Use the navigation buttons to move through this course
Introduction

HR Online is the portal we use to view and manage our employment information at UC.

This guide will assist you to become more familiar with using HR Online to:

• **Leave** – book and check balances
• **Payslips** - check your payslip
• **Payment summaries** – (Group Certificates) retrieve your summary for tax time
• **More information** – know where to go for information on more advanced functions and where to find information on HR Policies and Processes

This guide is based on Alesco version 13
How to log in

To log into HR Online go to [www.canberra.edu.au/hronline](http://www.canberra.edu.au/hronline). You should see a login box like the graphic below. In Username box type your staff number (with the ‘s’) as your username and your regular UC password. Then click on the Login button.

Throughout this course you can easily access the login page by clicking on the login graphic in the bottom right hand corner of the screen.
Leave

At UC we have access to many different types of leave, e.g.:

- Long Service
- Personal (including sick leave)
- Recreation
- Miscellaneous (including study, parental and other types)

For definitions of leave types and other information on leave please refer to the UC Enterprise Agreement.

There are 3 categories of leave that you can view through HR Online:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Calculation Date</th>
<th>Next Accrual Date</th>
<th>Actual Balance</th>
<th>Pro-rata Balance</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Service Leave</td>
<td>03-MAY-2013</td>
<td>04-MAY-2013</td>
<td>0</td>
<td>163.438</td>
<td>Hours</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>03-MAY-2013</td>
<td>04-MAY-2013</td>
<td>457.888</td>
<td>457.888</td>
<td>Hours</td>
</tr>
<tr>
<td>Recreation Leave</td>
<td>03-MAY-2013</td>
<td>04-MAY-2013</td>
<td>43.888</td>
<td>43.888</td>
<td>Hours</td>
</tr>
</tbody>
</table>

However, you can only manage your Personal Leave and your Recreational Leave directly through HR Online.
Leave – How to find your leave balances

To find your leave balances

1. **Log into HR Online**
2. Click on the Personal Info tab
3. Click Leave from the sub menu
4. Click Leave Balances

5. To find out how much leave you will have in the future, you can enter a future date in the Enquiry Date field.
Leave – How to find your leave balances

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<td>Hours</td>
</tr>
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1. Type of leave balance  
2. Number of hours accrued  
3. Number of hours that can be taken (note that long service in this column has a zero balance even though the pro-rata balance is 163.438 hours).

As previously mentioned, although you can see 3 types of leave here, you only manage your Personal Leave and your Recreational Leave directly through HR Online.
Leave – How to request leave

1. **Log into HR Online**
2. Click on the Personal Info tab
3. Click Leave from the sub menu
4. Click Leave Bookings Request

5. Choose either Whole Day Leave Booking or Part Day Leave Booking
Leave – How to request leave

6. Choose your leave type
7. The start date is the first day of leave
8. The end date is the last day of your leave i.e. if you are taking a week off from Mon – Fri you would put the date of the Friday as your end date
9. Choose appropriate other details from the drop down lists
10. Click the insert button when the required information has been completed
11. Your supervisor will receive a system generated email advising them that you have applied for leave. When your leave has been approved (or not) you will receive a system generated email advising you. You should not take scheduled leave without approval.
Leave – How to request leave

12. Some leave requires supporting documentation such as a medical certificate

13. Once you have completed an online application for leave that requires a medical certificate you will need to provide the certificate to your supervisor who will match it with your online leave request and forward it to HR for filing on your personnel file

14. If you would like to keep a copy, make sure you take one before giving it to your supervisor
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13. Once you have completed an online application for leave that requires a medical certificate, you will need to provide the certificate to your supervisor who will match it with your online leave request and forward it to HR for filing on your personnel file.

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Leave – Other types of leave

At UC some types of leave need to be requested through the completion of a form. These other types of leave include:

• Study leave
• Parental leave
• Long Service leave

For information on leave please refer to the UC Enterprise Agreement.
Leave – How to cancel a leave request

If you need to cancel a leave request online there are two slightly different processes depending on whether the request has already been approved or is still pending approval.

