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THE EMPLOYEE WEBKIOSK FOR TEAM LEADERS/SUPERVISORS

The Employee Web Kiosk is a facility that gives you access to information that has traditionally been held by the Personnel & Financial Services Division. It allows you to view and adjust information quickly and easily.

As a Team Leader/Supervisor you have access to all key information focus areas of the Employee Web Kiosk including:

- Individual
- Team Leader
- Approvals

A Team Leader (supervisor of staff) can view a list of team members who report directly to them at any time. A Division Director or Dean for example can then continue down the structure viewing teams within his/her Division/Faculty.

The Team Leader can choose a team member at any level of the structure and then access information about that team member using the Employee Web Kiosk menus and programs.

Note: A team leader cannot access information of staff outside their structure. A team leader also cannot access information of staff to whom they report.

The Team Leader function provides access to details about individuals in their team. The information they will be able to view falls into the following categories.

- Leave Balances and enquires
- Pay and leave claims eg. Additional hours, Leave Bookings
- Emergency contact details and home contact details

Note: An individual with multiple jobs may have a different Team Leader for each job. Team Leaders will only be able to view details relating to the job relevant to their team.

The Team Leader function also provides a function by which Team Leaders or Supervisors can approve or disapprove leave or training bookings made by those in their team.

How 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
4. Enter your ID number (staff number) and your password
5. Select OK
6. You should now be in the Employee Web Kiosk!
WEB KIOSK FOR SUPERVISORS: ‘WHO’S WHO’

‘Who’s Who’ is an option available on the Employee Web Kiosk that allows Personnel and Financial Services employees to search for selected employee details of Personnel and Finance staff at UOW.

To Access ‘Who’s Who’:

1. Select **Who’s Who** from the Employee Web Kiosk Main Menu
2. To make an employee details enquiry fill in at least one box with information. (ie. First Name or Surname) or as many boxes as you like.

Figure 1: Who’s Who query form
Click on the hyperlinked text to bring up selected information on the person.
The Team Leader menu provides access to details about individuals within a team under the following categories:

(i) Team List
(ii) Team Leave Matrix
(iii) Leave Balances Report
(iv) Leave Bookings Report
(v) Probation Report
(vi) Staff Profile Report
(vii) Manager Prompts
TEAM LIST

A Team Leader (supervisor of staff) can view the list of team members who report directly to them at any time. A Division Director or Dean for example can then continue drilling down the structure through to other team leader lists, thus viewing teams within his/her Division/Faculty, i.e. direct and indirect reports.

To view the team list:

1. Click on Team Leader in the Main Menu
2. Select Team List
3. You should now be able to view your team members

The team leader can then choose a team member at any level of the structure and access information about that team member using the Employee Web Kiosk menus.

To view details:

1. Decide on the team member you wish to access
2. Click on their Person Id number (found in the first column of the Team List)
3. Click on the INDIVIDUAL menu in the top left hand corner of the Web Kiosk screen
Once you do this you take on the team members identity and move around their Kiosk as if you were them. They are now the person 'in context'.

To change person in context:

1. Navigate back to the Team Leader menu.
2. Select the Team List again. An underlined option will appear.

Note: An individual with multiple jobs may have a different Team Leader for each job. In this case the Team Leader will only be able to view details of the individual relating to the job that is relevant to their area.
(ii) TEAM LEAVE MATRIX

The Team Leave Matrix details in calendar form all leave bookings that exist for that team. It shows all bookings for the subsequent four weeks from a start date entered in the query search.

To view the Team Leave Matrix:
1. Click on Team Leader in the Main Menu
2. Select Team Leave Matrix

You should now be able to view your team members leave at a glance.

You can go both forwards and backwards in time when using the Team Leave Matrix, so if you wanted to check to see if a team member had made a prior booking, put in past dates.

