

PeopleSoft Employee Self Service

Employee Guide to PeopleSoft

V1.4 May 2024

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PeopleSoft: Employee Self Service

PeopleSoft is a user-friendly system that's easy to navigate and is mobile-responsive (ensure 'allow pop-ups' is enabled). Submit or approve leave and timesheets (if applicable), update your banking details, or even change your name... all from anywhere, at any time using any device. No Citrix needed!

In this guide we focus on the **Employee Self Service (ESS)** dashboard – our standard home page all about you as an employee. Report time, review Payroll information, view and manage absences, and update other relevant information here. If you are also a people leader, this guide should be utilised in conjunction with **PeopleSoft: Manager Self Service (MSS)**.

Accessing PeopleSoft

You can access PeopleSoft via the Staff Intranet or directly via <https://efhris.com.au>.

Peoplesoft is Multi-Factor Authentication (MFA) enabled making your employment data more secure.

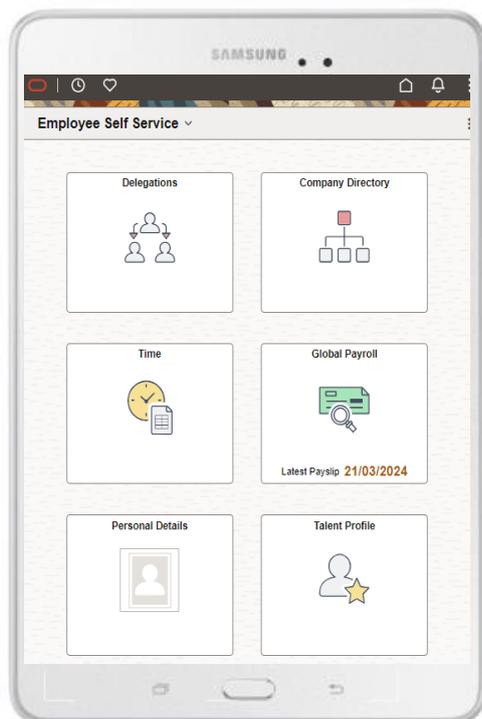
1. Access Peoplesoft outside Trusted Network using MFA:

If you are wanting to access Peoplesoft from a device outside of the Trusted Network, you will still log in using your username and password, but you will also be prompted to complete MFA.

2. Access Peoplesoft within the Trusted Network:

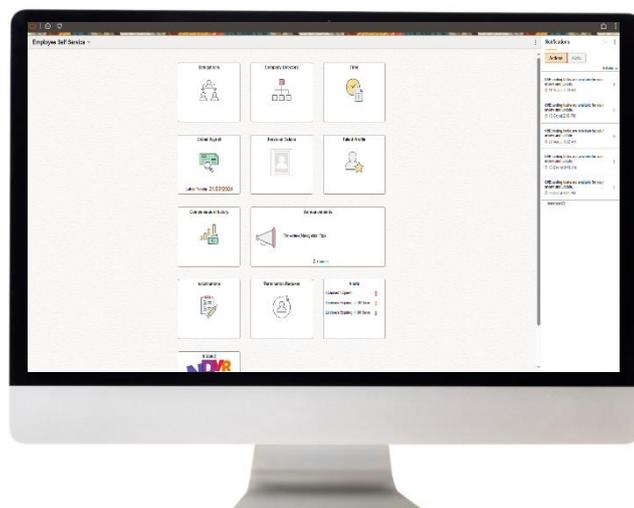
When you are logged into a device on the Trusted Network it will be much faster and easier to access Peoplesoft. You will already be signed in to the device and MFA will be working in the background. You simply open Peoplesoft, with seamless access via single sign on (SSO).

Once successfully logged in you will see the home screen below as shown on a mobile device.



PeopleSoft is responsive so the screen size will adjust to your device.

You can also rearrange the tiles by simply dragging them to your desired location.



PeopleSoft: Employee Self Service

The following sections will go through the features and detailed steps to view information or complete activities in PeopleSoft.

Need help?



