

To View Book marks on this user guide

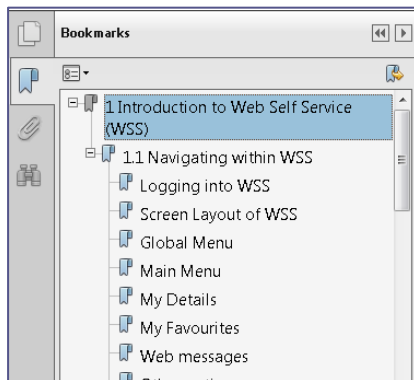
1. Point anywhere on the document until the following tool bar is displayed. Click on the “Show Acrobat Tool bar” icon highlighted in red



2. Click on the bookmark icon highlighted in red



3. Bookmarks will be displayed as below.



1 Introduction to Web Self Service (WSS)

Web self-service provide access to information from Talent2 to the people in the organisation who need it.


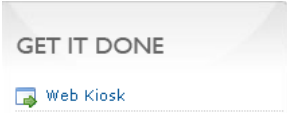

Web Self Service has 4 key functional areas

Individual Information	Provides access to an individual’s personal, pay, employment information. E.g., Payslips, Leave balances Leave bookings and timesheets.
Team Management	Enables a team leader to access a list staff whom they have responsibility. Team Leaders can enquire on leave balances/bookings, timesheets etc. for their team
Approvals	Provides the ability to authorise information. e.g. A Team Leader can approve an individual’s Leave booking, prior to payment being made.
Administration	Provides the facility to administer Bulk Timesheets

1.1 Navigating within WSS

Logging into WSS

Accessing WSS is simple. You need to enter username and password at the sign in page

Step	Action
1.	<p>To login to Web Self Service, go to the university home page http://www.otago.ac.nz/, click on “For Otago Staff”  and click on “Staff Web Kiosk”</p> <p>OR</p> <p>Go to human resources web page, click on web kiosk</p>  <p>NOTE: The above methods are to access the live Web Self Service. The training system URL will be provided during a training session.</p>
2	<p>Enter your username and password (university username and password that you use to log into your computer)</p>  <p>The screenshot shows a login form titled 'Web Self Service' with a 'Login' header. It contains two input fields: '* Username' and '* Password', both with asterisks indicating they are required. Below the fields is a 'Login' button.</p>
3	Click the login button

Screen Layout of WSS

In order to familiarize with the Web Self Service, this section introduces the main areas of WSS



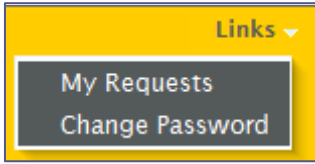
There are 5 main areas

- Global Menu
- Main Menu
- My Details
- My Favourites
- Welcome messages
- Other options

Global Menu

The global menu always displays across the top of the WSS window. The Home, logout and links are attached to this menu.

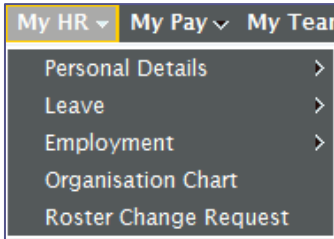
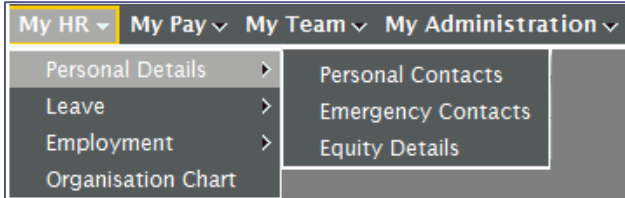


Step	Action
1.	<p>Click on “Home” at any time to return to the “Welcome Page” which displays the number of outstanding approvals and Pending records if applicable.</p> 
2.	<p>Click on the “Logout” link at any time to logout from the WSS session.</p>  <p>NOTE: To exit WSS always use the logout option prior to closing your browser window.</p>
3.	<p>Click on the “Links” to open programs like “My Requests” and “Change Password”</p>  <p>Click on “My Requests” to view any requests that are currently pending.</p>

Main Menu

The main menu is displayed on the welcome page. The menu options displayed will be dependent on the type of WSS access you have.



Step	Action
1.	<p>Click on a menu item to display the sub menus available</p> 
2.	<p>Click on a sub menu to display the programs available</p> 

3	Selecting a program name in the menu list (e.g. Personal Contacts) will display an individual WSS screen
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Personal Contacts

Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code
Contact Details	03-4543785	+034799025		334 Highcliff Road	0110

My Details

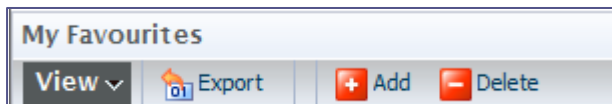
“My Details” is located on the left hand side of the WSS page. This displays the employee#, active Job number and Position title of the logged in user. This section also displays the active jobs for the logged in user. For Team Leaders, this area will also display the details of the employee ‘in view’ and can be expanded to display team members.

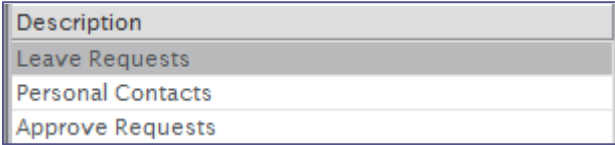

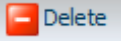
Step	Action																					
1.	Click on My Details to display employee#, active Job number and Position title for the logged in user. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>My Details</p> <p>031786 Smith, Employee2 Eliza Role: 04 Acting Head of Department</p> </div>																					
2	This section will display active jobs for the logged in user, if the user have multiple jobs <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Select Table View Extra Cols Historical</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Employee</th> <th>Job</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>+ 031786</td> <td>04</td> <td>Smith, Employee2 Eliza</td> </tr> <tr> <td>+ 031786</td> <td>05</td> <td>Smith, Employee2 Eliza</td> </tr> </tbody> </table> </div>	Employee	Job	Name	+ 031786	04	Smith, Employee2 Eliza	+ 031786	05	Smith, Employee2 Eliza												
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NOTE: You can click on “Clear Team Member” to go out of employee “in view”

My Favourites

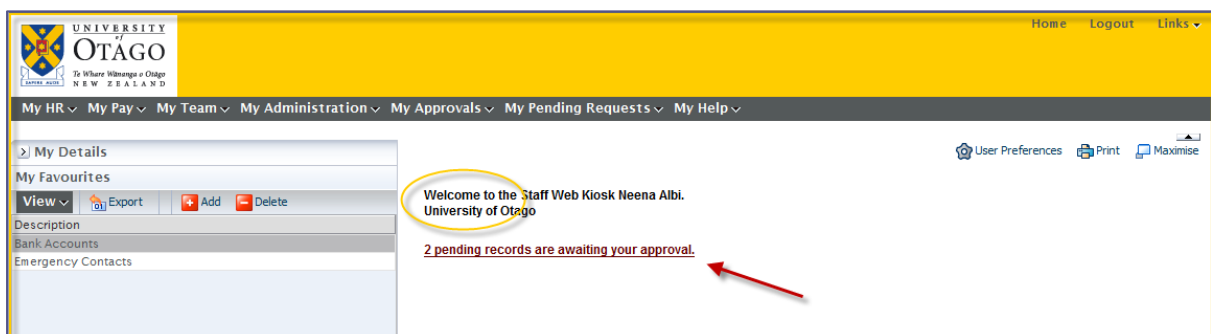
The My Favourites section of the user Panel allows users to create a list of their frequently used favourite program links. A default selection of programs will be added automatically. Users can add or delete programs as required.







