EMPLOYEE KIOSK

USER GUIDE

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Introduction

Welcome to FESA Employee Kiosk!

If you are a new user, or have not used the Kiosk for

From the Kiosk you will be able to:

- Update your personal information (eg. new address, new mobile number, etc.), which will automatically update into the HR system;
- View your employment history to see what positions you have worked in, including your salary history;
- View your leave history, including leave taken and future periods of leave.
- View your Leave Balance to see how many hours of Annual Leave, Personal Leave and Long Service Leave that you have available. You can also calculate how much leave you will have in the future,
- View and print payslips for the last 3 years; and
- View your end of year Payment Summaries.

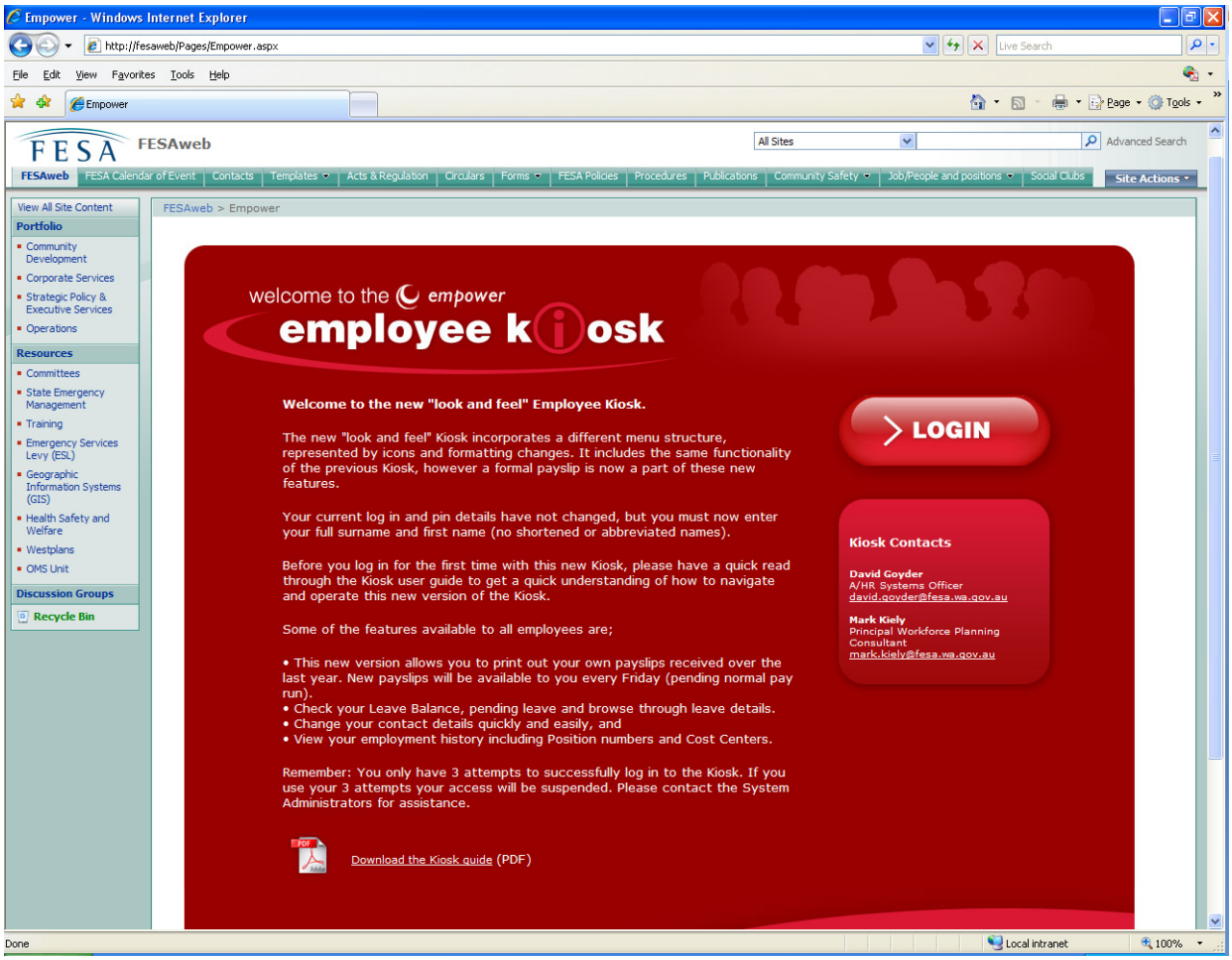
This guide will take you through the functionality of this new Kiosk, and allow both new and current users to use this program to its fullest.

