



User Guide

Request Campus/Reports To Change (by Supervisor)

Brief Document Description

Overview

This guide is intended for Supervisors to change 'Campus' or 'Reports to' of their team members.

About this Business Process

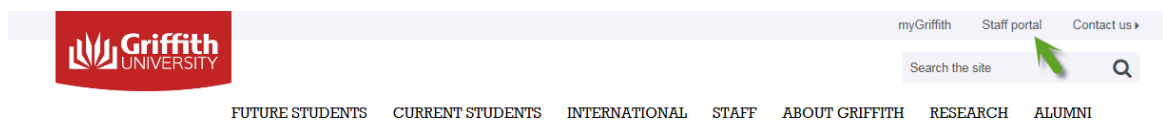
This process is developed to provide the Supervisors the ability to change their staffs' campus and reporting relationship details via the staff portal, through an online form.

Steps

| | |
|------------------------|---|
| Step 1 | Login in to Griffith Staff Portal |
| Step 2 | Select Request Campus/Reports to Change process |
| Step 3 | Complete Request Campus/Reports To Change' form/questionnaire |
| Step 4 | Review and Submit Form |

Step 1 - Login in to Griffith Staff Portal

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password.



Griffith Single Sign-On

Username

Password

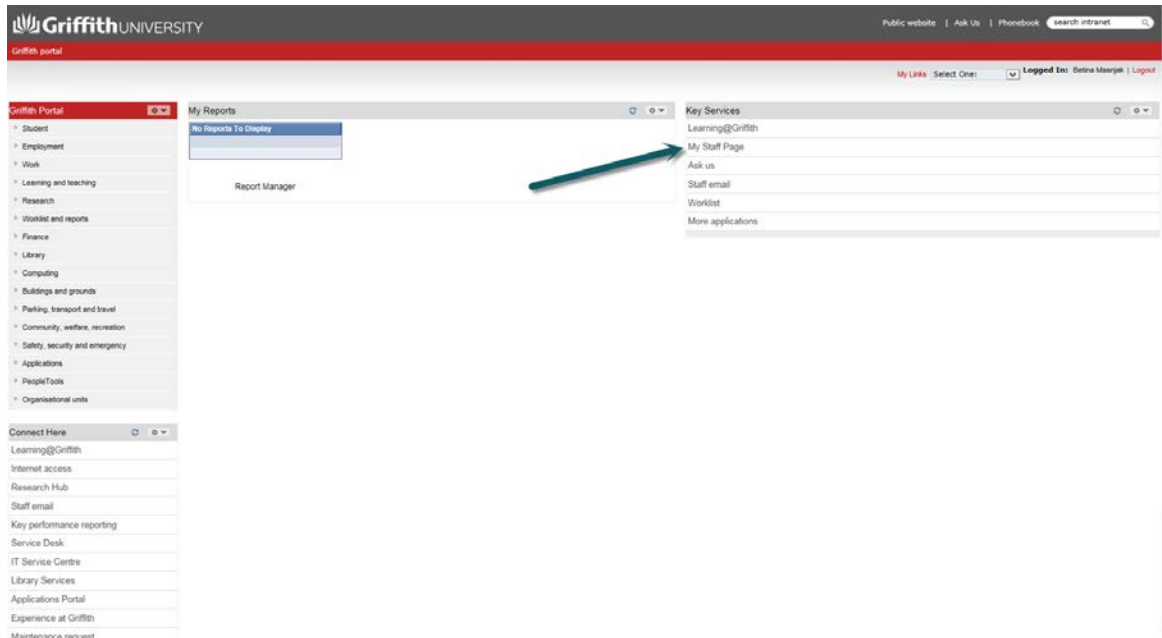
login >>

Code of practice

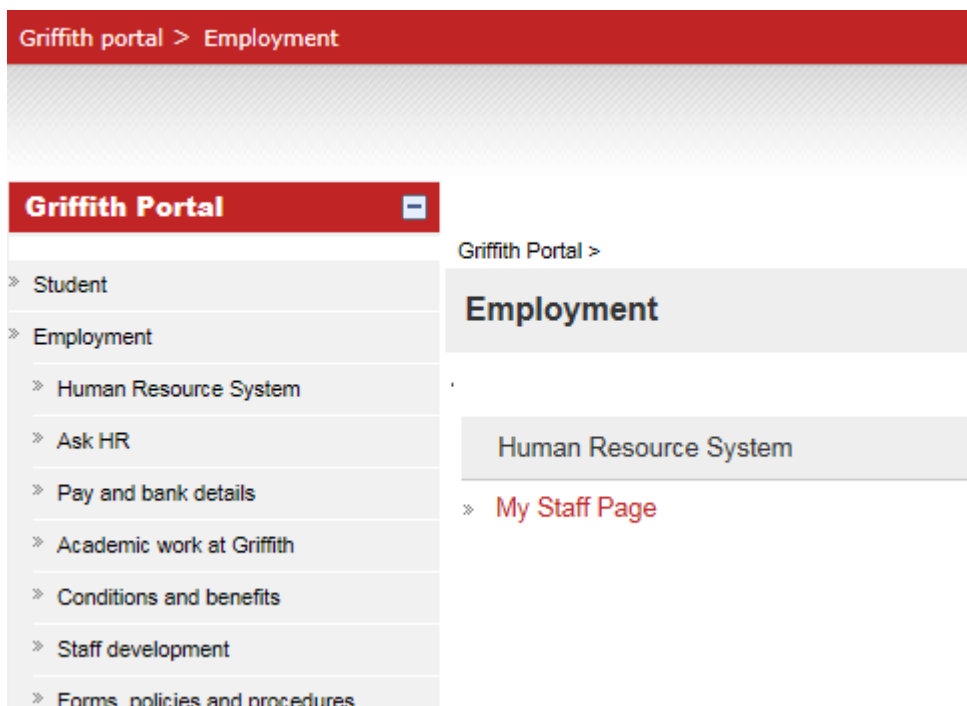
Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology **Code of Practice**. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

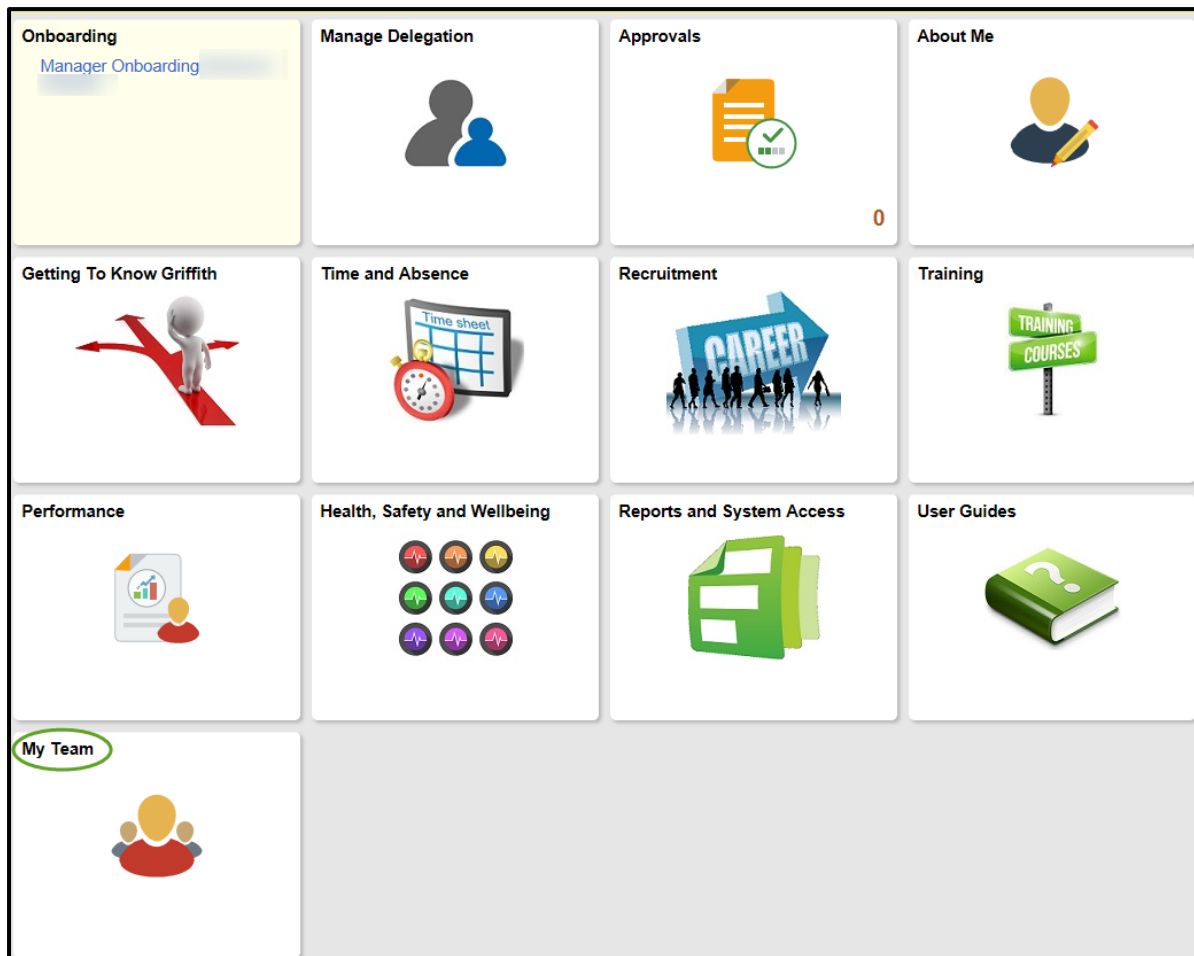
The first location is by clicking on My Staff Page under “Key Services”



Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.

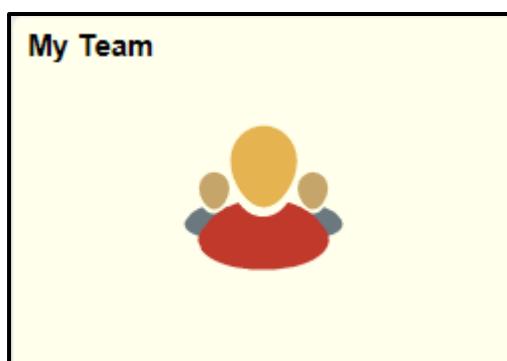


A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.




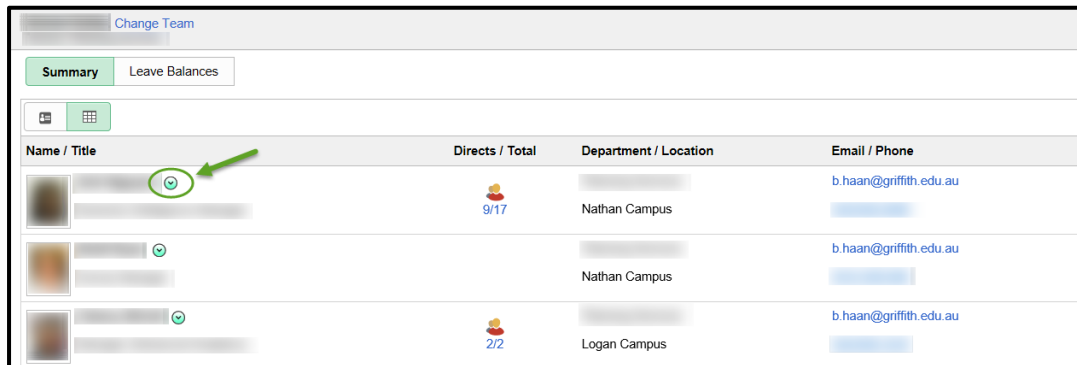
This is a new process, to be completed by the Supervisor. To change Campus or Reports to details, go to the My Team home page.

Note: This replaces the existing process of contacting HR Services to make these changes. This is not applicable to Casual, Sessional, Unpaid, and UniTemp staff members.

