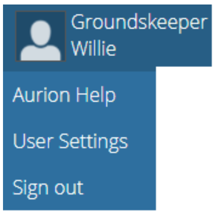
MyHR overview

Document overview

This document provides an overview of MyHR with an emphasis on frequently-used tasks such as submitting **Timesheets** & **Leave Applications**, viewing **Pay Advice** or accessing/updating **Personal Information**.

Additional/Comprehensive Help on how to use MyHR is available via the following options after successfully logging into the application:

- **Option 1** - General MyHR Help – Click on Utilities Menu -> Aurion Help



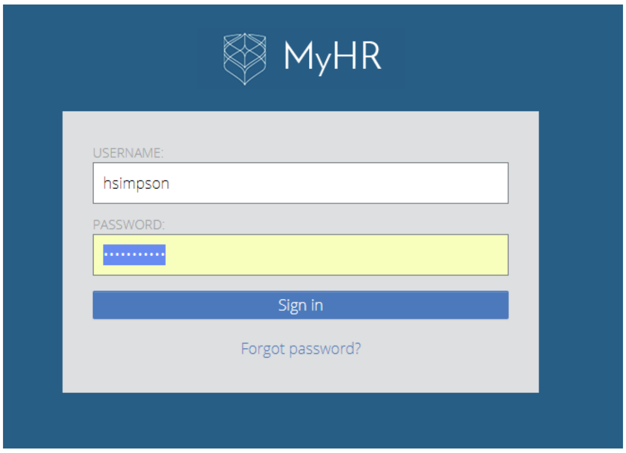
- **Option 2** – Module specific help – Click on the blue sign available on each page.

Logging into MyHR

Outlined below are the steps to log into MyHR.

Steps:

- Click on MyHR Link – https://hrs.scu.edu.au
- Enter your Username & Password into the login screen.
- Select Sign-In.



! Username and Password for MyHR is same as your SCU Login Credential utilised to log onto your computer.
! Please contact SCU Technology Services Team (Service Desk) if you encounter login issues.

Selecting correct employee number *(Only applicable to users with multiple contract/employee numbers)*

Outlined below are the steps to select the correct employee number after logging into MyHR:

Steps:

- Click on the **Employee Selector Icon** on the **Employee Search Bar**.

- Enter the employee number or select from the list within **Change Employee** page to switch to the correct profile.

> ! Employees with multiple employee numbers/ contracts should ensure that the correct employee number has been selected prior to submitting timesheets, leave applications and/or accessing any other MyHR modules.

Submitting timesheets

Outlined below are the steps to submit a timesheet for approval after successfully logging into MyHR.

Steps:

- Navigate to: Dashboard -> Timesheets
- By default, the most recent unapproved timesheet will be displayed on the screen. If required, select a different timesheet from the **UNAPPROVED TIMESHEETS** drop down list.

UNAPPROVED TIMESHEETS:

16/09/2017 ➔ 29/09/2017 (Submitted) | SCU General Flex NEW(15)

View full list »

- Fill out relevant sections of the timesheet in one of the preferred "views" – **Daily / Period / Detailed**

  If alerted, fix any discrepancies in the timesheet.

Daily Period Detailed Summary

Employees are required to complete an Attendance Record by Close of Business Friday prior to the pay day and submit to your Supervisor for approval.

Hours of Work + Add

Record your work and leave hours.
All leave (excluding FLEX) must be applied for through the Leave Application area of MyHR (Home Tab). Claim Overtime in the section below.

DATE	TYPE	START TIME	FINISH TIME	BREAK HOURS	COMMENTS
Mon 2nd Oct	Public Holiday	09:00	17:00	01:00	Public Holiday
Tue 3rd Oct	Annual Leave	09:00	17:00	01:00	Full day Annual Leave
Wed 4th Oct	Annual Leave	09:00	17:00	01:00	Full day Annual Leave
Thu 5th Oct	Normal Hours	08:45	17:00	01:00	
Fri 6th Oct	Normal Hours	09:00	17:00	00:30	
Mon 9th Oct	Normal Hours	09:00	17:00	01:00	
Wed 11th Oct	Normal Hours	09:00	16:45	00:30	
Fri 13th Oct	Normal Hours	09:00	18:00	00:30	

Note: Users with a saved Default Timesheet can click on Reset button at the bottom of the page to pre-populate details from the Default Timesheet into the current timesheet.

- Click on **Summary** tab to review timesheet details.
- Click on Validate button on the bottom of the page.
- Click on Submit to send timesheet for approval.

