COMPLETE USERS MANUAL

For all users of the Employee Web Kiosk

University of Wollongong
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WHAT IS THE EMPLOYEE WEB KIOSK?

The Employee Web Kiosk is a facility that gives you access to information that has traditionally been held by the Personnel Services Division. It allows you to view and adjust information from the University's Human Resource Information System quickly and easily. This includes items such as;

- your personal details
- people who can be contacted in an emergency
- your payslip and payslip summaries (formerly group certificates)
- your rate of pay
- your position details;
- your leave balances and leave bookings history.
- training nominations and training history

The Employee Web Kiosk will also allow you to claim additional hours worked such as overtime and apply for leave without having to complete a hard copy form.

Using the Employee Web Kiosk means that tasks previously needing the assistance of a Personnel Officer become "self service".

How Does the Employee Web Kiosk Work?
Employee Web Kiosk is a web-enabled interface between the University’s Human Resource database and the User. Moving around the Employee Web Kiosk to record and view information is achieved through the use of web browser software, eg Internet Explorer.

Employee Web Kiosk has three key focus areas:

1. Individual information
   The provision of your information e.g. providing access to such things as Pay Slips and Leave Balances.

2. Team Leader (supervisor) & Approvals
   Enables a Team Leader to access details regarding the people for whom they have a responsibility. Provides an authorisation stage for information before it is applied to the HR System. For example, a Team Leader can approve leave for individual employees electronically. (see Supervisor’s Manual)

3. Training
   Allows staff to nominate for University training courses and view their training history.
GENERAL FUNCTIONS OF THE EMPLOYEE WEB KIOSK

The Welcome page displays the Main Menu. Here you will be able to access the three main functional areas of the Employee Web Kiosk; Individual, Team Leader & Approvals (if security access has been given for Team Leader and Approvals) and training which can be found in the Individual menu.

After logon, if you have the required authority and responsibility, the welcome page will notify you of pending transactions requiring your attention, eg applications for leave or additional hours requiring approval or transactions that have been rejected.

FIGURE 1: Web Kiosk welcome screen

Individual Information

The Individual’s Employee Web Kiosk enables you to access details about yourself. Some of the main functions are:

- **Personal and Job Information** - This area will provide you with information regarding your home address, people whom the University could contact in the event of an emergency and your current job details. The Kiosk allows you to update your personal information at any time.

- **Pay Details** - This area allows access to your current payslip, as well as access to historical payslips. Payslips can be printed from the Employee Web Kiosk and are appropriate as legitimate record of your pay details. For most staff, this will become the area where you will obtain your
fortnightly pay slip. Also available are payment summaries (formerly called group certificates) which can also be printed out and are accepted by the ATO.

**Leave Balances and Enquires** - These functions not only enable you to view your leave balance at any time, you can also obtain an historical record of leave that you have booked.

**Leave and Payment Claims** - Additional hours (including overtime and call outs), leave bookings and expense claims can be time consuming tasks. The functions provided here will enable you to enter your own additional hours and leave requests. All claims and leave bookings will be automatically forwarded to your designated team leader (supervisor) for approval.

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**Training**

The training function of Web Kiosk allows staff to view a list of available training courses, nominate for University training courses and view their training history.

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**Security Issues**

The Security of staff personal information has always been and will continue to be of importance to the university. Information moving between the University's database and its Web users, as a result of Employee Web Kiosk transactions, is protected from potential unauthorised interception by the use of an encryption facility on the Web Service, e.g the Secure Sockets Layer (SSL) protocol. It is the responsibility of the University to ensure that, as a minimum, such a facility is in place.
USING THE EMPLOYEE WEBKIOSK

How to access and log on to the Employee Web Kiosk

Each web user is provided with a web user ID and a password. Access to the various functions and types of information that are available is controlled by the Web user ID. Your ability to enter Employee Web Kiosk is controlled through the password. Your password is like your banking PIN number. Do not allow anyone else to know your password or to use it. In order to access the Employee Web Kiosk you first need to logon, and enter your employee number (Web user ID) and password.

