



Australian Government
Department of Finance

Online HR User Manual

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1. What is Online HR

Online HR is the Web browser client interface for the Human Resource Management System chris21, used by Ministerial and Parliamentary Services (M&PS).

You will require a valid user id and password to access secure links via the Ministerial and Parliamentary Services website, such as Online HR.

Online HR is compliant with the following Internet browsers:

- Internet Explorer version 7.0 or higher
- Chrome 5.0 or higher
- Firefox 3.0 or higher
- Safari 3.0 or higher
- Opera 9.0 or higher

Online HR provides self service access for Senators, Members and MOP(S) Act staff to view and update certain data in chris21.

If you are a new employee you will be sent an email with your user id and password as soon your Employment Agreement has been processed by M&PS.

Basic Online HR access allows you to view your personal details and apply for full pay Annual and Personal leave (including Carer's leave).

For additional access such as the ability to approve leave and run the Relief Budget Report a valid Form 7: Authorisation to Exercise Powers, with the relevant powers selected, must have been received and processed by M&PS.

2. How to use the Help in Online HR

From any screen in Online HR you may click on the help icon and question marks appear next to field with help text.

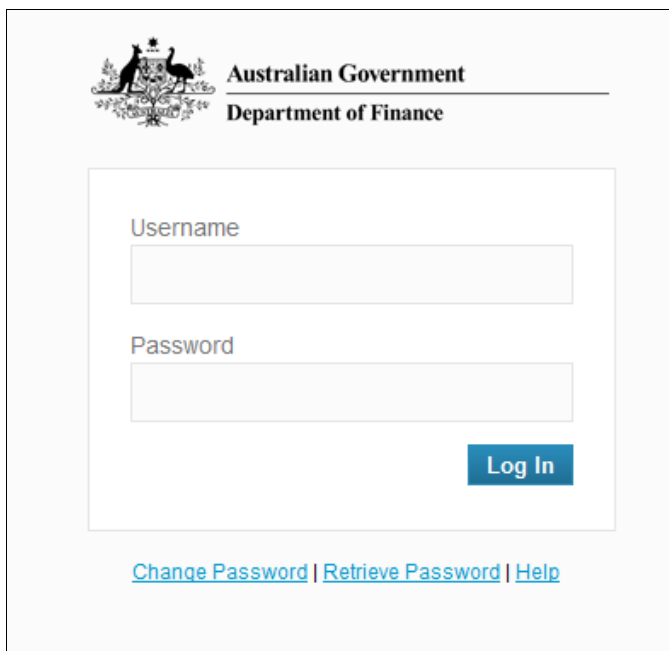
[Online HR Support](#) guides can be accessed on the Ministerial and Parliamentary Service website.

3. How to Access Online HR

Use the Internet Browser to access <https://hr.finance.gov.au/HR21/index.htm>

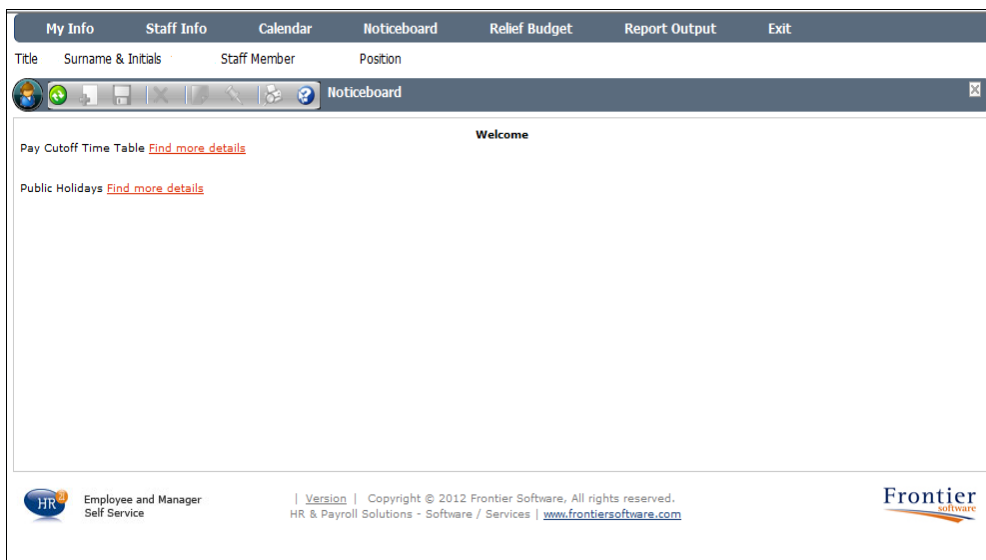
Add to Favourites.

The following login screen should appear. Enter your username and password.



The screenshot shows the login interface for the Australian Government Department of Finance. At the top left is the Australian Government crest. To its right, the text reads "Australian Government" and "Department of Finance". Below this is a large white box containing two input fields: "Username" and "Password". A blue "Log In" button is positioned to the right of the password field. At the bottom of the white box, there are three links: "Change Password", "Retrieve Password", and "Help".

Once you have been authenticated and successfully logged in you should see the following screen.(Noticeboard).



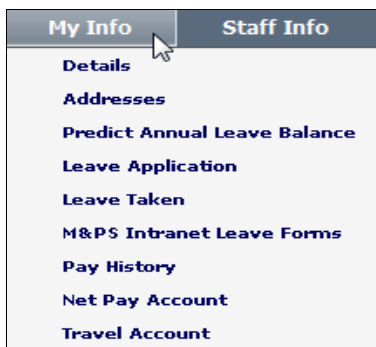
The screenshot displays the HR21 Noticeboard dashboard. At the top, there is a navigation menu with tabs: "My Info", "Staff Info", "Calendar", "Noticeboard", "Relief Budget", "Report Output", and "Exit". Below the menu is a header area with fields for "Title", "Surname & Initials", "Staff Member", and "Position". The main content area is titled "Noticeboard" and contains a "Welcome" message. Below the welcome message, there are two links: "Pay Cutoff Time Table" and "Public Holidays", both with "Find more details" text. At the bottom of the dashboard, there is a footer with the HR21 logo, "Employee and Manager Self Service", a version and copyright notice for Frontier Software (2012), and the Frontier Software logo.

4. How to Navigate within Online HR

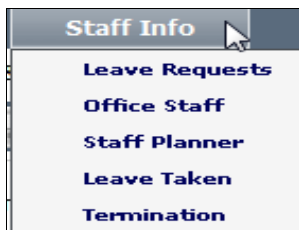
4.1 The Menu Tool Bar



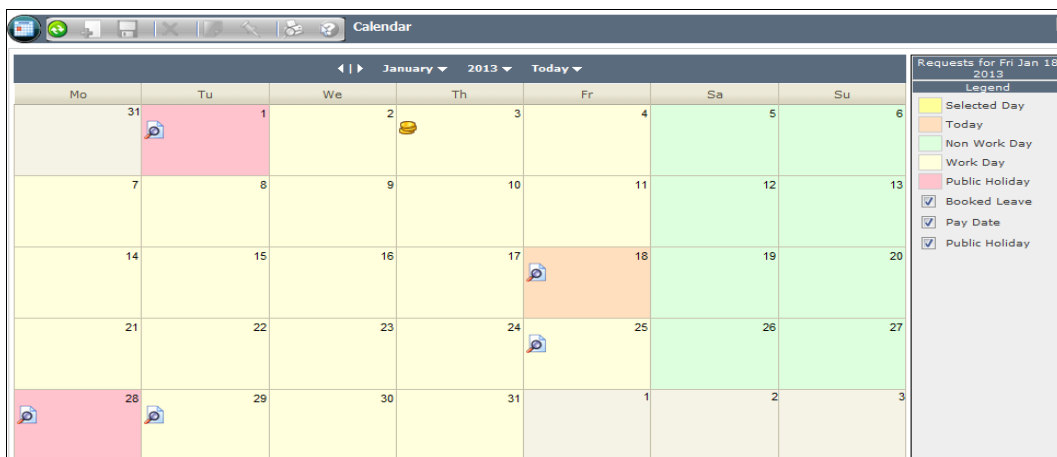
Click on **My Info** for the following drop-down menu.



Click on **Staff Info** for the following drop-down menu.



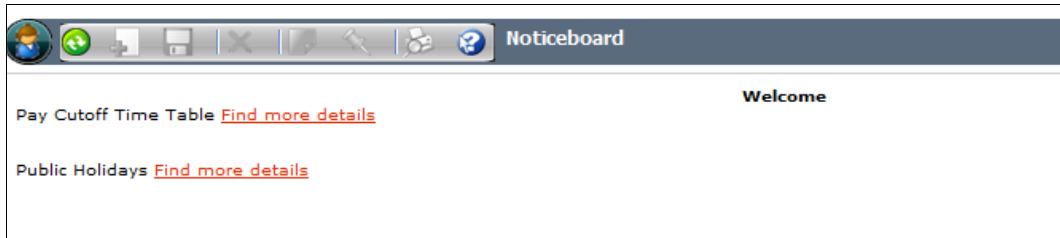
Click on **Calendar** to view a calendar.