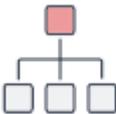
Submit a request via the [#TeamPossible Support Hub](#)

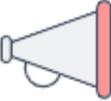


(07) 3900 5460

Your homepage at a glance

Listed below are the PeopleSoft buttons available to you and what you can do in *Employee Self Service*. Refer to the following pages for specific instructions along with tips about features you may not be aware of!

<p>Global Payroll</p> 	<p>Global Payroll</p> <p>View your pay slips, payment summaries, update your banking details and create pay distributions.</p>
<p>Time</p> 	<p>Time</p> <p>There is where you enter your timesheet, leave requests and review leave balances. You can also forecast your leave balance by selecting a date in the future.</p>
<p>Personal Details</p> 	<p>Personal Details</p> <p>Update your home and mailing address, contact information, emergency contacts, add a profile photo and even change your name (with sighted official supporting documentation).</p>
<p>Vaccinations</p> 	<p>Vaccinations</p> <p>Employees can see submit vaccination information via this handy self-service tile.</p>
<p>Company Directory</p> 	<p>Company Directory</p> <p>Providing an up-to-date organisational chart where you can search for employees by name, role, or location. Save staff as favourites, view their peers, direct reports, and even dotted line reporting!</p>

<p>Delegations</p> 	<p>Delegations</p> <p>View transactions that have been delegated to you.</p>
<p>Talent Profile</p> 	<p>Talent Profile</p> <p>View your licences and certifications such as Blue Card, NDIS Worker Screening Check, and National Police Check. Update your Drivers or Forklift Licence. Enter your education such as areas of study, degrees, or languages you speak.</p>
<p>Compensation History</p> 	<p>Compensation History</p> <p>Employees may directly access their compensation history, including detailed information about historical changes in pay.</p>
<p>Termination Request</p> 	<p>Termination Request</p> <p>Leaving the organisation? Submit your termination here to commence the formal offboarding process.</p>
<p>Announcements</p> 	<p>Announcements</p> <p>Make sure to review this tile to see important announcements such as timesheets deadlines that you need to be aware of.</p>
<p>Alerts</p> <p>Licenses Expired 0</p> <p>Licenses Expiring in 30 Days 0</p> <p>Licenses Expiring in 60 Days 0</p>	<p>Alerts</p> <p>There is where you'll be notified about upcoming expiring licenses or certifications you uploaded to PeopleSoft.</p>
<p>Intranet</p> 	<p>Intranet</p> <p>Quickly access the Staff Intranet via this tile.</p>

<p>Notifications  </p> <p>Actions Alerts</p> <p>2 Actions</p> <p>Timesheet for Natalie Groom is awaiting for your approval.   Mon at 4:38 PM</p> <p>OffBoarding tasks are available for your review and update.   03 Jan at 12:26 PM</p>	<h2>Notifications</h2> <p>The notifications panel displays outstanding Actions as well as any Alerts requiring your attention.</p>
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Global Payroll

Click on [Global Payroll](#)
Here you can view payslips and annual PAYG summaries as well as update your bank details.

Global Payroll



Latest Payslip **21/03/2024**

Payslips

Select [Payslips](#)

 Payslips

 Banking

 View Payment Summaries

 Request One-Off Payment

 Request Recurring Payment

 View Payment Requests

Click on the ► arrow to open your payslip

Note: If you can't open your pay slip you may have a pop-up blocker on your computer. It's very easy to change this setting.