Should you have any difficulties with the Kiosk please do not hesitate to contact the Employee Kiosk Administrator at;

Email: employeekisosk@fesa.wa.gov.au
Phone: 9323 9417

Logging into the Employee Kiosk from FESA

The Employee Kiosk button is located within the Application Links area of the FESA intranet. Clicking on this will take you to the Kiosk front page.



This page will be continuously updated to provide you with the latest news, upgrades, downtime etc. of the Kiosk. This guide is also available to download from this page.

Click on the **Login** button to commence your Kiosk session.

Logging into the Employee Kiosk from outside of FESA

To access the Employee Kiosk from outside of FESA you will need to go to the main FESA Website at www.fesa.wa.gov.au. The link to the Employee Kiosk will be found under the "Our People" section.

This will take you to the Employee Kiosk webpage, which is identical in design to the internal page.

Alternatively, you can go to https://employeekiosk.fesa.wa.gov.au. Please be aware that you will have to type in https:// or you will not be taken to the web page and will receive a "page not found error".

Once you have arrived at the Employee Kiosk webpage, click on the **Login** button to commence your Kiosk session.

The Login Screen

Please enter your surname, full given name and password to begin. Your surname and given name are ***not*** case sensitive.

Please Note, you only have **3 opportunities** to enter your password correctly. If this is entered incorrectly 3 times your Kiosk account will be suspended. If this occurs, please email the Kiosk Administrator on employeekiosk@fesa.wa.gov.au who will reset your password and email a new password to you.

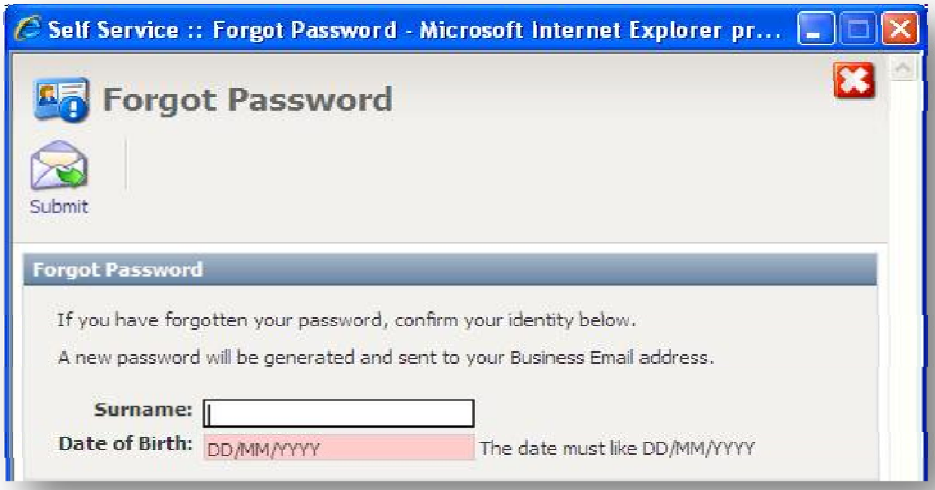
If you have entered your password less than 3 times, please utilize the "forgot password" function at the bottom of the login screen.

This function will then email to your FESA email address a new password. Please note, for this function to operate you must have your FESA email address entered in the Kiosk personal details business email field.

When you receive a new password, or have used the 'forgot password' function, the password generated will be random letters and numbers. It is recommended that you change this password once you sign back in again.

Forgot Your Password?