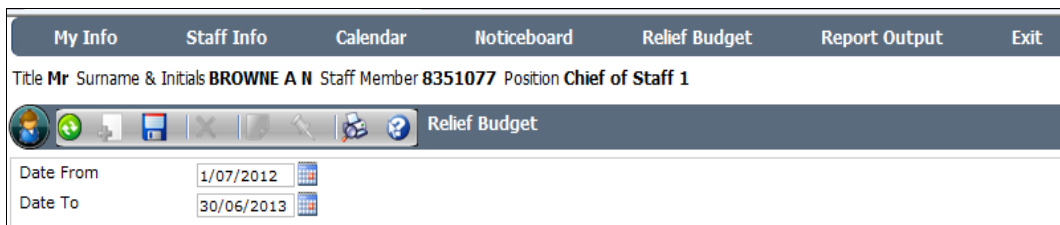
Note: Work days = week days (not scheduled work days)

Click on **Noticeboard** to view helpful information posted by M&PS.

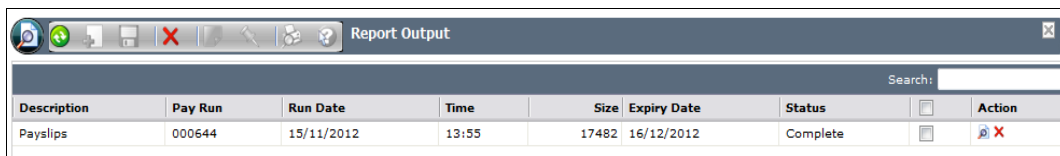
Apart from links to the Pay Cut-off Time Table and a list of State-wide Public Holidays, the Noticeboard will be used to alert you to times when Online HR will be unavailable (e.g. during system upgrades, end of financial year processes) or when access within Online is restricted (e.g. during Pay Processing).



If you are authorised to do so you can click on **Relief Budget** to run a report.



Click on **Report Output** to view reports that you have run in the previous 7 days.

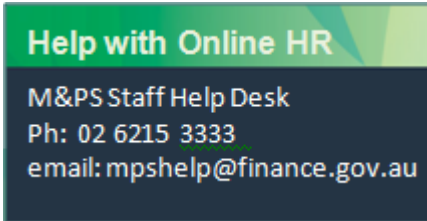


Click on **Exit** on the Menu tool bar to log off. Your access will be timed-out after 10 minutes of inactivity.

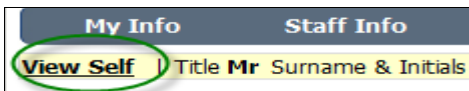
4.2 Useful Hints


If a screen becomes unresponsive use the 'F5' key on your Keyboard to refresh and return to the **Noticeboard** Page, or

Contact the M&PS Staff Help Desk.

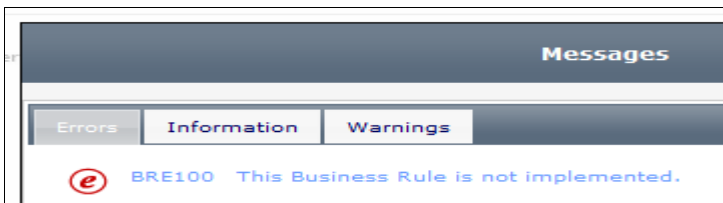


If you have access to **Office Staff** under the **Staff Info** menu ensure that you have deselected an employee by either clicking on **View Self**



or  refresh before running a Relief Budget Report

Otherwise you will be given the following message and not be able to run the report.



5. My Info

5.1 Details (view only)

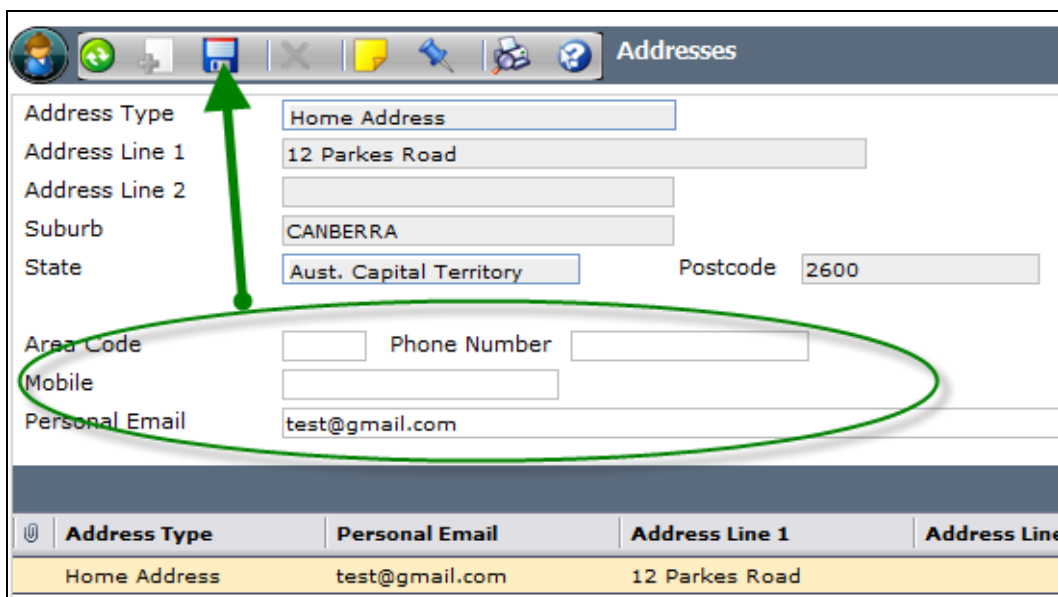
From the **My Info** menu, select **Details**. This allows you to view some of your personal details.



First Name	Peter
Second Name	
Surname	TESTS
Preferred Name	Peter
Joined	26/03/2012
Email Address	emopssupport@finance.gov.au

5.2 Addresses

From the **My Info** menu, select **Addresses**. Select Home Address or Postal Address from the list to view.



Address Type	Home Address		
Address Line 1	12 Parkes Road		
Address Line 2			
Suburb	CANBERRA		
State	Aust. Capital Territory	Postcode	2600
Area Code		Phone Number	
Mobile			
Personal Email	test@gmail.com		


Address Type	Personal Email	Address Line 1	Address Line
Home Address	test@gmail.com	12 Parkes Road	


On the Home Address record you are able to add, update and delete your personal phone number, mobile and email address. All other fields are view only.

5.3 Predict Annual Leave Balance

From the **My Info** menu, select **Predict Annual Leave Balance**.

Leave Type
Annual Leave


Select a future date from the 'As at Date' calendar  and then click on the 'Predict Balance' button. This will allow you to see what your annual leave balance might be at that date based on information currently stored in chris21.

To predict again with a different date, first click  Refresh.

5.4 How to Apply for Annual leave (full pay)

From the **My Info** menu, select **Apply for Leave**






Note: If a completed Leave Application screen displays first, this indicates that there are other Leave Applications with a status of 'Requested'. If an empty screen displays first this indicates that there are **no** other Leave Applications with a status of 'Requested'.

Click on the  'Add' button and complete the actions below.

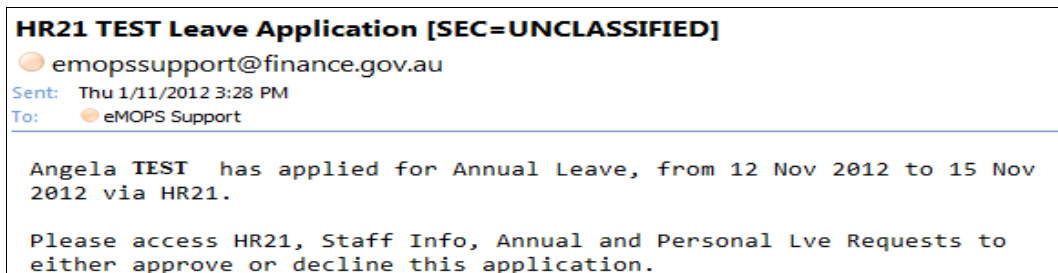
The following screen shot indicates the order in which the fields should be actioned. Starting at 1, refer to the actions below for more details.

Accrual	Entitlement	Total
0.9290 Days	0.0000 Days	0.9290 Days
6.9672 Hours	0.0000 Hours	6.9672 Hours

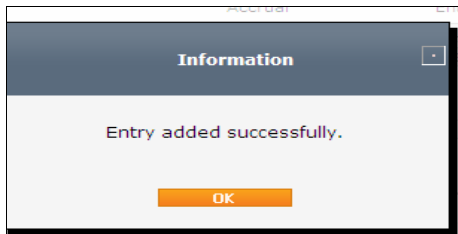
Actions

1. From the **Leave Type** drop-down select 'Annual Leave'.
2. From the **Start Date**  calendars select a start date. If leave greater than a day select a date from the **End Date**  calendars.
3. From the **Reason** drop-down select 'Not Required'.
4. Click on the **Query Offices** button .
5. Click the Approver lookup , select an Approver from the list.
6. Check that you have enough leave in the 'Total' column.
If you have insufficient entitlement for the requested period of leave, you will need to use a paper form to request leave for some or all of the period to be taken at half pay and/or without pay; or apply for a lesser period of Annual Leave.
7. Then click on the **Save/Update** button . An auto email will be sent to the Approver advising him/her of your request for Leave.