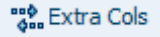


Step	Action
1	Click on “My Favourites” to display the favourite application links 
2	Open the program that you wish to add to your favourites, and click “Add” 
3	The “Delete” button allows you to delete a program from your favourites list. Select the program from the list and click “Delete” 

Web messages

The ‘Welcome’ message will be displayed in the body of the home page. The messages that are displayed on the page are hyperlinks. Clicking on this link will open the corresponding action page in WSS. For example clicking on the link “2 Pending records are awaiting your approval” will take you to the approvals page.



Other options

Step	Action																		
1	My Panel may be minimised or maximised by clicking on the  tab at the bottom left of the panel																		
2	Click on the print icon to print the current page 																		
3	Click on “Maximise” to increase the screen space without the user panel. 																		
4	Click on “Restore” to the original screen with user panel 																		
5	Click on “Extra Cols” to add additional columns to the list(e.g. add additional columns to the team list) 																		
6	Click on “Export” to export data to a file. e.g. Excel																		
7	Click on the filter icon to search for specific data. E.g. search for a team member in the team list.  The following steps explains how to use this functionality <ol style="list-style-type: none"> Click on the search icon Enter the search criteria. E.g. 174977 <table border="1" data-bbox="370 1167 1082 1252"> <tr> <td>174977</td> <td></td> <td></td> </tr> <tr> <th>Employee</th> <th>Job</th> <th>Name</th> </tr> </table> Press “Enter” to return the search results <table border="1" data-bbox="370 1294 1110 1444"> <tr> <td>174977</td> <td></td> <td></td> </tr> <tr> <th>Employee</th> <th>Job</th> <th>Name</th> </tr> <tr> <td>174977</td> <td>01</td> <td>Burgess, Margaret Alison</td> </tr> <tr> <td>174977</td> <td>02</td> <td>Burgess, Margaret Alison</td> </tr> </table> To return to the original list, remove the search criteria and press “Enter” 	174977			Employee	Job	Name	174977			Employee	Job	Name	174977	01	Burgess, Margaret Alison	174977	02	Burgess, Margaret Alison
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8	Click on  to view data in Full screen																		

2 Individual Access

The functionality included in this section provides individual employees access to their personal and payroll information, check leave balances and submit requests for leave, extra hours etc. Click on the appropriate option to access the particular program of interest.


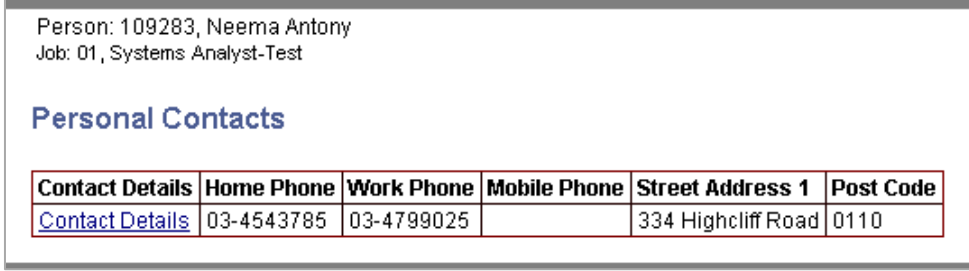
2.1 My HR

Personal Details

The functions provided under this menu allows the individual to enter personal details such as emergency contacts and personal contacts

Personal contacts

To view/update personal contacts

Step	Action												
1	<p>Select Personal Contacts from the Personal Details menu on the My HR menu.</p>  <p>The screenshot shows a navigation menu with 'My HR' as a dropdown. Under 'My HR', there are two options: 'Personal Details' and 'Personal Contacts'. 'Personal Contacts' is highlighted with a dark background.</p>												
2	<p>The following screen will be displayed</p>  <p>The screenshot shows a screen for 'Person: 109283, Neema Antony' with 'Job: 01, Systems Analyst-Test'. Below this is a section titled 'Personal Contacts' containing a table with contact details.</p> <table border="1"><thead><tr><th>Contact Details</th><th>Home Phone</th><th>Work Phone</th><th>Mobile Phone</th><th>Street Address 1</th><th>Post Code</th></tr></thead><tbody><tr><td>Contact Details</td><td>03-4543785</td><td>03-4799025</td><td></td><td>334 Highcliff Road</td><td>0110</td></tr></tbody></table>	Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code	Contact Details	03-4543785	03-4799025		334 Highcliff Road	0110
Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code								
Contact Details	03-4543785	03-4799025		334 Highcliff Road	0110								
3	<p>To view/update the current details, click on the link under 'Contact Details' and the following screen will appear</p>												

Person: 109283, Neema Antony
Job: 01, Systems Analyst-Test

Personal Contacts

Home Phone

Work Phone

Mobile Phone

Work Mobile Phone

Pager#

Other Phone

Home Address

Street Address 1

Street Address 2

Suburb/Town

State

Post Code

Country

Postal Address

Street Address 1

Street Address 2

Suburb/Town

State

Post Code

Country

4 Edit the information as required and click on the **'update'** button. A confirmation of changes will be displayed.

Success! Row updated

NOTE: Post Code and State are mandatory fields that must be populated.


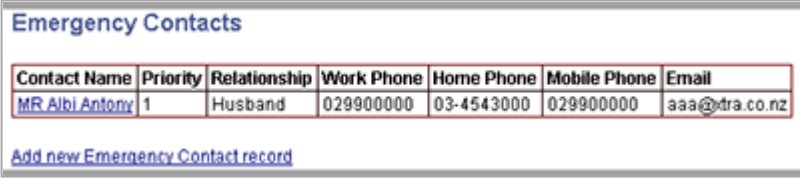
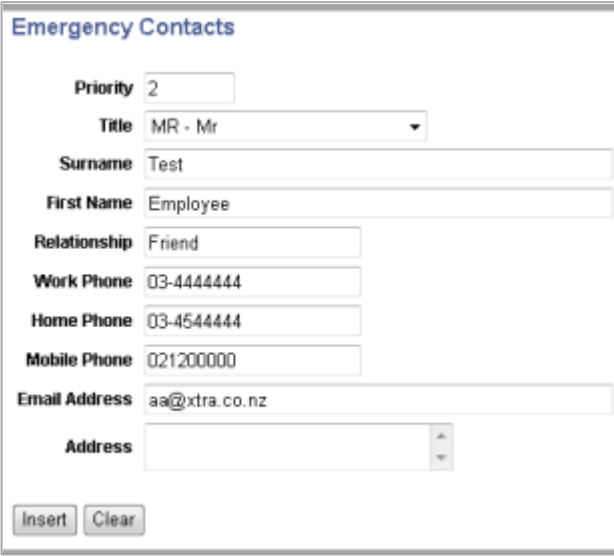

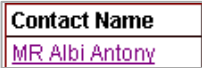
5 Click on the **'Copy Home Address to Postal Address'** button if the two addresses are the same.