Search for 'turn off pop-up blockers in... <Chrome, Internet Explorer, Safari>'

Payslips

Payment Date	Net Pay	Period Begin Date / Period End Date	Description	Payroll Type	
21/03/2024		02/03/2024 / 15/03/2024	Endeavour Foundation	Payroll	>
07/03/2024		17/02/2024 / 01/03/2024	Endeavour Foundation	Payroll	>
22/02/2024		03/02/2024 / 16/02/2024	Endeavour Foundation	Payroll	>
08/02/2024		20/01/2024 / 02/02/2024	Endeavour Foundation	Payroll	>
25/01/2024		06/01/2024 / 19/01/2024	Endeavour Foundation	Payroll	>
11/01/2024		23/12/2023 / 05/01/2024	Endeavour Foundation	Payroll	>

Banking

<p>Via Global Payroll, select Banking.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p> Payslips</p> <p style="background-color: #f4a460; padding: 2px;"> Banking</p> <p> View Payment Summaries</p> <p> Request One-Off Payment</p> <p> Request Recurring Payment</p> <p> View Payment Requests</p> </div>												
<p>You can add (+), edit or remove your Bank Account details here.</p> <p>The following fields are mandatory:</p> <ul style="list-style-type: none"> Country Account Type Bank ID Bank Branch ID (BSB) Account Number Currency Code <p>Ensure you select Save once complete to confirm any changes.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Bank Accounts</p> <div style="display: flex; justify-content: space-between; align-items: center;">    </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Bank ID/Branch ID</th> <th style="text-align: left;">Bank Name/Branch Name</th> <th style="text-align: left;">Account Number</th> <th style="text-align: left;">Account Type</th> <th style="text-align: left;">Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>CUA</td> <td>Credit Union Australia Brisbane</td> <td></td> <td>Savings</td> <td>Active</td> <td style="text-align: right;">></td> </tr> </tbody> </table> </div>	Bank ID/Branch ID	Bank Name/Branch Name	Account Number	Account Type	Status		CUA	Credit Union Australia Brisbane		Savings	Active	>
Bank ID/Branch ID	Bank Name/Branch Name	Account Number	Account Type	Status									
CUA	Credit Union Australia Brisbane		Savings	Active	>								

Note: You can't remove accounts that have an active distribution attached to them.

Cancel

Bank Accounts

Save

** Indicates required field*

Bank Details

i

Status	Active	▼
*Country	Australia	🔍
*Account Type	Savings	▼
*Bank ID		🔍
*Account Number		
Account Name		

Payment Distribution can also be set up here.

This is where you can nominate your fortnightly salary to go to different accounts such as to pay a loan or add to a savings account, for example.

What you need to know:

- Always select **'Bank Transfer'**
- At least one distribution must select **Yes** for 'Use for any Remaining Pay'
- **Amount** - you must select an amount or percent (one or the other)

Select a priority 1, 2, 3 etc. (e.g. your mortgage might be priority 1, while adding to your travel fund might be a Priority 3.

Ensure you select [Save](#) once complete to confirm any changes.

CancelPayment DistributionSave

* Indicates required field

Distribution Details

i

Status

Job Title Support Worker

Default Election Yes

***Payment Method**

Bank Account

Branch Name CBA Mobile

Account Type Savings

Use for any Remaining Pay Yes

Percent

Amount

***Priority**

Partial Allowed Yes

View Payment Summaries

Click on [View Payment Summaries](#) to see your earnings for previous financial years up to and including Tax Year 2019.

Note: due to the introduction of Single Touch Payroll (STP) by the ATO, payment summaries are now exclusively available via myGov from 2020 onwards.

View Payment Summaries

Select Payment Summary

Tax Year	Pay Entity	Start Date	End Date	ETP/PSM	YTD/ETP Gross	YTD/ETP Tax	PSM Status
2019	Endeavour Foundation	27/08/2018	30/06/2019	PAYG Payment Summary			Original
2019	Endeavour Foundation	20/06/2019	20/06/2019	PAYG Payment Summary			Original
2018	Endeavour Foundation	01/07/2017	28/06/2018	PAYG Payment Summary			Original
2017	Endeavour Foundation	01/07/2016	30/06/2017	PAYG Payment Summary			Original
2016	Endeavour Foundation	01/07/2015	30/06/2016	PAYG Payment Summary			Amended
2015	Endeavour Foundation	01/07/2014	30/06/2015	PAYG Payment Summary			Original
2014	Endeavour Foundation	14/10/2013	30/06/2014	PAYG Payment Summary			Original
2014	Endeavour Foundation	01/07/2013	19/07/2013	PAYG Payment Summary			Original

