

Aurion Employee Self Service Guide

8 February 2018

Version 1.0



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Archdiocese of Brisbane**



Document Control

Ownership

The Manager HR Systems and Procedures retains ownership of this document and all changes or modifications must be approved by this person.

Supporting Documentation

None

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1 Introduction

This document is designed to assist employees with using Employee Self Service (ESS).

2 Logging In

Users will be able to log into ESS through the following URL:

<https://ess.catholic.net.au/>

Once in, the user will need to enter in their login credentials.

ARCHDIOCESE OF BRISBANE

USERNAME:
employee

PASSWORD:
●●●●●●●●●●

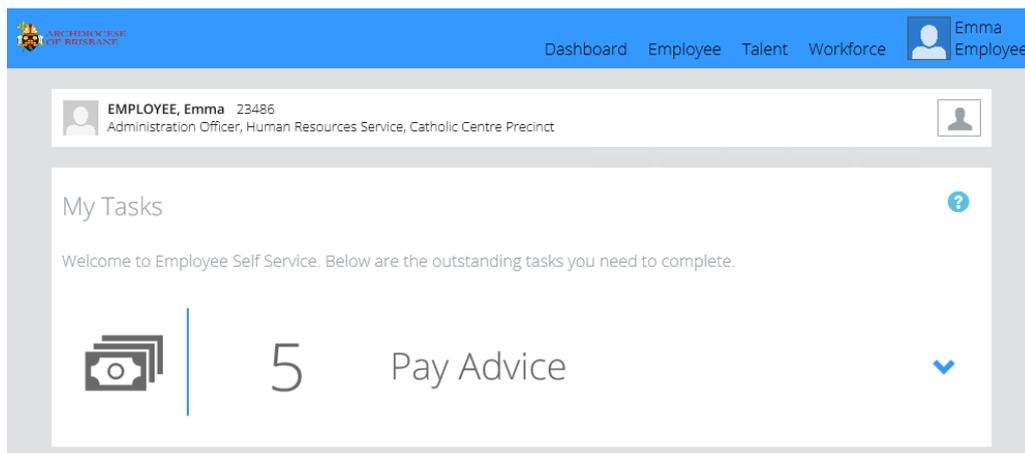
Sign in

[Forgot password?](#)



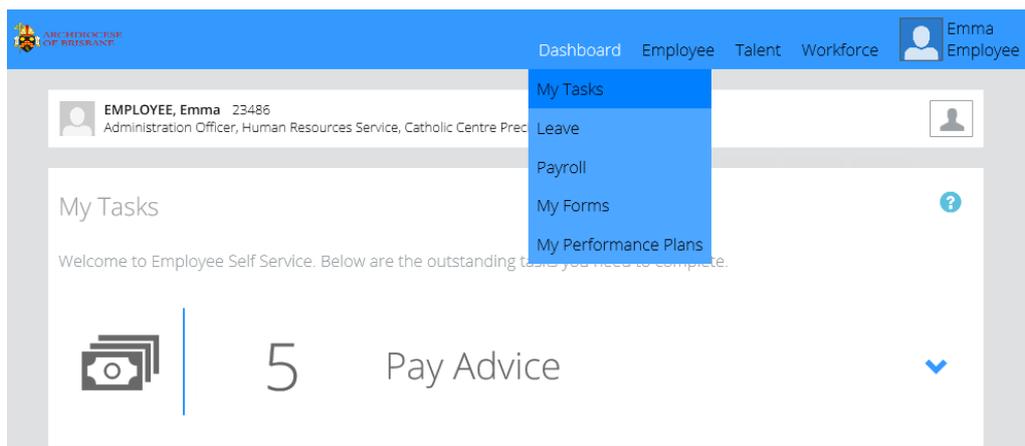
3 My Tasks

The **My Tasks** page shows workflow tasks and messages awaiting attention, grouped by task type. Select a task type to view the individual tasks displayed from the newest to oldest. Click an individual task to view its details.



Generally, the Tasks module can be accessed by navigating to Dashboard > Tasks.

From here, users can then click into the Mail or any Forms for which will then bring up more details.





4 Leave

4.1.1 Leave Balances

The Leave Module can be accessed via Dashboard > Leave.

Employees can see their current Balance, any Pending leave which has yet to be approved, and their Available leave balances.

Dashboard Employee Talent Workforce Emma Employee

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

Leave Balances

Please note that your long service leave balance will only appear once you have been employed for the required length of time to be entitled to access this leave type.