6 Click on the **'Back to Personal Contacts List'** to take you back to the main Personal Contacts page.

[Back to Personal Contacts List](#)

Emergency contacts

To update Emergency Contacts

Step	Action
1	Select Emergency Contacts from the Personal Details menu on the My HR menu. 
2	The following screen will be displayed 
3	To add a new emergency contact, click on the link 'Add New Emergency Contact record'
4	The following screen will be displayed. Enter relevant details and click 'Insert' 
5	A confirmation message will be displayed and record will be inserted 
6	To update current details click on the link under 'Contact Name' 
7	Clicking on 'Back to Emergency Contacts List' will take you back to the main Emergency

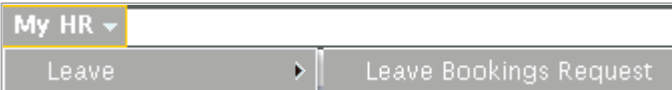
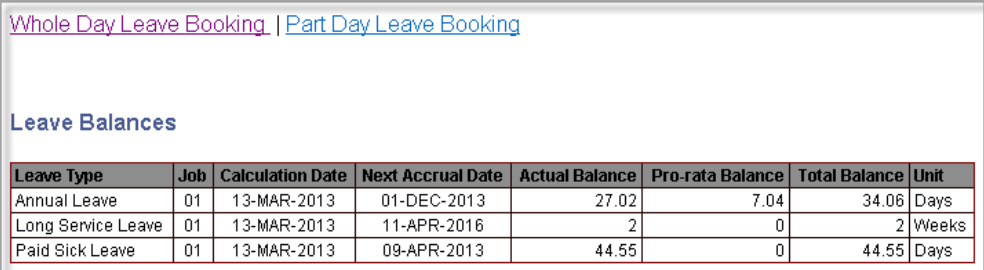
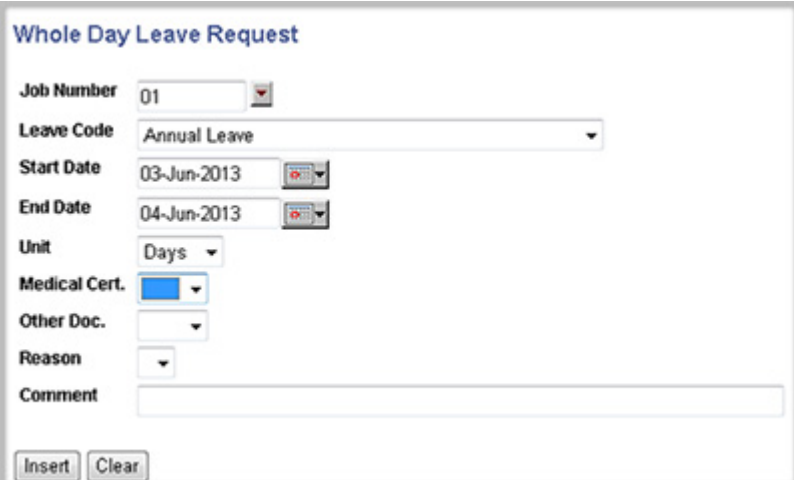
	<p>Contacts page</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Back to Emergency Contacts List </div>
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Leave

The functions provided within this menu allow the individual to enter leave bookings, check leave history, leave balances and roster patterns. The leave booking requests will be forwarded to an Approval for approval. The leave types which can be booked through the Web Kiosk are annual leave, sick leave, bereavement leave and long service leave except grand parented long service leave.

Leave booking

To make a leave request

Step	Action
1	<p>Select 'Leave Booking Request' from the Leave menu on the My HR menu</p> 
2	<p>The following screen will be displayed</p>  <p>The screen displays current leave transactions awaiting approval, leave balances and any future leave bookings.</p>
3	Select 'Whole Day Leave Booking' or 'Part Day Leave Booking' as required
4	<p>Enter leave booking details and click "Insert" button and your leave booking will be submitted and a confirmation message will be displayed.</p> 

NOTES:

- The Part and Whole day Leave booking forms are very similar in nature.
- The part day leave booking form does not include the End Date field and the Unit field will be replaced with **Hours** field.
- When the booking is made, the system will check the available balance for the leave type. You will receive a message as follows if leave booking amount (Annual Leave) exceeds balance.

Whole Day Leave Request

Warning! The Leave Request was successful, however the following issue(s) were identified with the request:

Warning - The amount of leave requested exceeds available balance.

- When a leave booking is made for a day for which a leave booking already exists, an error message '**overlapping booking was found**' will be displayed. You need to delete the overlapping booking prior to entering a new leave booking. If the booking exists under "Pending Transactions", you can delete it and re-book the leave. If the leave booking is already approved, contact payroll to reverse and rebook the leave. A leave reversal form may need to be completed.
- If you are on a roster, please ensure that you only book the rostered days when booking **Sick leave** or **Long Service Leave**. If you include non-roster days in the booking, **leave will be deducted for those days**.

5 Multi- Job Leave booking

If you have multiple jobs with leave entitlements, the job field will be blank when you login

Whole Day Leave Request

Job Number

Leave Code

Start Date 16-MAY-2013

End Date

Unit

Medical Cert.

Other Doc.

Reason

Comment

Click on the dropdown list for job

Job	Occupancy Start Date	Occupancy End Date	Position No	Position Title	Position Fraction	Award	Award Description
04	01-FEB-2012	31-DEC-2049	006297	Acting Head of Department	50%	JCIEA	Joint Clinical Individual EA
05	01-JAN-2012	31-DEC-2049	110037	Senior Medical Officer	50%	JCIEA	Joint Clinical Individual EA

Select a job e.g. 4 and make the booking

Whole Day Leave Request

Job Number: 04

Leave Code: Annual Leave

Start Date: 16-MAY-2013

End Date: 16-May-2013

Unit: Hours

Medical Cert.:

Other Doc.:

Reason:

Comment:

Insert Clear

Leave booking was success as shown below

Whole Day Leave Request

Success! Row inserted

Job: 04

Leave Code: AL - Annual Leave

Start Date: 16-MAY-2013

End Date: 16-MAY-2013

Amount: 3.75

Unit: Hours

Medical Cert.:

Other Doc.:

Reason:

Comment:


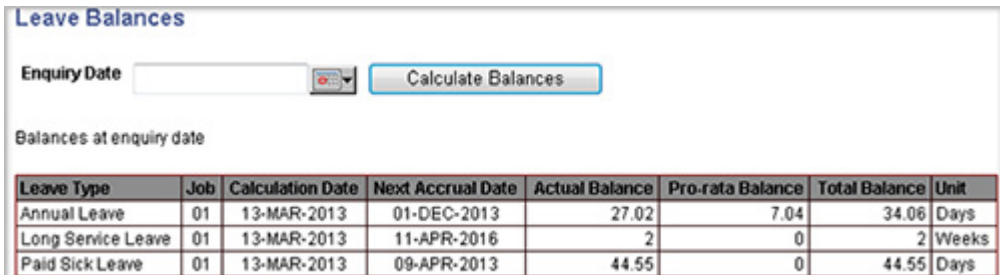
[Back to Leave Requests List](#)

Click on back to leave request list

Click on whole day leave request again and repeat the above step for all other jobs.(e.g. in the above example book leave for job 5 as well)

