details on how to perform a Position Enquiry, refer to section 3.6.2 Performing a Position Enquiry.



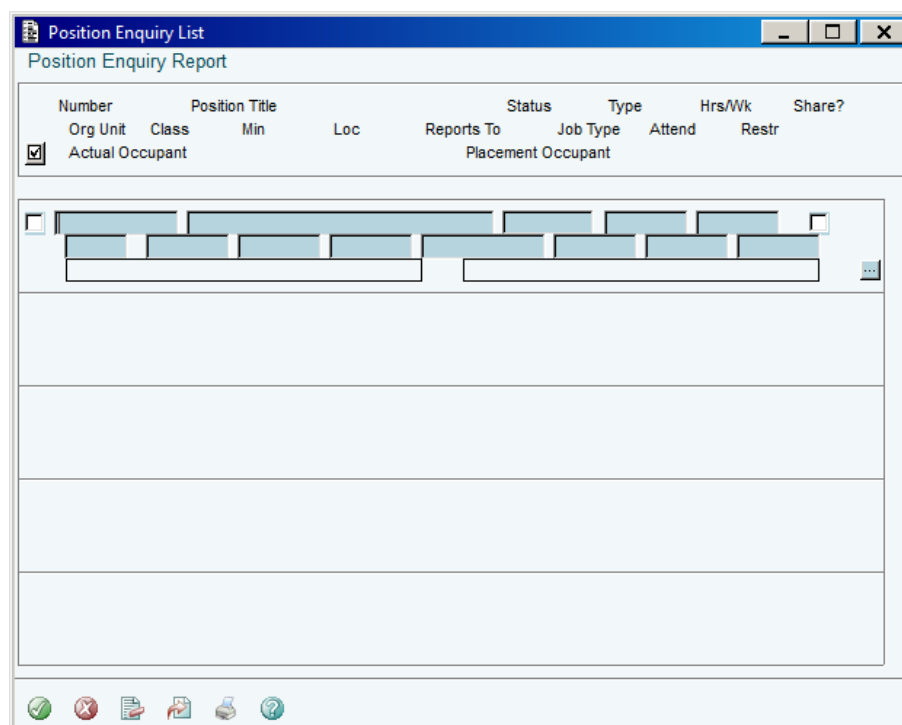
A position enquiry can only be performed for the organisation unit(s) that you have permission to access. If you do not have access to view a required organisational unit, complete the [Aurion Access form](#).

The Position Enquiry List page is accessed by:

1. Selecting the View Staff menu item from the Main Menu.
2. Double clicking on the Position Enquiry menu icon.

When the Position Enquiry menu icon is selected the Position Enquiry List page is displayed, as shown below.

Position Enquiry List page




| Number | Position Title | Status | Type | Hrs/Wk | Share? |
|----------|----------------|--------|------|------------|----------|
| Org Unit | Class | Min | Loc | Reports To | Job Type |
| Attend | Restr | | | | |


☒ Actual Occupant ☐ Placement Occupant

Page Display

The Position Enquiry List page is divided into the following sections:

- Field labels – Each item listed in this section directly corresponds to a field, of the same position, displayed in the Position Summary grid.
- Position Summary grid – Dual purpose grid:
 1. Search Parameters – On initially accessing the Position enquiry List page the fields provided in this grid can be used to enter the search parameters needed to perform the enquiry. For example, entering the organisation unit number in the org unit field and clicking the Retrieve button () will return all the positions for the specified organisation unit.
 2. Results – When the position enquiry has been completed, the summary information of each position that matches the entered search parameters is listed in this grid.
- Checkboxes – After completing a position enquiry, use the checkboxes provided to the left of each position displayed in the Position Summary grid to mark (select) the positions for output to file.

Buttons

The Detail Form button () is provided to the right of each row displayed in the Position Summary grid. Clicking the Detail Form button displays the View Position Detail form. For further details on this form, refer to section 3.6.3 View Position Detail Form.

Process Drop-Down Menu

On accessing the Position Enquiry List page the following options are available for selection from the Process drop-down menu:

- Query – Provides access to the Position Query form, from which you can enter additional search parameters (refer to section 3.6.1 Position Query Form)
- Sort By Position Number – Sorts the information displayed in the Position Summary grid by position number
- Sort By Organisation Unit – Sorts the information displayed in the Position Summary grid by organisation unit
- Sort By Classification – Sorts the information displayed in the Position Summary grid by classification level (lowest to highest)
- Sort By Classification Sort Number – Sorts the information displayed in the Position Summary grid by classification level (highest to lowest)
- Sort By Location Code – Sorts the information displayed in the Position Summary grid by location
- Sort By Reports to Position – Sorts the information displayed in the Position Summary grid by position reporting levels.

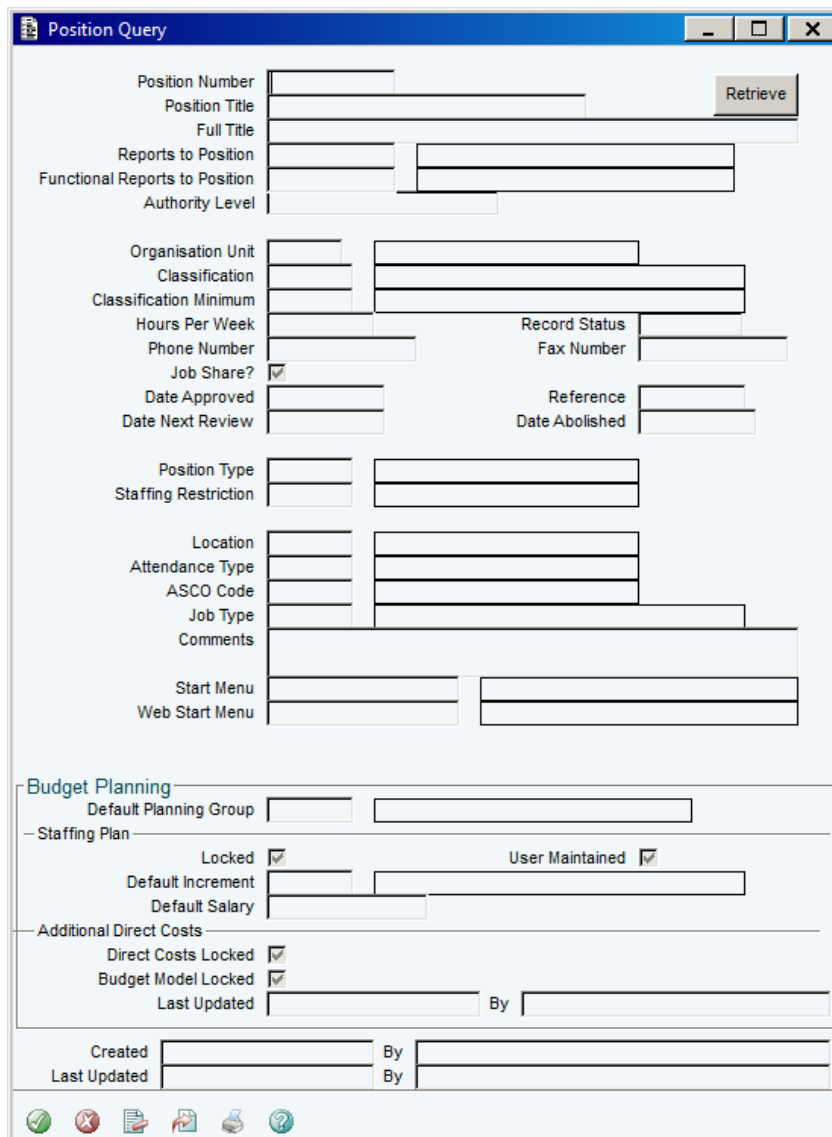
3.6.1 Position Query Form

The View Position Query form enables you to further refine your position enquiry search.

The View Position Query form is accessed from the Position Enquiry List page by selecting Query from the Process drop-down menu.

An example of the Position Query form is provided below.

Position Query form



The screenshot shows a web-based form titled "Position Query". It contains several sections of input fields:



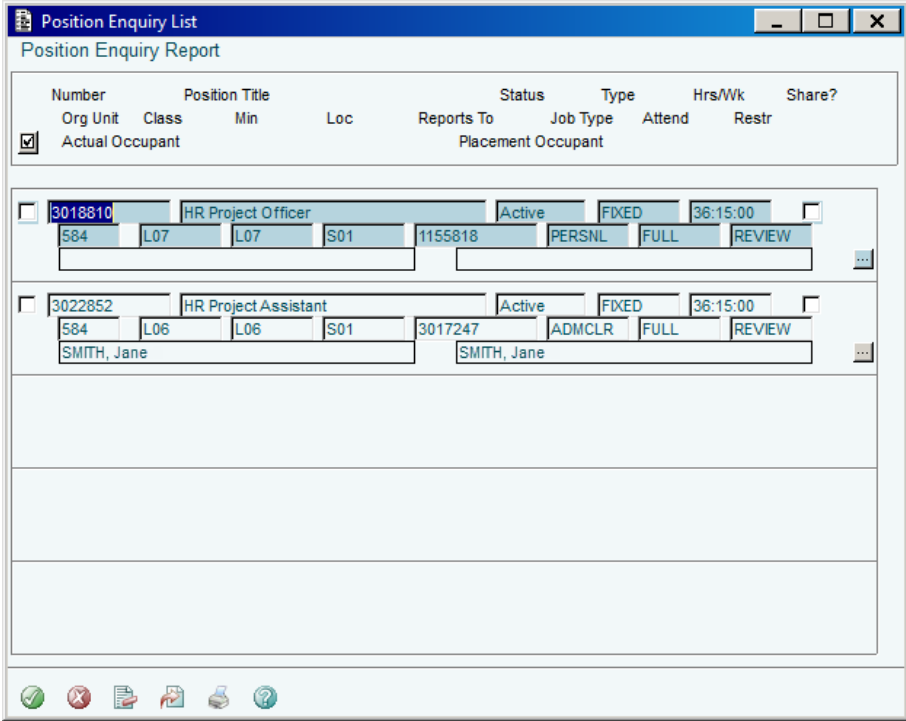
- Top Section:** Position Number, Position Title, Full Title, Reports to Position, Functional Reports to Position, Authority Level. A "Retrieve" button is located to the right of the Position Title field.
- Organisation Unit Section:** Organisation Unit, Classification, Classification Minimum, Hours Per Week, Phone Number, Job Share? (checkbox), Date Approved, Date Next Review.
- Record Status Section:** Record Status, Fax Number, Reference, Date Abolished.
- Position Type Section:** Position Type, Staffing Restriction.
- Location Section:** Location, Attendance Type, ASCO Code, Job Type, Comments.
- Start Menu Section:** Start Menu, Web Start Menu.
- Budget Planning Section:** Default Planning Group, Default Increment, Default Salary, Direct Costs Locked (checkbox), Budget Model Locked (checkbox), Last Updated, By.
- Staffing Plan Section:** Locked (checkbox), User Maintained (checkbox).
- Footer:** Created, Last Updated, By.

Page Display

The Position Query form provides access to a number of different input fields, pick-lists and checkboxes that can be used to refine your search. For example, entering a classification in the Classification field and clicking the Retrieve button will return all the positions for the specified classification within the organisation units that you have permission to view.