Select a date below to view a prediction of your leave balance as at that date.

FUTURE DATE:
8 Sep 2017

Predict Reset

TYPE	BALANCE		PENDING		AVAILABLE
Annual Leave	15:34	-	0:00	=	15:34
Personal Leave	7:48	-	0:00	=	7:48
Long Service Leave	0:00	-	0:00	=	0:00
Time Off In Lieu	0:00	-	0:00	=	0:00

Leave History

SHOW 10 ENTRIES FILTER:

LEAVE TYPE	DATE FROM	DATE TO	LEAVE HRS	LEAVE DAYS	STATUS
Annual Leave Taking	17/04/2017	17/04/2017	7:30		

Showing 1 to 1 of 1 entries



4.1.2 Predict Leave

Employees are able to estimate their available balance at future dates by entering a future date and clicking the Predict function. This can be cleared using the Reset button.

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

Leave Balances

[Apply for leave](#)

Please note that your long service leave balance will only appear once you have been employed for the required length of time to be entitled to access this leave type.

Select a date below to view a prediction of your leave balance as at that date.

FUTURE DATE:
25 Dec 2017

[Predict](#) [Reset](#)

TYPE	DAYS	HOURS	RATE	PREDICTED
Annual Leave		69:13		
Long Service Leave		0:00		
Personal Leave		34:39		



4.1.3 Apply for Leave

Some employees are able to apply for leave through Employee Self Service.

Such employees will have an 'Apply for Leave' button visible on their screen. By clicking on the 'Apply for Leave' button, the leave submit screen will be available for the user to start filling out leave submissions.

The screenshot shows the 'Leave Balances' page for Emma, an Employee. The page includes a navigation bar with 'Dashboard', 'Employee', 'Talent', and 'Workforce'. The user's name 'Emma Employee' is displayed in the top right. Below the navigation bar, the user's profile information is shown: 'EMPLOYEE, Emma 23486' and 'Administration Officer, Human Resources Service, Catholic Centre Precinct'. The main content area is titled 'Leave Balances' and features a green 'Apply for leave' button. A note states: 'Please note that your long service leave balance will only appear once you have been employed for the required length of time to be entitled to access this leave type.' Below this, there is a section for selecting a future date: 'FUTURE DATE: 25 Dec 2017' with a calendar icon. There are 'Predict' and 'Reset' buttons. A table displays the predicted leave balances:

TYPE	DAYS	HOURS	RATE	PREDICTED
Annual Leave		69:13		
Long Service Leave		0:00		
Personal Leave		34:39		

The screenshot shows the 'Leave application details' page for Emma, an Employee. The page includes a navigation bar with 'Dashboard', 'Employee', 'Talent', and 'Workforce'. The user's name 'Emma Employee' is displayed in the top right. Below the navigation bar, the user's profile information is shown: 'EMPLOYEE, Emma 23486' and 'Administration Officer, Human Resources Service, Catholic Centre Precinct'. The main content area is titled 'Leave application details' and features a help icon. A note states: 'Certain leave types are unable to be applied for via Self Service. If the leave type you are trying to apply for is not in the drop down list you will be required to complete a hard copy leave form.' Below this, there is a section for selecting a leave type: 'Leave to be 'paid in advance' cannot be applied for using Self Service. A hard copy leave form will need to be completed.' If applying for sick leave for a period of 3 days or more, please email a scanned copy of your medical certificate to your Manager. The form includes a 'LEAVE TYPE' dropdown menu, a 'DURATION' section with radio buttons for 'Full Day', 'Multiple Days', and 'Part Day', and a 'START DATE' field with a calendar icon.



4.1.4 Leave History

At the bottom of the main Leave page, employees can view their Leave History.

A Filter is available to filter the leave history occurrences by either the leave type or the leave dates.

The screenshot displays the 'Leave History' section of an employee self-service portal. At the top, the user is identified as Emma, Employee ID 23486, with the role of Administration Officer in the Human Resources Service at the Catholic Centre Precinct. The page is divided into two main sections: 'Leave Balances' and 'Leave History'.