Leave balances

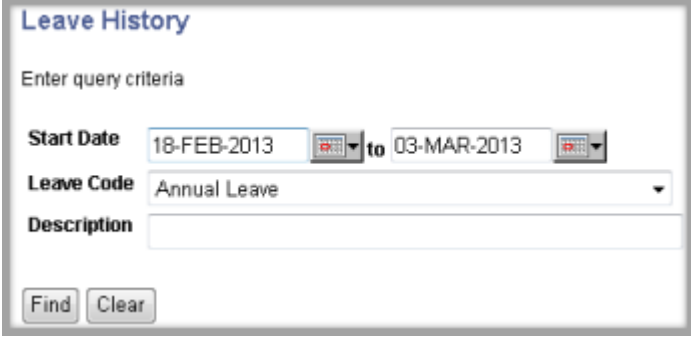
To check leave balances

Step	Action
1	<p>Select 'Leave Balances' from the Leave menu under the 'My HR' menu.</p> 
2	<p>The following page will be displayed showing your current leave balances.</p> 

3	To check leave balances as at a specific date, enter the required date into the 'Enquiry Date' field and click on the 'Calculate Balances' Button.
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Leave History

To display leave history

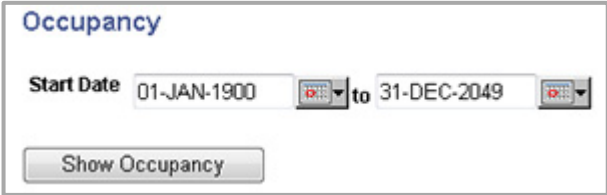
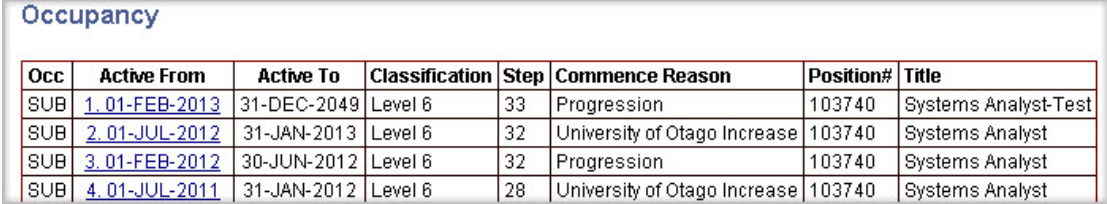
Step	Action
1	Select 'Leave History' from the Leave menu under the 'My HR' menu.
2	<p>The following page will be displayed.</p>  <p>Enter the date range select a leave code and click on 'Find' button to display the leave history.</p>

Employment

This menu enables employees to access to their appointment (occupancy) record and roster details.


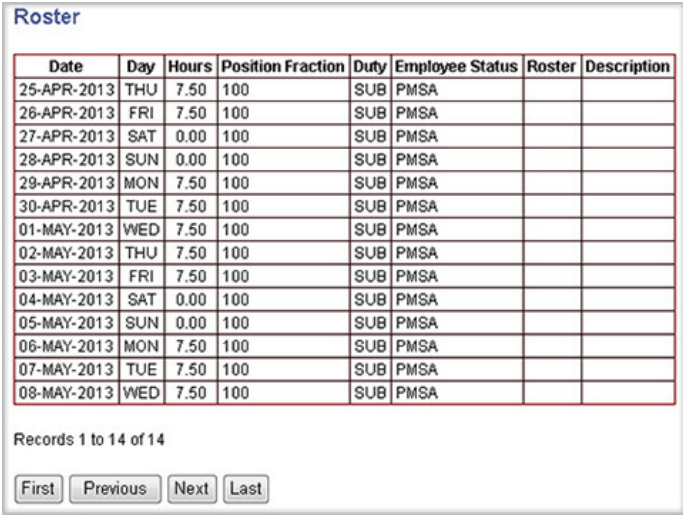
Occupancy Details

To View Appointment information

Step	Action																																								
1	<p>Select 'Occupancy Details' from the Employment menu on the My HR menu.</p> 																																								
2	<p>Enter dates to select occupancies within a specific period, or leave the default dates to select all occupancies and click on 'Show Occupancy' to display details.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Occ</th> <th>Active From</th> <th>Active To</th> <th>Classification</th> <th>Step</th> <th>Commence Reason</th> <th>Position#</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>SUB</td> <td>1. 01-FEB-2013</td> <td>31-DEC-2049</td> <td>Level 6</td> <td>33</td> <td>Progression</td> <td>103740</td> <td>Systems Analyst-Test</td> </tr> <tr> <td>SUB</td> <td>2. 01-JUL-2012</td> <td>31-JAN-2013</td> <td>Level 6</td> <td>32</td> <td>University of Otago Increase</td> <td>103740</td> <td>Systems Analyst</td> </tr> <tr> <td>SUB</td> <td>3. 01-FEB-2012</td> <td>30-JUN-2012</td> <td>Level 6</td> <td>32</td> <td>Progression</td> <td>103740</td> <td>Systems Analyst</td> </tr> <tr> <td>SUB</td> <td>4. 01-JUL-2011</td> <td>31-JAN-2012</td> <td>Level 6</td> <td>28</td> <td>University of Otago Increase</td> <td>103740</td> <td>Systems Analyst</td> </tr> </tbody> </table>	Occ	Active From	Active To	Classification	Step	Commence Reason	Position#	Title	SUB	1. 01-FEB-2013	31-DEC-2049	Level 6	33	Progression	103740	Systems Analyst-Test	SUB	2. 01-JUL-2012	31-JAN-2013	Level 6	32	University of Otago Increase	103740	Systems Analyst	SUB	3. 01-FEB-2012	30-JUN-2012	Level 6	32	Progression	103740	Systems Analyst	SUB	4. 01-JUL-2011	31-JAN-2012	Level 6	28	University of Otago Increase	103740	Systems Analyst
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SUB	4. 01-JUL-2011	31-JAN-2012	Level 6	28	University of Otago Increase	103740	Systems Analyst																																		
3	To view the details of a specific occupancy record click on the 'Active From' date. The occupancy detail will be displayed																																								

Roster (Work Pattern)

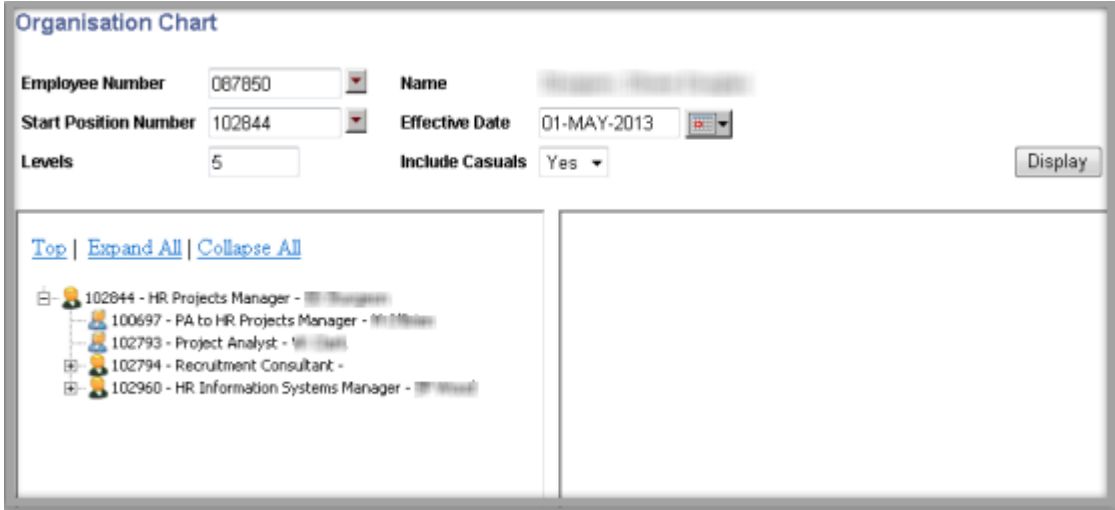
This screen displays the employee's roster pattern for a selected period.

