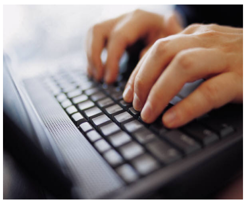
HR Online - *Quick Reference Guide*

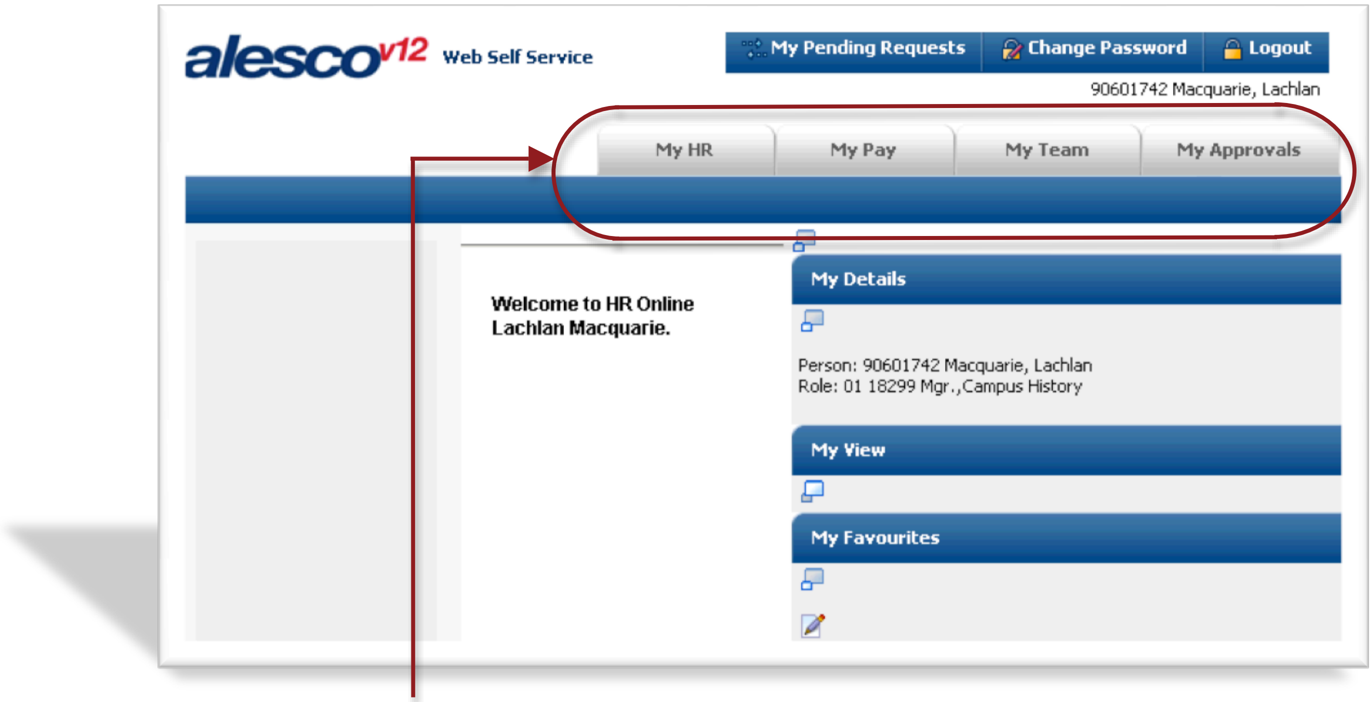
Accessing HR Online:



1. Log on to the following website: https://hronline.mq.edu.au
2. When prompted, enter your OneID username and password.

   Contact the Informatics Help Desk on (02) 9850 4357 (Option 2) or email help@mq.edu.au if you need your password reset.