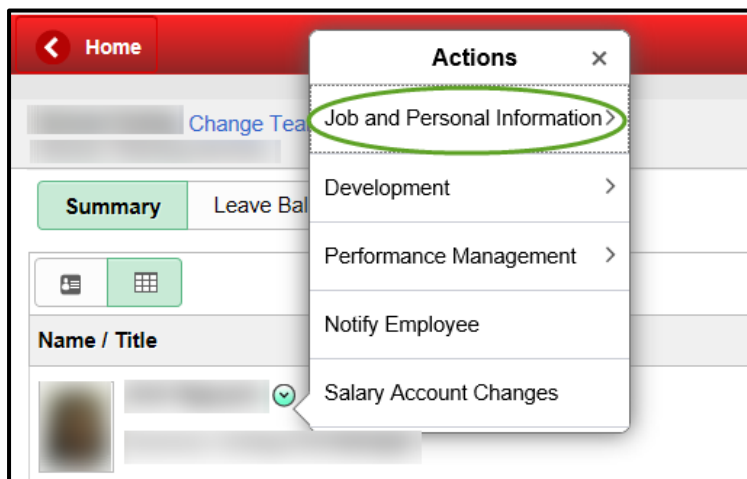


Step 2 - Select Request Campus/Reports to Change process

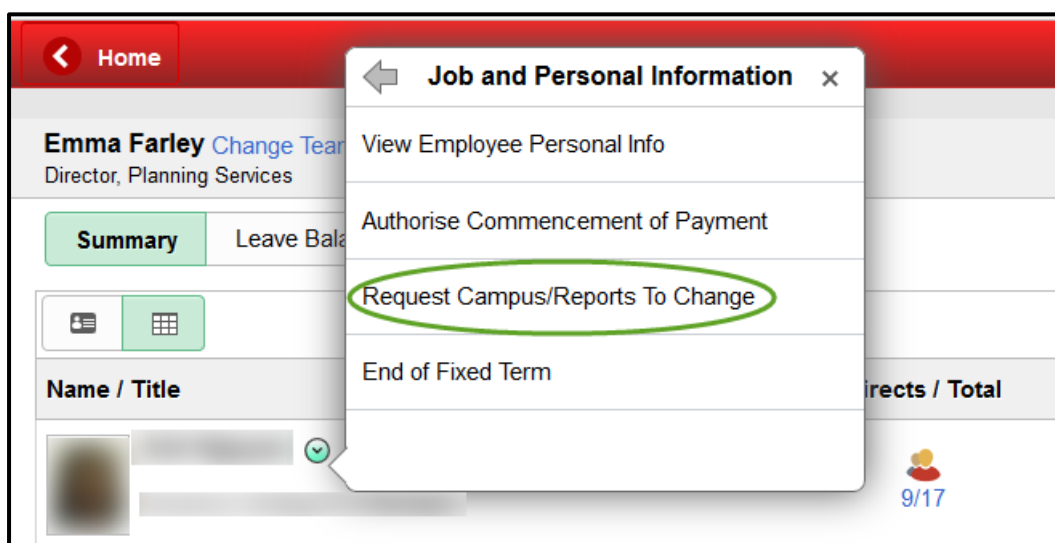
On the My Team home page, select the 'Related Actions' icon  to commence the process.



Select 'Job and Personal Information' Action within the 'Related Actions' pop-up window.



Click on 'Request Campus/Reports To Change'



Step 3 - Complete Request Campus/Reports To Change' form/questionnaire

The first question, 'Are you changing Campus/Reports To details?' will default to 'No'.

Questionnaire

Are you changing Campus/ Reports To details?

No

Select Yes

Next >

Select 'Yes' and Click on



Questionnaire

Are you changing Campus/ Reports To details?