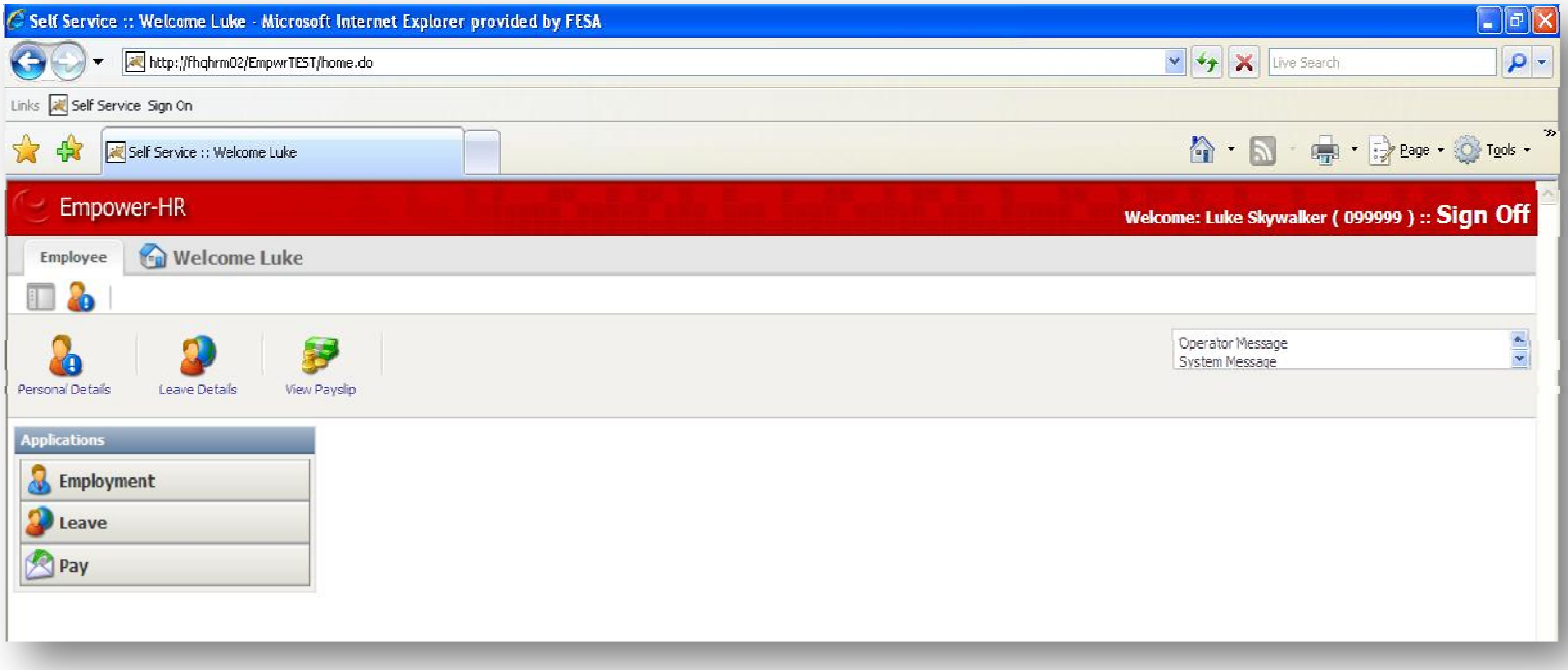
If you have forgotten your password and have attempted to log in less than 3 times, you can click on the "forgot password" link in the bottom right hand corner. You will be presented with this screen.

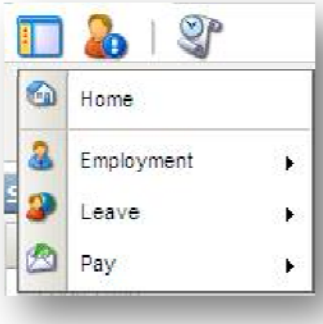


Enter in your surname and your date of birth in the format shown below. Once you have entered your information, and it is correct, the Date of Birth Bar will be highlighted green, as in the example below. Then click on the submit button in the top left hand side.

Shortly after you have clicked submit, and as long as your FESA business email address is entered into the Kiosk, you should receive an email supplying you with a new password.

Employee Kiosk Main Page





The icons shown allow you to navigate to any Kiosk area regardless of the screen you are currently looking at.

The Icon on the left will activate once you have navigated to a different screen. It is a drop down menu that will take you to your Employment, Leave or Pay screen details.

These are the primary icons that will display the Kiosk information.

The **Personal Details** button will take you to your personal details. Here, you can change your address, phone numbers etc. This information will then be automatically uploaded to the HR system – saving you a call or email to Payroll.