3.6.2 Performing a Position Enquiry

To perform a position enquiry, complete the following steps:

| Steps | Instruction – Performing a Position Enquiry and Output to File |
|---------------|--|
| Step 1 | <p>From the Position Enquiry List page, enter the search parameters, this can be done by either:</p> <ul style="list-style-type: none"> Completing one, some or all of the fields provided in the Position Summary grid on the Position Enquiry List page and clicking the Retrieve button (), or Accessing the Position Query form (Process > Query), completing the fields that you would like to search on and pressing the Retrieve button provided in the top right-hand corner of the form. <p> Common fields used to search in the Position Summary grid on the Position Enquiry List page are organisation unit, position title, or class; to limit the results to positions in a specific organisation and/or with a particular position title/classification level.</p> <p>If searching using position title, it must be typed exactly as it is recorded in Aurion or a wildcard should be used. This is the least reliable search field due to inconsistent naming standards associated with free text fields.</p> <p>The matching position records are displayed in the Position Summary grid on the Position Enquiry List page, as shown below.</p>  <p>The screenshot shows a window titled 'Position Enquiry List' with a sub-header 'Position Enquiry Report'. It contains a table with columns: Number, Position Title, Status, Type, Hrs/Wk, and Share?. Below these are sub-columns for Org Unit, Class, Min, Loc, Reports To, Job Type, Attend, and Restr. The table lists two records: one for 'HR Project Officer' (3018810) and one for 'HR Project Assistant' (3022852). Both records show 'Active' status, 'FIXED' type, and '36:15:00' hours per week. The 'HR Project Assistant' record also shows the name 'SMITH, Jane'.</p> |

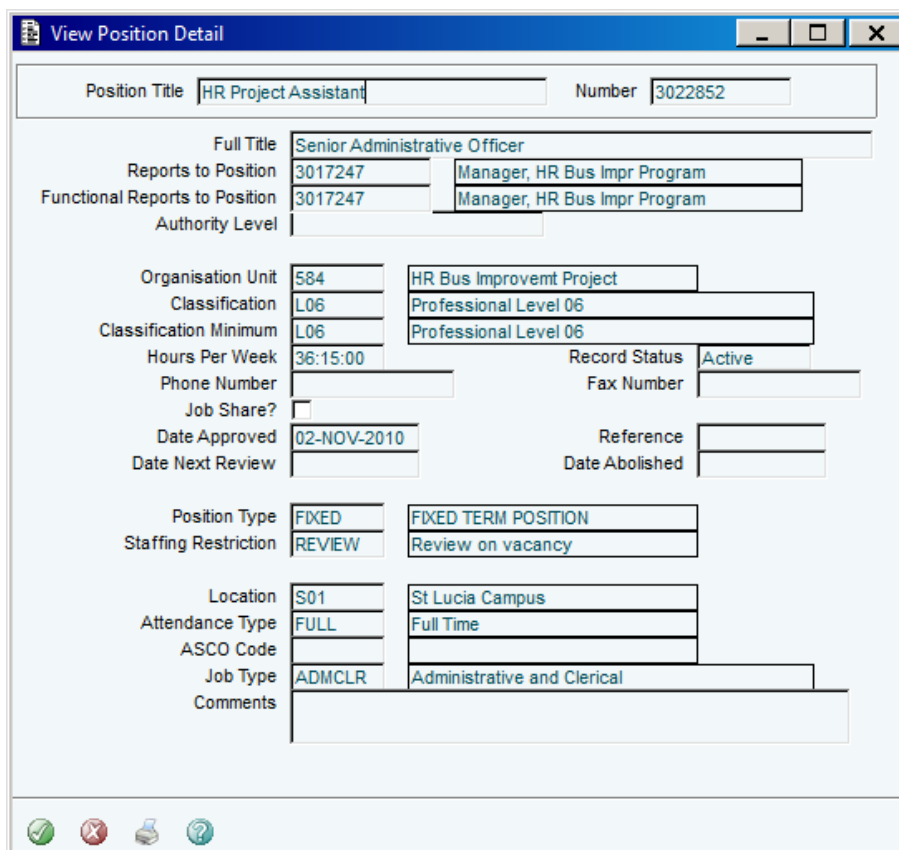
3.6.3 View Position Detail Form

The View Position Detail form provides detailed information about a position.

The View Position Detail form is accessed from the Position Enquiry List page by selecting the Detail Form button () provided to the right of each row of information displayed in the Position Summary grid. **Note:** The View Position Detail form can only be accessed after a position enquiry has been performed.

An example of the View Position Detail form is provided below.

View Position Detail form



The screenshot shows a web-based form titled "View Position Detail". The form contains the following fields and values:

| | | | |
|--------------------------------|-------------------------------|------------------------------|---------|
| Position Title | HR Project Assistant | Number | 3022852 |
| Full Title | Senior Administrative Officer | | |
| Reports to Position | 3017247 | Manager, HR Bus Impr Program | |
| Functional Reports to Position | 3017247 | Manager, HR Bus Impr Program | |
| Authority Level | | | |
| Organisation Unit | 584 | HR Bus Improvemt Project | |
| Classification | L06 | Professional Level 06 | |
| Classification Minimum | L06 | Professional Level 06 | |
| Hours Per Week | 36:15:00 | Record Status | Active |
| Phone Number | | Fax Number | |
| Job Share? | <input type="checkbox"/> | Reference | |
| Date Approved | 02-NOV-2010 | Date Abolished | |
| Date Next Review | | | |
| Position Type | FIXED | FIXED TERM POSITION | |
| Staffing Restriction | REVIEW | Review on vacancy | |
| Location | S01 | St Lucia Campus | |
| Attendance Type | FULL | Full Time | |
| ASCO Code | | | |
| Job Type | ADMCLR | Administrative and Clerical | |
| Comments | | | |

Page Display

The View Position Detail form provides information about the selected position including whether the position is suitable for job sharing, the reporting chain and the job type.

Process Drop-Down Menu

On accessing the View Position Detail form the following options are available for selection from the Process drop-down menu:

- Costing (refer to section 3.6.3.1 View Position Costing Profile Form)
- Current Placement (refer to section 3.6.3.2 Current Position Placements Form)
- Placement History (refer to section 3.6.3.3 Position Placement List Form)
- Acting History (refer to section 3.6.3.3 Position Placement List Form)
- Combined History (refer to section 3.6.3.3 Position Placement List Form).

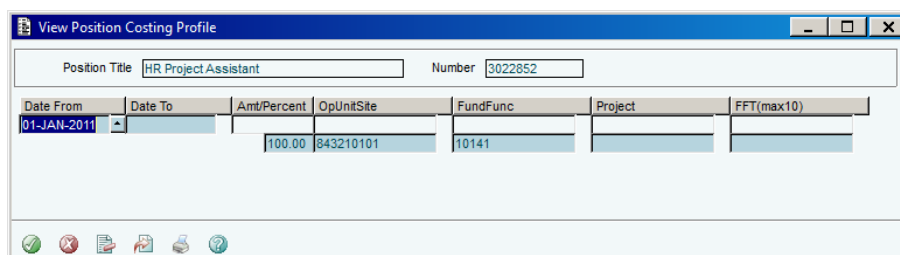
3.6.3.1 View Position Costing Profile Form

The View Position Costing Profile form enables you to view the costing information for the position.

The View Position Costing Profile form is accessed by selecting Costing from the Process drop-down menu on accessing the View Position Detail form.

An example of the View Position Costing Profile form is provided below.

View Position
Costing Profile form



| Date From | Date To | Amt/Percent | OpUnitSite | FundFunc | Project | FFT(max10) |
|-------------|---------|-------------|------------|----------|---------|------------|
| 01-JAN-2011 | | 100.00 | 843210101 | 10141 | | |

Page Display

From the View Position Costing Profile form you can determine the costing information, including whether the position is being costed across different costing areas.

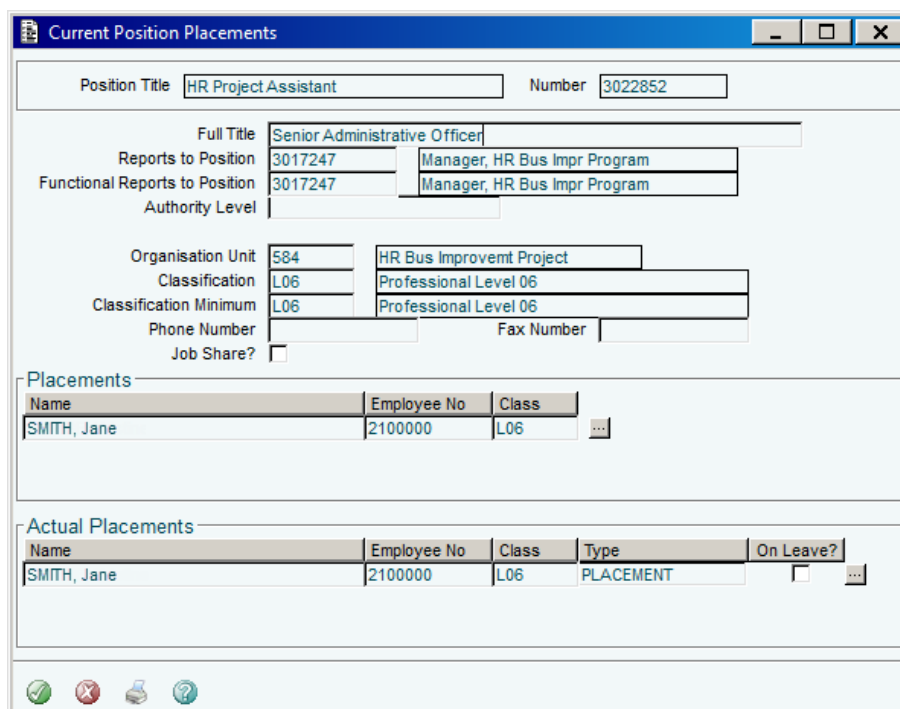
3.6.3.2 Current Position Placements Form

The Current Position Placements form enables you to view the person currently appointed to the position.

The Current Position Placements form is accessed by selecting Current Placement from the Process drop-down menu on accessing the View Position Detail form.

An example of the Current Position Placements form is provided below.

Current Position
Placements form



The screenshot shows a web form titled "Current Position Placements". It contains several input fields and sections:


- Position Title:** HR Project Assistant
- Number:** 3022852
- Full Title:** Senior Administrative Officer
- Reports to Position:** 3017247, Manager, HR Bus Impr Program
- Functional Reports to Position:** 3017247, Manager, HR Bus Impr Program
- Authority Level:** (empty)
- Organisation Unit:** 584, HR Bus Improvemt Project
- Classification:** L06, Professional Level 06
- Classification Minimum:** L06, Professional Level 06
- Phone Number:** (empty)
- Fax Number:** (empty)
- Job Share?** ☐
- Placements:** A table with columns Name, Employee No, and Class. It shows one entry: SMITH, Jane, 2100000, L06.
- Actual Placements:** A table with columns Name, Employee No, Class, Type, and On Leave?. It shows one entry: SMITH, Jane, 2100000, L06, PLACEMENT, with an "On Leave?" checkbox.

Page Display

The Current Position Placements form is divided into the following sections:

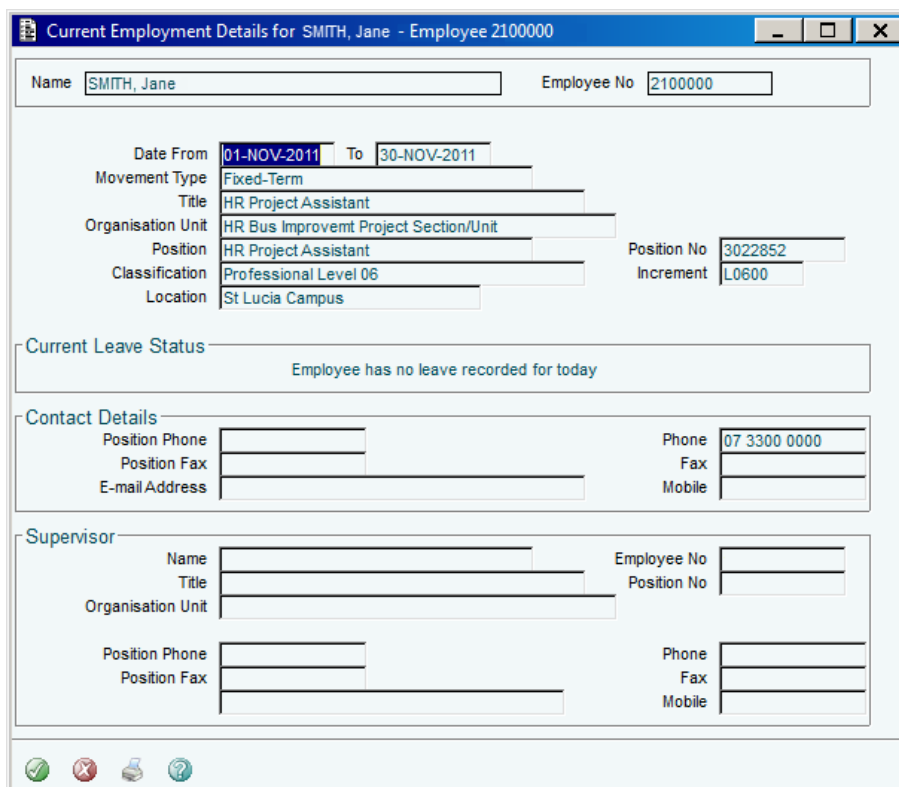
- Overview – Placement details, including the job title of the position, who it reports to and the base classification level
- Placements – Name of the person who currently substantively holds the placement
- Actual Placements – Name of the person currently holding the placement (acting appointment will be indicated with Acting Placement in Type).