Request One-Off Payment

Request One-Off Payment can be utilised if you wish to make a one off deduction for the following purposes:

- **Donation** - to Endeavour Foundation
- **Donation Pre Tax** - to Endeavour Foundation
- **Super** – Pre Tax (Amount or Percent) or Post Tax (Amount of Percent)

To set up your one-off payment:

1. Select *Payment Type*
2. Select *Payment Code*
3. Select *Calendar ID* – the applicable pay date will display for each option
4. Enter the *Amount*
5. Add any Comments
6. Select *Submit*

The next screen should display the **Workflow Status = Approved.**

Payroll and Banking

Jane Smith
Support Worker

Pay Group EF STAFF
Pay Frequency One-Time

*Payment Type DONATION

*Payment Code DONATION2

Description Donations (One Time)

*Calendar ID EFP ST2024F21

Payment Date 18/04/2024

Amount

Comments

Submit

Request Recurring Payment

Request Recurring Payment can be utilised if you wish to set up recurring deductions for the following purposes:

- **Donation** - to Endeavour Foundation
- **Donation Pre Tax** - to Endeavour Foundation
- **Super** – Pre Tax (Amount or Percent) or Post Tax (Amount of Percent)

To set up a recurring payment:

1. Select *Payment Type*
2. Select *Payment Code*
3. Enter a *Begin Date* – ensure it is within the next two pay cycles
4. Enter an *End Date* – leave blank if you wish this payment to be perpetual
5. Enter the *Amount*
6. Add any **Comments**
7. Select *Submit*

The next screen should display the **Workflow Status = Approved.**

The screenshot shows the 'Request Recurring Payment' form in the PeopleSoft system. The user is Jane Smith, a Support Worker. The form is titled 'Payroll and Banking' and includes a navigation menu on the left with options like 'Payslips', 'Banking', 'View Payment Summaries', 'Request One-Off Payment', 'Request Recurring Payment' (highlighted), and 'View Payment Requests'. The main form area contains the following fields:

- Pay Group: EF STAFF
- Pay Frequency: Recurring
- *Payment Type: DONATION
- *Payment Code: DONATION
- Description: Donations
- *Begin Date: 30/03/2024
- End Date: (blank)
- Amount: 100.000000
- Comments: (blank)

A 'Submit' button is located at the bottom right of the form.

View Payment Requests

View Payment Requests will display a list of both One-Off and Recurring Payments that have been set up.

Set up a Recurring Payment with no End Date? Select *Edit* on the applicable entry to enter one in, ensuring you select *Submit* to save the change.

For all other adjustments please submit a ticket via the [#TeamPossible Support Hub](#).

 **Payment Requests**

Payment Code	Description	Payment / Begin Date	Pay Frequency	Req Instance	WF Status	Edit
DONATION	Donations	18/03/2023	Recurring	1	Approved	
DONATION2	Donations (One Time)	06/04/2023	One-Time	1	Approved	

Time and Leave

Select *Time* from the home screen.

Time



My Time and Leave Overview

Enter Time – where you enter your timesheet

Set up Quick-Fill – save frequently used finance codes to make completing your timesheet quicker and easier

Time Summary – will display time entered for the current pay cycle

Cancel Absence – cancel an absence / request

Payable Time – will display upcoming payable reported time

Exceptions – will display any overlaps of reported time and leave entered on your timesheet

View Requests – an overview of leave requested

Manager Absences – view/submit an absence request

Absence Balances – view and project leave balances here

Enter Time
13/04/24 - 26/04/24

● Reported 0.00
● Scheduled 76.00

Setup Quick-Fill



Time Summary
13/04/24 - 26/04/24

No Time Reported

Cancel Absences



Payable Time

Last Time Period 30/03/24 - 12/04/24

Total Hours 0 Hours

Estimated Gross 0

Exceptions

0

View Requests



Manage Absences



Absence Balances



Enter Time

Complete your timesheet

This advice provides a step-by-step guide to completing your timesheet.