The **Leave Details** button will take you to your leave screen which will display your leave balances, bookings, any future leave details and leave history.

The **View Payslip** button will take you to your current payslip details. From here, you will be able to view and print all payslips from the last 3 years.

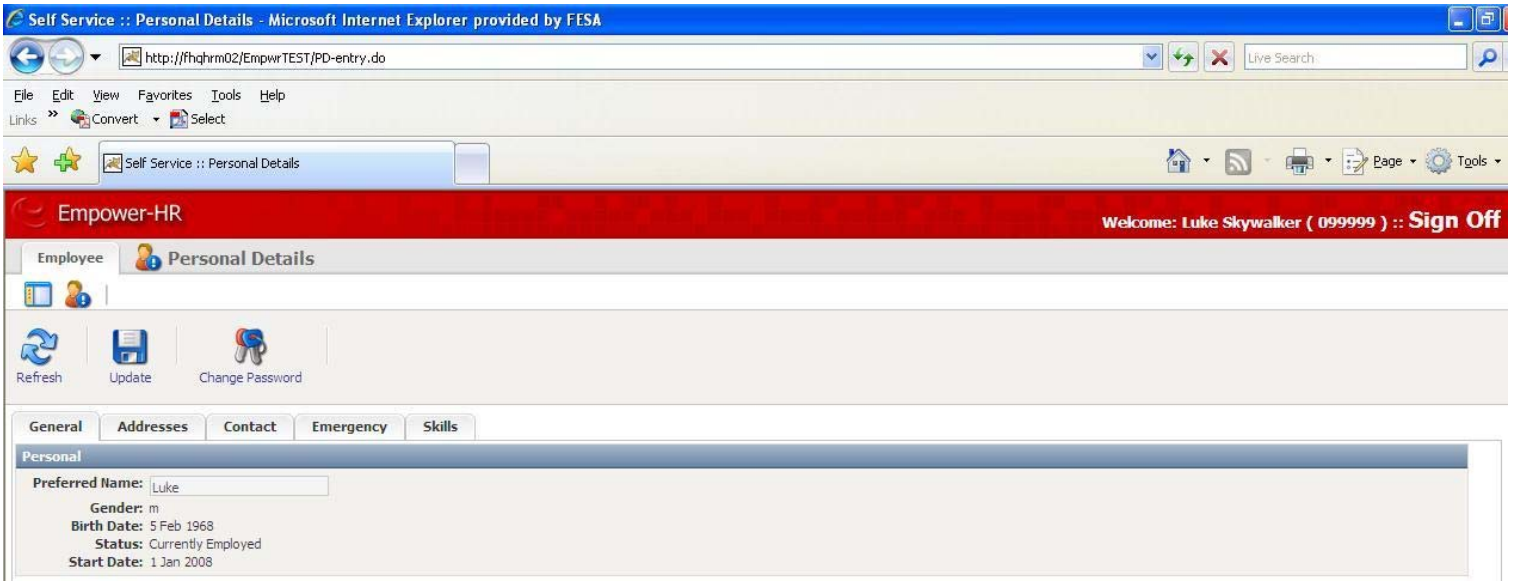
You can also access your information via the applications menu.

The applications menu has several more options available to you. While some are similar to the ones mentioned above, the information provided in these options is generally more detailed.

- Clicking on **employment** will allow you to view your entire employment history at FESA.
- Clicking on **leave** allows you to view any pending leave, as well as check all leave balances and leave history.
- Clicking on **payslip** will take you to your current payslip.

Below is a break down of all the options. These will be explained later in greater depth.

Personal Details

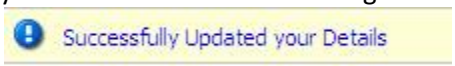


The personal details screen is accessed by clicking on the above button.

From here, you can change your address details, contact details, emergency contact details as well as changing your password. The skills tab is not currently in use in this version. When you change information here, it will be updated into the HR system automatically.

Tabs and buttons of the Personal Details Screen

- **Refresh** – this button will revert back to your last update. This feature is useful if you've made several mistakes and haven't updated yet.
- **Update** – this will save any changes you have made to your personal details. After you have updated, the information will flow into the HR system. You may move your way through all the tabs and then save, however it is better to save as you go. Upon pressing the update button, you will be shown the following message;



- **Change Password** – this will take you to the change password screen.

