Griffith
UNIVERSITY

User Guide

Logging onto My Staff Page
For Supervisors and Managers

Brief Document Description

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

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
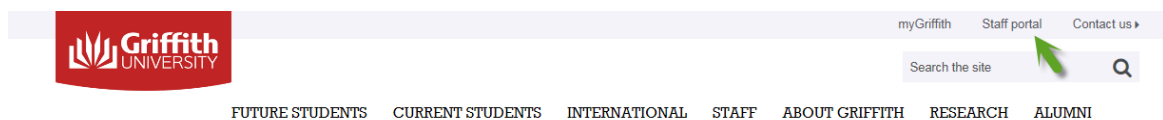- Shortlisting requests
- New Staff Onboarding tasks

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

Steps

Step 1	Login in to the Griffith Staff Portal
Step 2	Open My Staff Page
Step 3	Navigating Dashboards
Step 4	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.

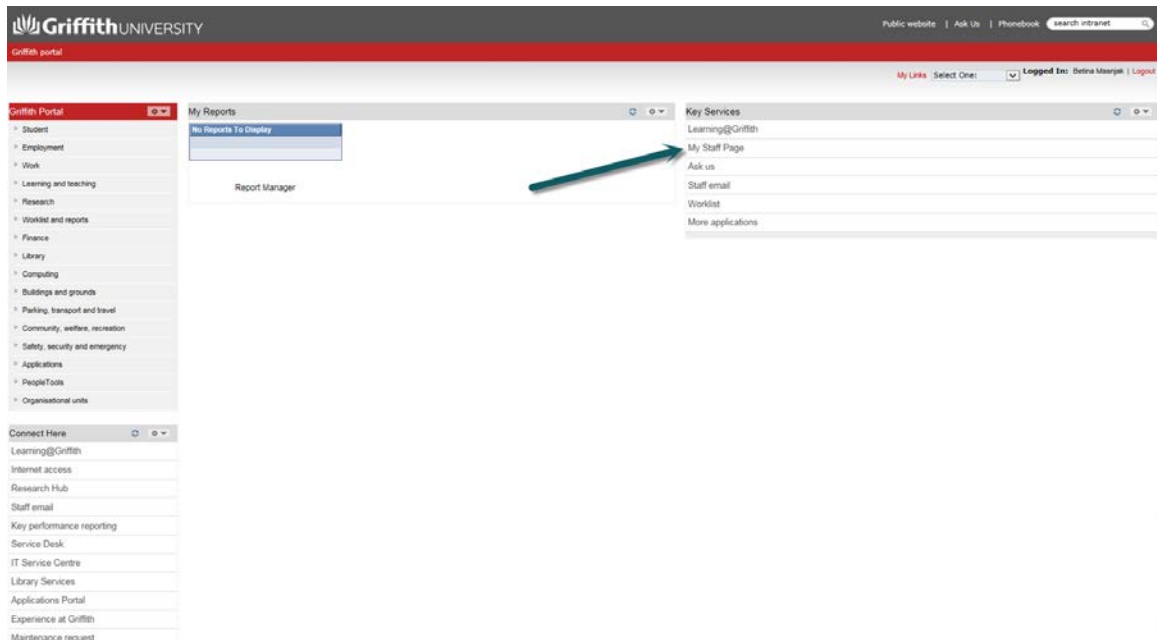Log into the Staff Portal using your Griffith ID and Password.