Click [Enter Time](#).

Enter Time
13/04/24 - 26/04/24

● Reported 0.00
● Scheduled 76.00

Navigating your Timesheet

Select/toggle between periods via the Calendar or '< >' arrows.

You can also view your Scheduled vs Reported Hours, Units directly.

Click on [information icon \(i\)](#) to view the various status icons and their meanings.

Day Summary	In	Break	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details
16 Mar						Sleepover Allowance 8hr - SLP8	1.00	7 Fox Street, Redbank	
	6:00:00AM				9:00:00AM			7 Fox Street, Redbank	
	3:00:00PM				10:00:00PM			7 Fox Street, Redbank	

Utilise the following instructions to complete your timesheet.

Important

If you **worked at your home work location** for all shifts, you don't have to enter any codes via Time Details > Location, HR Department and Product columns – this will automatically populate in your timesheet.

If you **worked at two or more services** in one fortnight, then you will need to capture all the relevant coding information via **Time Details** (see below), so your time is costed to the correct budget.

Click on the *Time Details* icon.

Business Unit – not required to be adjusted

Location - refers to the physical address the service is based.

HR Department - (Business Unit) code is the type of service.

1 Navigate to the Day and Date of your shift.

2 Enter the time you **started** your shift using 24hr time.

3 Input your break using the 'Break' and 'In' columns. Use the 'Transfer' column to record a split shift for the same service but on a new row (see FAQ on page 2.)

4 Input the time you **ended** your shift using 24hr time.

5 **Time Reporting Code (TRC)** Leave TRC column blank except when selecting Meeting, Training and Public Holiday worked. A new row is needed for each Allowance claim e.g. KMs, Sleepovers, Meal Break not taken, or Shift Leader

6 For most Allowances, enter 1.00 in the 'Quantity' column. For 'Meal Break Not Taken' enter 0.25

7 **Quick-Fill** will display your saved frequently used financial dimensions. *Set these up in "Set Up Quick-Fill"*

8 **Time Details** If working away from your regular workplace or transporting customers, ensure you have adjusted correct financial coding here. See *Time Details* below for further info.

9 **Claiming mileage?** You must enter **Comments**, including a TRC, and Activity ID here. Remember, no personal information, just their name, start and ending location, kms travelled and purpose.

10 You can 'Save for Later' if you haven't finished your timesheet. But make sure you **'Submit'** to send it through to Payroll to process!

Legend Status Icons will display on each saved row. **Exceptions** should be resolved before submitting your timesheet.

The coloured bar (red and green) represents the reported time against scheduled time. If your reported time is correct but you have a red showing error, speak to your manager about updating your schedule in PeopleSoft for you.

For each day your shift times are entered on one row, then any specific allowances are entered on separate rows, as shown in this example (one allowance per row)

Click to View Payable Time and Time Summary

Click to View Time Details

Add or delete rows using the '+' and '-' buttons

Time Details

Cancel Done

Business Unit EF001 Endeavour Foundation Location Southside - 4 Greens crt

HR Department RESID Residential Product ZADMIN ZADMIN

Activity ID

Time Detail Tips

- Use the Tab key to move between fields to ensure they remain editable
- Save frequently used Time Details codes via *Employee Self Service > Time > Setup Quick-Fill* which can then be selected via a drop down
- Cannot find a customer's Activity ID? Email creditman@endeavour.com.au or ask your leader

PeopleSoft: Employee Self Service

Product – the type of work being carried out

Activity – enter the Customer ID here when transporting customers (you must also accompany this with Product = SDSMIL)

To check your codes, go to: <http://dimensiontool.endeavour.com.au/>

OR speak to your leader.

Once you have entered all the relevant details for the timesheet, click on *Submit*.

Note: If using *Save for Later*, remember to *Submit* once the timesheet is completed as *Save for Later* will not send your timesheet for approval and payment.

Save for Later

Submit

Set up Quick-Fill

Via PeopleSoft > Employee Self Service, select the **Time** tile and then select **Setup Quick-Fill**. Select the **Add** button to start.