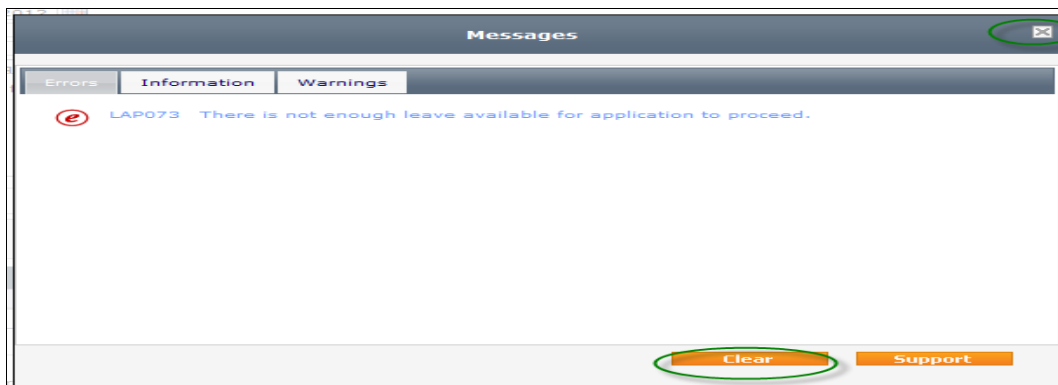
Refer sample email below



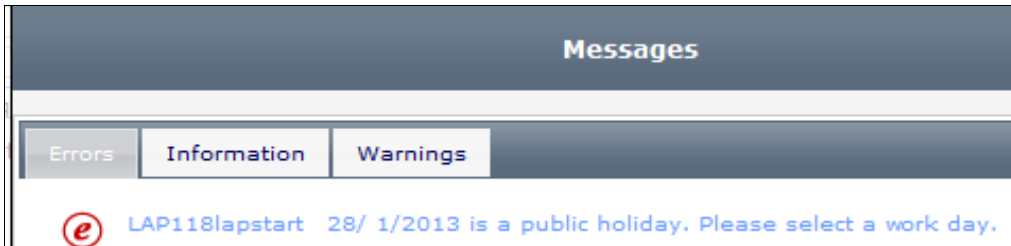
The following box should pop up. Click **OK**.



If you did not have enough leave the following 'Messages' window will appear. Once you have read the message click on 'Clear' and close the window

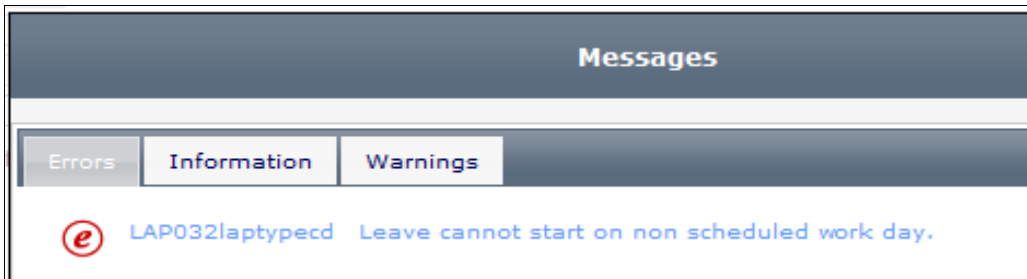


Leave should not be entered with either a start or end date on a public holiday otherwise you will be given the following error message.



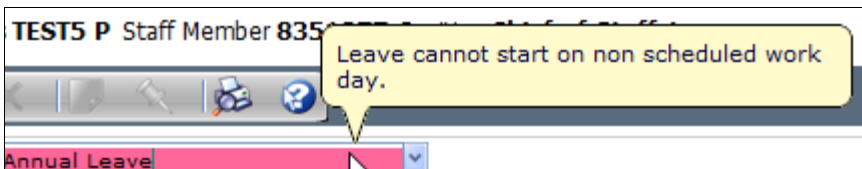
Clear, and close the message window. Enter a date for a scheduled work day instead of a public holiday.

Leave must start and end on a day on which you are scheduled to work otherwise you will be given the following error message.



Clear, and close the message window. Enter a scheduled work day.

An example of how error messages may also be displayed is as follows:




5.5 How to Request a Prepayment for Annual Leave

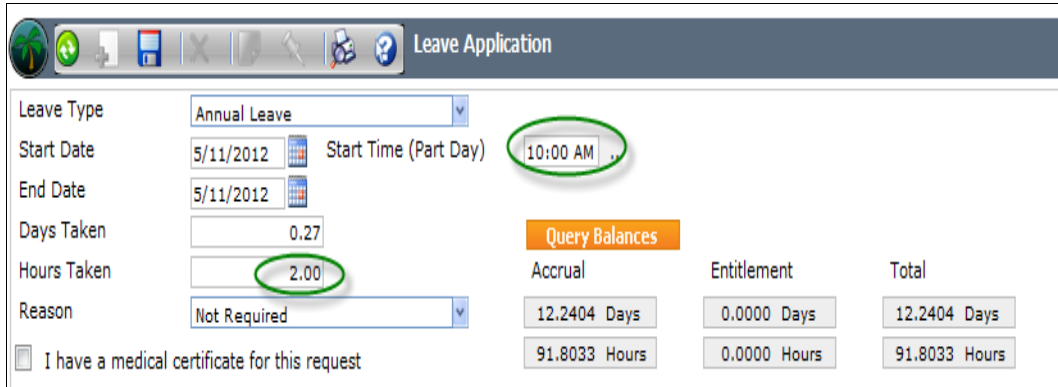
Note: Pre-payment can only be made for absences covering a future payday where the absence is for at least 5 days.

If a pre-payment is required you will need to send a request to email address MOPSPay&Conditions@finance.gov.au with a copy of the Leave Approval email.

5.6 How to Apply for a Part Day Absence

Follow the steps above for **How to Apply for Annual Leave** but also include:

1. A start time by using the **Start Time (Part Day)** drop-down , and
2. The number of hours taken (as a decimal) in the 'Hours Taken' field. For example, 2 hours 30 minutes should be entered in 'Hours Taken' field as 2.5.



Leave Application

Leave Type: Annual Leave

Start Date: 5/11/2012 Start Time (Part Day): 10:00 AM

End Date: 5/11/2012

Days Taken: 0.27

Hours Taken: 2.00

Reason: Not Required


I have a medical certificate for this request

Query Balances		
Accrual	Entitlement	Total
12.2404 Days	0.0000 Days	12.2404 Days
91.8033 Hours	0.0000 Hours	91.8033 Hours

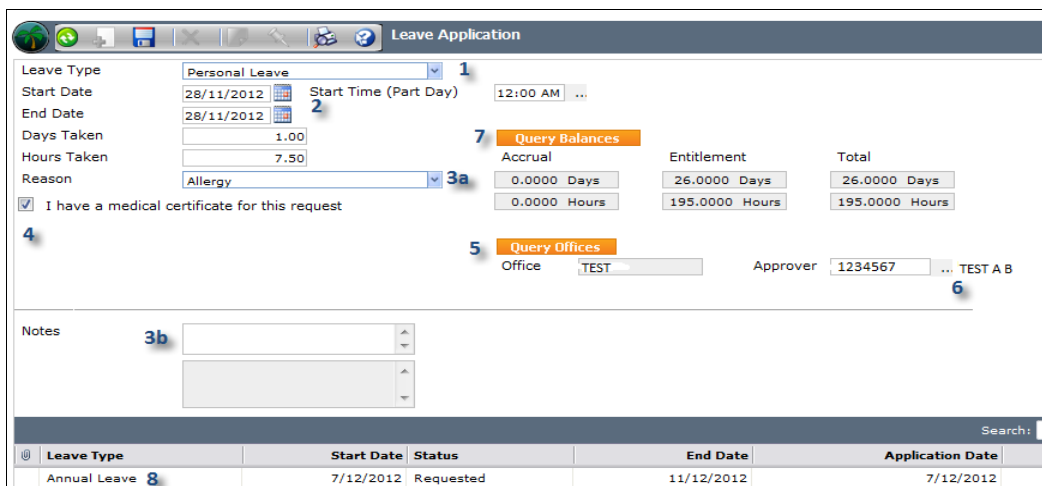
5.7 How to Apply for Personal Leave (full pay) for Sick Leave

From the **My Info** menu, select **Apply for Leave**.

Note: If a completed Leave Application screen displays first, this indicates that there are other Leave Applications with a status of 'Requested'. If an empty screen displays first this indicates that there are **no** other Leave Applications with a status of 'Requested'.

Click on the  'Add' button and complete the actions below.

The following screen shot indicates the order the fields should be actioned. Starting at 1, refer to the actions below for more details.



Leave Application

Leave Type: Personal Leave 1

Start Date: 28/11/2012 Start Time (Part Day): 12:00 AM 2

End Date: 28/11/2012

Days Taken: 1.00

Hours Taken: 7.50

Reason: Allergy 3a

I have a medical certificate for this request

4

Query Balances		
Accrual	Entitlement	Total
0.0000 Days	26.0000 Days	26.0000 Days
0.0000 Hours	195.0000 Hours	195.0000 Hours



5 Query Offices

Office: TEST Approver: 1234567 ... TEST A B 6

Notes 3b

Leave Type	Start Date	Status	End Date	Application Date
Annual Leave 8	7/12/2012	Requested	11/12/2012	7/12/2012




Actions

1. From the **Leave Type** drop-down select 'Personal Leave'.
2. From the **Start Date**  calendars select a start date. If leave greater than a day select a date from the **End Date**  calendars.

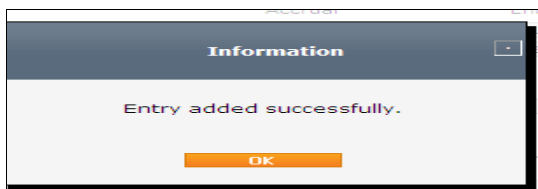
Note: Leave should not be entered with either a start or end date on a public holiday otherwise you will be given an error message. Clear, and close the message window. Enter a date for a scheduled work day instead of a public holiday.