Step	Action
1	Select ' Roster (Work Pattern) ' from either the Leave menu or the Employment menu on the My HR menu.
2	Enter an enquiry date and the number of days for the period of enquiry, then click on the 'Find' button to display the roster pattern 
3	Roster pattern displayed 

Organisation Chart

The Organisation Chart screen provides a view of the position reporting lines. The structure is displayed as a tree, where each node may be expanded to display the lower levels.

Step	Action
1	Select ' Organisation Chart ' from the My HR menu
2	Enter the 'Employee Number' find an employee 

3	Start Position Number – select the position number
4	Effective date – This will default to the current date but may be changed to display details for dates in the past and into the future
5	Level - This specifies the number of levels that the chart will display. It will default 3 but may be changed if wishing to drill down to lower levels of the organisation. Maximum allowed level is 5.
6	Include Casuals - This will default to Yes and casual employees will be displayed on the organisation chart. Changing the value to 'N' will exclude casual staff from the chart
7	Click Display button and the chart will be displayed
	
	<p>Two links appear at the top of the chart</p> <p><u>Expand All</u> – expands all of the nodes of the tree.</p> <p><u>Collapse All</u> – Collapses all of the nodes of the tree after they have been expanded.</p> <p>Clicking on any of the Position Titles will display details of the position and occupant within the right hand frame.</p>

2.2 My Pay

The programs within this menu allow employees access to payroll related information including payslips, IRD number, Tax code and payment summaries. Employees can also request changes to bank account details.

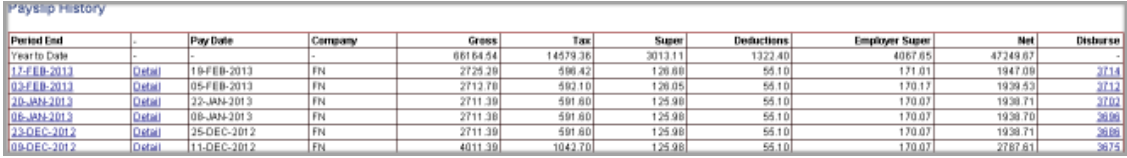
Payroll Details

Current Payslip


Step	Action
1	Select ' Current Payslip ' from the Payroll Details menu on the My Pay menu.
2	The latest payslip will be displayed for the for the current job selected

Payslip History

Allows users to view previous payslips

Step	Action																																																																																						
1	Select 'Payslip History' from the Payroll Details menu on the My Pay menu.																																																																																						
2	A list of payslips will be displayed.  <table border="1"> <thead> <tr> <th>Period End</th> <th>Pay Date</th> <th>Company</th> <th>Gross</th> <th>Tax</th> <th>Super</th> <th>Deductions</th> <th>Employer Super</th> <th>Net</th> <th>Disburse</th> </tr> </thead> <tbody> <tr> <td>Year to Date</td> <td>-</td> <td>-</td> <td>66184.54</td> <td>14579.36</td> <td>3013.11</td> <td>1322.40</td> <td>4067.85</td> <td>47249.87</td> <td>-</td> </tr> <tr> <td>17-FEB-2013</td> <td>Detail</td> <td>19-FEB-2013</td> <td>FN</td> <td>2725.29</td> <td>598.42</td> <td>126.88</td> <td>55.10</td> <td>171.01</td> <td>1947.09</td> <td>3714</td> </tr> <tr> <td>03-FEB-2013</td> <td>Detail</td> <td>05-FEB-2013</td> <td>FN</td> <td>2712.78</td> <td>462.10</td> <td>126.05</td> <td>55.10</td> <td>170.17</td> <td>1939.53</td> <td>3713</td> </tr> <tr> <td>20-JAN-2013</td> <td>Detail</td> <td>22-JAN-2013</td> <td>FN</td> <td>2711.39</td> <td>591.60</td> <td>125.98</td> <td>55.10</td> <td>170.07</td> <td>1938.71</td> <td>3702</td> </tr> <tr> <td>06-JAN-2013</td> <td>Detail</td> <td>08-JAN-2013</td> <td>FN</td> <td>2711.38</td> <td>591.60</td> <td>125.98</td> <td>55.10</td> <td>170.07</td> <td>1938.70</td> <td>3698</td> </tr> <tr> <td>23-DEC-2012</td> <td>Detail</td> <td>25-DEC-2012</td> <td>FN</td> <td>2711.39</td> <td>591.60</td> <td>125.98</td> <td>55.10</td> <td>170.07</td> <td>1938.71</td> <td>3698</td> </tr> <tr> <td>08-DEC-2012</td> <td>Detail</td> <td>11-DEC-2012</td> <td>FN</td> <td>4011.39</td> <td>1042.70</td> <td>125.98</td> <td>55.10</td> <td>170.07</td> <td>2787.61</td> <td>3675</td> </tr> </tbody> </table>	Period End	Pay Date	Company	Gross	Tax	Super	Deductions	Employer Super	Net	Disburse	Year to Date	-	-	66184.54	14579.36	3013.11	1322.40	4067.85	47249.87	-	17-FEB-2013	Detail	19-FEB-2013	FN	2725.29	598.42	126.88	55.10	171.01	1947.09	3714	03-FEB-2013	Detail	05-FEB-2013	FN	2712.78	462.10	126.05	55.10	170.17	1939.53	3713	20-JAN-2013	Detail	22-JAN-2013	FN	2711.39	591.60	125.98	55.10	170.07	1938.71	3702	06-JAN-2013	Detail	08-JAN-2013	FN	2711.38	591.60	125.98	55.10	170.07	1938.70	3698	23-DEC-2012	Detail	25-DEC-2012	FN	2711.39	591.60	125.98	55.10	170.07	1938.71	3698	08-DEC-2012	Detail	11-DEC-2012	FN	4011.39	1042.70	125.98	55.10	170.07	2787.61	3675
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3	To view a particular payslip, click on the link within the 'Period End' column. The payslip will be displayed																																																																																						
4	To return to the main Payslip History page, click on 'Back to Payslip History List'																																																																																						
5	The link 'Detail' can be selected to display a more detailed payslip.																																																																																						
6	The link 'Disburse' will display a summary of how your net salary for the period has been disbursed.																																																																																						