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".
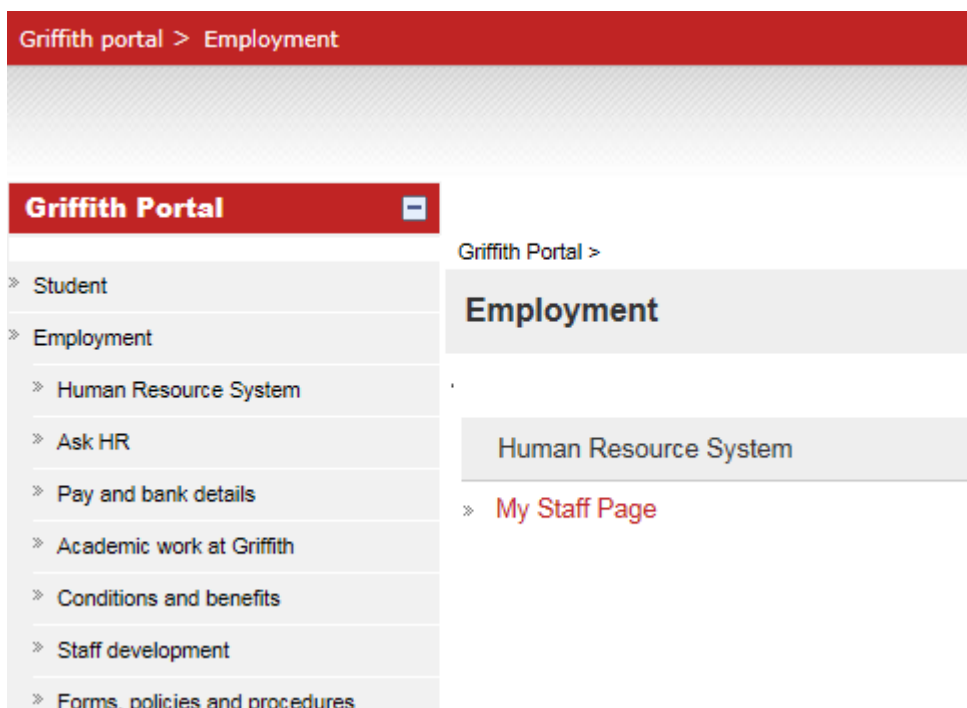
Step 2 – Open My Staff Page

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.
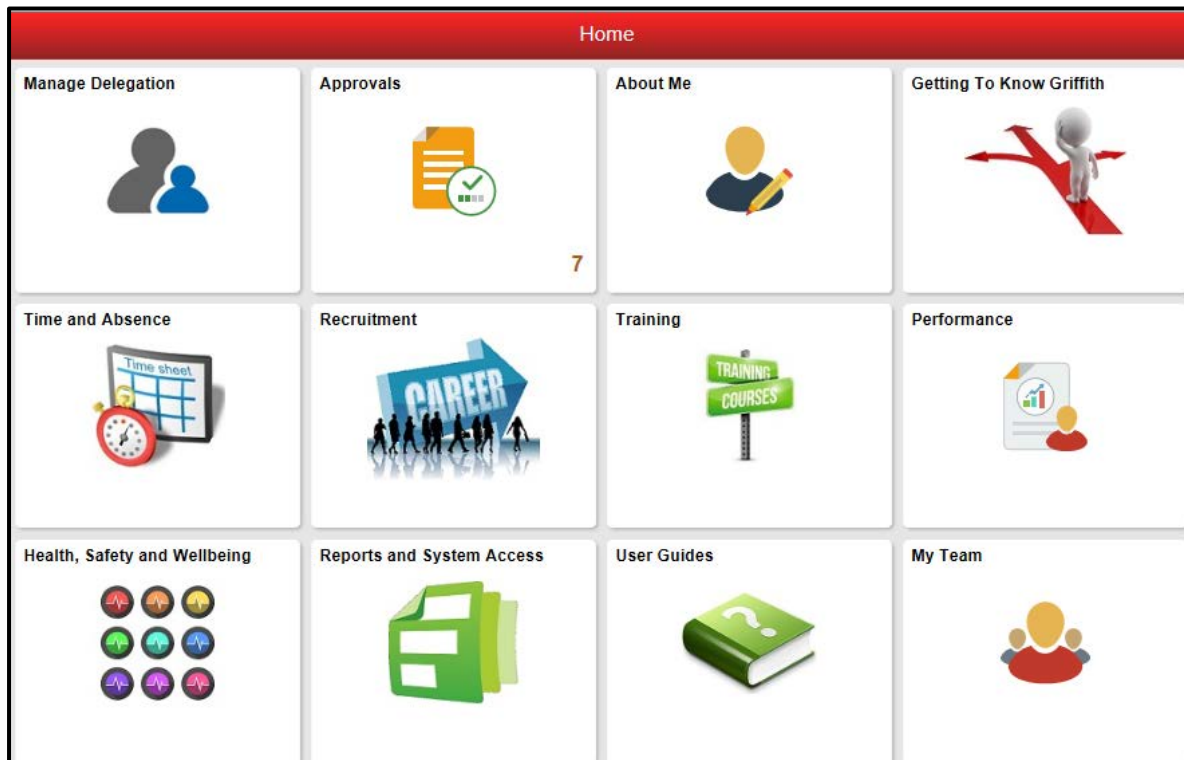
Step 3 – Navigating Dashboards