3. From the **Reason** drop-down select 'Personal Illness/Injury'. If you wish to add more information you may use the Notes field.





4. Selecting (tick) **I have a medical certificate for this request** indicates that you have given the medical certificate to the Leave Approver. Medical certificates need to be retained and stored by your office for 7 years.
5. Click on the 'Query Offices' button .
6. Use the  Approver lookup; select an Approver from the list.
7. Check that you have enough leave in the 'Total' column to cover the absence. If you have insufficient entitlement for the requested period of leave, you will need to use a paper form to request leave for some or all of the period to be taken at half pay and/or without pay instead.
8. Refer above to Leave Application screenshot – displays a List of the leave requests not yet approved/declined.
9. Then click on the  Save/Update button.

The following box should pop up. Click **OK**.



An auto email will be sent to the Approver advising him/her of your request for leave.




5.8 How to Apply for Personal Leave (full pay) for Carer's Leave

1. From the **Leave Type** 'drop-down select 'Personal Leave'.
2. From the **Start Date**  calendars select a start date. If leave greater than a day select a date from the **End Date**  calendar.

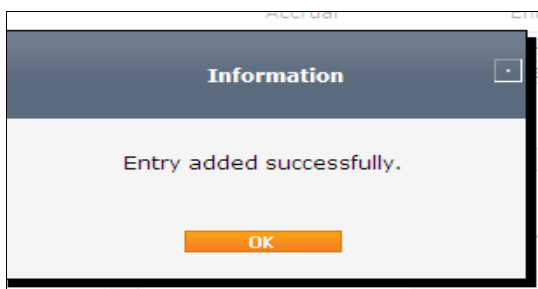
Note: Leave should not be entered with either a start or end date on a public holiday otherwise you will be given an error message. Clear, and close the message window. Enter a date for a scheduled work day instead of a public holiday.

3. From the **Reason** drop-down select either 'Carer's – Emergency' or 'Carer's - Illness/Injury'.

If you wish to add more details you may use the 'Notes' field.

4. Selecting (tick) **I have a medical certificate for this request** indicates that you have given the medical certificate to the Leave Approver. Medical certificates need to be retained and stored by your office for 7 years.
5. Click on the  button.
6. Use the  Approver lookup; select an Approver from the list.
7. Check that you have enough leave in the "Total" column to cover the absence. If you have insufficient entitlement for the requested period of leave, you will need to use a paper form to request leave for some or all of the period to be taken at half pay and/or without pay instead.
8. Then click on the  Save/Update button.

The following box should pop up. Click OK.

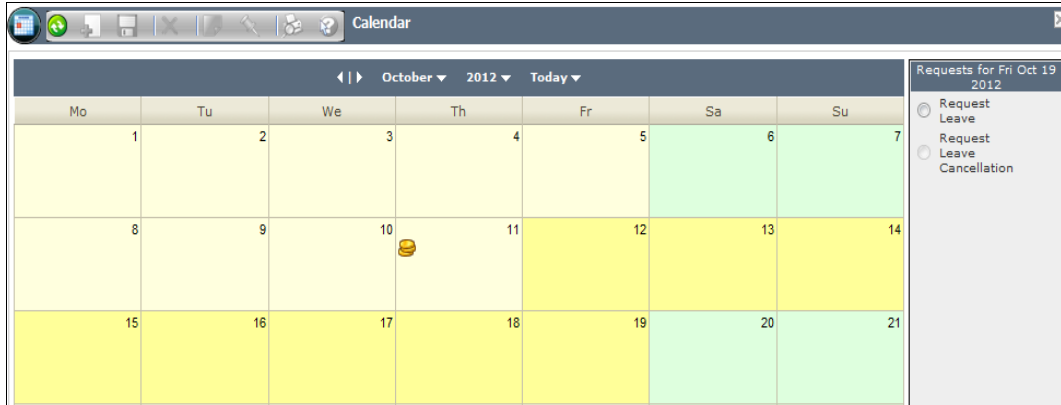


An auto email will be sent to the Approver advising him/her of your request for Leave.

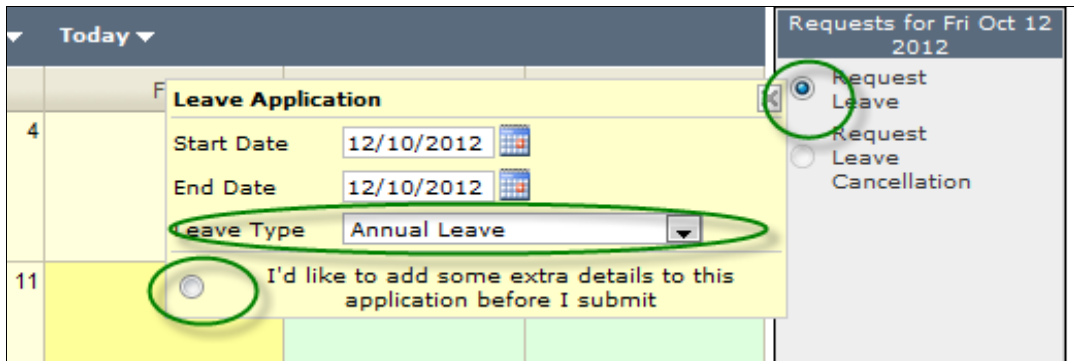
5.9 How to Apply for Leave via the Calendar

You can also apply for full pay Annual or Personal Leave using the Calendar.

From the main menu tool bar select **Calendar**. It defaults to today's date, to change click on the day or period for your leave. In the following example the period 12/10/2012 to 19/10/2012 is highlighted in yellow. Then click on the radio button 'Request Leave'.



The following pop-up box should appear



In the pop-up box select the leave type Annual Leave or Personal Leave, and then click on the radio button 'I'd like to add some extra details to this application before I submit'.

The following screen should appear.

The screenshot shows a web application window titled "Leave Application". The form contains the following elements:

- Leave Type:** A dropdown menu with "Annual Leave" selected.
- Start Date:** A date picker showing "12/10/2012".
- End Date:** A date picker showing "12/10/2012".
- Start Time (Part Day):** An empty input field with a dropdown arrow.
- Days Taken:** An empty input field.
- Hours Taken:** An empty input field.
- Reason:** A dropdown menu.
- Medical Certificate:** A checkbox labeled "I have a medical certificate for this request".
- Query Balances:** An orange button.
- Accrual, Entitlement, Total:** Three columns of empty input fields.
- Query Offices:** An orange button.
- Office, Approver:** Two empty input fields.

Then refer to one of the following sections for further guidance on the process:

[How to Apply for Annual Leave;](#) or

[How to Apply for Personal Leave,](#) or

[How to Apply for Personal Leave for Carer's](#)

5.10 How to Apply for Other Types of Leave

Only applications for Annual and Personal Leave at full pay may be submitted via Online HR. For all other types of leave you will need to complete a leave application form. To access the appropriate form go to the **My Info** menu and select **M&PS Intranet Leave Forms**.

This will launch the Ministerial and Parliamentary Services website, Forms - Employees' Employment Framework page. Forms can be printed, completed and sent to M&PS as per instructions on the Leave form.

Ministerial and Parliamentary Services

Home >> Forms

Forms

Parliamentarians' Travel | Printing and Communications | **Employees' Employment Framework** | Employees' Travel | Office Administration | Former Parliamentarians

Form Number	Title
9	Superannuation Options
11	Change of Address
17	Application for Studies Assistance and Study Leave
24	Claim for Loss or Damage to Clothing or Personal Effects
29	Application for Leave
30	Application for Long Service Leave

5.11 How to View Leave Taken

From the **My Info** menu, select **Leave Taken**.

This screen allows you to view a history of all leave you have taken.

Leave Taken

Leave Type: Annual Leave
 Start Date: 26/04/2012
 End Date: 27/04/2012
 Days Taken: 2.00
 Hours Taken: 15.00
 Reason: No translation found. Cancel Leave

Certificate received
 Paid in advance

Leave Type	Start Date	End Date	Days Taken
Annual Leave	26/04/2012	27/04/2012	2.00
Annual Leave	27/01/2012	27/01/2012	1.00
Annual Leave	5/01/2012	6/01/2012	2.00
Annual Leave	3/11/2011	4/11/2011	2.00
Annual Leave	29/09/2011	7/10/2011	4.00
Annual Leave	26/08/2011	2/09/2011	3.00
Annual Leave	13/01/2011	14/01/2011	2.00
Annual Leave	8/10/2010	29/10/2010	7.00

5.12 How to Update a Leave Application

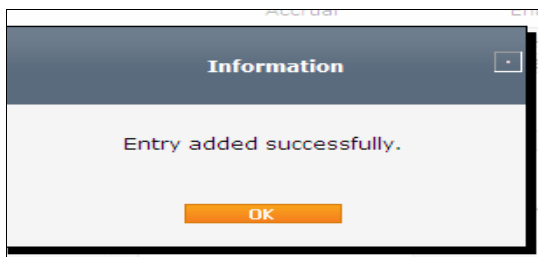
From the **My Info** menu, select **Leave Application**. Select a record from the list.

Leave Type	Start Date	Status	End Date
Personal Leave	12/04/2012	Requested	12/04/2012

The End Date, Days Taken, Hours Taken, Reason and Approver can be changed.

Then click on the  Save/Update button.