Buttons

The Detail Form button () is provided to the right of each row of information displayed in the Placements and Actual Placements section of the Current Position Placements form. Clicking the Detail Form button from either section displays the Current Employment Details form.

An example of the Current Employment Details form is provided below.

Current Employment
Details form



Current Employment Details for SMITH, Jane - Employee 2100000

Name: Employee No:

Date From: To:
 Movement Type:
 Title:
 Organisation Unit:
 Position: Position No:
 Classification: Increment:
 Location:

Current Leave Status
 Employee has no leave recorded for today

Contact Details
 Position Phone: Phone:
 Position Fax: Fax:
 E-mail Address: Mobile:

Supervisor
 Name: Employee No:
 Title: Position No:
 Organisation Unit:
 Position Phone: Phone:
 Position Fax: Fax:
 Mobile:

3.6.3.3 Position Placement List Form

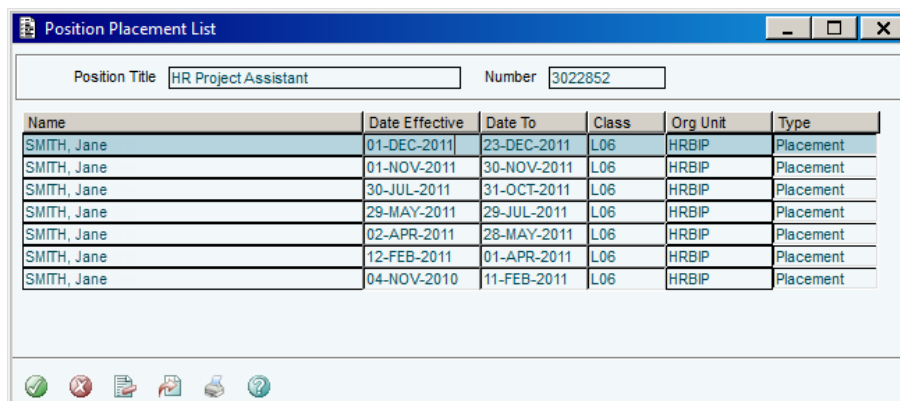
The Position Placement List form provides a full listing of staff appointed substantively and acting to a position

The Position Placement List form is accessed from the View Position Detail form by selecting one of the following options from the Process drop-down menu:

- Placement History – Views the placement history of the person(s) substantively appointed to the position
- Acting History – Views the placement history of the person(s) assigned to the position on a temporary/acting basis
- Combined History – Views the history of both the acting and substantively appointed person(s).

An example of the Position Placement List form is provided below.

Position Placement
List form



The screenshot shows a window titled "Position Placement List". It has two input fields at the top: "Position Title" with the value "HR Project Assistant" and "Number" with the value "3022852". Below these is a table with the following columns: Name, Date Effective, Date To, Class, Org Unit, and Type. The table contains seven rows of data for Jane Smith.

| Name | Date Effective | Date To | Class | Org Unit | Type |
|-------------|----------------|-------------|-------|----------|-----------|
| SMITH, Jane | 01-DEC-2011 | 23-DEC-2011 | L06 | HRBIP | Placement |
| SMITH, Jane | 01-NOV-2011 | 30-NOV-2011 | L06 | HRBIP | Placement |
| SMITH, Jane | 30-JUL-2011 | 31-OCT-2011 | L06 | HRBIP | Placement |
| SMITH, Jane | 29-MAY-2011 | 29-JUL-2011 | L06 | HRBIP | Placement |
| SMITH, Jane | 02-APR-2011 | 28-MAY-2011 | L06 | HRBIP | Placement |
| SMITH, Jane | 12-FEB-2011 | 01-APR-2011 | L06 | HRBIP | Placement |
| SMITH, Jane | 04-NOV-2010 | 11-FEB-2011 | L06 | HRBIP | Placement |

Page Display

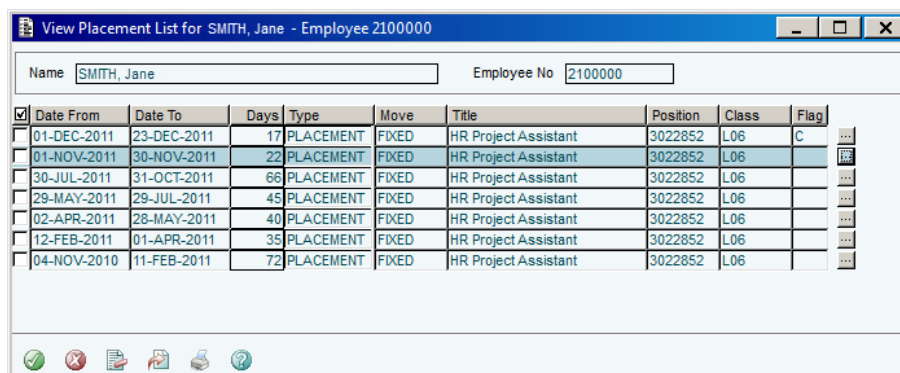
The Position Placement List form displays the list of all staff appointed substantively and/or on a temporary/acting basis to a position, with the dates of the appointment and whether it was a placement or acting.

Process Drop-Down Menu

On accessing the Position Placement List form the View Placements option is available for selection from the Process drop-down menu. Selecting this option displays the View Placement List form.

An example of the View Placement List form is provided below.

View Placement List
form



The screenshot shows a window titled "View Placement List for SMITH, Jane - Employee 2100000". It has two input fields at the top: "Name" with the value "SMITH, Jane" and "Employee No" with the value "2100000". Below these is a table with the following columns: Date From, Date To, Days, Type, Move, Title, Position, Class, and Flag. The table contains seven rows of data for Jane Smith.

| Date From | Date To | Days | Type | Move | Title | Position | Class | Flag |
|-------------|-------------|------|-----------|-------|----------------------|----------|-------|------|
| 01-DEC-2011 | 23-DEC-2011 | 17 | PLACEMENT | FIXED | HR Project Assistant | 3022852 | L06 | C |
| 01-NOV-2011 | 30-NOV-2011 | 22 | PLACEMENT | FIXED | HR Project Assistant | 3022852 | L06 | |
| 30-JUL-2011 | 31-OCT-2011 | 66 | PLACEMENT | FIXED | HR Project Assistant | 3022852 | L06 | |
| 29-MAY-2011 | 29-JUL-2011 | 45 | PLACEMENT | FIXED | HR Project Assistant | 3022852 | L06 | |
| 02-APR-2011 | 28-MAY-2011 | 40 | PLACEMENT | FIXED | HR Project Assistant | 3022852 | L06 | |
| 12-FEB-2011 | 01-APR-2011 | 35 | PLACEMENT | FIXED | HR Project Assistant | 3022852 | L06 | |
| 04-NOV-2010 | 11-FEB-2011 | 72 | PLACEMENT | FIXED | HR Project Assistant | 3022852 | L06 | |

3.7 Org Unit Availability Chart



The Org Unit Availability Chart menu icon provides access to the Organisation Unit Availability Chart page, from which you create a staff availability chart for a selected organisation unit for a specified month. When created, the Organisation Unit Availability chart also provides the option to view the availability of a listed staff member, for a specified date range. For details on how to create an:

- organisation availability chart, refer to section 3.7.1 Building an Organisation Unit Availability Chart
- availability chart for a specified staff member, refer to section 3.7.2 Viewing the Availability of a Staff Member.



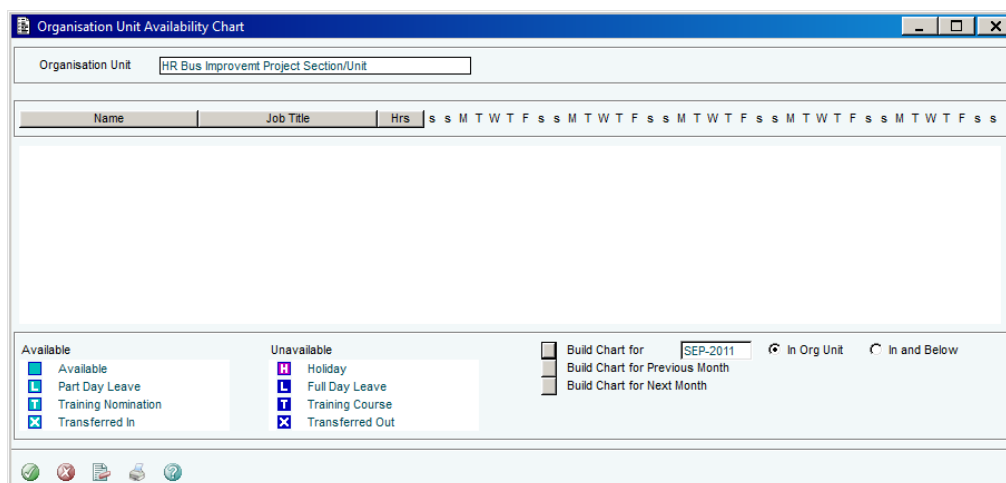
An Org Unit Availability chart can only be built for the organisation unit(s) that you have permission to access. If you do not have access to view a required organisational unit, complete the [Aurion Access form](#).

The Organisation Unit Availability Chart page is accessed by:

1. Selecting either the View Staff menu item or the Staff General Reports menu item from the Main Menu.
2. Double clicking on the Org Unit Availability Chart menu icon.
3. Retrieving the required organisation unit (for information on how to perform a search, refer to section 5.7 Searching).

An example of the Organisation Unit Availability Chart page is provided below.

Organisation Unit
Availability Chart
page



The screenshot shows the 'Organisation Unit Availability Chart' application window. At the top, there is a search bar for 'Organisation Unit' with the text 'HR Bus Improvemt Project Section/Unit' entered. Below this is a table header with columns: 'Name', 'Job Title', 'Hrs', and a series of day abbreviations (s s M T W T F s s M T W T F s s M T W T F s s M T W T F s s). The main area of the window is currently empty. At the bottom, there are two columns of checkboxes for 'Available' and 'Unavailable' status. The 'Available' column includes 'Available' (checked), 'Part Day Leave', 'Training Nomination', and 'Transferred In'. The 'Unavailable' column includes 'Holiday', 'Full Day Leave', 'Training Course', and 'Transferred Out'. To the right of these columns are three radio buttons for 'Build Chart for' with the value 'SEP-2011' selected, and two radio buttons for 'In Org Unit' and 'In and Below'.

Page Display

The Organisation Unit Availability Chart page is divided into the following sections:

- Chart Display area – When the Organisation Unit Availability chart has been built the information identifying the work and leave periods for the employees within the selected organisation unit for the specified month is displayed
- Selection fields and Legend – Enables you to define the date range that you would like to build the Organisation Unit Availability chart. This section also provides a legend to help read the information provided in the Chart Display area.

Buttons

The following buttons and radio buttons are provided on the Organisation Unit Availability Chart page:

- Name – Sorts the information provided in the Chart Display area by name.
- Job Title – Sorts the information provided in the Chart Display area by job title.
- Hrs – Sort the information provided in the Chart Display area by hours worked.
- Build Chart for – Builds the availability chart for the month entered in the Date field.
- Build Chart for Previous Month – Builds the Organisation Unit Availability chart for the month prior that entered in the Date field (refer to section 3.7.1 Building an Organisation Unit Availability Chart).
- Build Chart for Next Month – Builds the Organisation Unit Availability chart for the month after that entered in the Date field (refer to section 3.7.1 Building an Organisation Unit Availability Chart).
- Show Year Chart for <staff member> – Builds the Organisation Unit Availability chart for the selected employee. **Note:** This button is only displayed once the availability chart has been created (refer to section 3.7.2 Viewing the Availability of a Staff Member).
- In Org Unit – Indicates the Organisation Unit Availability chart is to be created for the organisation unit listed in the Organisation Unit field.
- In and Below – Indicates the Organisation Unit Availability chart is to be created for the organisation unit listed in the Organisation Unit field and any sub-units that sit under the selected organisational unit.
- Remove Person – Removes a selected staff member from the created Organisation Unit Availability chart. **Note:** This button is only displayed once the Organisation Unit Availability chart has been created.

