



## **User Guide**

# **Logging onto My Staff Page For Supervisors and Managers**

## Brief Document Description

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### Overview

This user guide provides details on how to access and what's contained on the "My Staff Page" on Griffith University's Staff Portal.

### About this Business Process

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Griffith University's "My Staff Page" provides staff with access to the Human Resource Information System. My Staff Page is where staff and managers are able to:

- View and apply for leave
- Update personal and banking details
- Submit adhoc claims such as additional hours and mileage
- Recruit and appoint staff
- View and register for internal training and development

My Staff Page also provides access to HR Worklist Items assigned to you such as:

- Workflow approvals
- Shortlisting requests
- New Staff Onboarding tasks

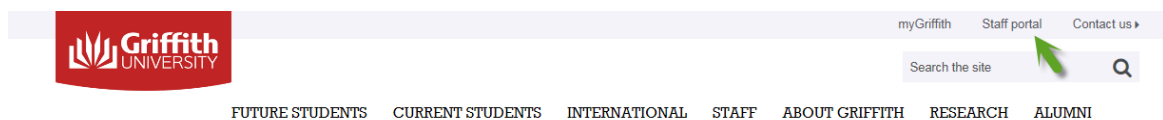
My Staff Page also provides supervisors and managers with information about direct staff reports.

## Steps

<a href="#">Step 1</a>	Login in to the Griffith Staff Portal
<a href="#">Step 2</a>	Open My Staff Page
<a href="#">Step 3</a>	Navigating Dashboards
<a href="#">Step 4</a>	Additional Navigation