Note: Each favourite must be added separately. If you work in multiple

Setup Quick-Fill

Job Title Professional Worker Grade 7

Add

Name

Details

Status

PeopleSoft: Employee Self Service

locations and services, you will need add each one.

This is where you Name the favourite financial code combination you will use regularly. Use a name of the service location and/or customer e.g. Fox St or Mermaid L&L.

Note: For mileage and transporting customers, please name as follows:

Transport + Customer's full name.

E.g. "Transport Jane Smith"

Now click on the search icon to bring up the Taskgroup. There is only one. Click on *EFTASKGRP*.

Enter your financial dimensions for **Location, HR Department, Product**, and if applicable **Activity ID**.

Location: Where you work

HR Department (Business Unit):
The type of service

Product: The type of work being carried out. Speak to your leader to ensure you are using the correct Product.

Cancel Quick-Fill - Details Save

*Name *Taskgroup

Taskgroup <input type="button" value="Q"/>	Description <input type="button" value="Q"/>
EFTASKGRP	EF Task Group

Cancel Quick-Fill - Details Save

*Name *Taskgroup EF Task Group

Business Unit Endeavour Foundation

HR Department Residential

Location Woody Point - 10 Ernest Street

Product ZADMIN

Activity ID

PeopleSoft: Employee Self Service

Activity ID: Claim mileage by entering the customer ID here. If you cannot find the customer's Activity ID email: creditman@endeavour.com.au

Select [Save](#).

Tips

- Use the Tab key to move between the fields here to prevent the Product field from greying out.
- If you are unsure which Location, HR Department, Product, or Activity ID code to use please seek advice from your leader.

Financial Dimensions Lookup Tool

Validate your correct codes here: dimensiontool.endeavour.com.au

Location: Where you work

HR Department (Business Unit):
The type of service

Update your Quick-Fill codes

Select the applicable Quick-Fill entry.

Name	Details	Status
Woody Point 10	Taskgroup: EF Task Group, Business Unit: Endeavour Foundation, Location: Woody Point - 10 Ernest Street, Department: Residential, Product: ZADMIN	Active <input type="checkbox"/>

PeopleSoft: Employee Self Service

Enter the new details into the **Location** and/or **HR Department** fields.

Activity ID: Claiming mileage by entering the customer Activity ID here. If you cannot find the customer's ID email: creditman@endeavour.com.au

Select **Save**.

Quick-Fill - Details Cancel Save

*Name	Woody Point 10	*Taskgroup	EFTASKGRP	EF Task Group
Business Unit	EF001 Endeavour Foundation	Location	40005P	Woody Point - 10 Ernest Street
HR Department	RESID	Product	ZADMIN	ZADMIN
Activity ID				

Note: You cannot edit the Name or the Product utilised in the Quick-Fill once it has been saved. If you need to edit these fields, create a new Quick-Fill and if applicable make the old one inactive.

Change the status of a Quick-Fill (Active/Inactive)

Via PeopleSoft > Employee Self Service, select the **Time** tile and then select **Setup Quick-Fill**.

Locate the Quick-Fill the applicable entry. Via the **Status** column, click the toggle to switch to **Active** or **Inactive**. This change will autosave.

Name	Details	Status
Woody Point 10	Taskgroup: EF Task Group, Business Unit: Endeavour Foundation, Location: Woody Point - 10 Ernest Street, Department: Residential, Product: ZADMIN	<input type="checkbox"/> Inactive

Note: Inactive Quick-Fills will no longer appear as a selection option on your timesheet.

Using Quick fill in your Timesheet

Your saved quick fills will now be available for selection via a drop-down option when completing your timesheet.

Note: you *do not* need to complete Quick fill for shifts completed at your regular work location. Select the **Time Details** icon on your timesheet to validate what this is.

Autopay Employees Only - Claiming Kilometres

Follow the below instructions for claiming kilometre reimbursement in PeopleSoft if you are *not* required to complete a timesheet as part of your role.