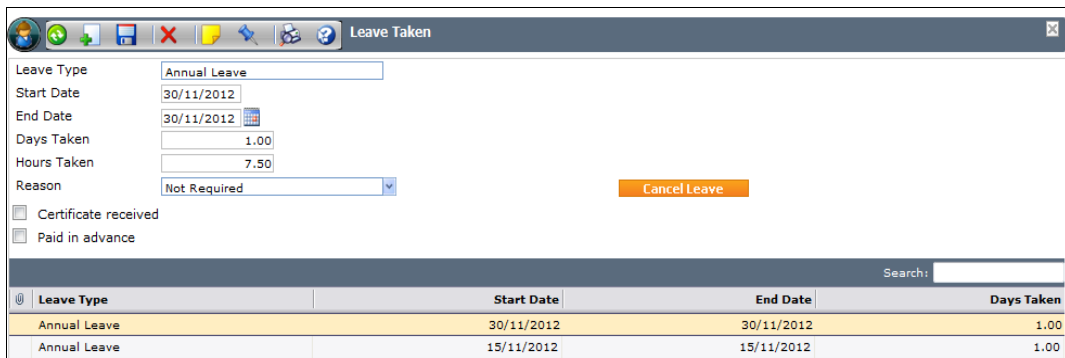
The following box should pop up. Click OK.



If there are no records in the list your application has already been approved and you will need to request a leave cancellation instead.

5.13 How to Cancel Leave taken

From the **My Info** menu select **Leave Taken** and click on the leave record you want to cancel in the list at the bottom of the screen.




The screenshot shows a web application window titled "Leave Taken". The form fields are as follows:

- Leave Type: Annual Leave
- Start Date: 30/11/2012
- End Date: 30/11/2012
- Days Taken: 1.00
- Hours Taken: 7.50
- Reason: Not Required

There are two checkboxes: "Certificate received" and "Paid in advance", both of which are unchecked. An orange "Cancel Leave" button is visible to the right of the Reason dropdown.

Below the form is a table with a search bar and the following data:

Leave Type	Start Date	End Date	Days Taken
Annual Leave	30/11/2012	30/11/2012	1.00
Annual Leave	15/11/2012	15/11/2012	1.00

The selected record is displayed above the list, then click on the  button.

The following screen should appear.

Request Leave Cancellation

Leave Type: Annual Leave
Start Date: 30/11/2012
End Date: 30/11/2012
Days Taken: 1.00
Hours Taken: 7.50
Reason:

Certificate received
 Paid in advance

Office: TEST
Approver: ..

Note: A tick next to 'Paid in Advance' indicates that your request for a prepayment of your leave has been actioned by M&PS. You will need to contact the M&PS Staff Help Desk as soon as possible to cancel this request.

Use the  Approver lookup. A list of Approvers will be displayed.

Click on the Approver to select

Query Offices

Office: TEST Approver: ..

Field Picker: Office Search: Go

Office	Approver Number	Effective Date	Approve Leave	End Date	View Staff Details
TEST	SENATOR M	1/01/2013	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
TEST	TEST5 P	1/01/2013	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Current Only

Query Offices

Office: TEST Approver: 0249254 .. SENATOR M

Click on  to save/update.

The following box should pop up. Click OK

Information

Entry added successfully.

OK

As soon as the cancellation is approved the leave record is removed from the Leave Taken form and your leave balance adjusted.

Note: If you try to cancel a leave record for a leave type other than full pay Annual Leave or Personal Leave you will be given the following message. In order to cancel other types of leave, written advice from an authorised leave approver in your office must be provided to M&PS.



5.14 How to View Pay History

From the **My Info** menu, select **Pay History**

Amount		Hours	
Base Amount	5332.30	Base Hours	75.00
Overtime Amount	0.00	Overtime Hours	0.00
Allowance Before Tax	1118.50		
Allowance After Tax	0.00		
Gross	6450.80		
Taxable Salary	6450.80		
Deduction Before Tax	0.00		
Deduction After Tax	0.00		
HELP Amount	0.00		
Staff Super	323.57		
Company Super	1391.37		
Tax	2022.00		
Nett	4105.23		

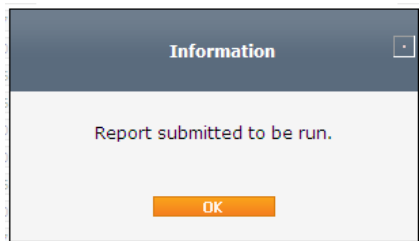
Payrun Number	Pay Date	Gross	Tax	Nett
662	3/01/2013	6450.80	2022.00	4105.23
659	20/12/2012	6450.80	2022.00	4105.23
656	6/12/2012	6450.80	2022.00	4105.23


The details of the current or most recent pay displays by default. To view details for another pay, click on one of the other records in the list at the bottom of the screen.


5.15 How to View and Print a Pay Slip

Select the record from the list of pays and then click on the **Payslip** button

The following box should pop up, Click OK.



A payslip record should appear as follows . Click on the  icon in the top left-hand corner to print.

 Australian Government Department of Finance		Pay Date: 23/10/2014 Pay Period: 09/10/2014 to 22/10/2014 Pay Run Number: 000798	
Mr John Smith 12 Test Street Canberra ACT 2600		Staff Number: 821-5586 Position Classification: Electorate Officer C Classification Paid: Electorate Officer C Annual Salary: \$81,209.00 (as at 22/10/2014)	

PAYMENT \$	HOURS	RATE	THIS PAY	YEAR TO DATE TOTAL \$
Salaries	75.00	41,5126	3,113.40	
CRA Two Roles			40.00	360.00
ESA6	75.00	11,6483	873.60	
TOTAL GROSS \$			4,027.00	36,243.00
TOTAL TAXABLE			4,027.00	36,243.00

DEDUCTIONS \$	B \$B	ACCOUNT	THIS PAY	YEAR TO DATE TOTAL \$
HELP / \$F \$S				
HELP DEBT			322.00	2,898.00
TOTAL DEDUCTIONS (EXCLUDING TAX)			322.00	2,898.00
TAX			1,168.00	9,972.00
NET PAY			2,597.00	23,373.00

SUPERANNUATION (EMPLOYER CONTRIBUTION)	THIS PAY	YEAR TO DATE TOTAL \$
PS Accum Employer	620.16	5,581.44



LEAVE BALANCE \$ AS AT 22/10/2014	HOURS
Annual Leave	95.65
Personal Leave	217.50


NET PAY BANK INFORMATION
 BSB / Account No: 123-456 / 111111


Messages
 All staff: Due to the Xmas/New Year public holidays and annual closedown, the cut off for pay day 18 Dec 2014 has been brought forward to Fri 5 Dec 2014, & the cut off for pay day 31 Dec 2014 will be Fri 12 Dec 2014. Variations to account details, change hours, contracts etc must be received in M&PS by these deadlines for inclusion in the specified pay days. Please ensure leave applications for any absences on days other than public holidays and the annual closedown (25 Dec 2014 to 1 Jan 2015) are submitted to M&PS as soon as possible.

Ministerial and Parliamentary Services
 Enquiries Staff Help Desk Tel:(02)62153333 Fax:(02)62673271 Email:mpshelp@finance.gov.au
 Department of Finance ABN:61970632495
 Note: Unless otherwise stated, details current as at Monday, 8 December 2014.


If wish to view or print this payslip again, click on the **Report Output** in the Menu toolbar.

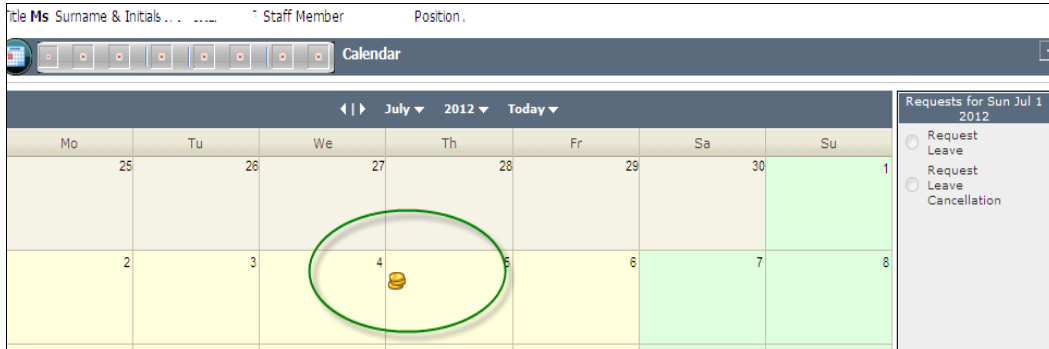
Report Output							
Description	Pay Run	Run Date	Time	Size	Expiry Date	Status	Action
Payslips	000644	15/11/2012	13:55	17482	16/12/2012	Complete	 

Select the desired record, click on the  icon under the word Action.

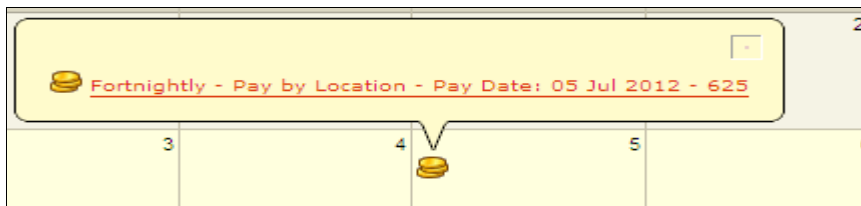
To delete a payslip from the report output, click on the  under the word Action.

If you have multiple reports in your Report Output window you can use the Scroll buttons or the Search function.