## 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

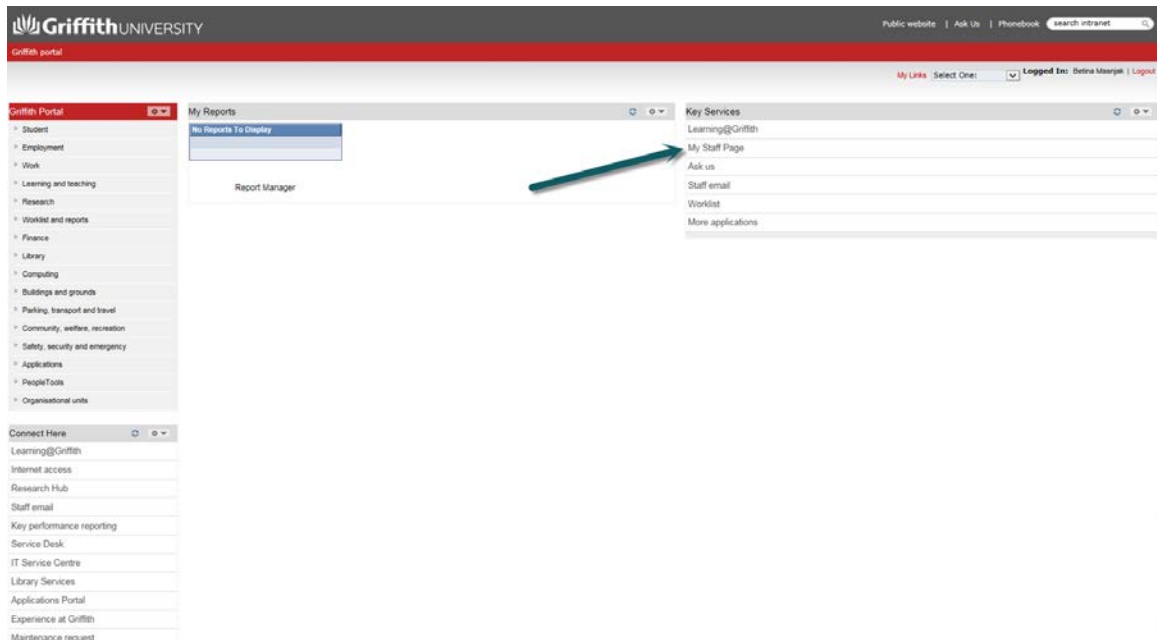
Password

**login** >>

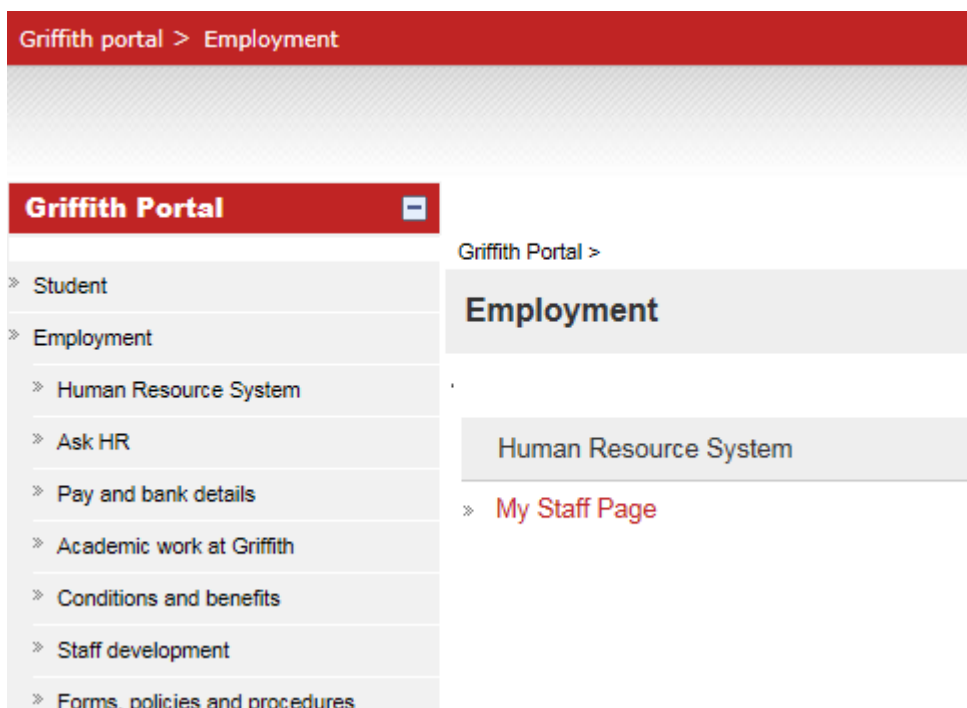
**Code of practice**  
 Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. 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”.



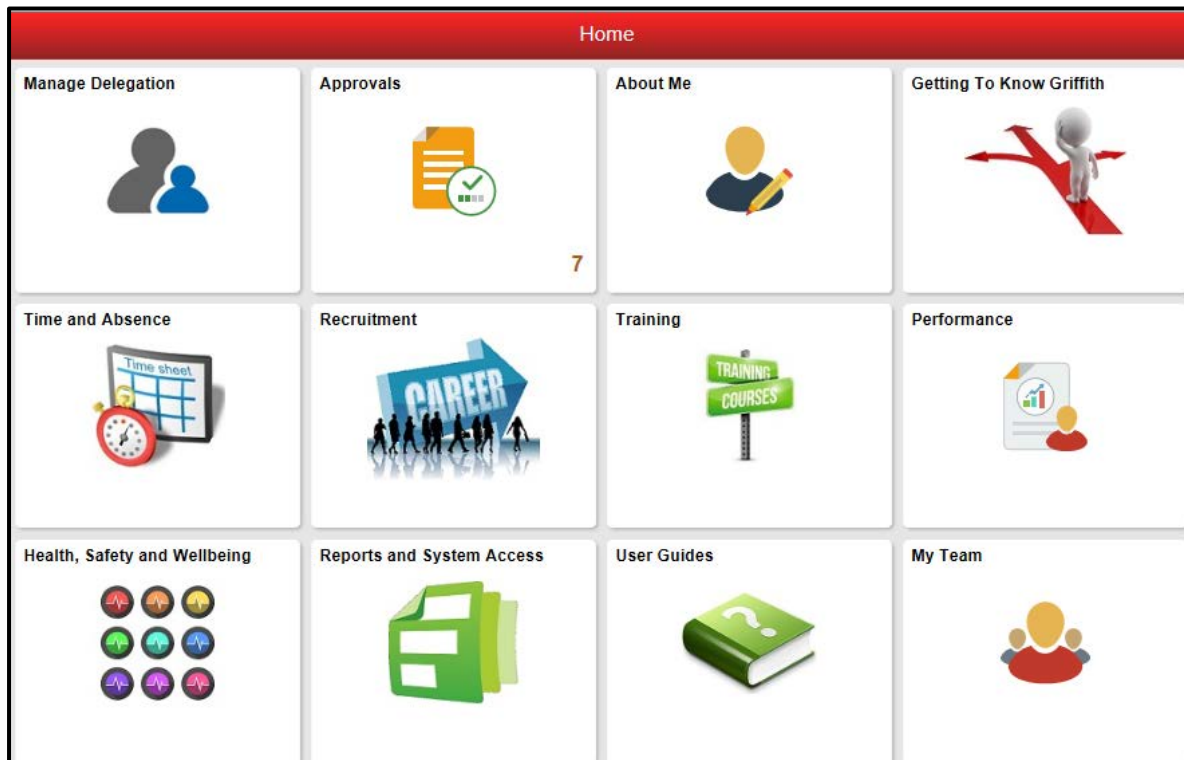
Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.



## Step 2 - Open My Staff Page

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

These 'tiles' relate to the different activities you are able to perform.



## Step 3 - Navigating Dashboards



The layout of the dashboard page has changed. The new page is divided into two sections.

**Left hand menu** - lists all the menu items under each main heading. **The right hand screen** - provides functionalities of the menu item chosen on the left hand screen.

Other navigational items to be aware of are the:-



- **Home (top right corner)**

When selected this will return you to the home "My Staff Page" or the very top on the navigation tree.