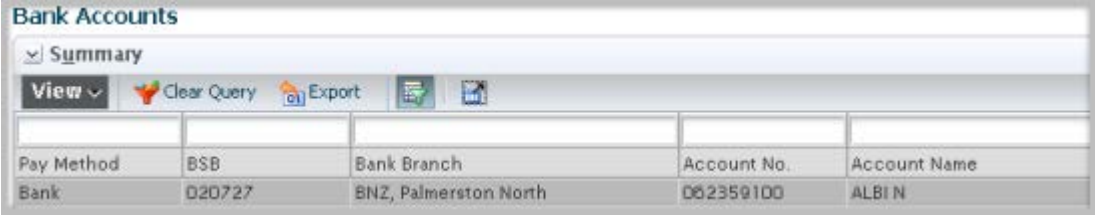

Employee Payment History

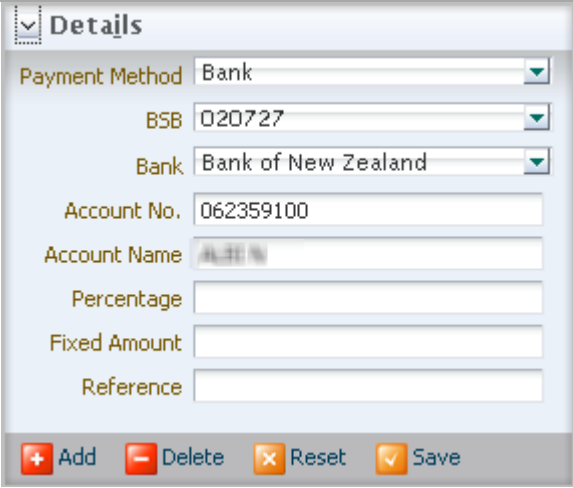
Step	Action
1	Select 'Employee Payment History' from the Payroll Details menu on the My Pay menu.
2	 <p>Select the date range and click submit</p>
3	Payment history displayed

Employee Payment History Display			
Start Date	1-Jul-2012	End Date	30-Jun-2013
Earnings		Units	Amount
Salary		1,065.00	\$35,777.42
Public Holiday - Leave		45.00	\$1,513.15
Annual Leave		165.00	\$5,543.14
Recruitment & Retention supplement		1,275.00	\$3,260.26
Academic/General Staff Bonus		1,300.00	\$1,300.00
Gross			\$47,393.97
Deduction			Amount
Car Park			\$685.10
N.Z. Universities Superannuation Scheme			\$2,141.68
Public Service Association			\$251.60
PAYE			\$10,508.44
Total Deductions			\$13,586.82
Net Pay			\$33,807.15
Superannuation			Amount
N.Z. Universities Superannuation Scheme			\$2,891.23

Bank Accounts


This screen displays the bank account details. To Update Bank Accounts

Step	Action
1	Select 'Bank Accounts' from the Payroll Details menu on the My Pay menu.
2	Bank account details will be displayed as a Summary block at the top of the form 
3	Click on 'Details' to expand the Details block at the bottom of the form, which shows details of a selected account 
4	The icons at the bottom of Details block (Add, Delete, Reset and Save) can be used when adding a new bank account, and/or deleting or amending an existing account

	 <p>NOTE: There are various validations in place for BSB and Account numbers, as well as Account Names and Percentages. If validation fails, error messages will display and the new or amended record cannot be saved.</p>
6	<p>To change an existing bank account, select the account to be changed, make relevant changes and click 'Save'.</p>
7	<p>To delete an existing bank account, select the account to be deleted, and press 'Delete'.</p> <p>NOTE: There must always be one default bank account. The default bank account may be amended, however it cannot be deleted</p> <div style="background-color: #FFD700; padding: 10px; border: 1px solid #FFD700; margin: 10px 0;"> <p>ALERT!! Any unpaid employee reimbursement claims already entered into Finance One will be paid into your existing bank account.</p> </div>

Employee Payment History

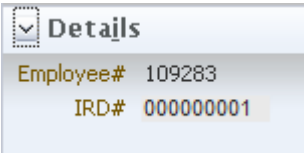
Employment Payment History Display allows employees to view the amounts paid during the selected period. All payslips which have been paid within the specified date range will be included in the totals. To display Employee Payment History

Step	Action
1	<p>Select 'Employee Payment History Display' from the Payroll Details menu on the My Pay menu.</p>
2	<p>Selection screen will display..</p>  <p>The payment history will be displayed once the start and end dates are entered.</p>

3	Payment history	<div style="border: 1px solid gray; padding: 5px;"> <p>Employee Payment History Display</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Start Date</td> <td style="width: 30%; text-align: center;">1-Jul-2012</td> <td style="width: 30%;">End Date</td> <td style="width: 10%; text-align: right;">30-Jun-2013</td> </tr> <tr> <td colspan="4">Earnings</td> </tr> <tr> <td></td> <td style="text-align: right;">Units</td> <td></td> <td style="text-align: right;">Amount</td> </tr> <tr> <td>Salary</td> <td style="text-align: right;">1,065.00</td> <td></td> <td style="text-align: right;">\$35,777.42</td> </tr> <tr> <td>Public Holiday- Leave</td> <td style="text-align: right;">45.00</td> <td></td> <td style="text-align: right;">\$1,513.15</td> </tr> <tr> <td>Annual Leave</td> <td style="text-align: right;">165.00</td> <td></td> <td style="text-align: right;">\$5,543.14</td> </tr> <tr> <td>Recruitment & Retention supplement</td> <td style="text-align: right;">1,275.00</td> <td></td> <td style="text-align: right;">\$3,260.26</td> </tr> <tr> <td>Academic/General Staff Bonus</td> <td style="text-align: right;">1,300.00</td> <td></td> <td style="text-align: right;">\$1,300.00</td> </tr> <tr> <td>Gross</td> <td></td> <td></td> <td style="text-align: right;">\$47,393.97</td> </tr> <tr> <td colspan="4">Deduction</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Amount</td> </tr> <tr> <td>Car Park</td> <td></td> <td></td> <td style="text-align: right;">\$695.10</td> </tr> <tr> <td>N.Z. Universities Superannuation Scheme</td> <td></td> <td></td> <td style="text-align: right;">\$2,141.68</td> </tr> <tr> <td>Public Service Association</td> <td></td> <td></td> <td style="text-align: right;">\$251.60</td> </tr> <tr> <td>PAYE</td> <td></td> <td></td> <td style="text-align: right;">\$10,508.44</td> </tr> <tr> <td>Total Deductions</td> <td></td> <td></td> <td style="text-align: right;">\$13,596.82</td> </tr> <tr> <td>Net Pay</td> <td></td> <td></td> <td style="text-align: right;">\$33,807.15</td> </tr> <tr> <td colspan="4">Superannuation</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Amount</td> </tr> <tr> <td>N.Z. Universities Superannuation Scheme</td> <td></td> <td></td> <td style="text-align: right;">\$2,891.23</td> </tr> </table> </div>	Start Date	1-Jul-2012	End Date	30-Jun-2013	Earnings					Units		Amount	Salary	1,065.00		\$35,777.42	Public Holiday- Leave	45.00		\$1,513.15	Annual Leave	165.00		\$5,543.14	Recruitment & Retention supplement	1,275.00		\$3,260.26	Academic/General Staff Bonus	1,300.00		\$1,300.00	Gross			\$47,393.97	Deduction							Amount	Car Park			\$695.10	N.Z. Universities Superannuation Scheme			\$2,141.68	Public Service Association			\$251.60	PAYE			\$10,508.44	Total Deductions			\$13,596.82	Net Pay			\$33,807.15	Superannuation							Amount	N.Z. Universities Superannuation Scheme			\$2,891.23
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N.Z. Universities Superannuation Scheme			\$2,891.23																																																																															