To access the Employee Web Kiosk

1. Go to the University of Wollongong’s homepage
2. Select **Staff**
3. From the **Online Services for Staff** box select Employee Web Kiosk
   select **Access the Employee Web Kiosk**

![FIGURE 2: The Web Kiosk login screen](image)

4. Enter your **web user ID** and **Password** and press the **OK** button. This will allow you to enter the Employee Web Kiosk to view and update information.
5. If you enter the wrong User ID or password you can erase the information from the boxes by pressing the **CANCEL** button.
To exit or log off the Employee Web Kiosk

1. Select the Log Off option at the right top hand corner of the screen.
2. Select the ‘x’ button on the top right hand corner of your screen or from the File Menu on your toolbar select Exit.

Navigating the Employee Web Kiosk

Navigation within Employee Web Kiosk is made simple via options on the web page. These include:

1. Top menu which allows you to navigate forward and backward between your chosen task.
2. Main side menu which allows easy selection of tasks.
3. Main menu link which will bring the main menu options back up on the side bar if you are in the individual menu.
4. Option to return to the previous menu and navigate backwards.
5. Logout of Web Kiosk option.

FIGURE 3: Possible navigation options in Web Kiosk.
INDIVIDUAL INFORMATION

How to select the correct Active Job

If you hold more than one active job at the University and wish to change information, book leave or search items on the Web Kiosk must make sure you are in the correct active job.

The information that is viewed through Employee Web Kiosk relates to a particular job. If you have more than one job in the organisation you will need to select the one relevant to the transactions you wish to make.

1. Select **INDIVIDUAL** from the Web Kiosk main menu
2. Select **Your Job Details**. A page similar to the one in Figure 4 will open; on which is displayed a table of the jobs that apply to the nominated person.

3. Click the highlighted and underlined number of the job that you wish to make active.
4. The page will change, confirming that the Active Job has changed.
5. From there you can change the details you like anywhere in Web Kiosk relating to THAT job.

**IMPORTANT:** If you wish to then make other changes concerning another active job at the University then you MUST come back to this page, change the active job and make alterations. This is particularly important when you are booking leave or changing pay details concerning varying job.
How to change your password

From time to time you should change your password.

1. Select **INDIVIDUAL** on the main menu.
2. Select **Change your password**. A page will display as in Figure 6.
3. Enter the old existing password
4. Enter a new password of your choice
5. Confirm your new password by retyping it
6. Click **OK**
How to view personal Information

The functions provided here allow the individual to enter personal details such as emergency contacts, personal contact details, dependants and disabilities.

1. Select **INDIVIDUAL** on the main menu
2. Select **Your Personal Details**.
3. In this menu there will be many options including
   - Your Personal Details
   - Your Emergency Contacts

![FIGURE 7: Personal Information Menu](image)

To update personal contact details

1. Select **Personal Contact** on the main menu

![FIGURE 8: Personal contact information](image)
2. To check the current details, click on the underlined Contact Details and the screen below will appear. You can now edit the information within the boxes as required.

3. Once you are finished, click on the Update button and a confirmation of changes will be displayed as shown below.

![Confirmation of altered personal contact details](image)

**FIGURE 9: Confirmation of altered personal contact details**

To change an existing emergency contact

1. Select **INDIVIDUAL** on the main menu
2. Select **Your Personal Details**.
3. Select **Your Emergency Contacts** from the main menu. The following screen will appear.

![Emergency contacts list](image)

**FIGURE 10: Emergency contacts list**
4. To check current details click on the underlined **Contact Name** and the following screen will appear.

![FIGURE 11: Emergency contacts editing form](image_url)

5. Information within the boxes on this page can now be changed.

6. Edit the information within the boxes as required and then click on the **update button** and a confirmation of the changes will be displayed.

![FIGURE 12: Confirmation of altered emergency contact details](image_url)
7. Alternatively you can delete the information by clicking the **delete button**, which will also produce a confirmation page.

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**To add an emergency contact**

1. Select **INDIVIDUAL** on the main menu
2. Select **Your Personal Details**.
3. Select **Your Emergency Contacts** from the main menu.
4. Click on **Add new Emergency Contact Record** and a blank record will be displayed as shown in Figure 13.

![FIGURE 13: Emergency contacts new record blank form.](image)

5. Insert your chosen persons details into the black record and click on **Insert button** to save the contact.
6. A confirmation of the details will be displayed similar to that of Figure 8.