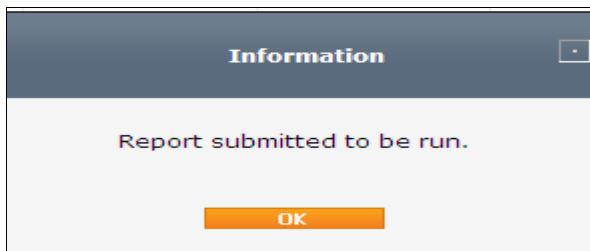
You can also view or print a pay slip from the Calendar by clicking on the  coins icon



The following bubble should appear, click on the red underlined text



The following box should appear. Click OK.

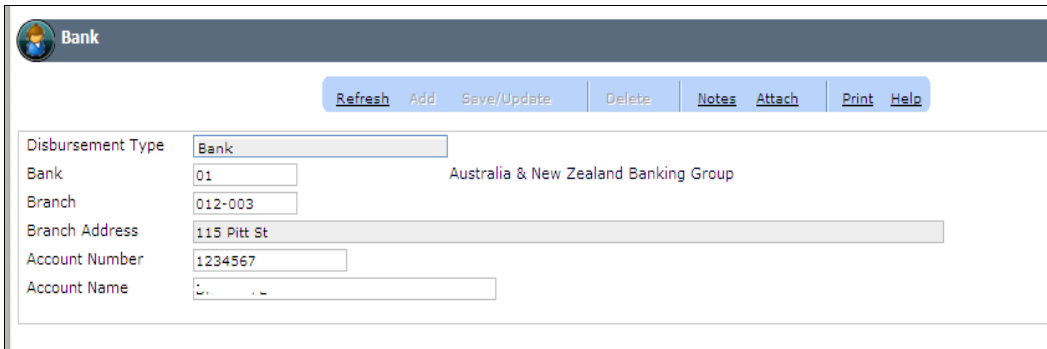


The pay slip should appear.

5.16 How to View Your Net Pay Account

From the **My Info** menu, select **Net Pay Account**.

This allows you to view the *current* bank account details used for payment of your net pay.



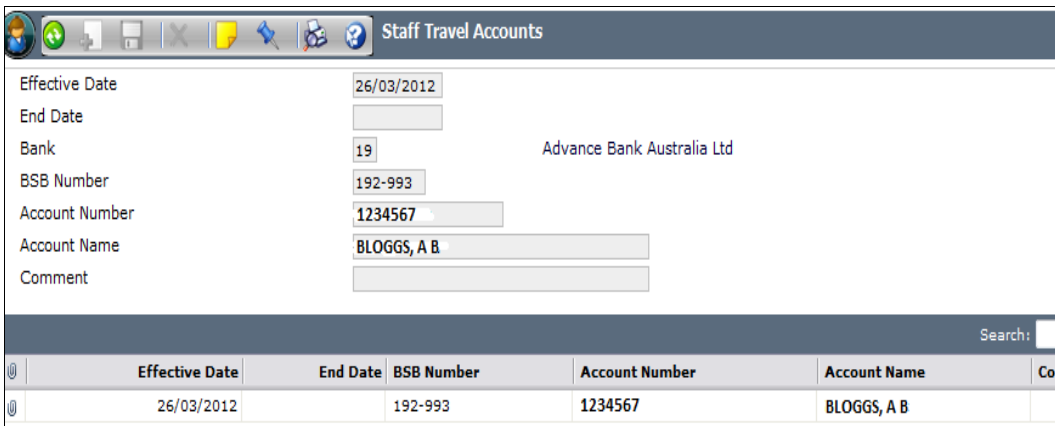
The screenshot shows a web interface for viewing bank account details. At the top, there is a header with a user profile icon and the word "Bank". Below the header is a navigation bar with buttons for "Refresh", "Add", "Save/Update", "Delete", "Notes", "Attach", "Print", and "Help". The main content area contains a form with the following fields:

Disbursement Type	Bank
Bank	01 Australia & New Zealand Banking Group
Branch	012-003
Branch Address	115 Pitt St
Account Number	1234567
Account Name	

5.17 How to View Your Travel Account

From the **My Info** menu, select **Staff Travel Accounts** option.

You will be shown the account details used for travel-related payments (current and past).



The screenshot shows a web interface for viewing staff travel accounts. At the top, there is a header with a user profile icon and the text "Staff Travel Accounts". Below the header is a navigation bar with icons for home, refresh, save, delete, and help. The main content area contains a form with the following fields:

Effective Date	26/03/2012
End Date	
Bank	19 Advance Bank Australia Ltd
BSB Number	192-993
Account Number	1234567
Account Name	BLOGGS, A B
Comment	

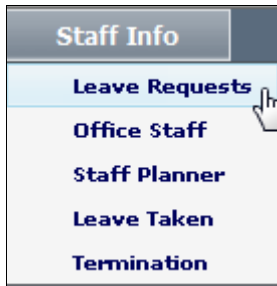
Below the form is a search bar with the text "Search:" and a search icon. Below the search bar is a table with the following columns: Effective Date, End Date, BSB Number, Account Number, Account Name, and Comment.

Effective Date	End Date	BSB Number	Account Number	Account Name	Comment
26/03/2012		192-993	1234567	BLOGGS, A B	

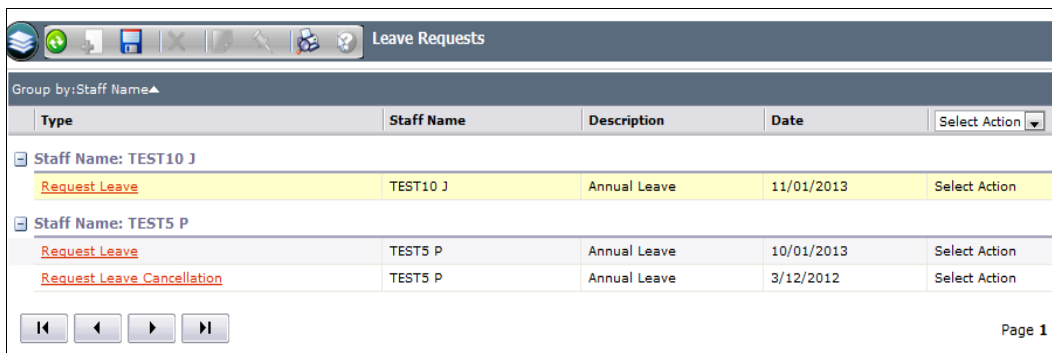
6. Staff Info

6.1 How to Approve Leave Requests

From the **Staff Info** menu, select **Leave Requests**:



If there are any un-actioned requests the following screen should appear:


A screenshot of a web application window titled "Leave Requests". The window shows a table with columns: "Type", "Staff Name", "Description", "Date", and "Select Action". The table is grouped by "Staff Name". There are two groups: "Staff Name: TEST10 J" and "Staff Name: TEST5 P". The first group has one row: "Request Leave" (highlighted in yellow), TEST10 J, Annual Leave, 11/01/2013, and Select Action. The second group has two rows: "Request Leave" (highlighted in yellow), TEST5 P, Annual Leave, 10/01/2013, and Select Action; and "Request Leave Cancellation" (highlighted in yellow), TEST5 P, Annual Leave, 3/12/2012, and Select Action. The text "Request Leave" and "Request Leave Cancellation" are underlined and red. At the bottom left are navigation buttons (Home, Back, Forward, Refresh). At the bottom right is "Page 1".

Type	Staff Name	Description	Date	Select Action
Group by: Staff Name▲				
Staff Name: TEST10 J				
<u>Request Leave</u>	TEST10 J	Annual Leave	11/01/2013	Select Action
Staff Name: TEST5 P				
<u>Request Leave</u>	TEST5 P	Annual Leave	10/01/2013	Select Action
<u>Request Leave Cancellation</u>	TEST5 P	Annual Leave	3/12/2012	Select Action

You can then select a record by double-clicking on the red text, as shown on the above screen.

The following screen should then appear:

Leave Type	Start Date	Status	End Date	Application Date
Annual Leave	10/01/2013	Requested	12/01/2013	9/01/2013

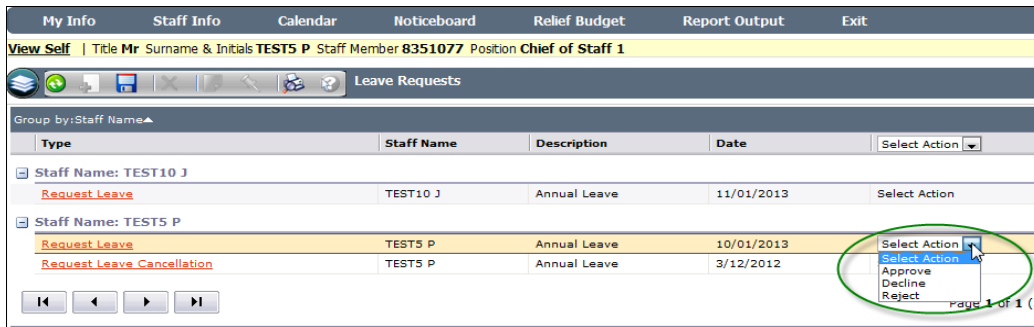
1. The details shaded in yellow relate to the staff member you have selected.
2. Check whether there are sufficient Total days or Hours leave to cover the number of days leave being requested.
3. Check any notes.
4. Click on either the Approve or Decline radio button
5. Click on the Save/Update button .

The following box should pop up. Click OK.

An auto email will be sent advising the employee that their leave request has either been approved or declined. Sample email as follows:

The request will no longer appear in the list when you go back into the 'Leave Requests' screen.

You can also action the request by using the **Select Action** drop-down against each record. However, this action should be used with care.