IRD Number

To display IRD Number

Step	Action
1	Select ' IRD Number ' from the Payroll Details menu on the My Pay menu.
2	Click on 'Details' <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  </div>

Tax Code

To display Tax Code

Step	Action
1	Select ' Tax Code ' from the Payroll Details menu on the My Pay menu.
2	Click on 'Details' to display the Tax Code <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  </div>
3	If you have more than one Tax Code, click on View -> Select Columns -> Show All

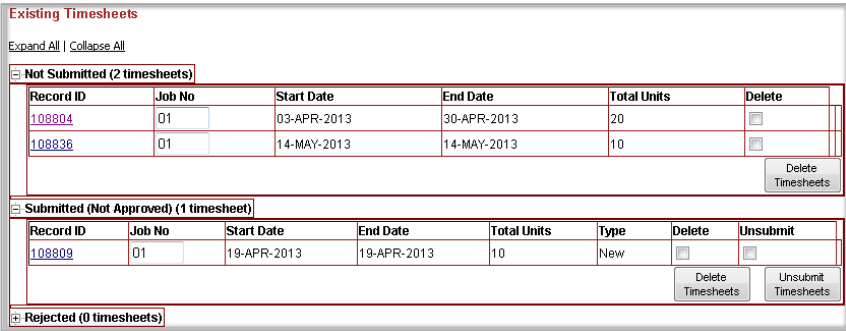
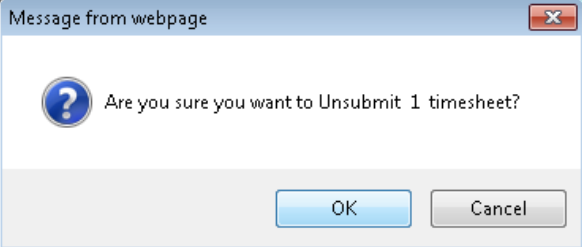
4	Click on AuditId to display corresponding Tax Code records
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Timesheets

This menu provide the facility for employees to enter timesheets, extra hours ,overtime and to view history of any entries made.

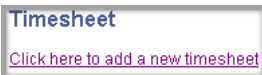
Timesheet Entry

This program allows the input of hours worked for one or more jobs in to a timesheet.

Step	Action																
1	Select ' Online Timesheets Entry ' from the Timesheets menu on the My Pay menu.																
2	<p>The will display any timesheets that are not submitted, Timesheets that are not yet approved and any rejected timesheets.</p>  <p>The screenshot shows a web interface titled "Existing Timesheets" with "Expand All" and "Collapse All" links. It contains three expandable sections: <ul style="list-style-type: none"> Not Submitted (2 timesheets): A table with columns Record ID, Job No, Start Date, End Date, Total Units, and Delete. It lists two entries: 108804 (Job No: 01, Start: 03-APR-2013, End: 30-APR-2013, Total Units: 20) and 108836 (Job No: 01, Start: 14-MAY-2013, End: 14-MAY-2013, Total Units: 10). A "Delete Timesheets" button is at the bottom right. Submitted (Not Approved) (1 timesheet): A table with columns Record ID, Job No, Start Date, End Date, Total Units, Type, Delete, and Unsubmit. It lists one entry: 108809 (Job No: 01, Start: 19-APR-2013, End: 19-APR-2013, Total Units: 10, Type: New). "Delete Timesheets" and "Unsubmit Timesheets" buttons are at the bottom right. Rejected (0 timesheets): A section that is currently collapsed. </p>																
3	<p>To remove a timesheets, select the Delete checkbox against the timesheets that are to be deleted and click the 'Delete Timesheets' button. A dialog box will be displayed to confirm the deletion.</p> <p>Click OK to delete or Cancel to cancel the deletion.</p>																
4.	<p>Submitted/rejected timesheet</p> <p>Submitted and Rejected timesheets cannot be edited directly. Only Not Submitted timesheets may be modified. To edit Submitted or Rejected timesheets, change it back to a status of Not Submitted by selecting the checkbox under 'Unsubmit' and clicking on 'Unsubmit Tmesheet' button.</p> <p>The following dialog window will be displayed. Click 'OK' to unsubmit the timesheet or 'Cancel' to cancel the unsubmission.</p>  <p>The screenshot shows a dialog box titled "Message from webpage" with a question mark icon and the text "Are you sure you want to Unsubmit 1 timesheet?". It has "OK" and "Cancel" buttons at the bottom.</p>																
5	<p>Timesheets that have been unsubmitted and subsequently re-submitted will have the Type displayed as 'Updated'.</p> <table border="1" data-bbox="279 1937 1348 2004"> <thead> <tr> <th>Record ID</th> <th>Job No</th> <th>Start Date</th> <th>End Date</th> <th>Total Units</th> <th>Type</th> <th>Delete</th> <th>Unsubmit</th> </tr> </thead> <tbody> <tr> <td>108836</td> <td>01</td> <td>14-MAY-2013</td> <td>14-MAY-2013</td> <td>10</td> <td>Updated</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit	108836	01	14-MAY-2013	14-MAY-2013	10	Updated	<input type="checkbox"/>	<input type="checkbox"/>
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit										
108836	01	14-MAY-2013	14-MAY-2013	10	Updated	<input type="checkbox"/>	<input type="checkbox"/>										

Add a New Timesheet

6 To create a new timesheet click on **'Click here to add a new timesheet'** link



Enter a start date and click **'Find Employee Jobs'**

7 If the employee have more than one active job at the start date , a job selection screen will be displayed. Otherwise job selection screen will not be displayed.

Select	Job No	Position No	Position Title	Org unit	Employment Status	Award	Classification	Start Date	End Date	Account No	Contract Hours
<input type="checkbox"/>	02	118577	Casual Position	Campus Temps Service	Casual - 8% - timesheet salary	Casual Employment Agreement	Level 1	01-AUG-2012	31-DEC-2049	GL10GCC04222100	37.5
<input type="checkbox"/>	01	118577	Casual Position	Campus Temps Service	Casual - 8% - timesheet salary	Casual Employment Agreement	Level 1	06-JUN-2012	31-DEC-2049	GL10GCC04222100	37.5

Select all Jobs
Continue Clear
Back to Employee List

The list can be re-ordered by clicking on any of the column headings

To Select the required jobs, click the check box under **'Select'** beside each job.

To select all jobs, click on the **Select all Jobs** button

To display the timesheet entry screen click on **'Continue'** button

To uncheck all the selections, click **'Clear'** button

To return to the timesheet list, click on the **'Back to Timesheet List'** link

8 Enter a timesheet record

Copy line above	Delete	Work Date	Day	Units	Pay Code	GL Override	Activity	Repeat
	D							
C	D							
C	D							
C	D							
C	D							

Save Save and Submit Refresh Expand Repeats Add a Row Cancel

a. Select the job number to enter timesheet. This column will not appear if only one job is selected at step 3.

b. Enter the work date

c. Enter hours worked

d. Enter or select a paycode

e. Enter **'Repeats'** i.e. the number of extra weeks you want the timesheet to be repeated for. (e.g. if you enter 3, four timesheet records will be created)

- f. Select an approver from **'Timesheets to be approved by'** lookup
- g. Add any comments
- h. Click on **'Save and Submit'** to submit the timesheet. If you do not wish to submit, but want to save the timesheet click on **'Save'** button.
- i. If there is no validation errors, a success message will be displayed
- j. To return to the timesheet list, click on the **Back to Timesheet List** link

Other Options

Click the button **'C'** to insert a new line and copy in the details from the line above.