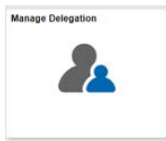


- **Back (top left corner)**

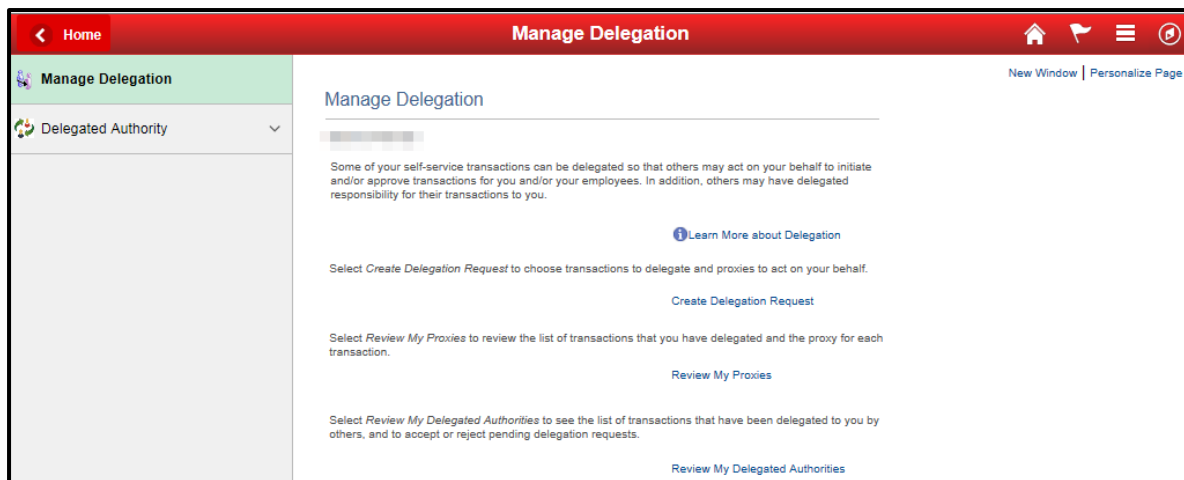
While this image displays as 'Home' the key element is '<' denoting a move back up the navigational tree. The narration will change based where you are within the navigational structure.

## MANAGE DELEGATION

From the Home Page click on the 'Manage Delegation' tile.

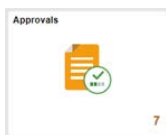


**Manage Delegations** – allows you to delegate some of your self-service transactions so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

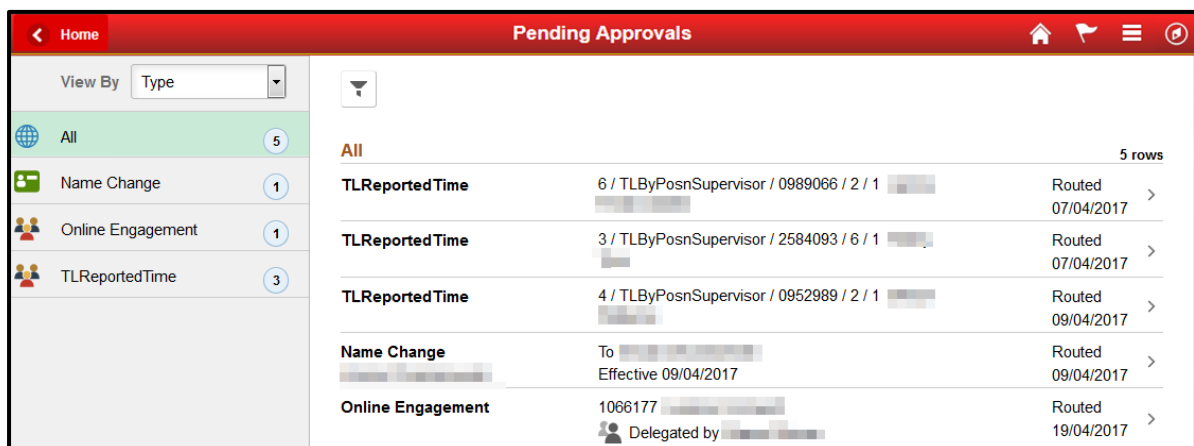


## APPROVALS

From the Home Page click on the 'Approvals' tile.

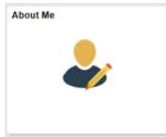


The Approvals dashboard displays all HR worklist items awaiting your approval.



## ABOUT ME

From the Home Page click on the 'About Me' tile.



**Note:** The About Me dashboard defaults to My Payslips, which is highlighted in green on the left hand side menu item.

**Tip:** To return to **About Me** dashboard, click on  icon on the top left hand corner of the page.

The **About Me** dashboard menu items are:

**My Pay Details** – provides you access to the following items.





- **My Payslips** – provides access to your payslips.
- **My Payment Summaries** – provides access to your current and previous 5 years of payment summaries.
- **My Banking Details** – allows you to view and edit your bank details where you pay will be deposited.
- **TFN Declaration** – provides a TFN declaration form which needs to be completed at the beginning of your employment.
- **Superannuation** – this provides information about your employer superannuation contribution.