HR Online Welcome Screen:

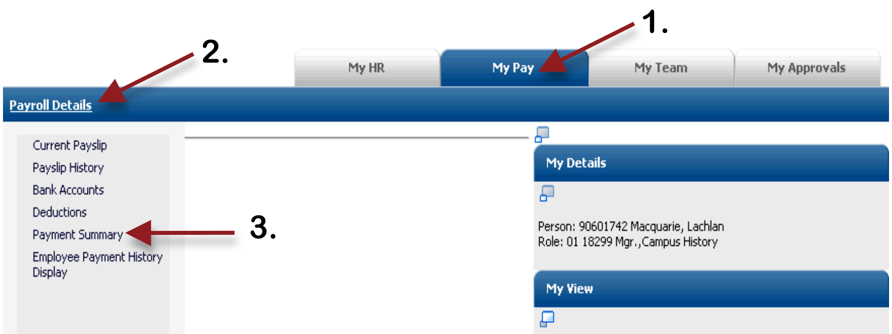


At the Welcome Screen, you will be presented with 4 tabs:

My HR	All Staff	View and update your personal details, apply for leave, apply for training courses and view your employment details.
My Pay	All Staff	View your current and past payslips, annual payment summary, view deductions and edit your bank account details.
My Team	Managers Only	View your team's leave balances and bookings, appointment details and upcoming probation and increment dates.
My Approvals	Managers Only	Approve or reject leave requests, check leave approval history and set up leave approval delegation.

Menu Navigation:

1. Click on one of the 4 tabs.
2. Click on the relevant menu heading in the blue bar.
3. Click on the menu item in the left column that you wish to access.



Summary of HR Online Functions:

My HR Tab

Click this tab to:

View / Edit Personal Details

1. Click on My HR Tab
2. Personal Details menu
3. Personal Contacts
4. Contact Details link
5. Edit Address / Phone No.
6. Click on Update button

Apply for Leave

1. Click on My HR Tab
2. Leave menu
3. Leave Bookings Request
4. Whole/Part Day Booking link
5. Complete all relevant fields
6. Click on Insert button

Apply for a Training Course

1. Click on My HR Tab
2. Training & Develop. menu
3. Training Requests
4. Register for a Course link
5. Select Course
6. Click on Insert button

My Pay Tab

Click this tab to:

View Payslip / Past Payslips

1. Click on My Pay Tab
2. Payroll Details menu
3. Current Payslip

(For Past Payslips):

1. Click on My Pay Tab
2. Payroll Details menu
3. Payslip History
4. Click Period End Date link

View Payment Summary

1. Click on My Pay Tab
2. Payroll Details menu
3. Payment Summary
4. Serial # Link of the Tax Year
5. PAYG Payment Summary link

Edit Bank Account Details

1. Click on My Pay Tab
2. Payroll Details menu
3. Bank Accounts
4. Edit link adjacent to account
5. Enter 6 digit BSB
6. Enter Account Number
7. Enter Account Name
8. Fixed / % Amount (Optional)
9. Click on Update button

My Team Tab

Click this tab to:

View Team Leave Balances

1. Click on My Team Tab
2. Team Leave menu
3. Team Leave Balances
4. Select Leave Code from list
5. Click on Find button

View Team Leave Bookings

1. Click on My Team Tab
2. Team Leave menu
3. Team Leave Bookings
4. Select Start and End Dates
5. Select Leave Code from list
6. Click on Find button

Increment / Probation Dates

1. Click on My Team Tab
2. Team Management menu
3. Team Increments/ Probation
4. Enter Start and End Dates
5. Click on Find button

My Approvals Tab

Click this tab to:

Approve/Reject Leave Bookings

1. Click on My Approvals Tab
2. Approvals menu
3. Approve Requests
4. Select Approve/Reject/ Escalate button
5. Click on Update button

Check Approval History

1. Click on My Approvals Tab
2. Approvals menu
3. Approval History
4. Enter Employee # (if known)
5. Enter Start and End Dates
6. Click on Find button

Delegate Leave Approvals

1. Click on My Approvals Tab
2. Approvals menu
3. Approval Delegation
4. Add New Delegation record
5. Select Transaction Type: <u>All</u>
6. Enter Delegate Position No.
7. Enter Start and End Dates
8. Click on Update button

Assistance with HR Online:

For all HR Online enquiries, contact Phil Dartnell on x9770 or philip.dartnell@mq.edu.au or Simon Iderman on x9749 or simon.iderman@mq.edu.au