Yes

Next >

To change 'Location'

Click on the Magnifying glass icon for 'Location' to change location details(for example, from Nathan Campus to Logan Campus)

Exit

Request Campus/Reports To Change

Next >

1 Job Detail

2 Review & Submit

Work and Job Information

*Transaction Date 06/22/2017

This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

| New Information | | Current Information | |
|-----------------|-----------------------------|-----------------------------|--------|
| Position Title | | | |
| Department | Planning Services | Planning Services | QUA |
| *Location | Nathan Campus | Nathan Campus | CAMNAT |
| Job Title | General Common Law Contract | General Common Law Contract | GENCON |
| Full/Part Time | Full-Time | Full-Time | |
| Standard Hours | 36.25 | 36.25 | |
| Reports To | | | |
| Manager Name | | | |

Select 'CAMLOG' to change from Nathan to Logan campus.

Lookup

Search for: Location

► Search Criteria

▼ Search Results

9 rows

| Location Code | Description |
|---------------|-----------------------------|
| CAMGCC | Gold Coast Campus |
| CAMLOG | Logan Campus |
| CAMMTG | Mt Gravatt Campus |
| CAMNAT | Nathan Campus |
| CAMOCL | Off Campus Location |
| CAMSBA | Southbank Campus - QCA |
| CAMSBC | Southbank Campus - QCM |
| CAMSBG | Southbank Graduate Centre |
| CAMSBS | Southbank Campus - Ship Inn |

The updated Campus will show in the 'Location' field.

Click on **Next >** to continue.

Note: Any changes made, will be indicated with an orange dot ●.

Request Campus/Reports To Change

Exit

Next >

1 Job Detail

2 Review & Submit

Work and Job Information

*Transaction Date 06/22/2017

This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

| New Information | | Current Information | |
|-----------------|-----------------------------|-----------------------------|--------|
| Position Title | | | |
| Department | Planning Services | Planning Services | QUA |
| *Location ● | Logan Campus | Nathan Campus | CAMNAT |
| Job Title | General Common Law Contract | General Common Law Contract | GENCON |
| Full/Part Time | Full-Time | Full-Time | |
| Standard Hours | 36.25 | 36.25 | |
| Reports To | | Director, Planning Services | |
| Manager Name | | | |

● Changes Made
* Required Field

To change 'Reports To'

Click on the Magnifying glass icon for 'Reports to' to change reporting details.

Request Campus/Reports To Change

Exit | Name | Employee Record | 0 | Job Detail | Review & Submit | Next >

Work and Job Information

*Transaction Date: 06/22/2017

This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

| New Information | | Current Information | |
|-----------------|------------------------------------|------------------------------------|--|
| Position Title | | | |
| Department | Planning Services QUA | Planning Services QUA | |
| *Location | Nathan Campus CAMNAT | Nathan Campus CAMNAT | |
| Job Title | General Common Law Contract GENCON | General Common Law Contract GENCON | |
| Full/Part Time | Full-Time | Full-Time | |
| Standard Hours | 36.25 | 36.25 | |
| Reports To | Director, [Search Icon] | Director, [Search Icon] | |
| Manager Name | | | |

Search for the new reporting manager's details by the provided Search Criteria, and select from the Search Results to continue.

Lookup

Cancel | Search for: Reports To | Show Operators

Search Criteria

Position Number (begins with) []

Description (begins with) []

First Name (begins with) []

Last Name (begins with) []

Position Status [v]

Department (begins with) [] [Search Icon]

Search **Clear**

Search Results

Only the first 300 results can be displayed.

300 rows

| Position Number | Description | First Name | Last Name | Position Status | Business Unit | Department |
|-----------------|--------------------------------|------------|-----------|-----------------|---------------|------------|
| | Coordinator (Copying Services) | | | Approved | GRIFF | UPN |
| | Team Leader | | | Approved | GRIFF | REG |
| | Digital Print Operator | | | Approved | GRIFF | UPN |
| | Digital Print Operator | | | Approved | GRIFF | UPN |
| 00030648 | Technical Assistant | Sasha | Hayes | Approved | GRIFF | ESK |

The updated reporting relationship details will show in the 'Reports To' field.

Click on **Next >** to continue.

Note: Any changes made, will be indicated with an orange dot ●.