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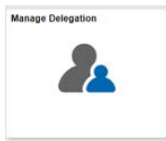
Manage Delegations – allows you to delegate some of your self-service transactions so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.
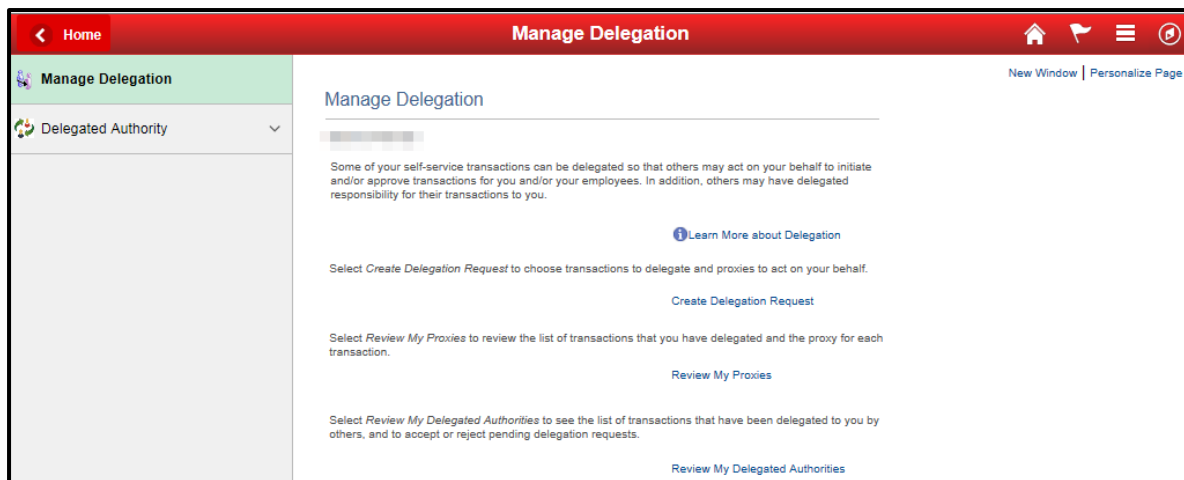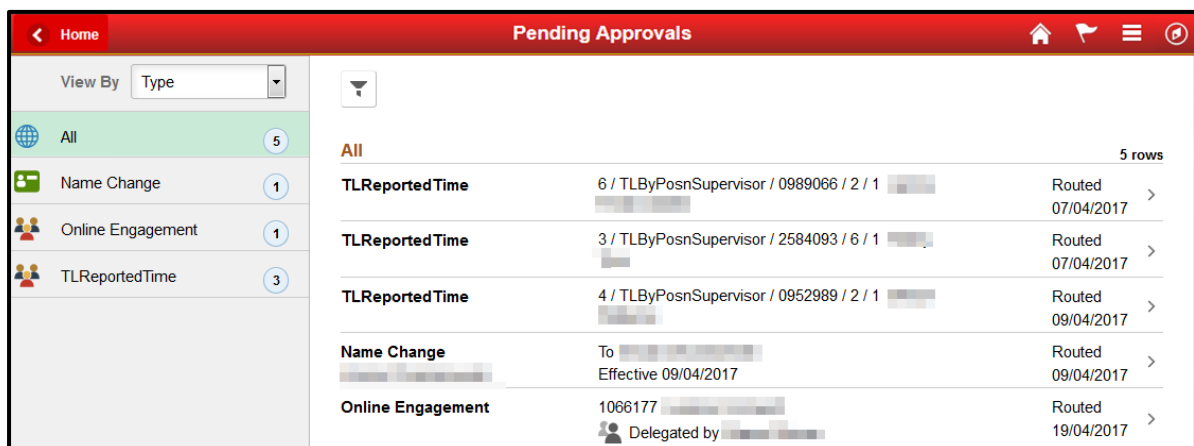

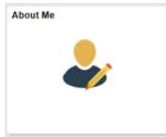## *APPROVALS*

From the Home Page click on the **'Approvals'** tile.
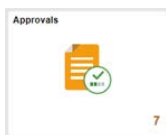
The Approvals dashboard displays all HR worklist items awaiting your approval.

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

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.