You must always change your password from the default password. A preferred password will have combination of lowercase, uppercase, numbers and at least one alternate key.

These tabs will allow you to browse your current personal information and make any changes that you need to.

General Tab

The General Tab is the first active tab that you will see when you enter into your Personal Details. From here, the only thing you can currently do is change your preferred name. Your preferred name **is not** your nickname.

Once you have made any changes, do not forget to click on the update button.

Addresses Tab

From here, you can change your private and postal address.

When you type in the suburb bar, the Kiosk will automatically try and match that suburb with the state and post code. If the suburb is not accepted, it may not be included in the database. In this instance please contact one of the Systems Administrators.

Once you have made any changes, do not forget to click on the update button.

Contact Tab

From the contact tab you can change your phone, fax, mobile and email details.

When you first log in, it is important to ensure the business email address contains your FESA email address. This will allow the "Forgot Password" function to work.

Once you have made any changes, do not forget to click on the update button.

Emergency Tab

The emergency tab will allow you to update your emergency contacts information. It is imperative that you keep this information up-to-date.

Once you have made any changes, do not forget to click on the update button.

Skills Tab

This tab is currently not in use.

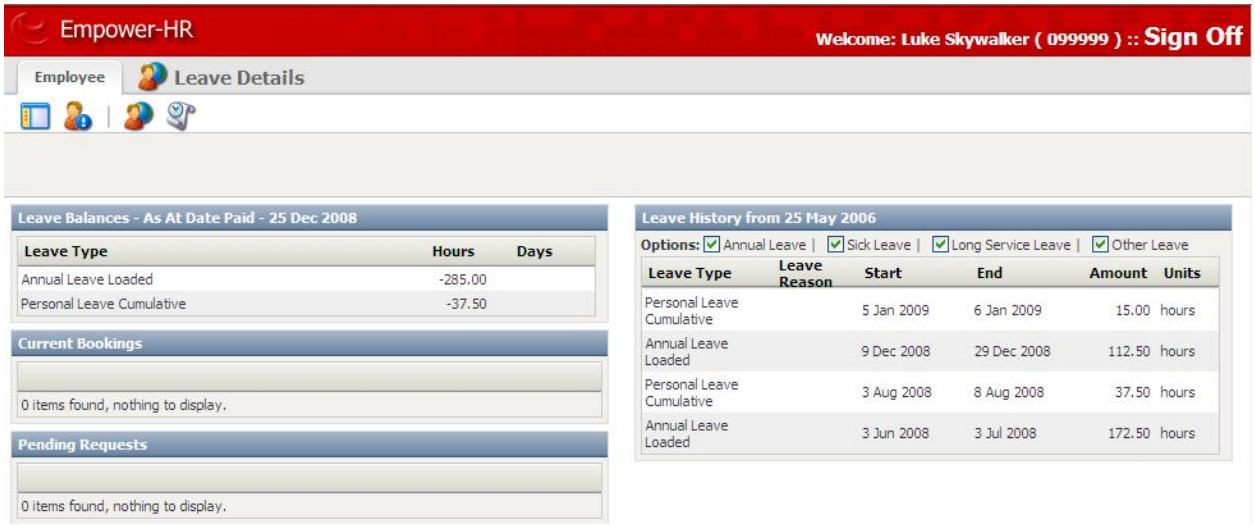
Personal Details – A quick review

The **Personal Details** screen is simple to use and allows you to ensure that all your personal details are current. If you ever have any issues trying to enter any information, please do not hesitate to contact your Systems Administrator.

Leave Details and Leave Balance

Leave Details

Clicking on the leave details in either of the above screens will take you to a screen where you can view all of your leave details.



This screen displays your leave balances as at the current pay period, any current bookings and your leave history.

Leave Balance

When you click on the Leave Balance button, you will be brought to the following screen.

Using the calendar to the right, you can calculate the leave balance you will have at any future date.