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**How to view your pay and payslip details**

1. Select **INDIVIDUAL** on the main menu
2. Select **Your Pay Details**. Your options will include
   - Payslip View - List: Shows details of all past payslips
   - Payslip View: Shows your most current payslip
   - Payment Summaries: Shows your payment summary (formerly group certificate)
To view a list of payslips

1. Select **Payslip View – List**. A list of payslips will be displayed as shown in Figure 14.

2. Click on the required payslip date to view. Figure 15 below illustrates the format in which a payslip may be displayed.

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**FIGURE 14**: Payslip list

**FIGURE 15**: Payslip layout
To view the current payslip

1. Click on **Payslip View**
2. The **most current** payslip will be displayed in the same way as Figure 15.

**Payment Summaries (formerly Group Certificates)**

Payment Summaries (formerly called Group Certificates) for the 2004/2005 financial year will be available on web kiosk as an alternative to having a hard copy mailed to your postal address. Staff who would like to access their payment summary electronically will need to have indicated this preference via email to Personnel. If you have not yet stated this preference and would like your payment summaries available in the future please notify personnel via email confirming your preference, name and Staff ID.

To access your Payment Summary:

1. Select **INDIVIDUAL** on the main menu
2. Select **Your Pay Details**.
3. Select **Payment Summary (Ato)** from the main menu.
4. Click the serial number of the Payment Summary to open

*Will the Australian Taxation Office (ATO) accept a copy of my payment summary information printed from web kiosk?*

The ATO has confirmed with us that they will accept printed copies of electronic payment summaries. The ATO have advised us though, that we may only provide you with an electronic copy if you have indicated your preference to receive the payment summary electronically.

*What if I have a question regarding electronic payment summaries?*

If you have a question regarding the option to get an electronic payment summary please contact your Personnel Officer. If you do not know who your Personnel Officer is you can follow this link: http://staff.uow.edu.au/personnel/contacts/renderservices.html
How to check leave balances

From time to time you may wish to know what your leave balance is. Employee Web Kiosk allows you to check your leave balances.

1. Select **Leave Balances** on the main menu. A screen will be shown as in Figure 17.

![Figure 17: Leave balances information](image)

To enquire about leave

1. Select **Leave Booking Enquiry** from the main menu.
2. A search page will be displayed as in Figure 18. Enter the start date of the leave booking to be found, and the end date. For example 15-FEB-1999 to 28-FEB-1999
3. Enter the Leave Code and Leave Description.
4. If a mistake has been made in filling in the form, click Clear and the information that has been typed will clear allowing it to be re-entered
5. Click the Find button to retrieve a list of leave bookings.

Forward Calculating

If you wish to know what your balances will be in proceeding months you are able to forward calculate your balances. For example if the month is June and you wish to know where your balances will stand in December, simply select a day in December as your enquiry date and Web Kiosk will calculate your balances.
How to view the Leave & Pay Claims Menu

The functions provided here allow you to enter requests for leave and claim for extra hours (i.e. additional hours, overtime and call outs). This function also allows you to enquire about such transactions.

The types of entries the person is allowed to make can be restricted by the security setup. Both claims and booking requests will be forwarded to your Team Leader for approval.

To select the correct menu to claim additional hours or request leave:

1. Select **INDIVIDUAL** on the main menu
2. Select **Leave and Pay Claims** on the Individual Menu. The menu on the side will change but the page will remain blank until something is selected from the menu.

To make a leave request

1. On the Web Kiosk main menu select **Leave Request**. The following screen will be displayed.
2. Select **Whole Day Leave Booking** or **Part Day Leave Booking**, whichever applies.
3. The appropriate booking form will be displayed. Note that there are differences between the forms e.g. there is no *Reason for leave* drop box and no *End Date* or on the Part Day Form, and there is *no Hours field* on the Whole Day Form.
FIGURE 21: Whole day leave request form

To complete the leave booking form (see above diagrams)

1. Click on the down arrow at the end of the first field. A box will appear in which are listed the permitted Leave Codes. (A)
2. Click the appropriate choice and it will be inserted into the field automatically.
3. Enter the Start and End Dates of the leave period you wish to book. (B)
4. Use the arrow to access a drop box listing Units of leave (C) and choose the appropriate one remembering there is no Hours option on the Whole Day leave Booking.
5. Fill in all of the fields with the appropriate and available information.
6. Choose your Reason for Leave from the drop box. (D)
7. Click the Add button and your leave booking will be submitted.
8. Within a few moments, when the transaction has been successfully placed in the area set aside for bookings to be approved, you will see the following confirmation message displayed as in Figure 22.