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.
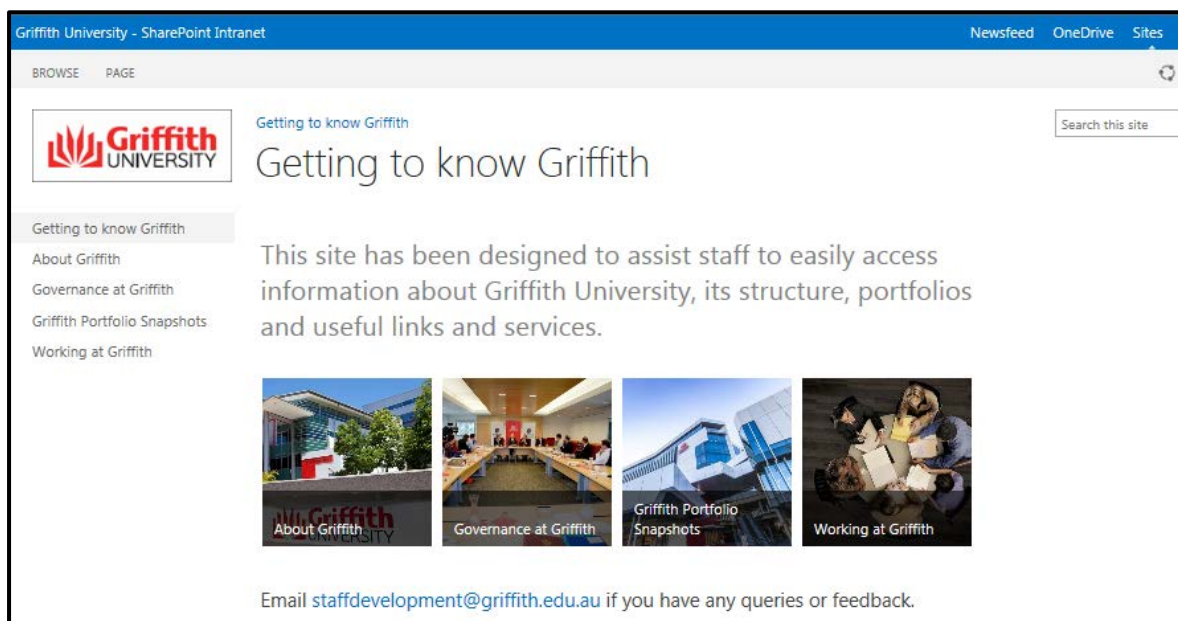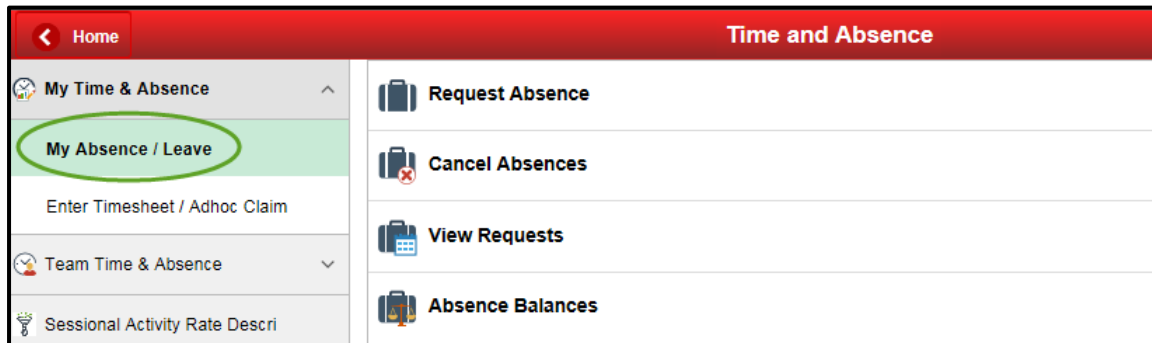
TIME AND ABSENCE

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)

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.

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.
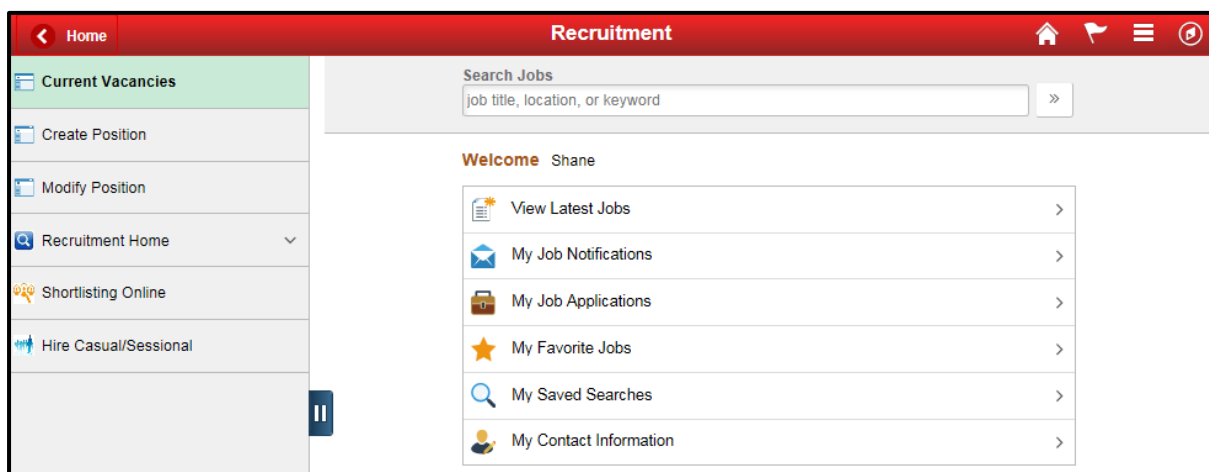
TRAINING