Click the button **'D'** to delete the line selected.

Click the button **'Add a Row'** to add blank rows.

To validate the timesheet details entered, click the **Refresh** button.

If **Repeat** value entered, click the **Expand Repeats** button to display the timesheet lines.

View/Edit a Timesheet

- 9 To View or Edit a **'Not Submitted'** timesheet, click on the **Record ID** link. If the employee has multiple active jobs, job selection screen will be re-displayed. Any jobs for which timesheets already entered will have the **Select** checkbox checked. These selections cannot be unchecked.

Current as at: 01-MAY-2013

Select	Job No	Position No	Position Title	Org unit	Employment Status	Award	Classification	Start Date	End Date	Account No	Contract Hours
<input checked="" type="checkbox"/>	01	118577	Casual Position	Campus Temps Service	Casual - 8% - timesheet salary	Casual Employment Agreement	Level 1	06-JUN-2012	31-DEC-2049	GL10GCC04222100	37.5
<input type="checkbox"/>	02	118577	Casual Position	Campus Temps Service	Casual - 8% - timesheet salary	Casual Employment Agreement	Level 1	01-AUG-2012	31-DEC-2049	GL10GCC04222100	37.5

Select all Jobs

Continue Clear

[Back to Employee List](#)
[Back to Timesheet List](#)

Click the button **'Continue'** to display the timesheet entry screen

If the employee has only one job or all active jobs already have timesheet entries, the job selection screen will not be displayed. The timesheet entry screen will be displayed directly.

- 10 Update the records and click **'Save'** to save the timesheet. If you wish to submit the timesheet select an approver and click **'Save and Submit'**.

Copy line above	Delete	Work Date	Day	Units	Pay Code	GL Override	Activity	Repeat
	D	03-APR-2013	Wed	10	SALT			
C	D	30-APR-2013	Tue	10	SALT			
C	D							
C	D							
C	D							

Save Save and Submit Refresh Expand Repeats Add a Row Cancel

- 11 Submitted records may be deleted by clicking the **'Delete Timesheets'** or using the Pending Transactions screen.

108833	02	174977	Burgess, Margaret Alison	21-MAY-2013	21-MAY-2013	10	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
108834	01	174977	Burgess, Margaret Alison	27-MAY-2013	27-MAY-2013	10	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Extra Hours/Overtime Entry

Step	Action
1	Select 'Extra Hours/Overtime' from the Timesheets menu on the My Pay menu.
2	Any existing 'Extra Hours/Overtime' Claims which have been submitted but not approved will be displayed. The details can be viewed by clicking on the 'Date Worked' link.
3	<p>To enter extra hours or overtime, click on 'Add new record'</p> <div data-bbox="274 629 983 898" data-label="Form"> </div> <p>Enter details and Click 'Insert' to add a new record. A Success message will be displayed when the records was inserted.</p> <p>NOTE: No need to select an approver because the request will automatically go to your leave approver.</p>

Extra Hours/Overtime History

Step	Action
1	To view the history of previous records, select 'Extra Hours/Overtime History' from the Timesheets menu on the My Pay menu.
2	<p>Enter Date criteria and click 'Find' to display the history</p> <div data-bbox="274 1368 868 1662" data-label="Form"> </div>

Timesheet History

Step	Action
1	To view the history of previous records, select 'Timesheet History - Individual' from the Timesheets menu on the My Pay menu.
2	Enter date range, select 'Timesheet Type' and click 'Find' button to display the history.

	<div style="border: 1px solid gray; padding: 5px;"> <p>Additional Hours History</p> <p>Enter query criteria</p> <p>Date Worked 18-FEB-2013 <input type="text"/> to 03-MAR-2013 <input type="text"/></p> <p>Pay Code <input type="text"/></p> <p>Description <input type="text"/></p> <p><input type="button" value="Find"/> <input type="button" value="Clear"/></p> </div>																					
3	<p>History will be displayed</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Timesheet History</p> <table border="1"> <thead> <tr> <th>Job No</th> <th>Work Date</th> <th>Paycode</th> <th>Paycode Desc</th> <th>Units</th> <th>Payroll Date</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>14-MAY-2013</td> <td>SALT</td> <td>Ordinary Hours Timesheet</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td>01</td> <td>18-APR-2013</td> <td>SALT</td> <td>Ordinary Hours Timesheet</td> <td>10</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Job No	Work Date	Paycode	Paycode Desc	Units	Payroll Date	Period End Date	01	14-MAY-2013	SALT	Ordinary Hours Timesheet	10			01	18-APR-2013	SALT	Ordinary Hours Timesheet	10		
Job No	Work Date	Paycode	Paycode Desc	Units	Payroll Date	Period End Date																
01	14-MAY-2013	SALT	Ordinary Hours Timesheet	10																		
01	18-APR-2013	SALT	Ordinary Hours Timesheet	10																		

2.3 My Pending Requests

This menu allows you to view any outstanding requests that are not yet approved.

Step	Action																														
1	Select 'Pending Transactions' from the My Pending Request menu.																														
2	<p>Any pending transactions will be displayed</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Pending Transactions</p> <p><input type="button" value="Delete"/> <input type="button" value="Clear"/></p> <p>Whole Day Leave Request</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Record ID</th> <th>Warning</th> <th>Name</th> <th>Leave Code</th> <th>Leave Start Date</th> <th>End Date</th> <th>App. Level</th> <th>Created Date</th> <th>To Be Actioned By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2261438</td> <td>Y</td> <td>Antony, Neema</td> <td>Annual Leave</td> <td>01-JUL-2013</td> <td>31-JUL-2013</td> <td>2</td> <td>01-MAY-2013</td> <td>10-MAY-2013</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2261437</td> <td>Y</td> <td>Antony, Neema</td> <td>Annual Leave</td> <td>01-JUL-2013</td> <td>31-JUL-2013</td> <td>1</td> <td>01-MAY-2013</td> <td>05-MAY-2013</td> </tr> </tbody> </table> <p><input type="button" value="Delete"/> <input type="button" value="Clear"/></p> </div> <p>You can delete any of the pending transactions by selecting the check box under 'Delete' and clicking on the button 'Delete'</p>	Delete	Record ID	Warning	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By	<input type="checkbox"/>	2261438	Y	Antony, Neema	Annual Leave	01-JUL-2013	31-JUL-2013	2	01-MAY-2013	10-MAY-2013	<input type="checkbox"/>	2261437	Y	Antony, Neema	Annual Leave	01-JUL-2013	31-JUL-2013	1	01-MAY-2013	05-MAY-2013
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<input type="checkbox"/>	2261437	Y	Antony, Neema	Annual Leave	01-JUL-2013	31-JUL-2013	1	01-MAY-2013	05-MAY-2013																						
3	As the requests are being approved, they will disappear from the above list																														

2.4 My Help

All Web Kiosk related user guides can be found under this menu. Click on the link to open the guides.