Leave Balances Section:

- Includes an 'Apply for leave' button.
- Contains a note: 'Please note that your long service leave balance will only appear once you have been employed for the required length of time to be entitled to access this leave type.'
- Allows users to 'Select a date below to view a prediction of your leave balance as at that date.'
- Features a 'FUTURE DATE' input field set to '8 Sep 2017' with a calendar icon.
- Has 'Predict' and 'Reset' buttons.
- Displays a table of leave balances:

TYPE	BALANCE	PENDING	AVAILABLE
Annual Leave	15:34	7:30	8:04
Personal Leave	7:48	0:00	7:48
Long Service Leave	0:00	0:00	0:00
Time Off In Lieu	0:00	0:00	0:00

Leave History Section:

- Includes a 'SHOW 10 ENTRIES' dropdown and a 'FILTER:' input field.
- Displays a table of leave history entries:

LEAVE TYPE	DATE FROM	DATE TO	LEAVE HRS	LEAVE DAYS	STATUS
Annual Leave Taking	18/12/2017	18/12/2017	7:30		Pending
Annual Leave Taking	17/04/2017	17/04/2017	7:30		

Showing 1 to 2 of 2 entries



5 Payroll

Users can access Payroll information by Navigating to Dashboard > Payroll

The screenshot shows the user interface of the Archdiocesan Services Employee Self-Service Portal. At the top, there is a blue navigation bar with the Archdiocesan Services logo on the left and navigation links for Dashboard, Employee, Talent, and Workforce on the right. The user's name, Emma, and role, Employee, are displayed in the top right corner. Below the navigation bar, the user's profile information is shown: EMPLOYEE, Emma 23486, Administration Officer, Human Resources Service, Catholic Centre Precinct. A dropdown menu is open, showing options: My Tasks, Leave, Payroll (highlighted), My Forms, and My Performance Plans. The main content area is titled 'Payroll' and contains a list of payroll-related items:

Icon	Count	Item Name	Action
	1	Accounts and Deductions	▼
	6	Pay Advices	▼
	2	Year to Date	▼
	0	Payment Summaries	▼

Through the Payroll menu, users will be able to access:-

- Their Bank Account details (including the ability to update details and add in bank splits)
- Pay Advices
- Year to Date summaries of the wages paid to them
- Payment Summaries



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Click the 'Arrow' to open an option

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Dashboard Employee Talent Workforce Emma Employee

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

Payroll

- 1 Accounts and Deductions
- 6 Pay Advices

08/06/2017	Gross \$1,150.26 Net \$1,044.26
25/05/2017	Gross \$1,150.26 Net \$1,044.26
11/05/2017	Gross \$1,150.26 Net \$1,044.26
27/04/2017	Gross \$1,150.26 Net \$1,044.26
12/04/2017	Gross \$1,150.26 Net \$1,044.26

Click on an item to open the detail.

ARCHDIOCESAN SERVICES OF BRISBANE

Dashboard Employee Talent Workforce Emma Employee

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

Payroll

- 1 Accounts and Deductions
- 6 Pay Advices

08/06/2017	Gross \$1,150.26 Net \$1,044.26
25/05/2017	Gross \$1,150.26 Net \$1,044.26



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Click the 'attachment' icon to download a copy.

Your pay advice has not changed, it still looks the same.

Pay Advice					
The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane ABN 25328758007					
Name: EMPLOYEE, Emma					
Employee No: 24533					
Entity: Archdiocesan Services					
Branch: Archdiocesan Services					
Pay Point: 0000 - Self Service					
Job Title: Administration Officer		CLKPS L2.1	Pos: 501789		
Pay Period: 15-JAN-2018 to 28-JAN-2018			Banked: 08-FEB-2018		
Summary	Hours	Amount	Totals	Amount	
Work	152.00	3236.40	Gross	3236.40	
Leave		0.00	Tax	484.00	
Overtime		0.00	Net	2772.40	
Allowances		0.00	Disbursements	0.00	
Other Time		0.00	Bank	2772.40	
Leave Payout		0.00			
Leave Loading		0.00	Non Employee	0.00	
Gross		3236.40			
This Pay					
		Multiplier	Rate	Hours/Units	Amount
Ordinary	CLKPS L2.1	1.0000	21.29210	68:24	1456.38
PubHol NoWk	CLKPS L2.1	1.0000	21.29210	7:36	161.82
Tax					484.00
Net Pay	ANZ/012003/544566				2772.40
Adjustments to Past Pays					
		Multiplier	Rate	Hours/Units	Amount
PubHol NoWk	CLKPS L2.1	1.0000	21.29210	7:36	161.82
Ordinary	CLKPS L2.1	1.0000	21.29210	68:24	1456.38
Leave Balances					
	Hours				
Annual Leave	11:41				
Personal Leave	5:51				
Long Service Leave	0:00				
Time Off In Lieu	0:00				
Year to Date Totals					
Taxable Payments	3236.40	Loading	0.00	Union	0.00
Taxed Allow	0.00	Lump Sums	0.00	Medical	0.00
Untaxed	0.00	EmpEE Super	0.00	Other Dedns	0.00
Tax	484.00	EmpER Super	0.00	Net Pay	2772.40
Your pay of \$2772.40 banked into Account 544566 at ANZ/012003					



6 Personal

The Personal Module can be accessed via Employee > Personal.