Exit

Request Campus/Reports To Change

Next >

Name

Employee Record

0

1

Job Detail

2

Review & Submit

Work and Job Information

*Transaction Date

06/22/2017

This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

| | New Information | Current Information |
|----------------|-----------------------------|-----------------------------|
| Position Title | | |
| Department | Planning Services | QUA |
| | | Planning Services |
| | | QUA |
| *Location | Nathan Campus | CAMNAT |
| | | Nathan Campus |
| | | CAMNAT |
| Job Title | General Common Law Contract | GENCON |
| | | General Common Law Contract |
| | | GENCON |
| Full/Part Time | Full-Time | Full-Time |
| Standard Hours | 36.25 | 36.25 |
| Reports To | Team Leader | |
| | | |
| Manager Name | | |

● Changes Made

* Required Field

Step 4 - Review and Submit form

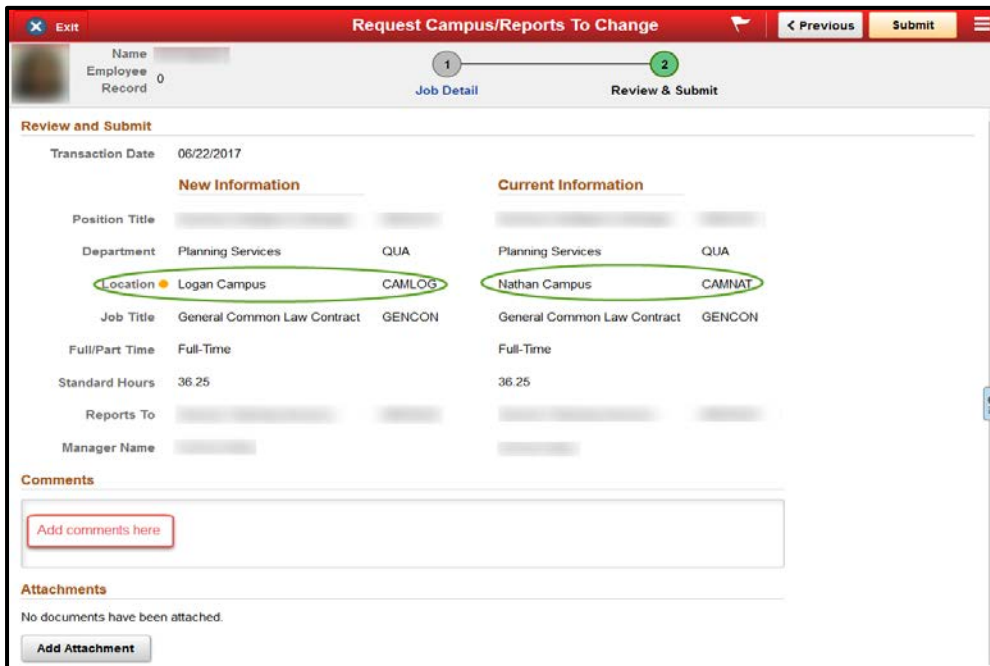
For change of 'Location'

On confirming the change of location as correct, the next step is to 'Review and Submit' form.

There is a section to add comments.

To add attachments, click on Add Attachment at the bottom of the screen.

Click on  to proceed.



Request Campus/Reports To Change

Exit | < Previous | Submit

Name: [Redacted] | Employee Record: 0 | 1 Job Detail | 2 Review & Submit

Review and Submit

Transaction Date: 06/22/2017

| New Information | | Current Information | |
|-----------------|-----------------------------|-----------------------------|------------|
| Position Title | [Redacted] | [Redacted] | [Redacted] |
| Department | Planning Services | Planning Services | QUA |
| Location | Logan Campus (CAMLOG) | Nathan Campus (CAMNAT) | |
| Job Title | General Common Law Contract | General Common Law Contract | GENCON |
| Full/Part Time | Full-Time | Full-Time | |
| Standard Hours | 36.25 | 36.25 | |
| Reports To | [Redacted] | [Redacted] | |
| Manager Name | [Redacted] | [Redacted] | |