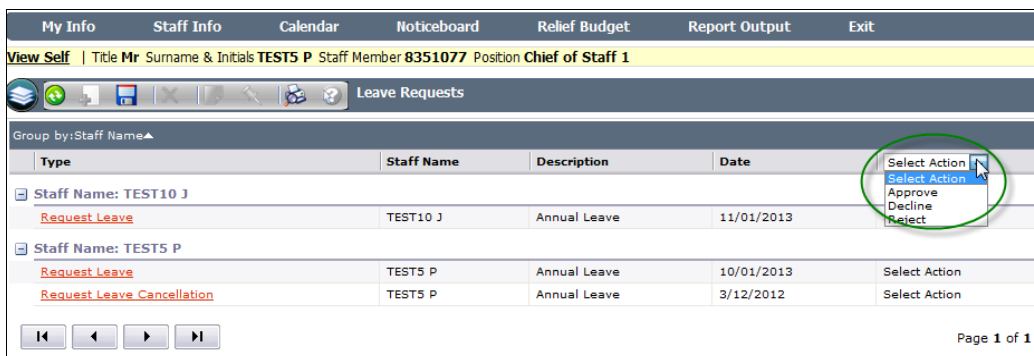


1. Select the action.
2. Click on the  Save/Update button.

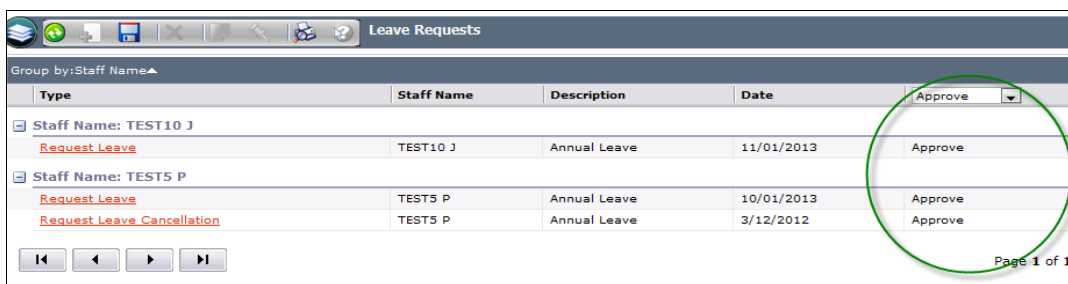
An auto email will be sent advising the staff member that their leave request has either been approved or declined.

The request will no longer appear in the list.

You can also bulk approve or bulk decline by using the 'Select Action' as follows. *However, this action should be used with care and should only be taken after you have checked the details of each individual request.*



1. Select the action from the drop-down in the grey top row (in this example the Approve option has been selected). All the records in the list will have 'Approve' against them.



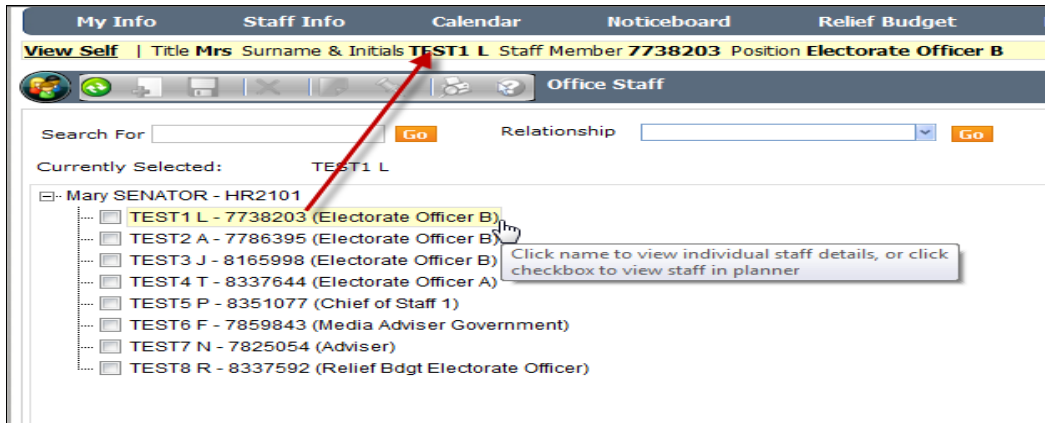
2. Click on the  Save/Update button

Auto emails will be sent to all staff to advise that their leave has been either approved or declined. An auto email also sent when a Request Leave Cancellation is approved or declined.

6.2 How to use Office Staff List in Online HR

For the **Staff Info** Menu, select **Office Staff**. Refer example below.

Note: This list is only visible if you have been authorised to View Staff Details and Approve Leave on Form 7: Authorisation to Exercise Powers and this has been received and processed by M&PS.



Select an employee from the list. The employee selected will be shaded in yellow.

From the My Info menu you will be able to view limited information on the Details screen, such as First Name, Second Name, Surname, Preferred Name, Date joined MOPS, Gender and work email address.

You will also be able to view details about Leave Taken by the selected employee.

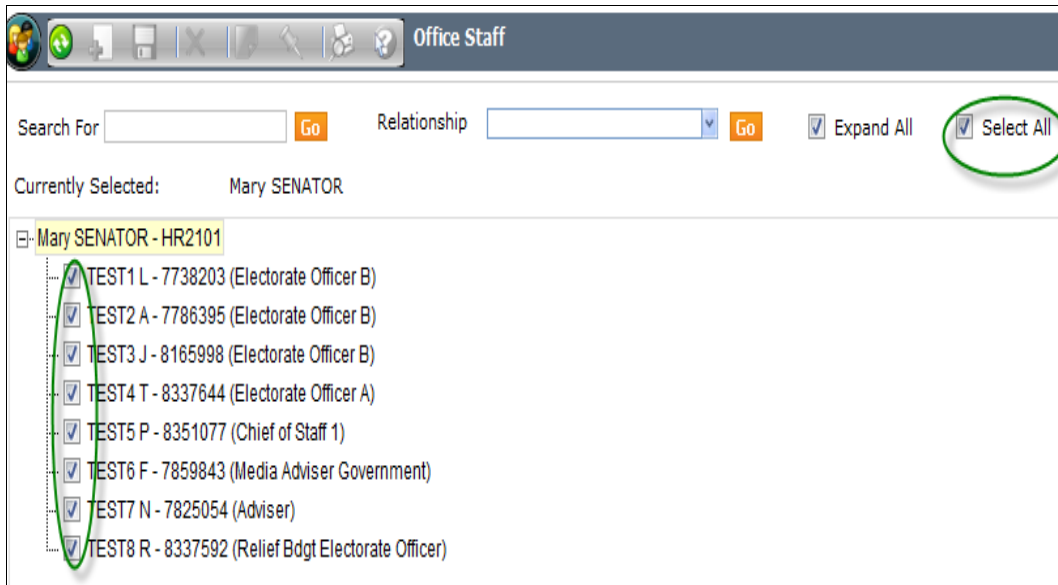
The Staff list in Online HR is refreshed each night. The list will reflect current staff recorded against positions in your Office.

The **Search For** on the Office Staff screen allows you to search the Staff List. The Results are shaded in red. Refer example below.



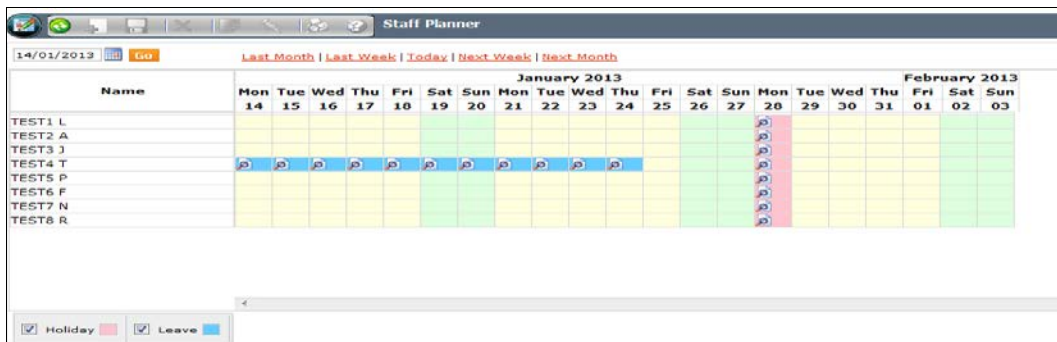
6.3 How to use the Planner



From the **Staff Info** Menu select **Office Staff**. Tick **Select All** to view all staff in the Planner.