Employees can view and update their personal details through this screen including the following:

- Their preferred name;
- Their contact details;
- Their email address;
- Their address details;
- Their emergency contact details; and
- Their equity and diversity details.

The screenshot shows the 'Personal' module for Emma Employee. The page includes a navigation bar with 'Dashboard', 'Employee', 'Talent', and 'Workforce'. The 'Employee' menu is open, showing 'Personal', 'HR Profile', and 'Work History'. The main content area is titled 'Emma Employee' and has an 'Update' button. Below the title, there is a note: 'Completion of these details is optional and assists when reporting the demographics of our organisation to various departments. If your first language is not in the drop down list, please send an email to the HRIS Office with the language that you speak. Please note that NESB is to record if your family is from a Non-English Speaking Background.' A profile picture placeholder is visible. The 'Personal' section lists: Full Name: Miss Emma Employee, Given Names: Emma, Preferred Name: Emma, Gender: FEMALE, Date of Birth: 01/01/1995. The 'Contact Details' section includes: Home: 07 3333 1234, Mobile: 0400 123 456, Hide in Phone List: No, Work: 0400 123 456, Fax: (blank), Email: emma.employee@hotmail.com. The 'Address Details' section is partially visible at the bottom.



7 HR Profile

The HR Profile Module can be accessed via Employee > HR Profile.

Through the HR Profile menu, users will be able to access:-

- Their Qualification details;
- Their Licence details; and
- Enter their Membership details as appropriate.

The screenshot shows the HR Profile module interface. At the top, there is a navigation bar with 'Dashboard', 'Employee', 'Talent', and 'Workforce' tabs. The 'Employee' tab is selected, and a dropdown menu is open showing 'Personal', 'HR Profile', and 'Work History'. The 'HR Profile' option is highlighted. Below the navigation bar, the user's profile is displayed: 'EMPLOYEE, Emma 23486' with the role 'Administration Officer, Human Resources Service, Catholic Centre Precinct'. The main content area is titled 'HR Profile' and contains three sections: 'Qualifications' with 0 items, 'Licences' with 5 items, and 'Memberships' with 0 items. Each section has a corresponding icon and a dropdown arrow.



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Click the 'Arrow' to open an option.

ARCHDIOCESAN SERVICES OF MELBOURNE

Dashboard Employee Talent Workforce Emma Employee

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

HR Profile

0 Qualifications

4 Licences

You are unable to enter your own Licences into Self Service. If you have a licence that is not visible, please provide a copy of your licence to your Manager so they can enter the details onto your record.

DSQ Exemption Department of Communities	17/05/2017 - 14/04/2020
Blue Card (Paid) Blue Card Services	18/04/2017 - 14/04/2020
Police Check CCER	08/09/2016 - 08/09/2019
Drivers Licence C Class	- 07/09/2020

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Previous Next

Click on an item to open the detail.

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Dashboard Employee Talent Workforce Emma Employee

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

Licence Detail

Licence Type: *DSQ Exemption (DSQEXP)*

Licence Number: 2017-12345-1

Issuing Authority: *Department of Communities*

Licence Document

Comments / Endorsements

File Note

Key Dates

Issued Date: 17/05/2017

Expiry Date: 14/04/2020



8 Training and Courses

The Training and Courses Module can be accessed via Talent > Training & Courses.

Through the Training and Courses menu, users will be able to view their Training History.

Requested Courses and Booked Courses are not currently being used in Self Service. Notifications will be sent out when this functionality becomes available.