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.

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.
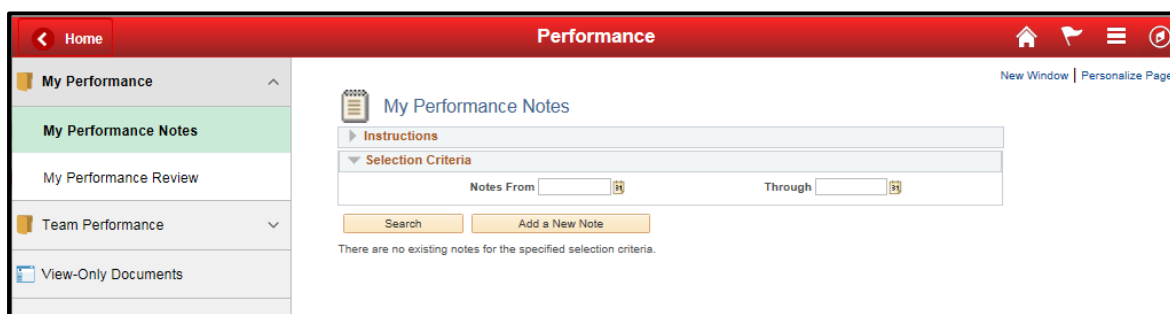
HEALTH, SAFETY AND WELLBEING

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.
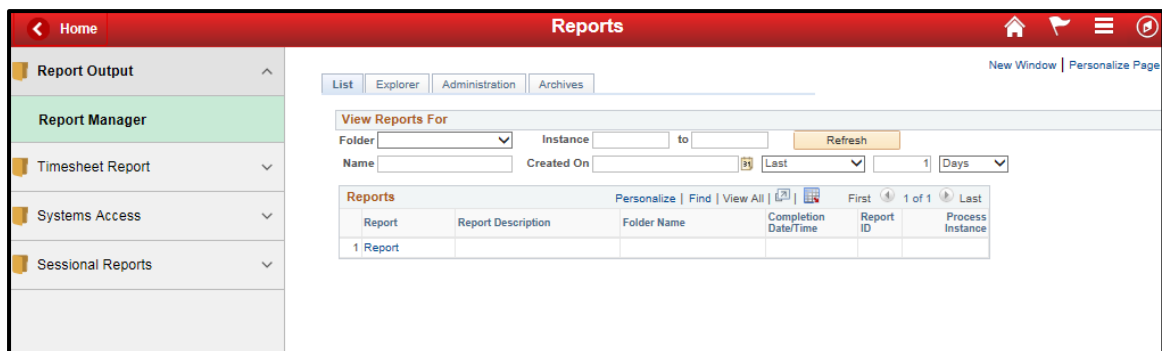
REPORTS AND SYSTEM ACCESS

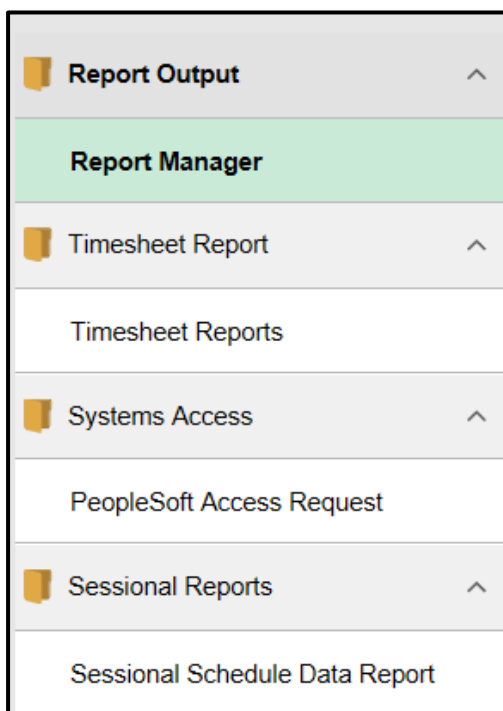From the Home Page click on the '**Reports and System Access'** tile.