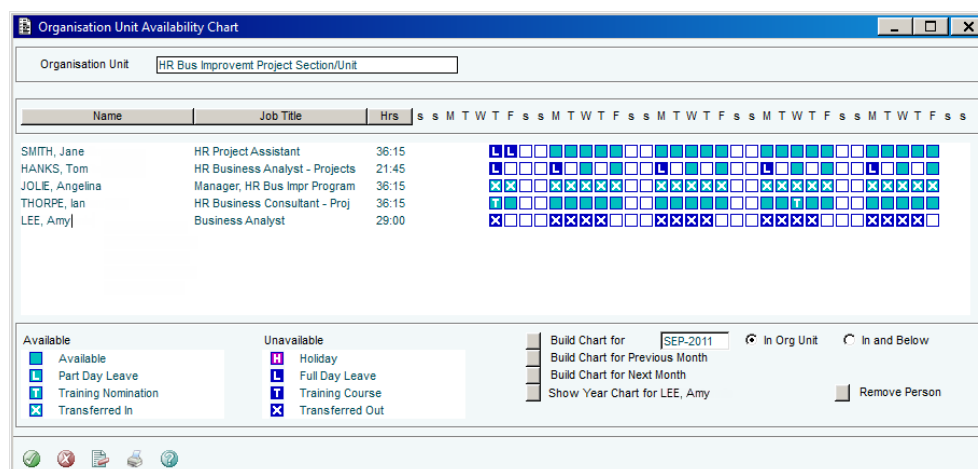
3.7.1 Building an Organisation Unit Availability Chart

To build an Organisation Unit Availability Chart, complete the following steps:

| Steps | Instruction – Building an Organisation Unit Availability Chart |
|---------------|---|
| Step 1 | Double click the Org Unit Availability Chart menu icon. |
| Step 2 | Navigate to the required organisation unit in the Select Organisation Unit page. Once located, double click on the required unit or select Availability Chart from the Process drop-down menu displayed in the Menu bar. The Organisation Unit Availability Chart page is displayed. |
| Step 3 | Select the In Org Unit radio button to view the availability of staff for the selected organisation unit, or select the In and Below radio button to view the availability of staff for the selected organisation unit and its associated sub units. Enter the month and year (in the format; 1211 or dec-11) in the field provided and click the Build Chart for button. Or Click the Build Chart for Previous Month button, to build the chart for the month prior to that displayed in the date field. Or Click the Build Chart for Next Month button, to build the chart for the month after that displayed in the date field. The Organisation Unit Availability Chart page is displayed, and provides a listing of all staff within the selected organisation unit and their availability for the month selected. |

The following is an example of the Organisation Unit Availability Chart when built for a selected organisation unit.

Organisation Unit
Availability Chart form



3.7.2 Viewing the Availability of a Staff Member

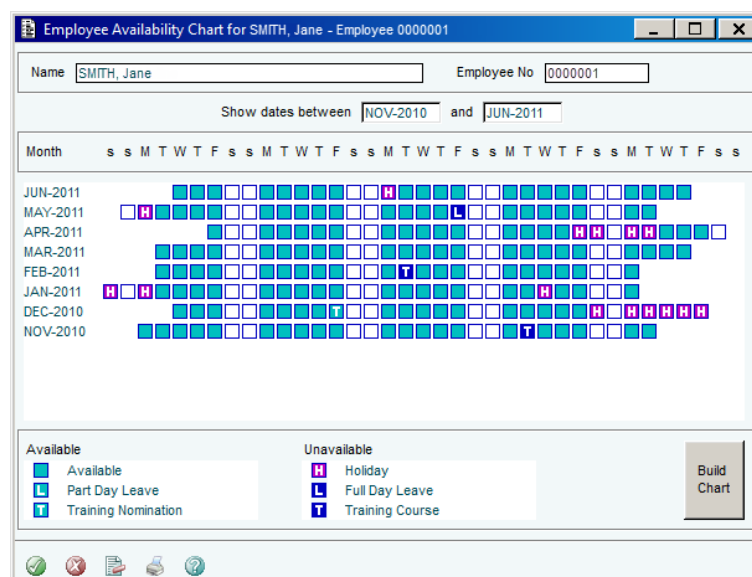
When the Organisation Unit Availability Chart for an organisation unit has been built, the option to view an individual staff member's availability for a larger date range is provided.

To view the availability of an individual staff member, complete the following steps:

| Steps | Instruction – Viewing the Availability of a Staff Member |
|---------------|---|
| Step 1 | Build the Organisation Unit Availability chart for an organisation unit: |
| Step 2 | Select the name of the staff member for which availability is to be viewed and click the Show Year Chart for <staff member> button. The Employee Availability Chart form is displayed. |
| Step 3 | In the date fields provided at the top of the Employee Availability Chart form, enter the date range required and click the Build Chart button. The Employee Availability Chart is created and lists the availability of the selected staff member for the specified date range. |

The following is an example of the Employee Availability Chart when built for a selected date range.

Employee Availability Chart



4. Staff General Reports

The Staff General Reports menu item enables you to generate staff leave and movement reports as well as organisational reports. Reports can either be printed (Output option Print) or sent to an Excel spreadsheet (Output option File). **Note:** You can only generate reports for staff that belong to the organisational unit and sub units for which you have permission to view. If you do not have access to view a required organisational unit, complete the [Aurion Access form](#).




When the Staff General Reports menu item is selected the available menu icons are displayed, as shown below.








Staff General Reports












4.1 Reporting Options

The table below lists the reports available, a description of the report and the output options.

| Report | Description | Output Options |
|---|--|----------------|
|  Staff By Org Unit | Provides information on current or acting placements. This report can be used to determine if and when a staff member's placement is up for renewal. | Print |
|  Organisation and Staff | Summary of positions, placements and fraction. | Print and File |
|  Vacant Positions | Provides a listing of all vacant positions, position classification and length of vacancy in the organisation unit. This report can be used by budget managers to manage staff establishment costs. | Print and File |

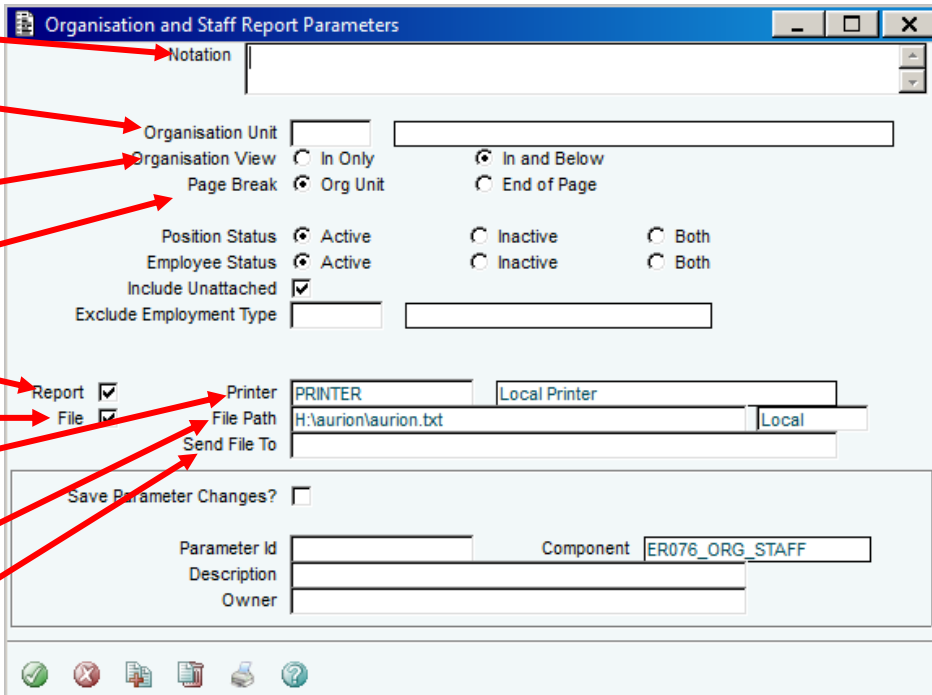
| Report | Description | Output Options |
|---|--|----------------|
|  Acting Placement | <p>Provides information on all acting placements in an organisation unit within a given date range.</p> <p>This report can be used to determine upcoming staffing requirements</p> | Print |
|  Position Hierarchy | <p>Lists the reporting hierarchy of all positions in an organisation unit.</p> <p>Note: The data will not be complete if the “Reports To” field on positions is blank.</p> | File |
|  Positions by Org Unit Report | Provides similar information as that provided in the Organisation and Staff report but operates on position rather than staff. | Print and File |
|  Staff Movement Report | Lists the hires, resignations and transfers in and out of the Organisation unit by movement type and classification during a specified date range. | Print and File |
|  Leave Report | <p>Provides a summary of leave takings within a certain time period and can be generated for an organisation unit or a single employee.</p> <p>The Leave Report can be used to determine upcoming staffing requirements.</p> | Print |
|  Leave Output Enquiry | <p>Provides a list of leave occurrences for an individual staff member or an organisation unit.</p> <p>This report only outputs to Excel. Refer to section 4.4 for more information.</p> | File |
|  Leave Balances Report | <p>Lists leave balances in hours and days as at the start of business of the report date for all accruable leave types for all staff in an organisation unit or a single employee.</p> <p>This report is not retrospective, it reports details as they are recorded at the time the report is executed.</p> <p>Note, if running the Leave Balances Report for the whole organisation unit the Totals Level field must be completed.</p> | Print and File |

| Report | Description | Output Options |
|---|--|----------------|
|  Leave Liability Report | <p>Lists the leave liability, number of hours and the dollar value of leave entitlements, for all accruable leave types for all staff in an organisation unit or a single employee.</p> <p>The dollar value is based on current hourly rate and does not include on-costs.</p> | Print and File |
|  Org Unit Availability Chart | Refer to section 3.7 Org Unit Availability Chart | |
|  Pending Increments Report | Lists the pending increments for all staff in the organisation unit as at a specified date. | Print |
|  Service History Report | <p>Shows the service history, commencement and completion date, of an employee.</p> <p>Can be generated for an individual employee or organisation unit.</p> | Print and File |
|  Qualifications Report | Lists the qualifications of all staff in an organisation unit. | Print and File |
|  Length of Service Profile Rpt | <p>Lists the summary and length of service of staff at classification levels in an organisation unit.</p> <p>Is provided at pre-defined intervals.</p> | Print and File |
|  Leave Occurrence Enquiry | <p>Lists all leave occurrences for an individual staff member.</p> <p>This report only outputs as a comma delimited text file. Refer to section 4.5 Leave Occurrence Enquiry for more information.</p> | File |
|  MyAurion Leave Security Report | Lists employees within the specified Org Unit who have the Leave Approver or Leave Reviewer profiles. | Print and File |
|  Licences Report | Lists employees within the specified Organisation Unit who have a licence recorded in Aurion together with the relevant date information. | Print and File |

4.2 Common Report Parameters

| Parameter | Description |
|-------------------|---|
| Notation | <p>This field is where you may supply a description of the contents of the report, or any other notes you wish to make regarding the report.</p> <p>The Notation is printed on the report output.</p> |
| Organisation Unit | Pick the organisation unit for which you wish to run the report. |
| Organisation View | The report may cover only one organisation unit (In Only), or, the report can cover the selected organisation unit and all of its subordinates (In and Below). |
| Page Break | For organisation unit-based reports, you can format the report so that each organisation unit appears on a separate page by choosing the Org Unit parameter, or if you want multiple organisation units to appear on a page choose End of Page. |
| Report | Select this checkbox if you want a formatted report to be printed. |
| File | Select this checkbox if you want Aurion to produce a comma delimited text file. |
| Printer | Select the report destination (how do you wish the report to be printed?). See section 4.6 Printing a Report for more information about printing |
| Output File Path | <p>Specify a path and file name for the text file.</p> <p>If you use an existing file name, Aurion will overwrite the existing file.</p> <p>The path is initially defaulted to either the file name in the menu option, your user path which is found in User Parameters under the Tools menu option, or the Global path shared by all users which may also be found on the User Parameters form under the Tools menu option.</p> <p>The Global Path is set globally on the Control Record form.</p> |
| Send File To | <p>Enter exactly the same path in the Send File To field as was entered in the Output File Path field.</p> <p>This causes Aurion to not only produce the file but also to open that file in the application indicated by the file type. For example, using H:\aurion\aurion.csv in the Output File Path field causes Aurion to create a file with that name. However, entering H:\aurion\aurion.csv in the Send File To field will also cause the file to be opened in Excel (Excel being the default application for files with a .csv extension).</p> |

An example of parameters available

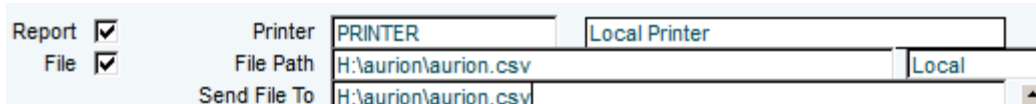


The screenshot shows the 'Organisation and Staff Report Parameters' dialog box. Red arrows point from labels on the left to specific fields in the dialog:

- Notation** points to the 'Notation' text field.
- Organisation Unit** points to the 'Organisation Unit' text field.
- Organisation View** points to the 'Organisation View' radio button group, which includes 'In Only', 'In and Below', and 'End of Page' options.
- Page Break** points to the 'Page Break' radio button group, which includes 'Active', 'Inactive', and 'Both' options.
- Report** points to the 'Report' checkbox, which is checked.
- File** points to the 'File' checkbox, which is checked.
- Printer** points to the 'Printer' text field, which contains 'PRINTER'.
- Output File Path** points to the 'File Path' text field, which contains 'H:\aurion\aurion.txt'.
- Send File To** points to the 'Send File To' text field, which contains 'Local'.