**My Personal Details** – Go here to view and edit your address, contact details, Name, Emergency Contacts and Additional Information details.

**My Equity Data** – Go here to view and update your Equity information

Home

About Me



My Pay Details

My Payslips

My Payment Summaries

My Banking Details

TFN Declaration

Superannuation


My Personal Details

My Equity Data







My Profile

Staff Data Change - Occupant

Notification of Resignation



Payslips

Payment Date	Net Pay	Period Begin Date / Period End Date	Description	Payroll Type	
30/3/2017		18/03/2017 31/03/2017	Griffith University	Australian Payroll	>
16/3/2017		04/03/2017 17/03/2017	Griffith University	Australian Payroll	>
2/3/2017		18/02/2017 03/03/2017	Griffith University	Australian Payroll	>
16/2/2017		04/02/2017 17/02/2017	Griffith University	Australian Payroll	>
2/2/2017		21/01/2017 03/02/2017	Griffith University	Australian Payroll	>
19/1/2017		07/01/2017 20/01/2017	Griffith University	Australian Payroll	>

**My Profile** – allows you to view information about your Qualifications, Languages, Work Profile Allocations (if you are an Academic) and Dietary Requirements.

**Staff data Change, Occupant** – Go here for:-

**Self Service Attachments** – Add documents for birth certificate, passport, visa or other employment related documentation.

**Change of Hours / RFA** – Online submissions are made here for 'Change of Hours' or 'Reversible Fractional Appointment'.

**Work Schedule Change** – Online submission to request a work schedule change.

**Notification of Resignation** – Refer to the 'Notification of Resignation' User Guide for more information.

Rownum	Rcd	Department	Position Title	Job Code	Location	Reqst Submitted on	Click Here
1	0				Nathan Campus		<a href="#">Resign</a>





## GETTING TO KNOW GRIFFITH

From the Home Page click on the 'Getting to Know Griffith' tile.



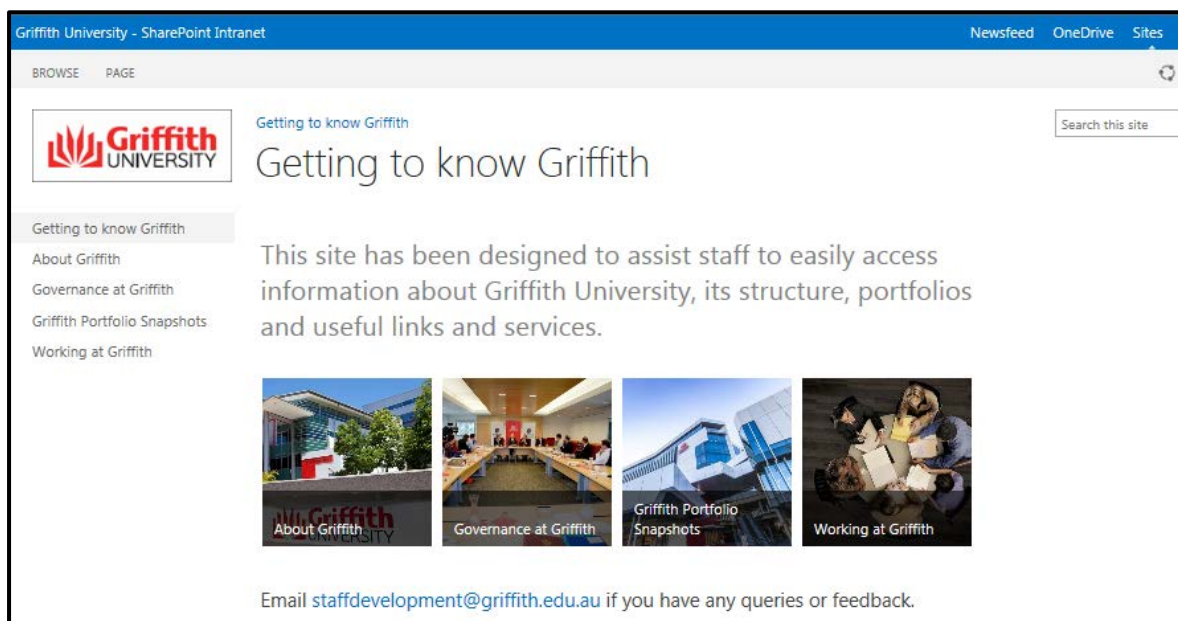
You will then be redirected to Griffith University – SharePoint Intranet site.

This site is designed to assist staff to easily access information about the University, its structure, portfolios and useful links and services.