> ! "*Payroll processing has been inhibited because this employee is ready for payrun*" - This message is displayed when MyHR function has been locked out by payroll to finalise the pays for the fortnight. It will usually occur on the Monday to Wednesday of the pay week. Please log in again after Wednesday to add any entries.

- Post submission, users have the option to recall the timesheet by clicking on Recall button.

Updating a timesheet for ½ day public holidays

Where a half-day public holiday is gazetted for your campus you will need to reflect this day on two lines in your timesheet.

Steps:

- Fill in your normal hours for the day eg. 9:00 (9am) – 12:00 (12 midday.) leaving break hours blank
- Select + Add
- Choose the date of the public holiday from the drop down
- Under type choose "Public Holiday Half Day"
- Enter the remainder of your hours eg. 13:00 (1pm) – 17:00 (5pm) (allows for a lunch break between 12 midday - 1pm)- leave break hours blank.

Hours of Work

Record your work and leave hours.

All leave (excluding FLEX) must be applied for from the Leave section, under the Dashboard menu. Claim Overtime in the section below.

+ Add

Date	Type	Start Time	Finish Time	Break Hours	Comments
Mon 2nd Sep	Normal Hours	09:00	12:00		
Mon 2nd Sep	Public Holiday Half Day	13:00	17:00		
Tue 3rd Sep	Normal Hours	09:00	17:00	00:30	

If you work a proportion of the day, for example you only work 5 hours a day or your normal work day commences before, or after, 9.00am, you will need to ensure that from 12 midday onwards, your timesheet reflects the balance of your hours for the day as "Public Holiday Half Day".

Likewise, if your day finishes past 6.00pm, you will need to ensure you record “normal hours” for those hours worked after 6pm for this day.

With the prior approval of your supervisor, you may wish to use a form of leave i.e FLEX, TOIL or Annual Leave in the morning or afternoon to make up the full hours of work you are rostered on for this day.

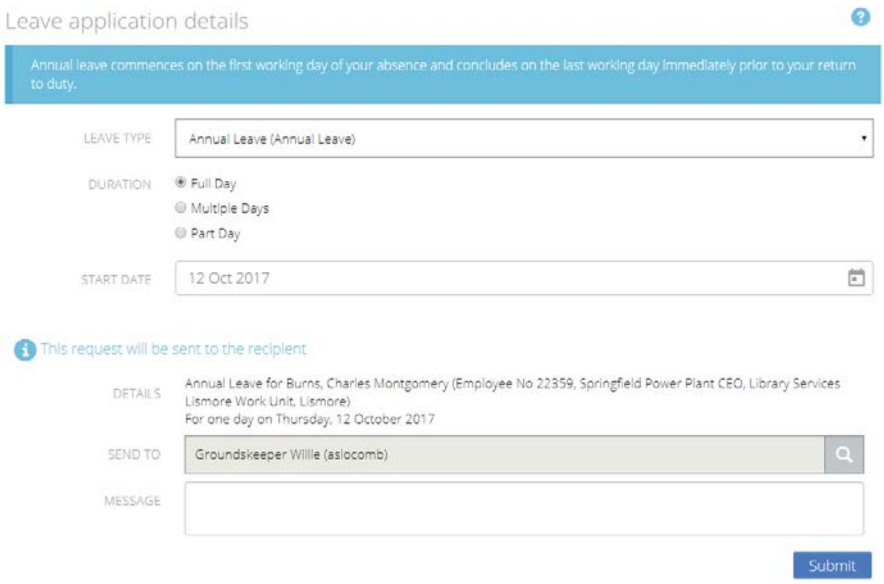
Submitting leave applications

Outlined below are the steps to submit a leave application for approval after successfully logging into MyHR.

Steps:

- Navigate to: Dashboard -> Leave
- Click on Apply for leave under Leave Balances heading.
- Select **Leave Type**, **Duration**, **Dates** and enter an optional **Message**.

  Note: Any important note corresponding to a leave will be displayed once a **Leave Type** is selected.
- Click on Submit to send the application for approval.
- Post submission, users have the option to delete an unapproved leave by clicking on Delete button. Reversal of an approved leave can be requested by clicking on the Reverse button.