Other visible fields include 'Position Status', 'Employee Status', 'Include Unattached', 'Exclude Employment Type', 'Parameter Id', 'Description', 'Owner', and 'Component' (set to 'ER076_ORG_STAFF').

An example of the Output File Path and Send File To options in use



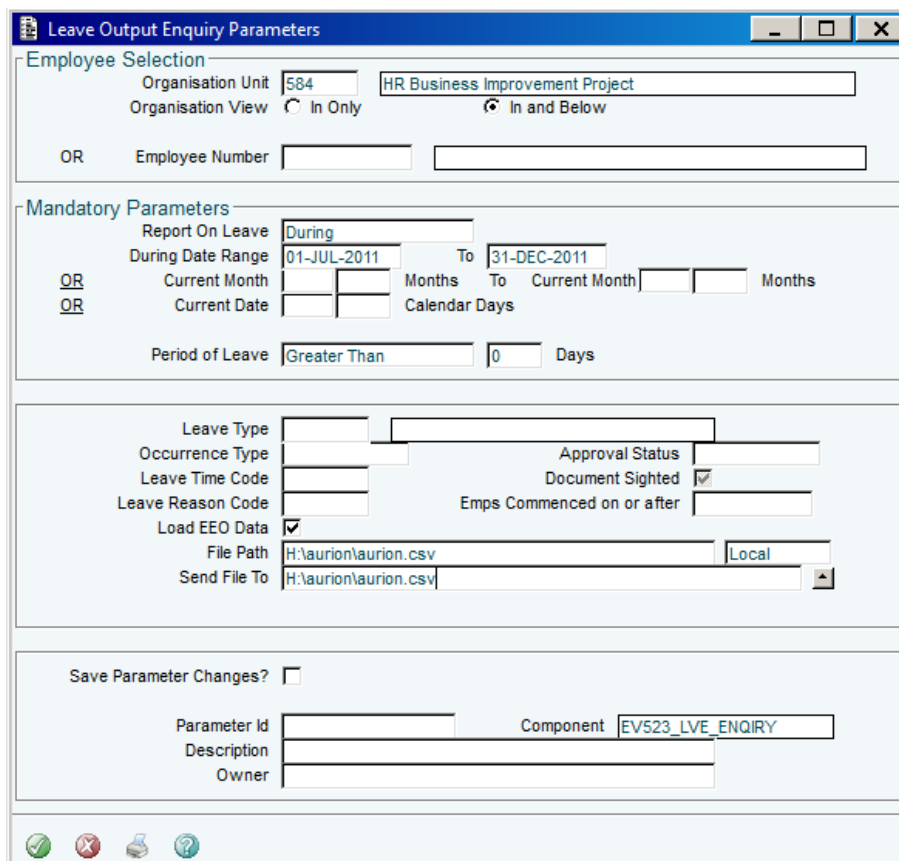
This close-up shows the 'Report' and 'File' sections of the dialog box. The 'Report' checkbox is checked. The 'File' checkbox is also checked. The 'Printer' field is set to 'PRINTER'. The 'File Path' field is set to 'H:\aurion\aurion.csv'. The 'Send File To' field is set to 'Local'.

4.3 Generating Reports

All report options available in Staff General Reports are generated the same way, except for the Org Unit Availability Chart (refer to section 3.7 Org Unit Availability Chart), Leave Output Enquiry (refer to section 4.4 Leave Output Enquiry), and the Leave Occurrence Enquiry (refer to section 4.5 Leave Occurrence Enquiry). Refer to section 0 for Report descriptions.

4.4 Leave Output Enquiry

The Leave Output Enquiry outputs all leave occurrences selected from the report parameters and output the results to a file, by default a text file. It is possible to output the results to an Excel file. The Leave Output Enquiry results displays more information than the Leave Report.



Leave Output Enquiry Parameters

Employee Selection

Organisation Unit:

Organisation View: ☐ In Only ☒ In and Below

OR Employee Number:

Mandatory Parameters

Report On Leave:

During Date Range: To

OR Current Month: Months To Current Month: Months

OR Current Date: Calendar Days

Period of Leave: Days

Leave Type:

Occurrence Type:

Leave Time Code:

Leave Reason Code:

Load EEO Data: ☒

File Path:

Send File To:


Save Parameter Changes? ☐

Parameter Id:

Description:

Owner:

Component:

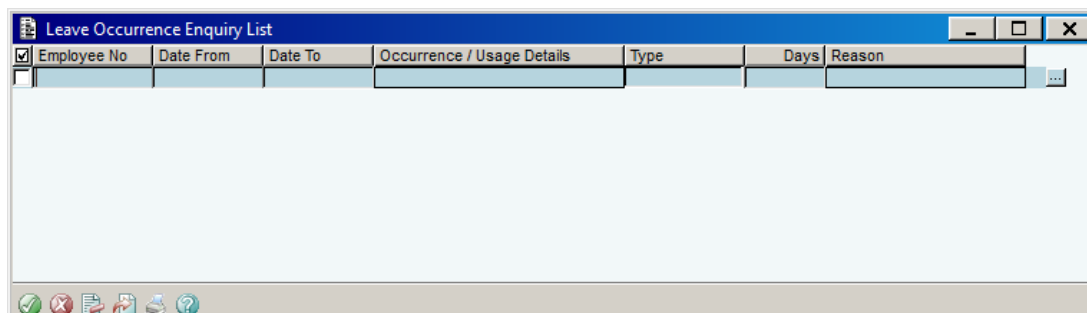
| Steps | Instruction – Generate the Leave Output Enquiry Report and output to an Excel spreadsheet |
|---------------|--|
| Step 1 | Enter the Organisation Unit and the required Organisation View Or Enter the Employee number |
| Step 2 | Select the required Report On Leave. NOTE: During is the default and usually the required option |
| Step 3 | Enter the Date Range required Or Enter the Current Month options Or Enter the Current Date and select the number of Calendar Days |
| Step 4 | Select the appropriate Period of Leave options. NOTE: To see all days it is advised to use the options of Greater Than 0 Days. |
| Step 5 | Enter any required information in the fields Leave Type to Load EEO Data. These fields are not mandatory, and can be used to reduce the number of occurrences viewed. NOTE: Leave Type can be used to view Recreation Leave or Personal Leave or Long Service Leave for example. Leaving Leave Type blank will allow the Enquiry to output all leave types for the selected employee or organisation unit. |
| Step 6 | Change the File Path default option from H:\aurion\aurion.txt to H:\aurion\aurion.csv |
| Step 7 | Copy the text in the File Path field |
| Step 8 | Paste the text in the Send File to field |
| Step 9 | Click the Accept button (). The report will generate and output to an Excel spreadsheet. NOTE: The process may take some time, depending upon the number of employees to report and the date range. |





An example Leave Output Enquiry report output




| DFromEnq | DTToEnq | EmpNo | Surname | Names | Gender | DoB | Age | LType | LTCODE | LReason | LStatus | LTime | LFullPart | LDFrom | LDTo | LResume |
|----------|-----------|---------|------------|--------|--------|-----------|-----|---------------------------|---|---------------------------|---------|---------|-----------|-----------|-----------|-----------|
| 1-Jul-11 | 31-Dec-11 | 0000000 | DAY | Doris | FEMALE | 2-Oct-76 | 34 | Parental | Maternity Leave Half Pay up to 52 weeks | Parental Lve letter sent? | LIVE | TAKING | FULL | 24-Aug-10 | 18-Aug-11 | 23-Aug-11 |
| 1-Jul-11 | 31-Dec-11 | 0000000 | SUTHERLAND | Donald | MALE | 10-Dec-52 | 58 | Personal (Sick & Carer's) | Sick 3 days or less | | LIVE | TAKING | FULL | 1-Jul-11 | 1-Jul-11 | 4-Jul-11 |
| 1-Jul-11 | 31-Dec-11 | 0000000 | HANKS | Tom | MALE | 7-Jun-83 | 28 | Recreation | Annual/Recreation | | LIVE | TAKING | FULL | 11-Jul-11 | 19-Jul-11 | 20-Jul-11 |
| 1-Jul-11 | 31-Dec-11 | 0000000 | SUTHERLAND | Donald | MALE | 10-Dec-52 | 58 | Long Service | Long Service Leave Accrual | | LIVE | ACCRUAL | | 31-Jul-11 | 31-Jul-11 | |
| 1-Jul-11 | 31-Dec-11 | 0000000 | SUTHERLAND | Donald | MALE | 10-Dec-52 | 58 | Recreation | Recreation Leave Accrual | | LIVE | ACCRUAL | | 31-Jul-11 | 31-Jul-11 | |
| 1-Jul-11 | 31-Dec-11 | 0000000 | SUTHERLAND | Donald | MALE | 10-Dec-52 | 58 | Personal (Sick & Carer's) | Personal Leave Accrual | | LIVE | ACCRUAL | | 31-Jul-11 | 31-Jul-11 | |
| 1-Jul-11 | 31-Dec-11 | 0000000 | NEESON | LIAM | MALE | 7-Jun-83 | 28 | Personal (Sick & Carer's) | Sick 3 days or less | | LIVE | TAKING | FULL | 3-Aug-11 | 3-Aug-11 | 4-Aug-11 |

4.5 Leave Occurrence Enquiry

The Leave Occurrence Enquiry outputs all leave occurrences for the selected employee and outputs the results to a comma delimited text file.