Leave Details and Balances – A quick review

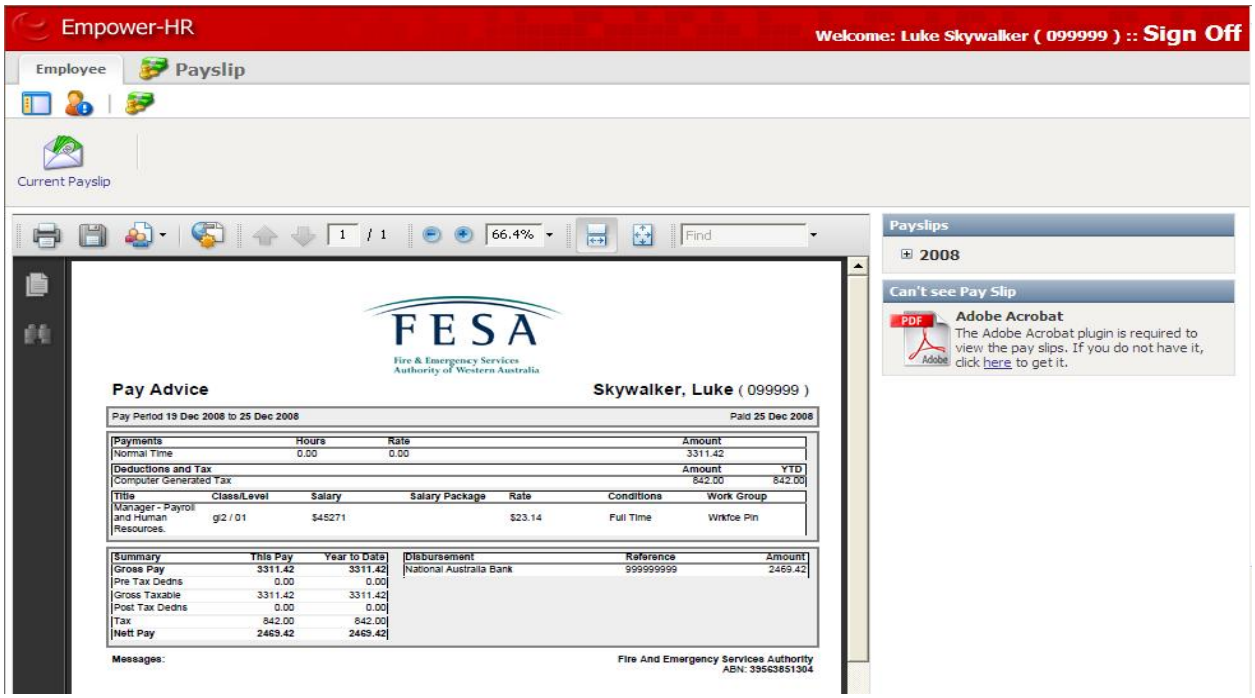
The **Leave Details** and **Balances** screens allow you quick and easy access to view all of your current, present and future leave bookings. The ability to determine future leave balance will assist you in planning leave in advance.

Payslip and Payment Summaries Details

Paylsip

When you click on the Payslip button, your payslip for the current pay period will be displayed. Alternatively, you can simply click on the View Payslips button on the main page.