Comments

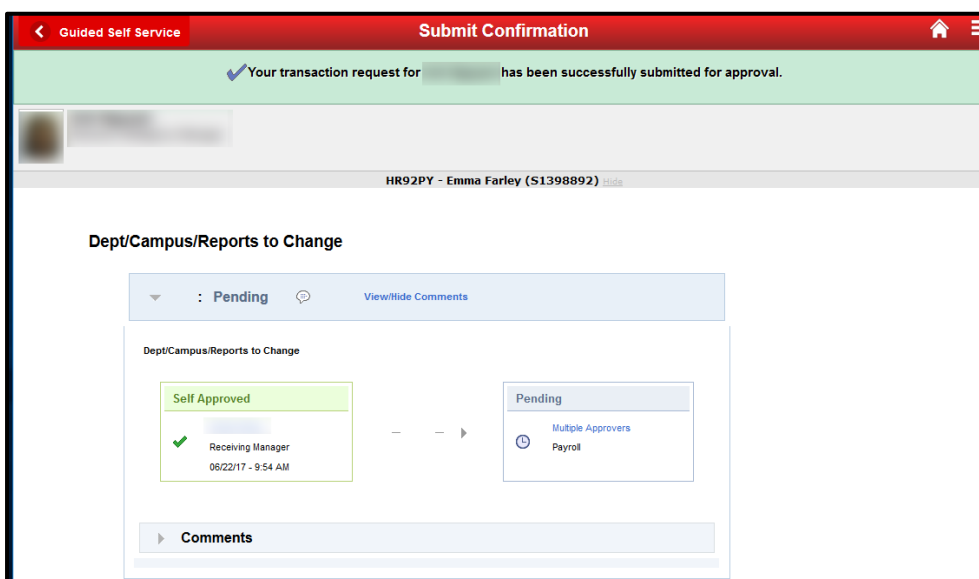
Add comments here

Attachments

No documents have been attached.

Add Attachment

Submitted form will be sent to the required approvers for approval.



Submit Confirmation

< Guided Self Service | Home | Menu

✓ Your transaction request for [Redacted] has been successfully submitted for approval.

HR92PY - Emma Farley (S1398892) | Hide

Dept/Campus/Reports to Change

▼ : Pending | View/Hide Comments

Dept/Campus/Reports to Change

Self Approved

✓

Receiving Manager

06/22/17 - 9:54 AM

Pending

Multiple Approvers

Payroll

▶ Comments

Once the workflow is approved by HR Services, a notification via email will be sent to the supervisor.

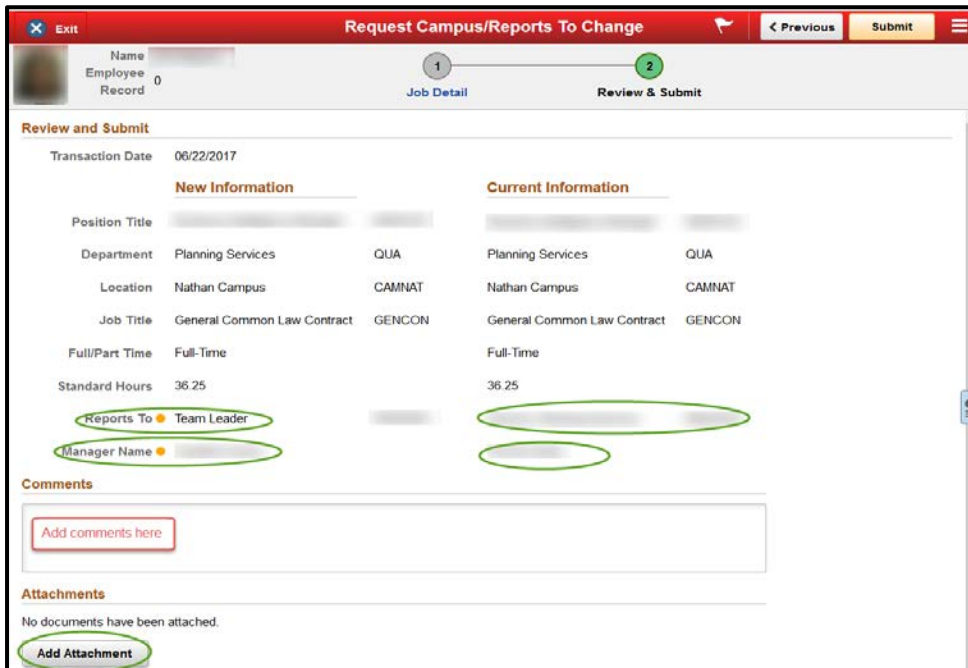
For change of 'Reports to'