| Steps | Instruction – Generate the Leave Occurrence Enquiry Report and output to a text file |
|--------|---|
| Step 1 | <p>Option 1</p> <p>Enter the employee number in the Employee No field and select Taking from the Type drop-down list. Click the Retrieve () button.</p> <p>The Leave Occurrence Enquiry List form updates and displays a list of the recorded leave takings for the selected employee.</p> <p>Option 2</p> <ol style="list-style-type: none"> 1. Access the Process drop-down menu and select Query. The Leave Occurrence Enquiry Query form is displayed. 2. Click the Pick button provided to the right of the Employee field. The Pick Employee List form is displayed. 3. Complete the Search Parameters to locate the required employee. A list of matching records is displayed. 4. Click the Accept () button provided to the left of the required employee. The Pick Employee List form is closed and you are returned to the Leave Occurrence Enquiry Query form. 5. Select Taking from the Occurrence Type drop-down list. 6. Click the Retrieve () button. The Leave Occurrence Enquiry Query form is closed and you are returned to the Leave Occurrence Enquiry List form. <p>The Leave Occurrence Enquiry List form updates and displays a list of the recorded leave takings for the selected employee.</p> <p> The leave takings can also be limited to a specific Leave Type (for example Personal Leave) by selecting the leave type from the pick list in the Leave Occurrence Enquiry Query form.</p> |


| Steps | Instruction – Generate the Leave Occurrence Enquiry Report and output to a text file |
|---------------|--|
| Step 2 | <p>Using the checkboxes to the left of each leave occurrence, select the occurrences to be included in the report.</p> <p> To select all of the occurrences, click the mark all checkbox next to Employee No (<input checked="" type="checkbox"/>)</p> |
| Step 3 | <p>Access the Output drop-down menu and select Output Marked.</p> <p>The Output Field List form will be displayed.</p> <p>The Output Field List form lists all the available fields that can be used to build the report.</p> <p>Use the checkboxes to the left of each field item to select the headings to be reported.</p> <p>If required you can rename the default report headings by entering a heading label in the Override Heading column.</p> |
| Step 4 | <p>Option 1</p> <p>Select File in the Output Type drop-down list and click the Accept button () to save the report as a comma delimited text file.</p> <p>This file will be saved to H:\aurion\aurion.txt by default. This file can then be opened in Excel.</p> <p>Option 2</p> <p>Select List in the Output Type drop-down list and click the Accept button () to produce a print form.</p> |

An example Leave Occurrence Enquiry output to File and opened in Excel.

| Employee_Number | Leave_Type | Leave_Occurrence_Type | Date_From | Date_To | Full_Or_Part_Day | Period_Days |
|-----------------|------------|-----------------------|-----------|-----------|------------------|-------------|
| 2046272 | RECL | TAKING | 12-Sep-11 | 7-Oct-11 | FULL | 20 |
| 2046272 | RECL | TAKING | 16-Aug-10 | 24-Sep-10 | FULL | 30 |
| 2046272 | RECL | TAKING | 9-Jun-09 | 17-Jul-09 | FULL | 29 |
| 2046272 | RECL | TAKING | 9-May-08 | 13-May-08 | FULL | 3 |
| 2046272 | RECL | TAKING | 10-Sep-07 | 9-Oct-07 | FULL | 22 |

4.6 Printing a Report

Most reports have a print option. To print a report, complete the following steps:

| Steps | Instruction – Printing a Report |
|---------------|---|
| Step 1 | <p>Access the report to be generated and complete the report parameter fields as required.</p> <p>At the Printer field, access the Pick List for this field and select the required printing option. The recommended printer options are:</p> <ul style="list-style-type: none"> • Excel – Sends the report to Excel for printing and/or saving • File – Sends the report to the Aurion folder on your H drive • Notepad – Displays the report in Notepad • Printer – Prints the report to your default printer (portrait view) • Printer_L – Prints the report to your default printer in (landscape view) • Word – Sends the report to Word for printing and/or saving. |
| Step 2 | <p>Click the Accept button (). The report is generated and output to the nominated output method (printer/file).</p> |



To save a report as a Microsoft® Excel® file, when a report does not include an option to output to file, output the report to Notepad first and then save it as an xls file.

This ensures the data is formatted correctly instead of grouped in one column.

Assistance can be obtained by phoning the ITS Helpdesk on extension 56000 (option 2), or sending an email to itsupportdesk@uq.edu.au

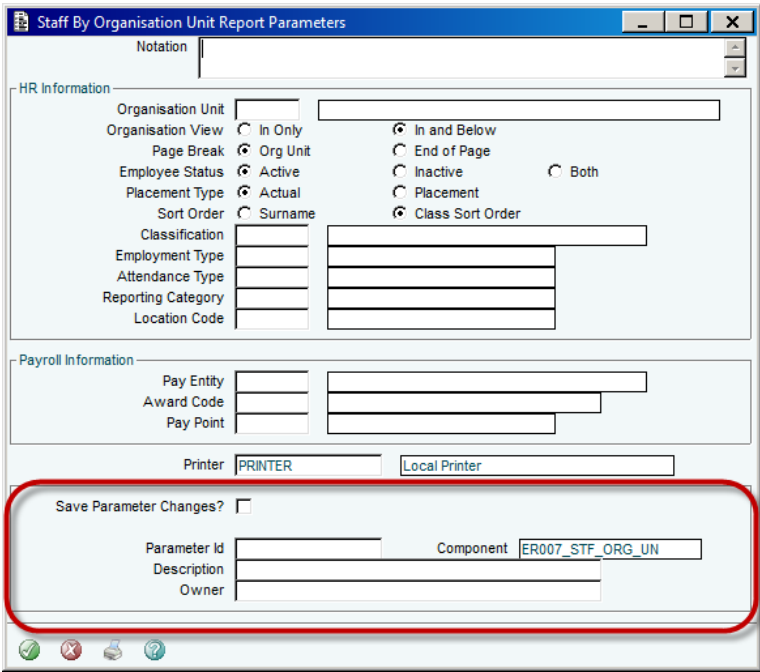

4.7 Report Parameters

The parameters used when requesting a report can be saved for re-use at a later time.

Saving the parameters of a report can save you time and effort if you need to run a report several times a day or run a complex report on an ad hoc basis.

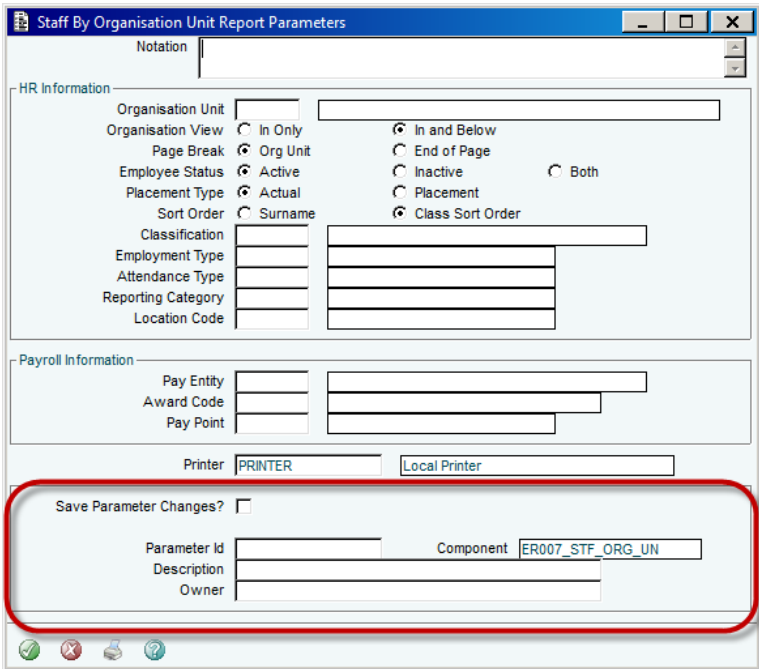

4.7.1 Saving the Parameters of a Report

To save the parameters of a report, complete the following steps:

| Steps | Instruction – Saving the Parameters of a Report |
|---------------|---|
| Step 1 | <p>Select the Staff General Reports menu item from the Main Menu and double click on the required menu icon.</p> <p>The Report Parameters form is displayed, as shown below.</p>  |
| Step 2 | <p>Complete the report parameter fields as required and ensure the:</p> <ul style="list-style-type: none"> • Save Parameter Changes checkbox has been selected • Parameter Id field is set to a unique identifier that relates to the type of report being saved. This must be one word with no spaces. • Description field is set to a meaningful description of the type of report being saved • Owner field has been set to the owner of the report. |
| Step 3 | <p>Click the Accept button (). The report is generated and the defined report parameters will be saved in Aurion.</p> |

4.7.2 Running a Report using Saved Report Parameters

To run a report from a set of saved report parameters, complete the following steps:

| Steps | Instruction – Running a Report using Saved Report Parameters |
|---------------|--|
| Step 1 | <p>Select the Staff General Reports menu item from the Main Menu and double click on the required report icon.</p> <p>The Report Parameters form is displayed, as shown below.</p>  |
| Step 2 | <p>Access the pick list for the Parameter Id field and locate and select the saved report parameters from the list.</p> <p>On selection, the fields on the Report Parameters form are updated with the stored values.</p> |
| Step 3 | <p>Check the values in the populated fields and update if required.</p> |
| Step 4 | <p>Click the Accept button () to generate the report.</p> |

5. Useful Information

5.1 Using the Mouse Buttons

Functionality is similar to normal Microsoft usage (for example, double click on icons to open).

The primary mouse button (normally the left one, unless you have changed it) is either used for manipulating text within an entry field, or for pressing buttons, choosing menu items or manipulating other objects on your screen.

The secondary mouse button provides access to the right-click context menu, a floating menu containing many of the commonly-used record manipulation commands.

For full details about the types of mouse operations you can perform, access the Keyboard Help option from the Help drop-down menu provided on the Menu bar.


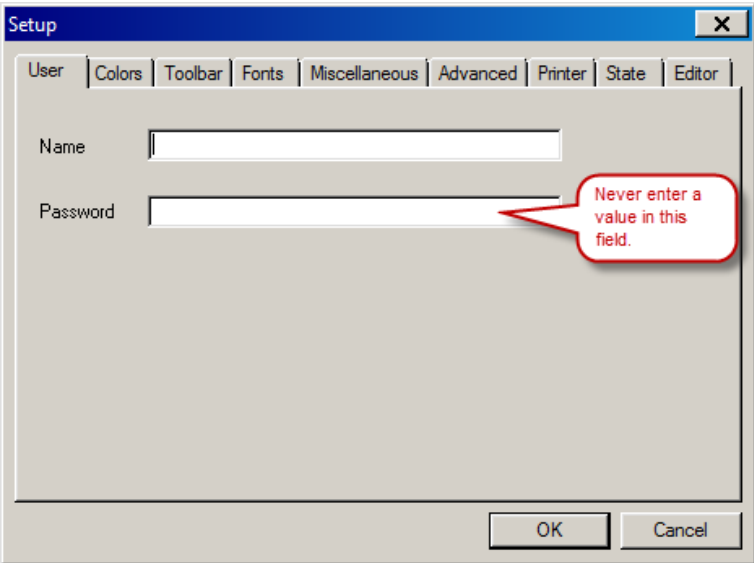


5.2 Entering Dates

Aurion uses a date format DD-MMM-YYYY (for example, 01-JAN-1999). If you key in six (6) digits only (for example, 010199) Aurion automatically translates it to the correct format. Aurion also accepts any normal grammatical punctuation to separate day/month/year. Aurion assumes any date prior to the year 30 is post year 2000 (for example, 2029). Aurion assumes any date equal to or greater than the year 30 is pre year 2000 (for example, 1930).

5.3 Saving Your User Name

When logging on to Aurion you are required to provide your username and Aurion password before access is granted. If you enter your username incorrectly, you are required to exit out of the log on window and reinitiate the log on process. To avoid entering your username incorrectly Aurion provides the ability for you to store your username for use as a default value.

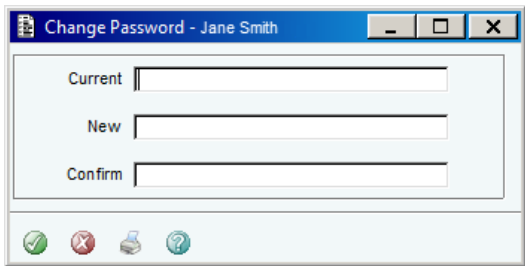

To save your username, complete the following steps:

| Steps | Instruction – Saving your User Name |
|----------------------|--|
| <p>Step 1</p> | <p>Click the Aurion button () provided in the Page header, and select Setup from the drop-down menu that is displayed.</p> <p>The Setup pop-up window is displayed, as shown below:</p>  |
| <p>Step 2</p> | <p>Enter your UQ username in the Name field and click the Accept button ().</p> <p>Your UQ username is now stored as a default value and will be used each time you log on to Aurion.</p> <div data-bbox="383 1541 450 1601">  </div> <p>Under no circumstances should you record your Aurion password in the Password field.</p> <p>If recorded, the potential for others to access Aurion using your log on credentials is increased and puts the confidential information stored in Aurion at risk of disclosure to unauthorised persons.</p> |

5.4 Changing your Password

Your password will expire every 30 days, and you are required to record a new password before you can access Aurion. **This is an audit requirement.** In addition, you can change your own password at any time by accessing the Change Password function.