How to cancel an unapproved leave booking

1. Log into HR Online
2. Click on the Links Menu at the top right of the screen
3. Click My Requests from the sub menu
Leave – How to cancel an unapproved leave request

1. Select the delete tick box next the relevant leave request
2. Click Delete
3. Confirm the Delete by clicking OK in the pop-up box

Leave – How to change an unapproved leave request

• If you wish to change a request, you will need to first delete the pending request and then resubmit the new leave request
Leave – How to change or cancel an approved leave booking

1. **Log into HR Online**
2. Click on the Person Info tab
3. Click Leave from the sub menu
4. Click Leave History
5. Enter a start date and to date to cover period leave was taken

6. You can select the type of leave you requested (if you don’t, all leave taken will appear)
Leave – How to change or cancel an approved leave booking

7. Click on the hyperlink Reverse in the Action column
8. Click Reverse
9. This request to reverse your leave will go through the same approval process as when leave is requested.
10. To change your leave request wait until the reversal has been approved and then submit the new request as though you were booking it for the first time.
Your payslip contains important information on your salary, any overtime and the tax (PAYG) that you have paid. Your payslip will also specify any disbursements paid and leave taken during the current pay period.
Payslips – How to find your current payslip

1. Log into HR Online
2. Click on the My Pay tab
3. Click on Payroll Details sub menu
4. Click on Current Payslip (your current payslip will appear)

Payslips – A previous period

1. Log into HR Online
2. Click on the My Pay tab
3. Click on Payroll Details sub menu
4. Click on Payslip History (A list of all previous payslips will appear. Click on the respective period).
Payment summary

A payment summary is the statement of what you have been paid and the deductions that have processed through the year. A payment summary was previously called a group certificate.

Your payment summary is required to be submitted annually to the ATO as part of your annual tax submission.

Your payment summary will usually be available 2 weeks after the end of the financial year and will be available for download until you leave UC.

You will not be sent your payment summary and so you will personally need to log in to HR Online and print your payment summary for your own tax records.

Please note: Only individuals that are no longer employed by the University will be sent their payment summary. These staff should ensure that their mailing details are correct before their departure.
Payment summary – how to find it

1. Log into HR Online
2. Click on the My Pay tab
3. Click Payroll Details from the second tier menu
4. Click on Payment Summary
5. Click on the hyperlink number in the Serial# column
6. Print to a secure printer
Recruitment

Electronic recruitment (eRecruitment) is an online recruitment system and is the tool used to monitor and track applications for staff recruitment vacancies electronically.

eRecruitment is a module of the Alesco HR and payroll system that will allow existing staff (internal applicants) to apply for jobs at UC through HR Online and external applicants to apply via the web, completing the application online and attaching relevant documents as necessary.

Selection panel members can access and view all applications online as soon as they are submitted.

Details on how to use the e-recruitment tool from a selection panel perspective can be found in the e-Recruitment Selection Panel User Guide. (You may need to minimise this course to view this User Guide.)
Recruitment – finding current vacancies

1. Log into HR Online
2. Click on the Links hyperlink located at the top right hand corner of screen

3. Click on Current Vacancies, all active vacancies will appear
Recruitment – finding current vacancies

4. Click on the relevant Position Title adjacent to each of the Ref No’s to obtain advertisement details and/or Position Description information, or apply for the position by clicking on the <Apply Now> button.
More information

What you have learnt in this course is just the beginning of what you can do in HR Online.

You are also able to access items such as e-timesheet submission, you can maintain your bank account, update your personal details and academic qualifications, view your employment history and initiate your Performance and Development Review (PDR).

Take the time to explore all of the functions in your HR Online by working through all of the drop down menus.

In addition, the HR website has more information on UC HR Policies and Processes.
More information – My Favourites

You can customise your HR Online experience by using the new favourites function.

1. Log into HR Online
2. Go to one of your favourite pages by using the normal menu
3. Select the ‘Add’ button
4. This page will now become an item in ‘My Favourites’