On confirming the change of reporting relationship details as correct, the next step is to 'Review and Submit' form.

There is a section to add comments.

To add attachments, click on Add Attachment at the bottom of the screen.

Click on  to proceed.



Request Campus/Reports To Change

Exit | Previous | Submit

Name: [Redacted] | Employee Record: 0 | 1 Job Detail | 2 Review & Submit

Review and Submit

Transaction Date: 06/22/2017

| New Information | | Current Information | |
|-----------------|-----------------------------|-----------------------------|------------|
| Position Title | [Redacted] | [Redacted] | [Redacted] |
| Department | Planning Services | Planning Services | QUA |
| Location | Nathan Campus | Nathan Campus | CAMNAT |
| Job Title | General Common Law Contract | General Common Law Contract | GENCON |
| Full/Part Time | Full-Time | Full-Time | |
| Standard Hours | 36.25 | 36.25 | |
| Reports To | Team Leader | [Redacted] | [Redacted] |
| Manager Name | [Redacted] | [Redacted] | [Redacted] |

Comments

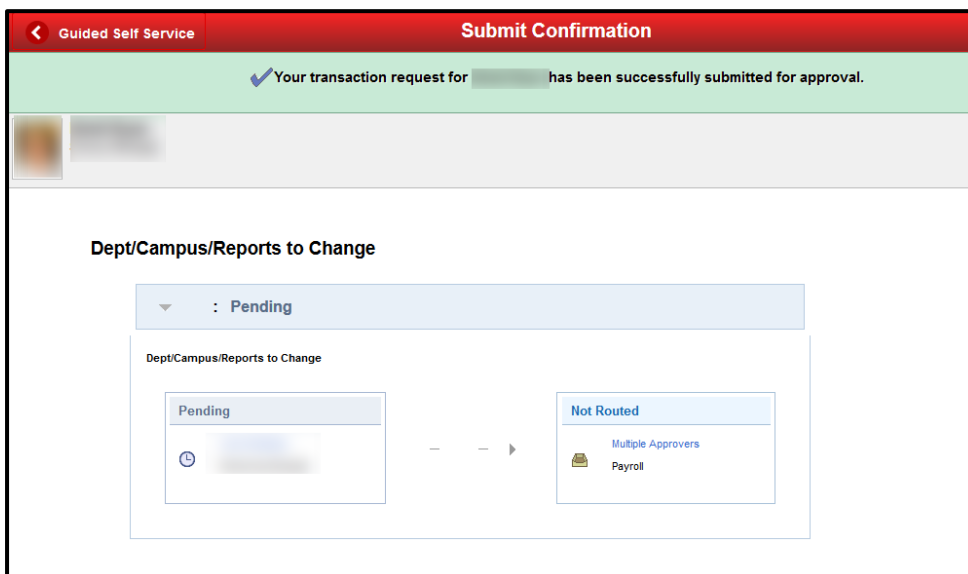
Add comments here

Attachments

No documents have been attached.

Add Attachment

Submitted form will be sent to the required approvers for approval.



Submit Confirmation

Guided Self Service

✓ Your transaction request for [Redacted] has been successfully submitted for approval.

Dept/Campus/Reports to Change

▼ : Pending

Dept/Campus/Reports to Change

Pending

Not Routed

Multiple Approvers

Payroll

Once the workflow is fully approved, a notification via email will be sent to the employee.

Further information

Email: hrservices@griffith.edu.au

Phone: 373 54011