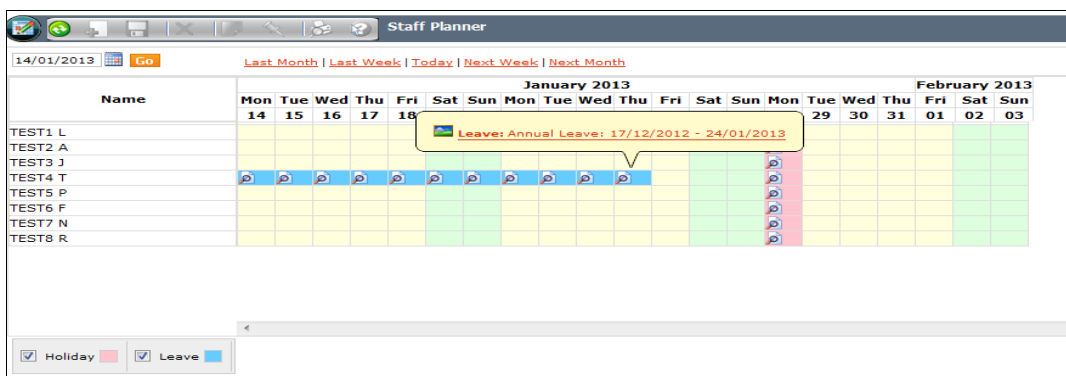


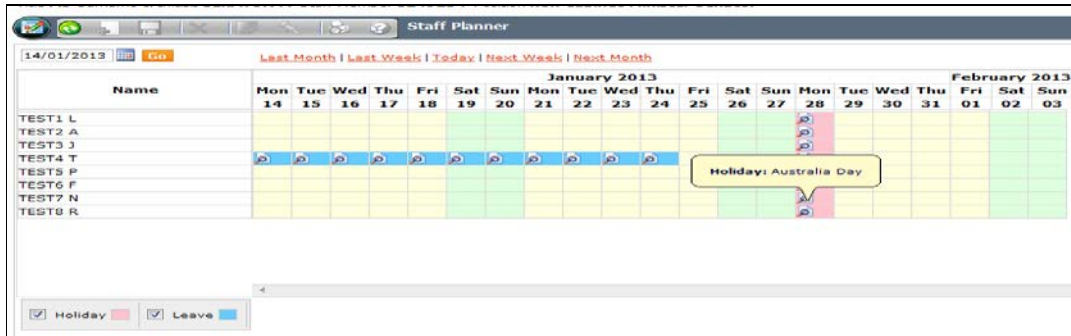
From the **Staff Info** Menu select **Planner** and the follow screen should appear.

Note: Leave is shown blue and Public holidays in pink



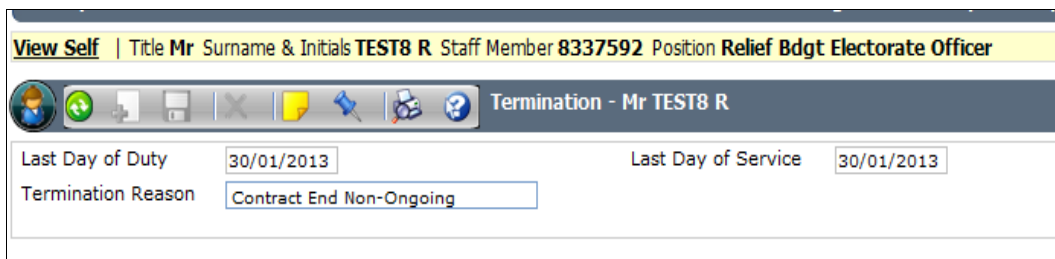
You can view more by clicking the 'magnifying glass' icon . You can also print the Planner by clicking on the print icon in the toolbar .





6.4 How to view Termination Details

From the **Staff Info** select **Terminations**. This allows you to view a future termination date recorded in chris21 for staff in your office.

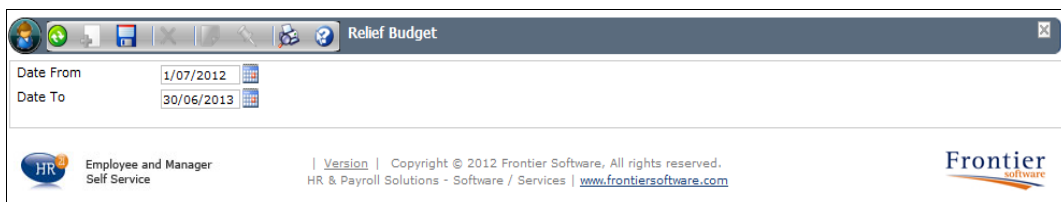


Terminated employees will be removed from the Staff list the day after their termination date.

7. How to Run a Relief Budget Report in Online HR


Note: You will only see this menu item if you have been authorised to View Senator or Member Office Entitlement Budget on Form 7: Authorisation to Exercise Powers and this has been received and processed by M&PS.

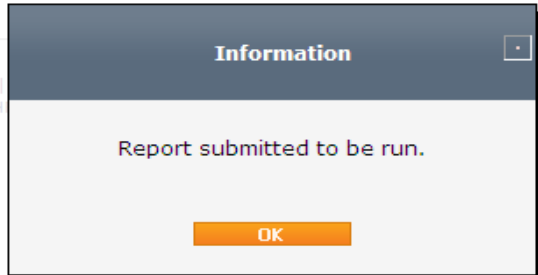
Select **Relief Budget** from the menu tool bar and the follow screen should appear.



You will only be able to run a 'Relief Budget Report' for your Office. The dates default to the current financial year. You can enter dates for previous financial years. The report may only be run one financial year at a time. The earliest possible date

you can use is 01/07/2005. Do not use dates for a future financial year (as budgets are not recorded for future periods) and do not use dates that span more than one financial year.

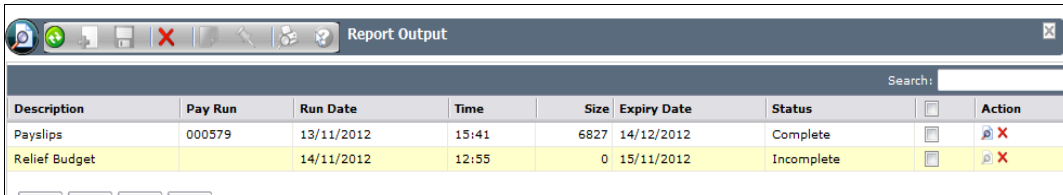
Click  Save/Update button and the following should appear








Click OK.



Click on **Report Output** on the menu tool bar.

The report can take a couple of minutes to produce an output in the Report Output.

A screenshot of a web application window titled "Report Output". The window has a toolbar with various icons and a search field. Below the toolbar is a table with the following data:

Description	Pay Run	Run Date	Time	Size	Expiry Date	Status	Action
Payslips	000579	13/11/2012	15:41	6827	14/12/2012	Complete	 
Relief Budget		14/11/2012	12:55	0	15/11/2012	Incomplete	 

Click on the  Refresh icon. Reports with a status of 'Complete' can be viewed.


1. To view, click on the view icon  under 'Action' on the row of the report you want to view.
2. To delete, click on the delete icon  under 'Action' on the row of the report you want to delete. Reports will be automatically removed from the list on the 'Expiry Date' shown.


8. The Online HR Toolbar buttons

This toolbar appears across the top of all screens. If a button is greyed out then you do not have access to perform that function.



 Refresh

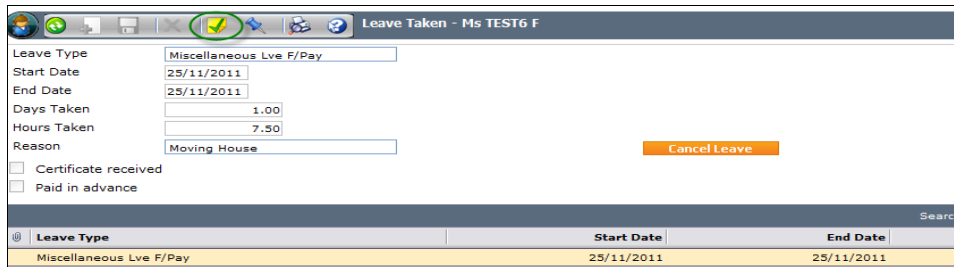
 Add

 Save/Update

 Delete

 Notes

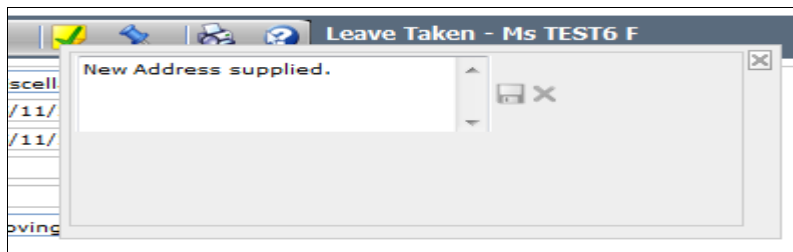
Displays notes if it has a green tick, refer following screen.



The screenshot shows the 'Leave Taken' form for user 'Ms TEST6 F'. The toolbar at the top has a green tick icon. The form fields are: Leave Type (Miscellaneous Lve F/Pay), Start Date (25/11/2011), End Date (25/11/2011), Days Taken (1.00), Hours Taken (7.50), and Reason (Moving House). There are checkboxes for 'Certificate received' and 'Paid in advance'. A 'Cancel Leave' button is visible on the right.

Leave Type	Start Date	End Date
Miscellaneous Lve F/Pay	25/11/2011	25/11/2011



To view click on Notes icon and the content of the note will be displayed.



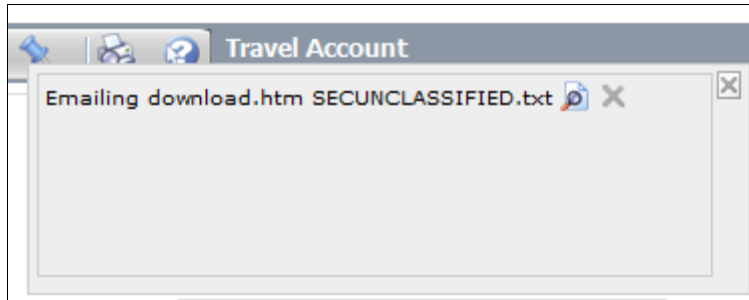


Attachments

If a form has a paper clip shown against it;

	Effective Date	End Date
	27/07/2005	
	27/05/2005	26/07/2005

They you can click on the Attachments icon to view the attachment.



Print



Help

9. Frequently Asked Questions