The screenshot shows the 'Training & Courses' section of the employee self-service portal. At the top, there is a navigation bar with 'Dashboard', 'Employee', 'Talent', and 'Workforce' menus, and a user profile for 'Emma Employee'. Below the navigation bar, the user's name 'EMPLOYEE, Emma 23486' and title 'Administration Officer, Human Resources Service, Catholic Centre Precinct' are displayed. The main content area is titled 'Training & Courses' and contains three summary cards: 'Requested Courses' with a count of 0, 'Booked Courses' with a count of 0, and 'Training History' with a count of 6. Below these cards, a table lists training records:

Course Name	Status	Completion Date
CCSMAPA	Completed Competent	01/01/2018 - 01/01/2018
LC Mandatory Harassment	Completed Competent	23/10/2016 - 23/10/2016



9 User Settings

User settings allows employees to change login passwords and also redirect mail.

This can be accessed by clicking on the users name.

Dashboard Employee Talent Workforce Emma Employee

Aurion Help
User Settings
Sign out

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

User Settings [Change Password](#)

SUPERVISOR Diane Lally

CONSOLIDATE MAIL

Save

9.1.1 User Settings

Employees can tick the ‘Consolidate Mail’ tick box if they want to only receive one mail message reminder when they have multiple actions requiring attention from the Dashboard, rather than a message for each action.

9.1.2 Change Password

Through this menu, employees can change their own password and create a ‘Secret Question and Answer’. The ‘Secret Question and Answer’ functionality should be set up to allow employees to reset their own password should they forget their password in the future.

Dashboard Employee Talent Workforce Emma Employee

Aurion Help
User Settings
Sign out

EMPLOYEE, Emma 23486
Administration Officer, Human Resources Service, Catholic Centre Precinct

User Settings [Change Password](#)

CURRENT PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

If you forget your password you will have to answer your secret question and set a new password to login.

For security and convenience ensure your secret answer is:

- * At least characters in length
- * Something only you know
- * Not related to your logon name or password
- * Unlikely to change over time
- * Difficult for others to guess even if they see your secret question.

SECRET QUESTION

SECRET ANSWER

Save



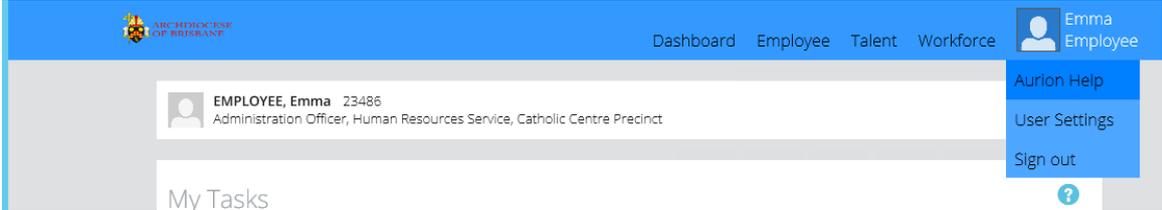
10 Searching for an Employee

Depending on security profiles, Managers can search for employees that report to them to enable them to view and update an employees record. Managers can only view selected sections of their employees profile. They are unable to view any of the screens underneath the Payroll section of their employees record.

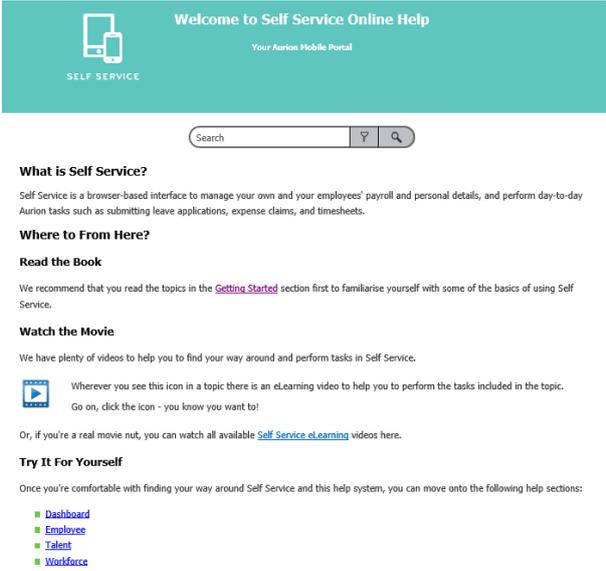
Further information for Managers on how to search for one of their employees is available in the **Employee Self Service Managers Guide**.

11 Help

The Aurion Help module can be accessed either by clicking on the ? icon on any page; or by clicking on your name > Aurion Help.



When you access the Aurion Help function, it will open up the Self Service Online Help module in a new window. Employees can enter topics into the search field or click on one of the Help Menu sections.



For further assistance with Employee Self Service, please contact the Pay Office on tel: 3324 3166 or email: hris@bne.catholic.net.au