Enter a start date to search the leave booking matrix
Select the leave type ie ‘Paid Sick Leave’ Alternatively you can leave this blank to view all types of leave.
Click to obtain query results

FIGURE 9: Team Matrix screen

To view a single persons leave:
1. Click on the person’s hyperlinked name in the matrix. A screen similar to figure 10 will appear.
Figure 10: A team members leave matrix

Note: As part of University audit requirements, **Team Leaders will receive a monthly email requesting them to check the employee web kiosk Team Leave Matrix for their team.** This is to ensure all leave taken in the previous month has been approved and is recorded in the system. If leave is not recorded, arrange for the team member to submit the request Via Web Kiosk.
The Leave Balances Report outlines the various leave balances of each team member. When entering query criteria simply select the appropriate leave code from the drop down arrow and click.

**To view the Leave Balances Report:**

1. Click on **Team Leader** in the Main Menu
2. Select **Leave Balances Report**

**Note:**

- It is *not essential* that you select a specific leave code as the - *All Leave Codes* – query will bring up the balances of all leave codes for each team member.

---

![Leave Balances Report](image-url)

**FIGURE 11: Leave balance query form**
## Leave Balances Report

<table>
<thead>
<tr>
<th>Person Id</th>
<th>Name</th>
<th>Job</th>
<th>LV Code</th>
<th>Description</th>
<th>Actual Balance</th>
<th>Pro-rata Balance</th>
<th>Unit</th>
<th>Accrued To</th>
</tr>
</thead>
<tbody>
<tr>
<td>3398427</td>
<td>Miss Rachel Elliot</td>
<td>01</td>
<td>GLOAD</td>
<td>Annual Leave Loading - General Staff</td>
<td>9.176</td>
<td>9.176</td>
<td>Days</td>
<td>16-JUN-2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01</td>
<td>LSL</td>
<td>Long Service Leave</td>
<td>0</td>
<td>4.151</td>
<td>Calendar Days</td>
<td>16-JUN-2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RE20</td>
<td>Recreation Leave for permanent staff</td>
<td>9.144</td>
<td>9.144</td>
<td>Days</td>
<td>16-JUN-2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SICK</td>
<td>Sick Leave - Effective 31-MAY-1998</td>
<td>14</td>
<td>14</td>
<td>Days</td>
<td>16-JUN-2005</td>
</tr>
<tr>
<td>3398424</td>
<td>Mr Andrew Crown</td>
<td>01</td>
<td>GLOAD</td>
<td>Annual Leave Loading - General Staff</td>
<td>9.176</td>
<td>9.176</td>
<td>Days</td>
<td>16-JUN-2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01</td>
<td>LSL</td>
<td>Long Service Leave</td>
<td>0</td>
<td>4.151</td>
<td>Calendar Days</td>
<td>16-JUN-2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RE2LT</td>
<td>Recreation Leave for limited term staff</td>
<td>9.144</td>
<td>9.144</td>
<td>Days</td>
<td>16-JUN-2005</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SICK</td>
<td>Sick Leave - Effective 31-MAY-1998</td>
<td>15</td>
<td>15</td>
<td>Days</td>
<td>16-JUN-2005</td>
</tr>
</tbody>
</table>

Figure 12: Leave Balances Report
(iv) LEAVE BOOKINGS REPORT

The Leave Bookings Report is similar to the Leave Balances Report, with the exception that it outlines the leave bookings of each team member as opposed to the leave balances.

To view the Leave Bookings Report:

1. Click on Team Leader in the Main Menu
2. Select Leave Bookings Report
3. Enter a Start Date (for example how many Flexi Days were taken by each team member between June and July 2005), see Figure 13– Leave Bookings query form.

Note – If you leave the Start Date blank the search will bring up results showing all the Flexi Day bookings for each team member

4. Select a Leave Code (i.e Annual Leave)

Note – If you leave the Leave Code blank the search will bring up results showing all leave bookings for each team member in the entered date period.

5. Click Find to bring up query results

Note – If you leave both the Start Date and the Leave Code blank the search will bring up results showing ALL dates for ALL leave bookings for each team member.

Figure 13: Leave bookings query form
The Leave Bookings Report function is particularly useful for Supervisors who wish to know who in their team will be available or away during specific times so that projects or meetings can be organised.
PROBATION REPORT

The Probation Report outlines the probation type and probation dates of each team member.

If one of your team members has either passed probation or their probation code is not listed, contact your Personnel Officer.