These as displayed in the below illustration are:-

- About Griffith
- Governance at Griffith
- Griffith Portfolio Snapshots
- Working at Griffith

**Note:** To access the intranet site, you will prompted to login with your Snumber and password.

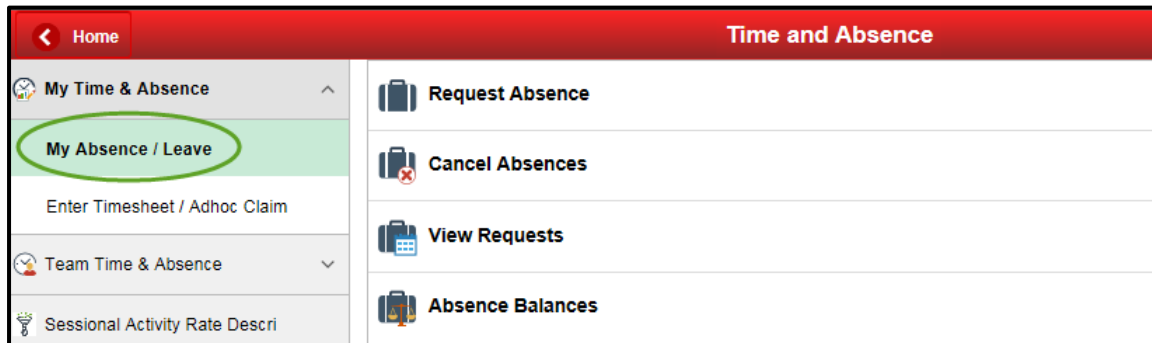


## TIME AND ABSENCE

From the Home Page click on the 'Time and Absence' tile.



**Note:** The Time and Absence dashboard will default to My Absence/Leave which is highlighted in green on the left hand side menu item.



My Absence / Leave menu displays the following sections on the right hand side of the screen:

**Request Absence** – This is where you prepare and submit your leave requests.

- Select Absence Name to start your leave request:

**Cancel Absences** – This is where you cancel future-dated leave applications. (Approved or Pending Approval)

Time and Absence		Cancel Absences	
<b>View Requests</b>		3 rows	
<div> </div>			
Recreation Leave	Approved	14/08/2017 - 28/08/2017	72.5 Hours >
Recreation Leave	Approved	07/08/2017 - 11/08/2017	36.25 Hours >
Recreation Leave	Approved	09/01/2017 - 16/01/2017	43.5 Hours >

**View Requests** – displays leave applications saved (your draft requests), submitted and/or approved.

**Absence Balances** – displays your available leave balances.

**My Timesheet** – provides access to your timesheet to record your work hours where necessary and submit your adhoc claims (i.e. mileage, additional hours, etc.)

- Click on the **Enter Timesheet / Adhoc Claim** on the left hand menu.

**My Time & Absence**

My Absence / Leave

**Enter Timesheet / Adhoc Claim**

Team Time & Absence

Sessional Activity Rate Descri

**Timesheet**

Griffith General Staff Level 7

Costing Details HRM1001HRPSR2200 100%

Employee ID 0255527

Empl Record 0

Earliest 04/22/2017

Change Date

Select Another Timesheet

\*View By: Calendar Period

\*Date 05/06/2017

Previous Period Next Period

Reported Hours: 0.00

From 05/06/2017 to 05/19/2017

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sat	5/6	New							5/6	
	Sun	5/7	New							5/7	
	Mon	5/8	New							5/8	
	Tue	5/9	New							5/9	
	Wed	5/10	New							5/10	
	Thu	5/11	New							5/11	
	Fri	5/12	New							5/12	
	Sat	5/13	New							5/13	
	Sun	5/14	New							5/14	
	Mon	5/15	New							5/15	
	Tue	5/16	New							5/16	
	Wed	5/17	New							5/17	
	Thu	5/18	New							5/18	
	Fri	5/19	New							5/19	

Save for Later Submit Clear

**Team Time and Absences** – provides a single point of reference for all team absence requests.

**Sessional Activity Rate Description** – Provides more information on sessional activity rates, work type and description.

## ***RECRUITMENT***

From the Home Page click on the 'Recruitment' tile.



**Note:** The Recruitment dashboard defaults to Current Vacancies, which is highlighted in green on the left hand side menu item.

The Recruitment Dashboard menu items are:

**Current Vacancies** – provides access to current vacancies site. Additionally, provides access to view Job Notifications, Job Applications, Favourite Jobs, Saved Searches and Contact Information.