Note: Booking Leave after it is taken

Remember that if you are booking leave the day after you have been away, nearly all cases of this are sick leave) the leave forms allow room for data concerning why you were away and if you had a medical certificate. You should make an effort to fill in a form the day after you are away and fill in as much data as necessary.
How to claim additional hours and overtime

1. Select Individual on the Web Kiosk main menu
2. Select Leave and Pay Claims menu
3. Select the option **Claim Additional Hours**. The following page will be displayed listing any existing Additional Hours Claims.
4. Click **Add new record**. The page on which the information can be recorded is displayed as in Figure 24.

![Figure 24: Additional hours claim form](image)

5. Fill in the required information.
6. Click the **down arrows** at the end of **Paycode** and **Cost Centre** fields to access the lists of appropriate choices.

![Figure 25: List of Values: Pay Code](image)
7. When all the details are complete, click the **Add** button to record the transaction.
8. The employee Web Kiosk will display confirmation that the transaction was successful. Your claim is now awaiting approval.

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**To enquire about claimed hours**

1. Select **INDIVIDUAL** from the Web Kiosk main menu
2. Select **Leave & Pay Claims**
3. Select **Claimed Hours Enquiry**. An enquiry page will be displayed, as illustrated in Figure 27.
4. Fill in the dates of the claim you have made. You can also enter the pay code and description however in most cases entering information in these fields inhibits your chances of getting all relevant results.
5. Click **Find** and Self Service will return the Claim and its status.
How to view transactions

A transaction is any claim or booking that you have made via Employee Web Kiosk. From time to time you may wish to view the transactions that you have made.

1. Select **INDIVIDUAL** from the Web Kiosk main menu.
2. Select the option **View/Delete Messages**. A page similar Figure 28 will open listing the transactions you have on the system.

3. To view/delete a transaction, click on the **Record Description**. The following page will be displayed.
4. From this page you can delete the transaction if you no longer need to book the leave or claim the reward by selecting **Delete**. You will then receive confirmation.

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**Disbursements (i.e. the financial account(s) where your pay is deposited)**

To **view your pay disbursements** (bank account details)

1. Select the **INDIVIDUAL** menu.
2. Select **Your Pay Details**
3. Select **Maintain Disbursements**. A list of your current pay disbursements will be displayed as shown in Figure 30.
To add a new disbursement

Kiosk gives you the facility to add multiple accounts where you can have parts of your pay deposited automatically each fortnight. To do this:

1. Select the INDIVIDUAL menu.
2. Select Your Pay Details
3. Select Maintain Disbursements
4. Select Add a New Disbursement record located on the screen underneath your current disbursements.

5. The pay method is always B for bank.
6. Enter the relevant Bank State Branch (BSB) for your Financial Institution. It must be a six-digit number.
7. If you do not know the BSB, there is a BSB code look-up and you can do a search. To do this click your mouse on the down arrow on the right side of the BSB box. You will be presented with a screen with a %. If you know it is the ANZ bank for example, you can type in ANZ%, then click OK. Alternatively you can just click the OK button, then the find button when the next screen is presented.
8. The relevant Bank will be placed in the “Bank” screen when you put in the relevant BSB.
9. If the BSB for your financial institution does not currently exist, you will need to contact your relevant Personnel Officer who will arrange for the payroll system to be adjusted.

10. Enter the relevant Account Number. Please be very careful here to put in the correct account number.
11. Enter the relevant Account name.
12. Place in the amount you want disbursed to this account. Important Note: You can elect fixed amounts and but one of your accounts must be left with a blank amount. This is your main pay account. If you do not have enough funds in your pay to cover a fixed amount, that fixed amount will be ignored and your pay will be deposited into your main pay account.

13. Once you are certain that the details are correct, click your mouse on the Insert command located at the bottom of your screen.
14. If accepted you will get a message saying SUCCESS.