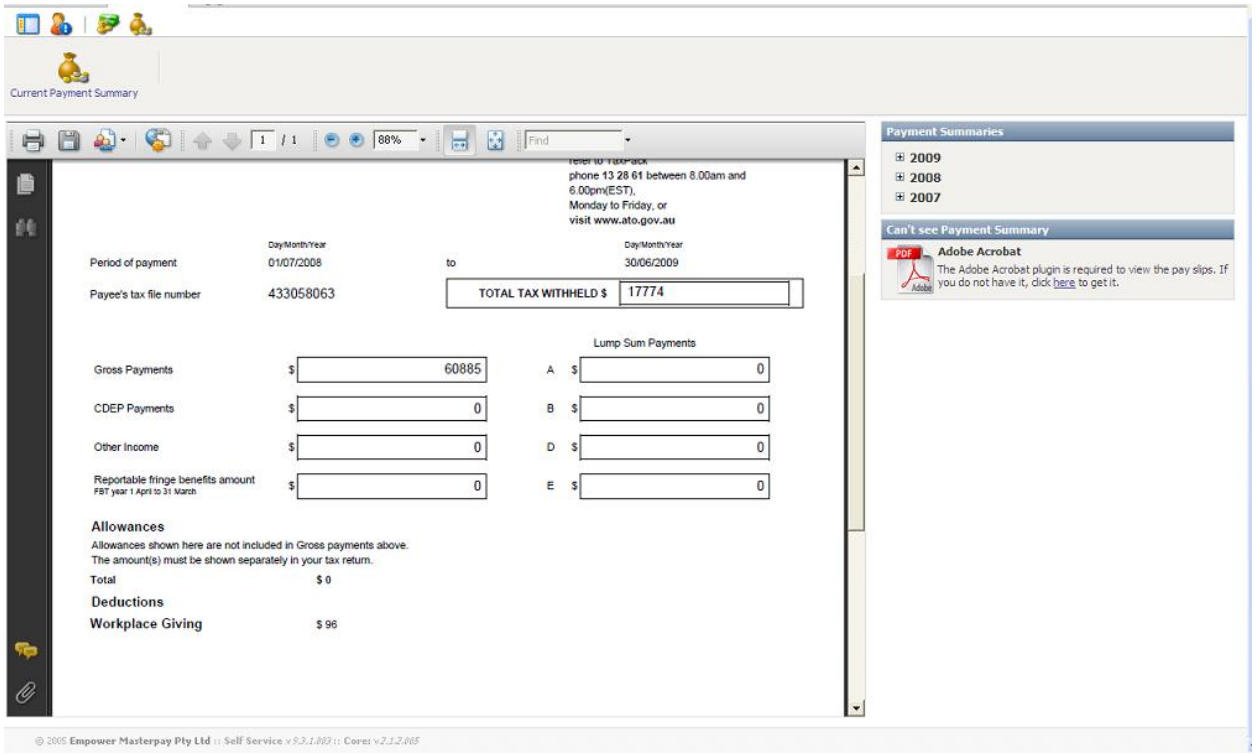
From the menu to the right of the payslip, you can browse through the year and month to find a particular payslip that can then be displayed and printed by clicking the printer icon.



Payment Summaries

Clicking on the Payment Summaries will take you to the Payment Summary screen.

From the menu on the right hand side, you will be able to browse up to three years of payment summaries. These can be printed by clicking on the printer icon or you can save them to your hard drive using the 'save as' icon.



Employee History

Employee History Screen

By clicking on the **Employee History** button, you will be brought to the employee history screen which will display both your salary and position history within FESA.

Salary History

From	Up To	Position	Reason	Package Salary	Rate	Class	LV
5 Feb 2009		Manager - Payroll and Human Resources.	Reclass	97882.00	50.04	gl8	01
2 Feb 2009	4 Feb 2009	Manager - Payroll and Human Resources.	Reclass	97882.00	50.04	gl8	01
9 Jan 2009	1 Feb 2009	Manager - Payroll and Human Resources.	Relocate	97882.00	50.04	gl8	01
5 Jan 2009	8 Jan 2009	Jedi Master	Relocate	63621.00	32.52	gl5	01
1 Jan 2009	4 Jan 2009	Jedi Knight	Relocate	63621.00	32.52	gl5	01
5 Sep 2008	31 Dec 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
10 Aug 2008	4 Sep 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
9 Aug 2008	9 Aug 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
8 Aug 2008	8 Aug 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
1 Jan 2008	7 Aug 2008	Jedi in training	Reclass	42017.00	21.48	gl2	01

Position History

From	Up To	Position	Reason	Cost Centre	Class	Temp
5 Feb 2009		Manager - Payroll and Human Resources.	Reclass	480	gl8	n
2 Feb 2009	4 Feb 2009	Manager - Payroll and Human Resources.	Reclass	480	gl8	n
9 Jan 2009	1 Feb 2009	Manager - Payroll and Human Resources.	Relocate	480	gl8	n
5 Jan 2009	8 Jan 2009	Jedi Master	Relocate	001	gl5	n
1 Jan 2009	4 Jan 2009	Jedi Knight	Relocate	4006	gl5	n
5 Sep 2008	31 Dec 2008	Jedi in training	Reclass	480	gl2	n
10 Aug 2008	4 Sep 2008	Jedi in training	Reclass	480	gl2	n
9 Aug 2008	9 Aug 2008	Jedi in training	Reclass	480	gl2	n
8 Aug 2008	8 Aug 2008	Jedi in training	Reclass	480	gl2	n
1 Jan 2008	7 Aug 2008	Jedi in training	Reclass	480	gl2	n

Salary History provides a breakdown of your pay history, showing the effective date, position, salary, hourly rate, class and level for each salary change.