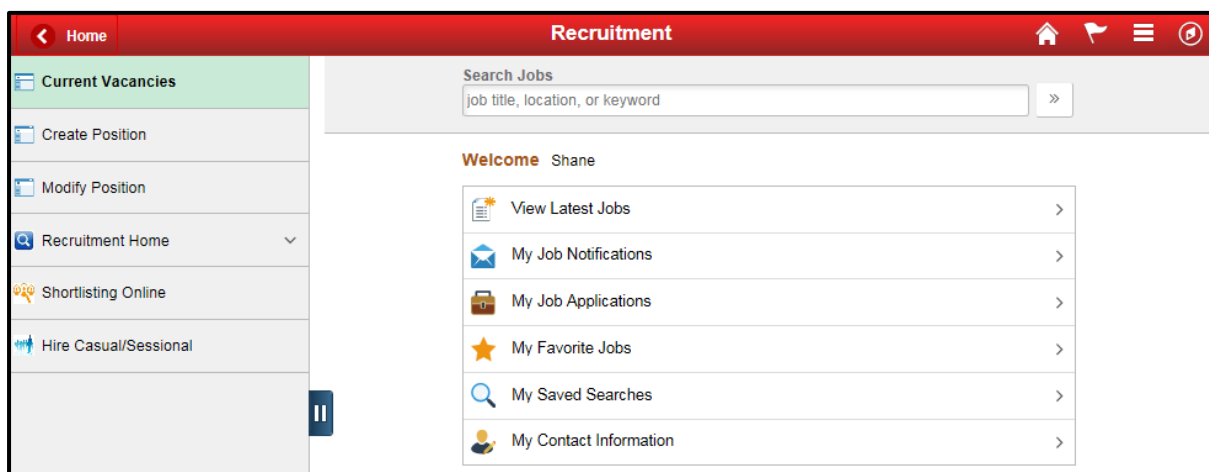
**Create Position** – based on your role, this section provides access to create a new position.

**Modify Position** – based on your role, this section provides access to modify an existing position.

**Recruitment Home** – based on your role, this section provides access to Create Job Opening, Search Job Openings, view My Job Openings, Search Applicants, Create Applicant and Search Applications.

**Shortlisting Online** – provides access to shortlist applicants where you are a selection panel member.

**Hire Casual/Sessional** – allows you to create and send for approval a casual/sessional engagement.



## TRAINING

From the Home Page click on the 'Training' tile.



**Note:** The Training dashboard defaults to My Training Summary page, which is highlighted in green on the left hand side menu item.

The Training Dashboard menu items are:

**My Training Summary** – provides you with a list of the internal staff training or development you have enrolled in and completed.

**Request Training Enrolment** – allows you to register for any internal staff training or development.

**Team Training** – provides a list of your team's training summary, along with their reporting relationships.

Course Code	Course Name	Course Start Date	Course End Date	Status
HS0001	Annual Fire Safety Training	01/06/2015	30/06/2015	Completed
HS0002	Health and Safety Induction	01/06/2015	30/06/2015	Completed
HS0004	Manual Tasks/Office Ergonomics	01/06/2015	30/06/2015	Completed
600010	Cultural Diversity Workshops	23/10/2013	23/10/2013	Completed
700020	On-line Annual Fire Safety	16/08/2010	20/08/2010	Completed
310000	HR Adviser Dealing Harassment	04/06/2009	04/06/2009	Completed
400184	Client Service Essentials	03/04/2009	03/04/2009	Completed

## PERFORMANCE

From the Home Page click on the 'Performance' tile.



**Note:** The Performance dashboard defaults to My Performance Notes page, which is highlighted in green on the left hand side menu item.

The Performance Dashboard menu items are:

**My Performance** – this menu includes the following sub-menu items.

- **My Performance Notes** – this allows you to keep a record of your personal performance.
- **My Performance Review** – this displays the performance review template which you will be required to complete for your annual review. This page also includes your historical documents, evaluation of others, and historical evaluation of others.

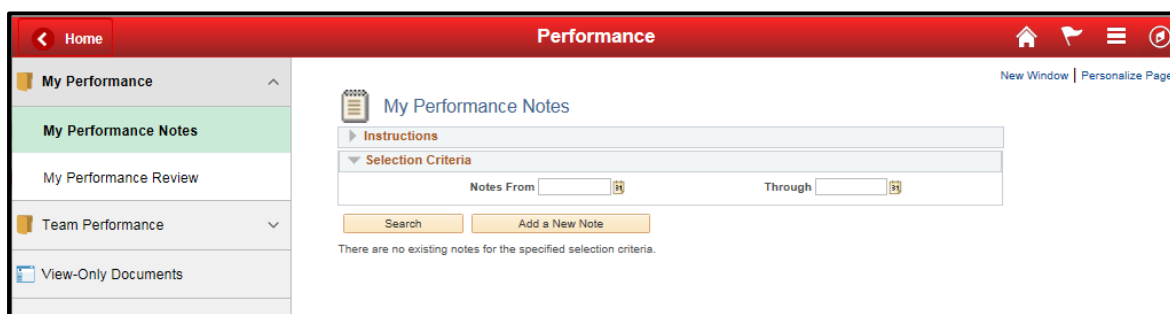
**Team Performance** – this menu includes the following sub-menu items.

- **Manager Performance Notes** – Allows for note taking against your team members performances throughout the performance period and can be pulled into these reviews as desired.