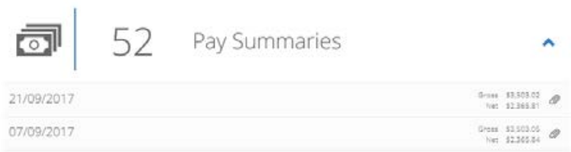


Viewing pay advices

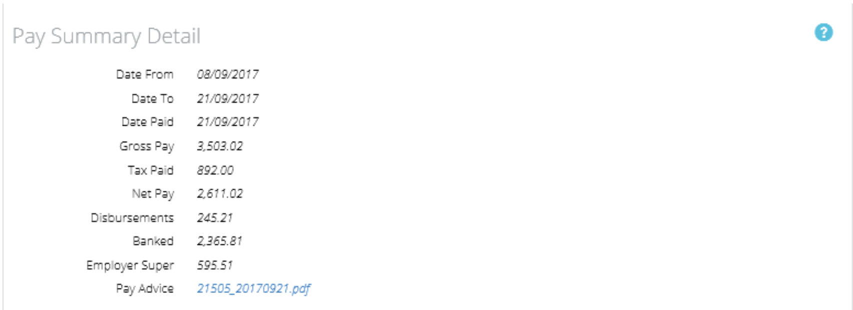
Outlined below are the steps to view Pay Advice after successfully logging into MyHR.

Steps:

- Navigate to: Dashboard -> Payroll
- Click on ˅ next to Pay Summaries section on the Payroll Page to list all available Pay Summaries.



- Select a record to view Pay Summary Details.



- Click on file name next to **Pay Advice** field to download/view the Pay Advice.

Add/view/update personal information

Outlined below are the steps to view/update personal information after successfully logging into MyHR.

Steps:

- Navigate to: Dashboard -> Personal
- Employees can access the following information via this page:
  - Personal Details – Contact Details – Address Details
  - Emergency Contacts
  - Dependants

- Equity & Diversity

- Click on Update or + Add to edit/add information within the page.

Navigating through MyHR

Return to the previous page:

- Click on "Back Arrow" on your web browser **Or** Hit "Alt + Left Arrow" key on your keyboard.

Return to the Home Page:

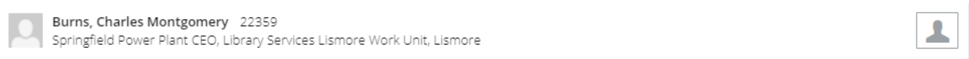
- Navigate to: Dashboard -> My Tasks **Or** Click on MyHR Logo on top left of the screen.

MyHR layout

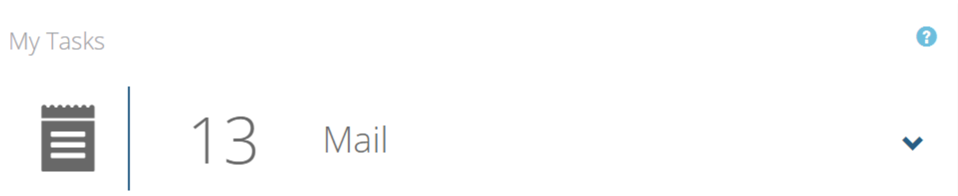
MyHR Home Screen consists of 3 sections.

- **Header Bar** – Contains Menus through which users can access Tasks such as Timesheets, Leave etc.

  Employee Search Bar – Enables users with multiple employee numbers to switch between different profiles/employee numbers. It also allows supervisors to action tasks on behalf of a direct-report.



- **Body** – Shows records and relevant details based on a task selected via a menu in the Header Bar.



Following is a summary of all menus and tasks available to MyHR users.

Dashboard menu

This Menu provides access to the following tasks:

- **My Tasks** – Displays messages and workflow task notifications that require action from the user.
- **Timesheets** – View or submit timesheets.
- **Leave** – Apply for leave, view leave balances, leave history and leave loading information.
- **Payroll** – Manage Accounts & Deductions, access Pay Advice and view other pay information

Employee menu

This Menu provides access to the following tasks:

- **Personal** – View and maintain Personal details such as Phone No, Address and Emergency Contacts.
- **HR Profile** – View Professional details such as Qualifications, Licenses & Memberships.
- **Work History** – View Employment History details, Service History and Supervisor details.

Talent menu

This Menu provides access to the following task:

- **Training & Courses** - View available training courses, apply for training courses and view your booked courses or training course history.

Workforce menu

This Menu provides access to the following tasks:

- **Reports** – View Aurion Core Custom Reports that are available to authorised users.
- **Reports Folder** –This section contains custom report outputs from Aurion CORE application.
- **Staff Schedule** (For supervisors only) – View staff availability for an employee or organisation unit.