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

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

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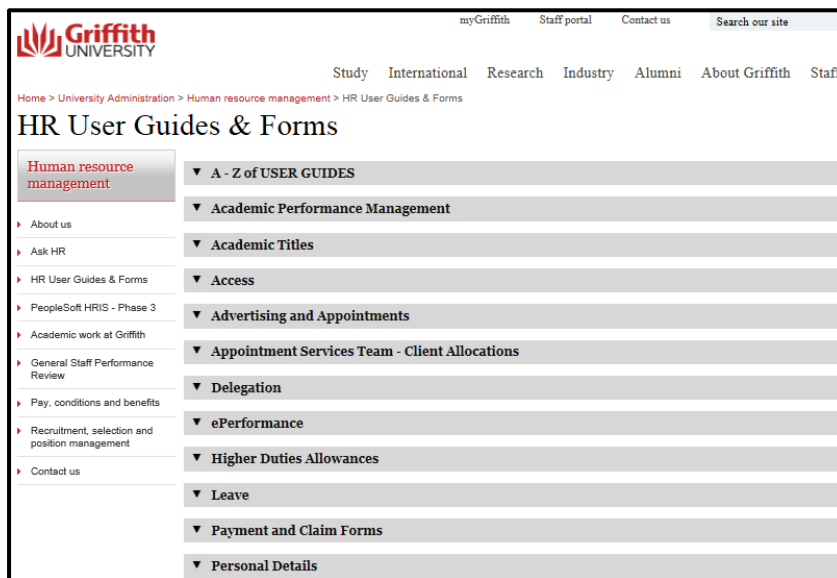- Systems Access
- Sessional Reports

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.
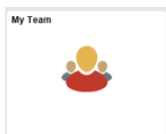

Within 'A–Z of User Guides' on the "How to" perform the various functions of Griffith University's PeopleSoft application.

MY TEAM

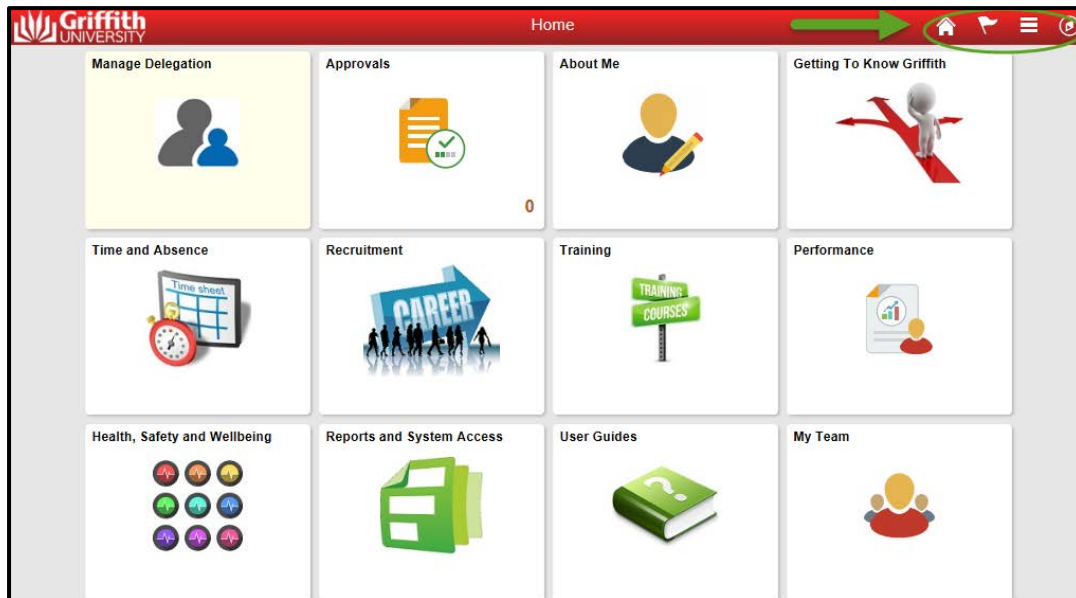From the Home Page click on the **'My Team'** tile.

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

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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