Further information can be found with the ePerformance User Guides associated to your role.

- **My team's Performance** – provides access to your team member's current and historical performance review documents

**View-Only Documents** – provides a read-only access to your team member's performance review documents.



## ***HEALTH, SAFETY AND WELLBEING***

From the Home Page click on the 'Health, Safety and Wellbeing' tile.



You will be redirected to Griffith University's Health, Safety and Wellbeing home page which provides information to staff on the University's health and safety commitment, and access to other resources.

A screenshot of the Griffith University Health, Safety and Wellbeing homepage. The page features the Griffith University logo in the top left corner. A navigation bar at the top right includes links for 'myGriffith', 'Staff portal', 'Contact us', and a 'Search our site' button. Below the navigation bar is a horizontal menu with links for 'Study', 'International', 'Research', 'Industry', 'Alumni', 'About Griffith', and 'Staff'. The main heading 'Health, Safety and Wellbeing' is prominently displayed. Below the heading is a large image of three smiling people. Overlaid on the image is the text 'Health, Safety and Wellbeing' in large white letters, followed by 'Work safe, live well' in smaller white letters. A white diagonal striped banner is positioned below the text. On the left side of the page, there is a section titled 'Our health and safety commitment' with a red underline. To the right of this section, a paragraph states: 'Griffith University is committed to supporting a positive health and safety culture and ensuring, as far as practicable, a safe and healthy environment for its staff, students, volunteers, visitors and contractors in which to work and study. As health, safety and wellbeing is both an individual and shared responsibility, we value working together to continuously improve our culture and rely on the commitment from all members of the university community in order to do so.'

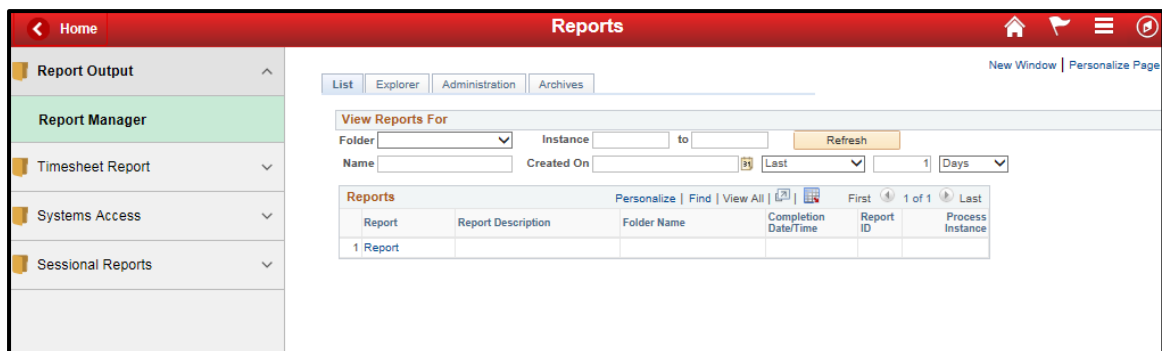


## REPORTS AND SYSTEM ACCESS

From the Home Page click on the 'Reports and System Access' tile.

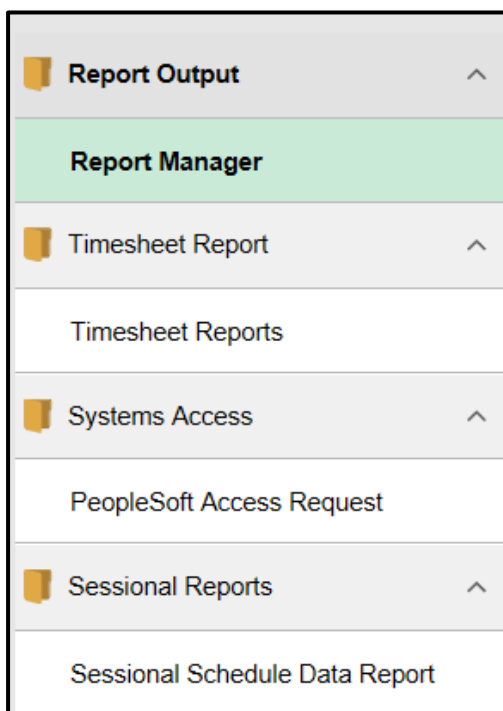


**Note:** The Reports dashboard defaults to 'Report Manager' page and as highlighted in green on the left hand side menu item.