To view the Leave Balances Report:

1. Click on Team Leader in the Main Menu
2. Select Probation Report
3. To bring up the details of any team member currently on probation, leave all search fields blank and click Find.

   OR

4. Enter a Start Date and select the appropriate Probations Code from the drop box arrow and click.

FIGURE 15: Probation Report query form
FIGURE 16: Probation Report
(vi) STAFF PROFILE REPORT

The Staff Profile Report is quite a powerful tool. It shows staffing details of each team member, under the following titles:

- Person Id
- Job
- Name
- Start Date
- End Date
- Occupancy Type
- Title (Current Position Title)
- Employment Status
- Award
- Classification
- Step

To view the Leave Balances Report:

1. Click on Team Leader in the Main Menu
2. Select Staff Profile Report
3. To bring up profiles of all team members simply leave the query criteria as shown in Figure 17 and click Find.

![Staff Profile query form](image)
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Date of Entry</th>
<th>Date of End</th>
<th>Status</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>200654</td>
<td>Ms. Rachel Elliott</td>
<td></td>
<td>01-JAN-2005</td>
<td>31-DEC-2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3398423</td>
<td>Ms. Julia Warrick</td>
<td></td>
<td>01-JAN-2005</td>
<td>31-DEC-2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0791318</td>
<td>Mr. Barry Fitzgerald</td>
<td></td>
<td>01-JAN-1997</td>
<td>31-DEC-2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2228015</td>
<td>Mr. Joshua Gordon</td>
<td></td>
<td>15-JUN-2003</td>
<td>31-DEC-2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2228056</td>
<td>Ms. Mei Chin</td>
<td></td>
<td>01-JAN-2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 18: Staff Profile Report
When a team member submits a leave booking or training nomination, the Team Leader is notified via email. See Figure 20.

From there team leader should take immediate action to either approve or reject the transaction made by their team members.

From: "UOW E807 PRODUCTION SYSTEM" <concept@uow.edu.au>
To: <bob@uow.edu.au>
Sent: Friday, May 20, 2005 9:28 AM
Subject: Web Kiosk Email Notification

> 00101: Web Kiosk Notification:
> > Miss Sandra Dee has submitted a Whole Day Leave Request for approval.
> >
> > Transaction Details:
> > Record ID: 143107
> > Name: Miss Sandra Dee
> > Leave Code: Flexi Day
> > Leave Start Date: 27-MAY-2005
> > End Date: 27-MAY-2005
> > App. Level: 1
> > Escalated to you By:
> > Created Date: 20-MAY-2005
> > To Be Actioned By: 09-JUN-2005

Figure 20: The email notification sent to Supervisor’s when a team member makes a booking.
If you have transactions awaiting your approval they will show up on the Web Kiosk main screen upon Login.

To deal with transactions:

1. On the Web Kiosk main menu select **Approve Transactions**. The page of transactions waiting for approval will be displayed as in Figure 22.

2. Choose the approval status option relevant to your response

3. Click the **Update** button to confirm your response

4. An email will the be sent to the person who requested the leave/training etc. letting them know of the result.
If you have filled in the necessary information and selected update you will receive this conformation message:

**FIGURE 22: Transactions awaiting approval**

The approval status options allow you to either approve, reject or escalate the transaction.

**FIGURE 23: Confirmation of update**

If you have filled in the necessary information and selected update you will receive this conformation message:
When a supervisor submits a response the team member is notified via email. See Figure 24.

From: "UOW E807 PRODUCTION SYSTEM"
<concept@uow.edu.au>
To: <ac@uow.edu.au>
Sent: Wednesday, June 16, 2005 4:07 AM
Subject: Web Kiosk Email Notification

00103: Web Kiosk Notification:

Your FLEXI for 01-JUL-05 (id = ) has been approved.

Transaction Details:
Record ID: 144927
Name: Mr Andrew Crowe
Leave Code: Flexi Day
Leave Start Date: 01-JUL-2005
End Date: 01-JUL-2005
App. Level: 1
Escalated to you By:
Created Date: 16-JUN-2005
To Be Actioned By: 26-JUN-2005

Figure 24: The Web Kiosk email notification received by the team member