Salary History

From	Up To	Position	Reason	Package Salary	Rate	Class	LV
5 Feb 2009		Manager - Payroll and Human Resources.	Reclass	97882.00	50.04	gl8	01
2 Feb 2009	4 Feb 2009	Manager Human Resources.	Position Number: 009999	97882.00	50.04	gl8	01
9 Jan 2009	1 Feb 2009	Manager - Payroll and Human Resources.	Relocate	97882.00	50.04	gl8	01
5 Jan 2009	8 Jan 2009	Jedi Master	Relocate	63621.00	32.52	gl5	01
1 Jan 2009	4 Jan 2009	Jedi Knight	Relocate	63621.00	32.52	gl5	01
5 Sep 2008	31 Dec 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
10 Aug 2008	4 Sep 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
9 Aug 2008	9 Aug 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
8 Aug 2008	8 Aug 2008	Jedi in training	Reclass	45271.00	23.14	gl2	01
1 Jan 2008	7 Aug 2008	Jedi in training	Reclass	42017.00	21.48	gl2	01

By dragging your mouse over any of your current or previous positions in the positions field, the position number will be displayed.

This is useful if you are trying to find a JDF for your position, or filling out a form that requires you to enter your position number.

Position History

From	Up To	Position	Reason	Cost Centre	Class	Temp
5 Feb 2009		Manager - Payroll and Human Resources.	Reclass	480	gl8	n
2 Feb 2009	4 Feb 2009	Manager - Payroll and Human Resources.	Reclass	480	gl8	n
9 Jan 2009	1 Feb 2009	Manager - Payroll and Human Resources.	Relocate	480	gl8	n
5 Jan 2009	8 Jan 2009	Jedi Master	Relocate	001	gl5	n
1 Jan 2009	4 Jan 2009	Jedi Knight	Relocate	4006	gl5	n
5 Sep 2008	31 Dec 2008	Jedi in training	Reclass	480	gl2	n
10 Aug 2008	4 Sep 2008	Jedi in training	Reclass	480	gl2	n
9 Aug 2008	9 Aug 2008	Jedi in training	Reclass	480	gl2	n
8 Aug 2008	8 Aug 2008	Jedi in training	Reclass	480	gl2	n
1 Jan 2008	7 Aug 2008	Jedi in training	Reclass	480	gl2	n

Employee History Screen – A quick review

The employee history screen provides you quick access to view your entire employment history within FESA. You can check your salary levels, position numbers and cost centres.

Additional Information

Browsers

If you are using a browser that is not on the list below, you may experience some problems while using the Employee Kiosk. It is recommended that you download one of the following browsers to use the Employee Kiosk.

The Employee Kiosk has been tested on and works with the following browsers;

- Mozilla Firefox (v3.5.3)
- Internet Explorer (v7.0)
- Chrome (v2.0)
- Safari (v4.0.3)

Kiosk Security

FESA ICT recommends the following measures to protect your home computer against viruses, malware, worms and other vulnerabilities:

- Keep up-to-date on security patches and fixes for your operating system. The easiest way to do this is to set your system to receive automatic security updates issued by Microsoft. If your system does not allow automatic updates, we recommend that you manually install the Microsoft security patch through Microsoft Update,
- Install anti-virus and anti-spyware software and keep them up-to-date; and
- Enable a firewall which will help block attacks before they can get into your computer.

Confidentiality

By using this program, you acknowledge that:

The logon ID assigned to me is my responsibility, and I am accountable for its use. I will not, lend nor share my password with anyone. I acknowledge that my password security is my responsibility.

Sign Off

Please ensure that you sign off the Kiosk rather than just closing the web browser. If you do not sign off, you will not be able to sign back in immediately as your Kiosk session is still active.

Contacts

If you have any problems or questions, please contact the administrator on;

employeekiosk@fesa.wa.gov.au