Based on your level of access, you will have access to a number of reports, such as:

- Report Manager
- Timesheet Report
- Systems Access
- Sessional Reports

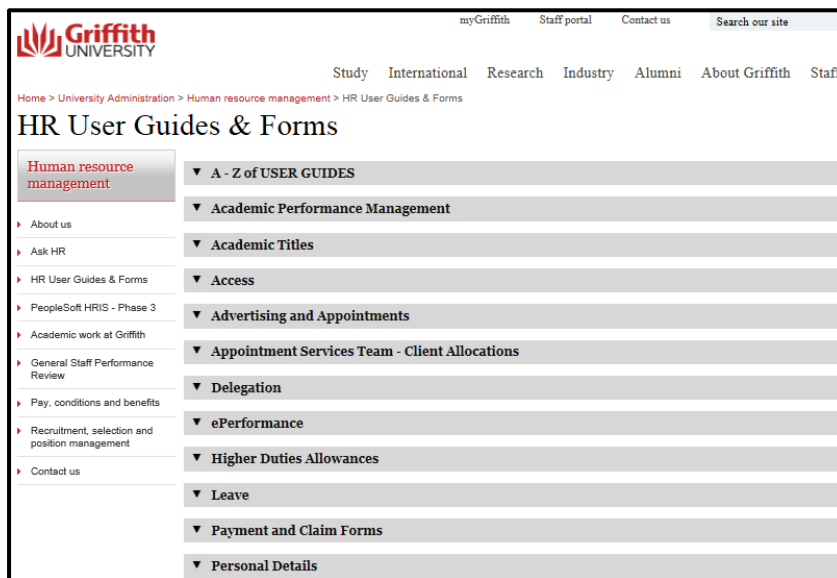


## USER GUIDES

From the Home Page, when you click on the 'User Guides' tile, you will be redirected to HR User Guides and Forms webpage.

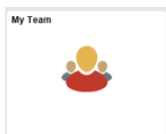


Within 'A-Z of User Guides' on the "How to" perform the various functions of Griffith University's PeopleSoft application.



## MY TEAM

From the Home Page click on the 'My Team' tile.



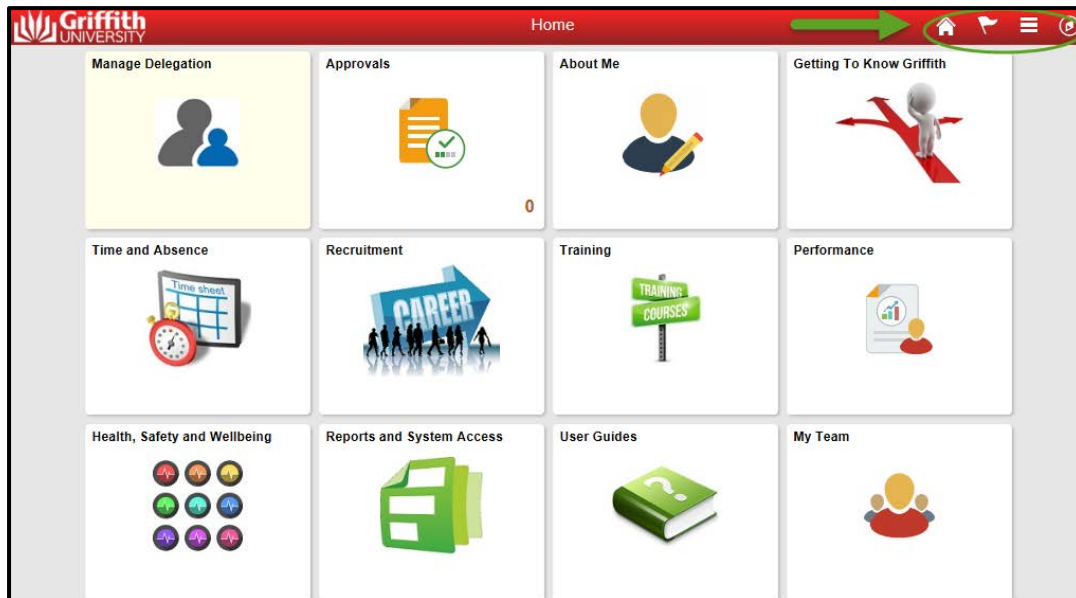
My Team dashboard provides a summary of your team members, including their Name, Title, Department, Location, Email, Phone, and also their Leave Balances.

My Team				
Change Team				
Summary Leave Balances				
Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
Senior HR Adviser		HR Client Services Nathan Campus	b.haan@griffith.edu.au	
First People Employ Consultant		HR Client Services Nathan Campus	b.haan@griffith.edu.au	
Manager (Appointment Services)	10/10	HR Client Services Nathan Campus	b.haan@griffith.edu.au	Off
Snr Manager, Payroll & Benefit	4/14	HR Client Services Nathan Campus	b.haan@griffith.edu.au	



## Step 4 - Additional Navigation

The top right hand corner of the My Staff page provides alternative navigation options.



**Home** – use this icon to return you to the dashboard.



**Notification Flag** – use this icon to access your recruitment worklist items.



**My Preferences and Sign Out** – use this icon to access General Settings and Sign out of My Staff Page.



**NavBar** – use this icon to view your recent tile selections, access Personalise NavBar settings and to access the HR system based on your level of access.

### ***Further information***

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Phone: 373 54011