NOTE: One of your disbursement account numbers must have a blank

NOTE: You need to be very careful that you put in the correct details. Incorrect details may lead to your funds being rejected by your financial institution and returned to the university
To update a current disbursement

Kiosk gives you the facility to update your current disbursement. For example you can change the amounts or the account name if required. To do this:

1. Select the **INDIVIDUAL** menu.
2. Select **Your Pay Details**
3. Select **Maintain Disbursements**
4. From your list of disbursements click your mouse on the highlighted edit box
5. The details of the disbursement will now be available for alteration
6. Alter the amount or account name as required. Amounts are in dollars and cents. For example fifty dollars would be entered as 50 or $50.00. Forty-nine dollars and fifty cents would be entered as $49.50.
7. Once you are certain that the details are correct, click your mouse on the **Update** command located at the bottom of your screen.
8. If successful, you will receive a message saying **SUCCESS**.

**NOTE:** One of your disbursement account numbers must have no amount entered

**NOTE:** you need to be very careful that you put in the correct details. Incorrect details may lead to your funds being rejected by your financial institution and returned to the university
To view your pay deductions

1. Select the **INDIVIDUAL** menu
2. Select **Your Pay Details**
3. Select **Maintain Deductions**. A list of all your current deductions will be displayed similar to Figure 33.
To add a new deduction

Kiosk gives you the facility to add new deductions where appropriate, i.e the deduction must be a valid deductions set up on the University's system. Health Fund and Union deductions are examples.

1. Select the **INDIVIDUAL** menu
2. Select **Your Pay Details**
3. Select **Maintain Deductions.**
4. Select **Add new Deduction record** located on the screen underneath your current deductions.
5. To find out which deductions are available, click your mouse on the down arrow located on the **right hand side of the deduction drop box.**
6. Select the deduction you want.
7. The pay **rate is always "A"** for amount.
8. Enter the amount you want deducted. Amounts are in dollars and cents. For example fifty dollars would be entered as 50 or $50.00. Forty-nine dollars and fifty cents would be entered as $49.50.
9. If you want the deduction to expire after you have paid a certain amount, enter the total amount of money in the **Expires after Total Amount** field.
10. Enter the date you want the deduction to commence. The date format is **DD-MON-YYYY.**
11. Enter the date you want the deduction to cease. This is an optional filed and can be left blank until you want the deduction to stop.
12. Once you are certain that the details are correct, click your mouse on the **Insert** command located at the bottom of your screen.
13. If accepted you will get a message saying **SUCCESS.**

**NOTE:** You need to be very careful that you put in the correct details. Incorrect details may lead to your deduction being incorrect.

![Add new deductions form](image)
To update or end a current deduction

Kiosk gives you the facility to update your current deduction for example you can alter the amount of a current deduction or end the deduction. To do this:

1. Select the **INDIVIDUAL** menu
2. Select **Your Pay Details**
3. Select **Maintain Deductions**.
4. From your list of deductions click your mouse on the highlighted **job no** for the deduction you would like to update (see Figure 35)
5. The details of the deduction will now be available for alteration (see Figure 36.)
6. Alter the amount or enter an end date as required. Amounts are in **dollars and cents**. For example fifty dollars would be entered as 50 or $50.00. Forty-nine dollars and fifty cents would be entered as $49.50.
7. Once you are certain that the details are correct, click your mouse on the update command located at the bottom of your screen.
8. If successful, you will receive a message saying **SUCCESS**.

**NOTE:** You need to be very careful that you put in the correct details. Incorrect details may lead to your deduction being incorrect.

**4. Select the corresponding number to view the deduction details**

**FIGURE 35: Deductions listing**
Figure 36: Deduction alteration form

Figure 37: Confirmation screen
To view your Training History

1. Select the **INDIVIDUAL** menu
2. Select **Training**
3. Select **Training History**. The following screen will appear as in Figure 38.

4. Once you have clicked Find you will see a table displaying the results as in Figure 39.
To make a Training Nomination

1. Select the **INDIVIDUAL** menu
2. Select **Training**
3. Select **Training Nomination**.
4. Select the underlined option **Add new record**. As in Figure 40.

**Figure 40: Training nomination option page**

5. Once selected the following screen containing a list of courses will appear.

**Figure 39: Training options**
6. Fill in the requested information on the training nomination form (Figure 41) and press Add. You will see a 'success' screen (Figure 42) and your request will be emailed to your supervisor for approval or rejection.