To change your password, complete the following steps:

| Steps | Instruction – Changing your Password |
|---------------|--|
| Step 1 | <p>Access the Change Password function by:</p> <ul style="list-style-type: none"> • selecting the Tools > Change Password options from the Menu bar, <i>or</i> • double clicking on the Change Password menu item provided in the Main Menu on the Control panel. <p>The Change Password pop-up window is displayed, as shown below:</p>  |
| Step 2 | <p>Enter your existing and new password in the fields provided and click the Accept button ().</p> <p>The Change Password pop-up window closes and your password is changed.</p> |

5.5 Getting Help

Assistance can be obtained by phoning the ITS Helpdesk on extension 56000 (option 2), or sending an email to itsupportdesk@uq.edu.au.

The support staff will determine if your problem is technical or operational, and will refer your request to the relevant area.


5.5.1 Aurion Help Options

The Help drop-down menu provided in the top right hand corner of the Menu bar provides access to the following help options:

| Option | Description |
|-----------------|--|
| Keyboard Help | Provides instruction on the use of the keyboard and mouse when in Aurion. |
| Aurion Help | Provides access to the standard Aurion Help file. Note, some functionality may not be relevant to UQ. |
| Local Help | Using Aurion within The University of Queensland. This contains the same information as in the training notes. |
| Other Help | Links to The University of Queensland business processes. |
| Policy Help | Provides access to the standard Aurion Help file. |
| Context Strings | For developers only. |
| About Aurion | Information about the Aurion version you are using. You may be asked for this information if you have difficulties with your installation. |

5.6 Pick Lists

A pick list allows you to populate a field by selecting an option from a list of valid values.

Fields that provide access to a pick list are identified by the Pick button (), which is displayed to the right of a field. Clicking this button displays the relevant Pick List pop-up window.





An example of the Pick Classification List pop-up window is provided below.

Pick Classification List
pop-up window

| | Class Code | Classification | Hours / Week | Annual Salary | Weekly Rate | Hourly Rate | Status |
|-------------------------------------|------------|-------------------------------------|--------------|---------------|-------------|-------------|--------|
| <input checked="" type="checkbox"/> | A1A | Academic Level A | 36:15:00 | | | | Active |
| <input checked="" type="checkbox"/> | A1B | Academic Level B | 36:15:00 | | | | Active |
| <input checked="" type="checkbox"/> | A1C | Academic Level C | 36:15:00 | | | | Active |
| <input checked="" type="checkbox"/> | A1D | Academic Level D | 36:15:00 | | | | Active |
| <input checked="" type="checkbox"/> | A1E | Academic Level E | 36:15:00 | | | | Active |
| <input checked="" type="checkbox"/> | A1ESG | ResTch E Indiv Sal + EA Increase | 36:15:00 | 145,899.68 | 2,796.16 | 77.13547 | Active |
| <input checked="" type="checkbox"/> | A1ESN | ResTch E Indiv Sal + Negot Increase | 36:15:00 | 129,654.41 | 2,484.82 | 68.54679 | Active |
| <input checked="" type="checkbox"/> | AC10 | Lecturing - Casual Category 10 | 36:15:00 | | | | Active |
| <input checked="" type="checkbox"/> | AC20 | Tutoring - Casual Category 20 | 36:15:00 | | | | Active |
| <input checked="" type="checkbox"/> | AC30 | Marking - Casual Category 30 | 36:15:00 | | | | Active |

5.6.1 Using a Pick List

To use a pick list, complete the following steps:

| Steps | Instruction – Using a Pick List |
|---------------|---|
| Step 1 | Click the Pick button () provided to the right of the field. The Pick List pop-up window with a list of valid values for the selected field is displayed. |
| Step 2 | Locate the required option and click on the Select button () provided to the left of the selected option. The Pick List pop-up window is closed and the field is populated with the selected value. |

5.7 Searching

Aurion provides a number of different search functions to make searching quick and easy.



Aurion also provides access to the Last Processed option.

This option is accessed through the Process drop-down menu.

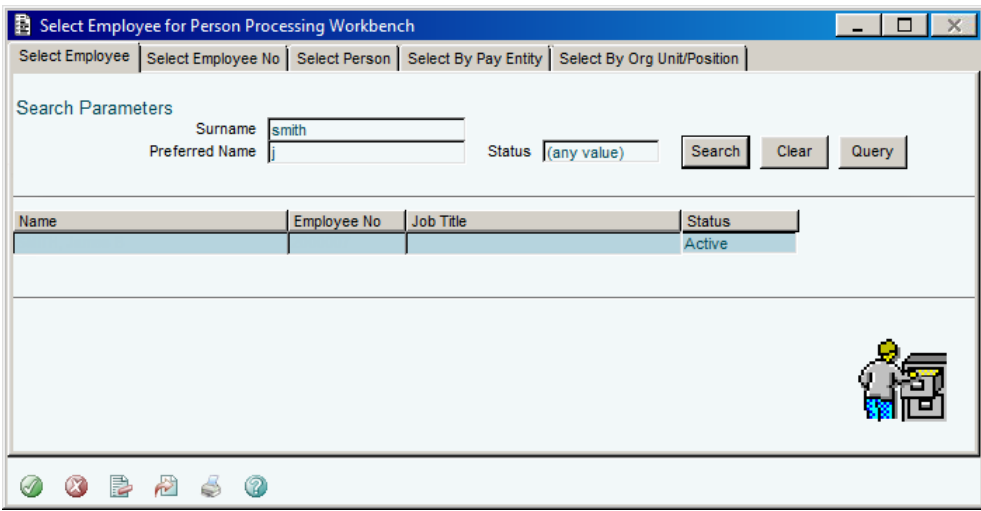

When used the details of the last employee record accessed in the current session are displayed.

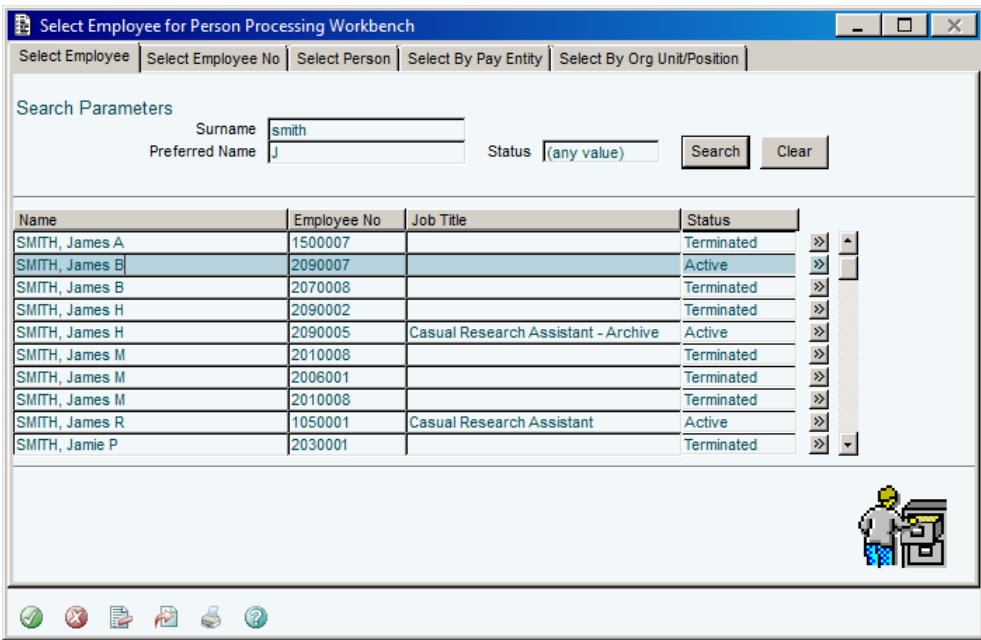


This function is convenient if you have finished processing a record for someone and need to perform a different task for the same person.

5.7.1 Searching by Employee Name

The most common search that is performed when using the search parameter fields, provided at the top of all Select Employee pages, is to search for an employee by name.

To search for an employee by name, complete the following steps.

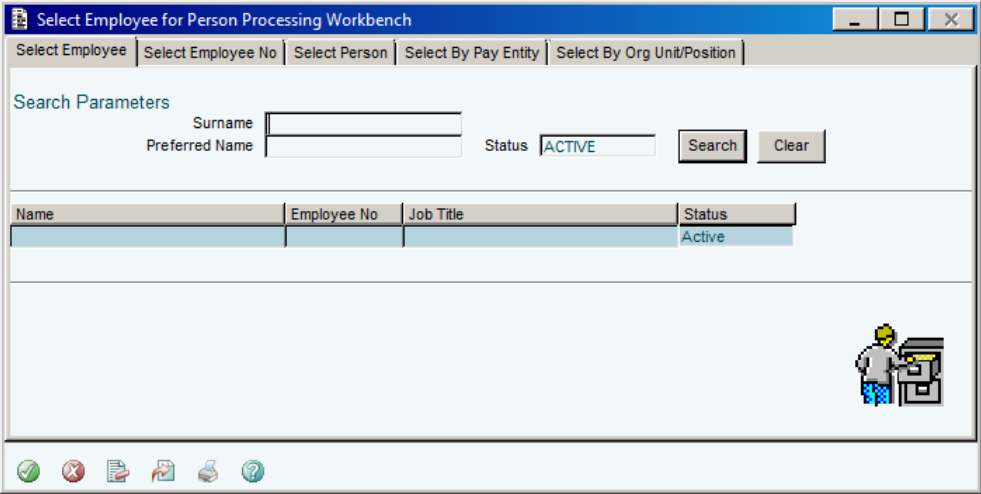
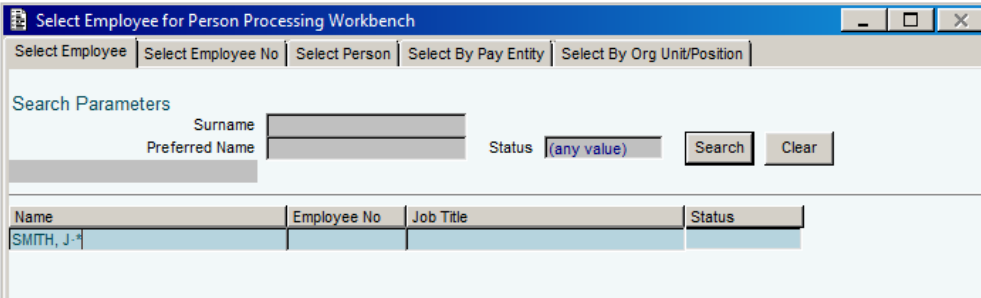
| Steps | Instruction – Searching by Employee Name |
|---------------|---|
| Step 1 | <p>From the Main Menu select the View Staff menu item and double click on the required menu icon.</p> <p>The Select Employee page for the selected menu icon is displayed, as shown below.</p>  |
| Step 2 | <p>Complete the Surname and Preferred Name fields and set the Status field to the option (any value).</p> <p> Aurion uses a 'soundex' search, meaning it retrieves all entries containing the sound you entered.</p> <p>Type in 'smith' and it retrieves the names 'smith', 'smyth', 'smit', etc.</p> <p>Type in only a few letters and many names may be retrieved. The records with the best match are at the start of the list.</p> <p>This search is not case sensitive.</p> |

| Steps | Instruction – Searching by Employee Name |
|---------------|--|
| Step 3 | <p>Click the Search button or press the Enter key on your keyboard to activate the search. The list of employee's that match or closely match the entered search parameters are retrieved and displayed in the selection grid, as shown below.</p>  <p> Searching for employees with status of 'any value' will display employees with a current, expired or terminated appointment.</p> <p>When the Job Title in the employee list is blank, the employee has an expired or terminated appointment.</p> |
| Step 4 | <p>Select the required employee from the list displayed and click the Continue button (). The relevant form is displayed and contains the details of the selected employee.</p> |

5.7.2 Searching Using Wildcards

Wildcards are a method of entering partial data into a field to limit the number of records that are retrieved. For example, in trying to locate the employee record for Jane Smith, you may choose to restrict the list of records retrieved to include only employees with the surname of 'Smith' and first names beginning with 'J'.

To perform a wildcard search, complete the following steps:

| Steps | Instruction – Searching Using Wildcards |
|---------------|---|
| Step 1 | <p>From the Main Menu select the View Staff menu item and double click on the required menu icon.</p> <p>The Select Employee page for the selected menu icon is displayed, as shown below.</p>  |
| Step 2 | <p>Set the Status field to the (any value) option.</p> <p>In the Name field in the employee list, enter the surname in capital letters (SMITH) followed by a comma and then the first initial in capital letters of the first name (J); and then press the plus (+) sign on the numeric key pad (or Shift F9) followed by the asterisk (Shift 8). If you have done this correctly, the * symbol (meaning any sequence of characters) is displayed, as shown below.</p>  |
| Step 3 | <p>Click the Retrieve button to retrieve all employees whose surname is Smith and first name begins with 'J'.</p> |
| Step 4 | <p>Locate and select the required employee from the list displayed and click the Continue button (>>).</p> <p>The relevant form is displayed and contains the details of the selected employee.</p> |



- Names in the employee list (below the line) are case sensitive.
- The wildcards have no affect in the Search Parameter box.

There are eleven wildcards that can be used for retrieval purposes. The most commonly used wildcard is the asterisk (*). There are special requirements when using the * wildcard.

| Wildcard | Description | Example |
|----------|--------------------------|--|
| * | Any character (s) | B* - see previous example using the * wildcard. |
| ? | Any single character | SM?TH to retrieve both SMITH and SMYTH. |
| & | And | Used when a field can hold more than one value. |
| | Or | L06 Administrative Officer to retrieve positions occupied by employees. |
| ! | Not | S*!SMITH to retrieve people whose name starts with S, except those named SMITH. |
| < | Less than | <3 to retrieve numeric values less than 3. |
| <= | Less than or equal to | <=3 to retrieve numeric values of 3 or less. |
| > | Greater than | >3 to retrieve numeric values greater than 3. |
| >= | Greater than or equal to | >=3 to retrieve numeric values of 3 or more. |
| != | Not empty | To retrieve records where the field containing this retrieve profile holds any value including zero. |
| = | Empty | To retrieve records where the field containing this retrieve profile has no value whatsoever. |



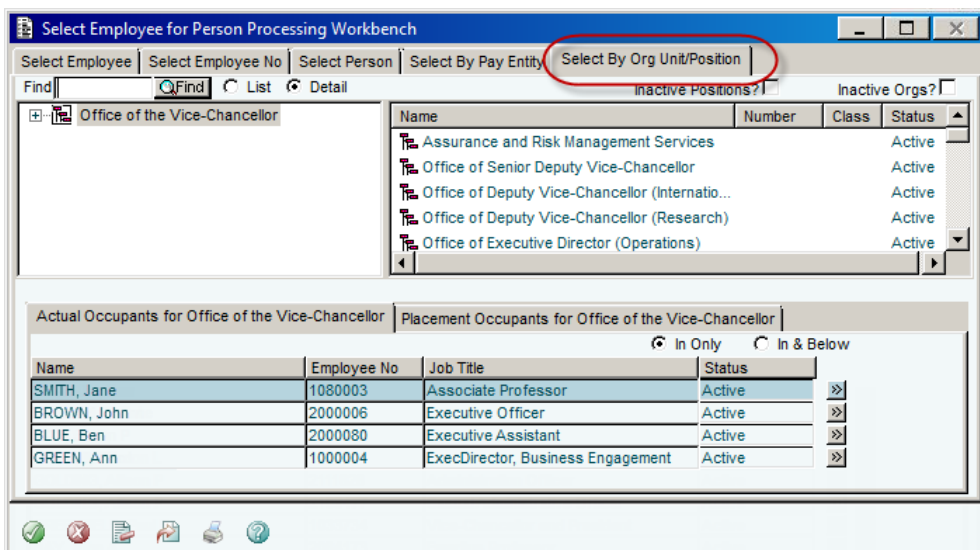
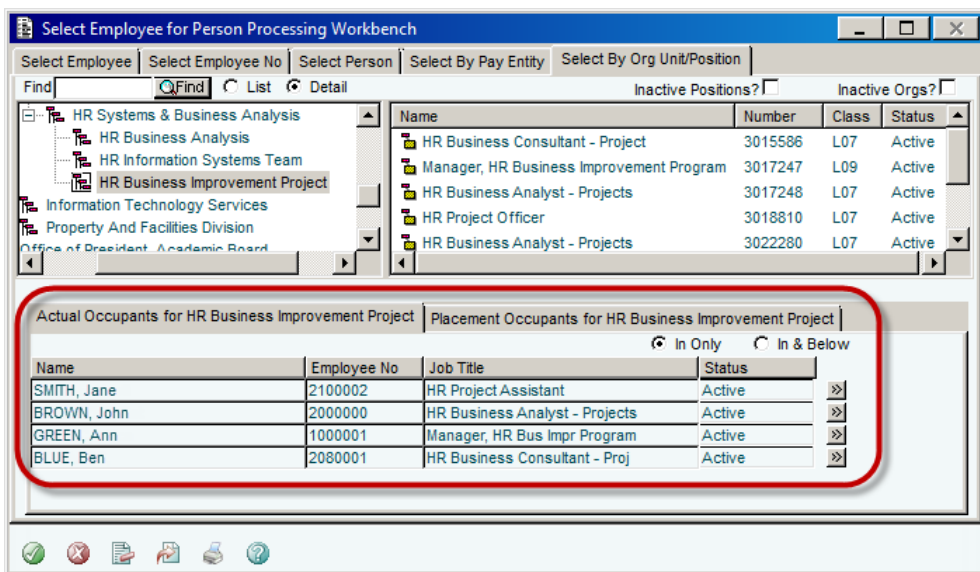
The numeric operands (<,>, = etc.) are useful to find records with date information.


For example, >=1/4/96&<=1/5/96 finds records with a date field which is in the range 1/4/96 to 1/5/96.

5.7.3 Searching by Organisation Unit

The Select Employee pages also provide the ability to search for a staff member within a specific organisation unit.

To search for an employee by organisation unit, complete the following steps.

| Steps | Instruction – Searching by Organisation Unit | | | | | | | | | | | | | | | | | | | | |
|-------------|--|--------------------------------|-------------|-----------|--------|-------------|---------|----------------------|--------|-------------|---------|--------------------------------|--------|------------|---------|------------------------------|--------|-----------|---------|-------------------------------|--------|
| Step 1 | <p>From the Main Menu select the View Staff For Managers menu item and double click on the required menu icon.</p> <p>The Select Employee page for the selected menu icon is displayed.</p> | | | | | | | | | | | | | | | | | | | | |
| Step 2 | <p>From the Select Employee page click the Select By Org Unit/Position tab.</p> <p>The Select By Org Unit/Position page is displayed, as shown below.</p>  | | | | | | | | | | | | | | | | | | | | |
| Step 3 | <p>Using the organisation trees provided locate the required organisation unit.</p> <p>The staff members employed under the located organisation unit are displayed, as shown below.</p>  <table><thead><tr><th>Name</th><th>Employee No</th><th>Job Title</th><th>Status</th></tr></thead><tbody><tr><td>SMITH, Jane</td><td>2100002</td><td>HR Project Assistant</td><td>Active</td></tr><tr><td>BROWN, John</td><td>2000000</td><td>HR Business Analyst - Projects</td><td>Active</td></tr><tr><td>GREEN, Ann</td><td>1000001</td><td>Manager, HR Bus Impr Program</td><td>Active</td></tr><tr><td>BLUE, Ben</td><td>2080001</td><td>HR Business Consultant - Proj</td><td>Active</td></tr></tbody></table> | Name | Employee No | Job Title | Status | SMITH, Jane | 2100002 | HR Project Assistant | Active | BROWN, John | 2000000 | HR Business Analyst - Projects | Active | GREEN, Ann | 1000001 | Manager, HR Bus Impr Program | Active | BLUE, Ben | 2080001 | HR Business Consultant - Proj | Active |
| Name | Employee No | Job Title | Status | | | | | | | | | | | | | | | | | | |
| SMITH, Jane | 2100002 | HR Project Assistant | Active | | | | | | | | | | | | | | | | | | |
| BROWN, John | 2000000 | HR Business Analyst - Projects | Active | | | | | | | | | | | | | | | | | | |
| GREEN, Ann | 1000001 | Manager, HR Bus Impr Program | Active | | | | | | | | | | | | | | | | | | |
| BLUE, Ben | 2080001 | HR Business Consultant - Proj | Active | | | | | | | | | | | | | | | | | | |

| Steps | Instruction – Searching by Organisation Unit |
|--------|--|
| Step 4 | Select the required employee from the list displayed and click the Continue button (). The relevant form is displayed and contains the details of the selected employee. |

6. Appendix

6.1 Selected Aurion/HR Terminology

Users should become familiar with the following terms that are used in Aurion and by HR/Payroll staff:

| Term | Description |
|--------------------------|--|
| Pay Entity | A convenient way to group together like staff for human resource and payroll processing. At the University, pay entity groupings are based on Faculties, Institutes and Central Administration. |
| Pay Point | Major organisational unit |
| Pay Branch | Each pay entity is split into two sub-units called pay branches; one for exception based employees, and one for return based employees. |
| Exception based employee | Exception based employees are automatically paid the a salary each fortnight, unless authorised variations, such as leave, are made. |
| Return based employee | Return based employees are only paid by submission of salary claims. Salary claims are normally submitted electronically using the Timekeeper module of MyAurion. |
| Employee Status | The Employee Status contains the details of an employee's conditions of appointment – including award, hours of work, Pay Entity/Branch/Point. |
| Position | Specific job a staff member is appointed to |
| Placement | A contract of employment based on a Position number, Employee number and an Aurion number. A placement may be paid or unpaid (for example, an Honorary position). |
| Substantive Placement | An employee's base employment details. |
| Acting Placement | A temporary placement in a role different to the substantive role. For example, acting in a higher role to cover another employee's absence. The employee must also have a substantive placement for the duration of their acting placement. |
| Multiple Placement | When an employee holds more than one contract of employment concurrently. Note, the placements will be recorded on different employee numbers. |
| Standing Allowance | Ongoing allowance or deduction. |

| Term | Description |
|--------------------------------|---|
| or Deduction | |
| One-off Allowance or Deduction | Allowance or deduction affecting one pay period only. |
| Classification | Salary level (base and increment) |
| Award | Terms and conditions, such as leave entitlements, as stipulated in the Enterprise Agreement, that apply to a particular group of employees. |
| Job Type | Job family/function of the placement. For example, finance or research. |
| Organisation Unit | Refer to section 6.2 Organisation Structure for more information. |
| Employment Type | The type of employment for the placement. Common options include, but are not limited to, Fixed Term, Continuing and Casual. |

6.2 Organisation Structure

The organisation structure of the University is set up in Aurion as a series of organisation units with their reporting relationships. Each Faculty, School, Division is an organisational unit with its own unique identification number and hierarchy level. The University hierarchy ranges from Level 1 being the Vice-Chancellor to Level 10 being sub-sections used at the discretion of the Faculty.

The control and maintenance of the Organisation Structure is managed centrally. The Aurion hierarchy may differ from the official University reporting structure displayed on the University's web site, in that only organisation units which have University staff are displayed in Aurion.

The Organisational Unit number is different to an Operational Unit (Opal Unit) number that is used by the Finance System.

6.2.1 The University of Queensland Hierarchy

| Level | Organisational Unit |
|---------|--|
| Level 1 | University |
| Level 2 | Senior Executive (for example Snr Deputy VC, Sec & Reg, Office of the President, Academic Board) |
| Level 3 | Faculty (for example Arts, BEL, Science) |
| Level 4 | Divisions (for example Finance & Business Services, Human Resources, Prop & Facilities, TEDI and ITS). |

| Level | Organisational Unit |
|----------|--|
| Level 5 | Multi-Department Schools (for example Agriculture and Food Science, Population Health and Civil Engineering) |
| Level 6 | Schools/Faculty Centre Department (for example Music, Centre for Native Floriculture and TERN) |
| Level 7 | Branch/Directorate (for example Customs House, Art Museum, ATSISU and ICTE) |
| Level 8 | School Centre/Other Centre (for example Heron Island Res Station, RAMS and IML) |
| Level 9 | Section/Unit (for example Protocol Office, Payroll and SI-Net Projects) |
| Level 10 | Sub-sections (To be used at the discretion of the Faculty). |