Via **Employee Self Service**, select [Time](#) > [Enter Time](#).

Enter Time
 13/04/24 - 26/04/24
 Reported 0.00

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1. Select the applicable pay period by utilising the forward and back arrows/calendar date
2. Locate the applicable week / date utilising the forward and back arrows
3. Via **Time Reporter Code (TRC)**, select the applicable **Kilometres**.
4. Select **Time Details icon** to view where this claim will be costed to and adjust if necessary.
5. Enter the KM amount e.g. 20 in the text box underneath the applicable date
6. Enter comments - click the drop down icon next to the date and select Add/View Comments to enter a time reporting **comment** e.g. reason for travel, and **Time Reporting Code** (make sure you select the same TRC as what has been entered on the timesheet).
7. Select **Add Comment**
8. If you are ready to finalise the claim, select **Submit**.

Once submitted, the claim will then be routed to your leader for approval.

The screenshot shows the 'Enter Time' interface. At the top, there's a search bar and navigation icons. Below that, the 'Enter Time' header is visible. The main area shows a calendar for the week of March 16, 2024, to March 29, 2024. A table displays time reporting data for each day, with a row for 'Kilometres - KM1' on 19/03/2024 showing a value of 200.00. A 'Time Reporting Comments' dialog box is open, showing a comment 'Site Visit - Cannon Hill to Bokarina return' and a 'Time Reporting Code' of 'KM1'. Red arrows and boxes highlight the steps described in the instructions.

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Note: for your claim to be paid at the next pay date, all claims need to be submitted by Friday COB and approved by Monday COB of pay week.

Timesheet Employees – Claiming Kilometres when Transporting Customers

Follow the below instructions for claiming kilometre reimbursement in PeopleSoft when transporting customers.

Via **Employee Self Service**, select **Time > Enter Time**.

1. Select the applicable pay period by utilising the forward and back arrows/calendar date
2. Scroll to the applicable date, and click the '+' button to add a new row
3. Via **Time Reporter Code (TRC)**, select the applicable **Kilometres**.
4. Enter the KM amount e.g. 20 in the Quantity field
5. **Time Details** - select to view where this claim will be costed to and adjust if necessary. You must enter the customer Activity ID and Product = SDSMIL here for Billing purposes
6. **Time Reporting Comments** - click the bubble to enter a

The screenshot displays the 'Enter Time' interface for the period 13/04/24 - 26/04/24. It shows a progress bar with 0.00 Reported and 76.00 Scheduled hours. Below this is a calendar view for March 16, 2024 - March 29, 2024, with a 'Scheduled 76.00' and 'Reported 89.58Hours, 7 Units' summary. The main table has columns: In, Break, In, Transfer, Out, Time Reporting Code, Quantity, Quick Fill, Time Details, and Comments. Two rows are visible, both with 'Kilometres - KM1' in the Time Reporting Code column and '10.00' in the Quantity column. The 'Time Details' column for the second row is highlighted with a red box. A 'Time Details' pop-up window is open at the bottom, showing fields for Business Unit (EF001), Location (40099P), HR Department (RESID), Product (SDSMIL), and Activity ID (020009).

In	Break	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details	Comments
					Sleeper Allowance 8hr - SLP%	1.00	7 Fox Street, Redbank		
					Kilometres - KM1	10.00			
					Sleeper Allowance 8hr - SLP%	1.00	7 Fox Street, Redbank		
					Kilometres - KM1	10.00			

Time Details

Business Unit: EF001 Endeavour Foundation
Location: 40099P Redbank - 7 Fox street
HR Department: RESID Residential
Product: SDSMIL
Activity ID: 020009

Time Reporting Code, Comment, e.g. reason for travel, and **Activity ID**.

You must ensure the TRC and Activity ID match what has been entered in Time Details

7. Select [Add Comment](#)
8. If you are ready to finalise the claim, select [Submit](#).

Once submitted, the claim will then be routed to your leader for approval.

IMPORTANT

- You must ensure the **Time Reporter Code** and **Activity ID** entered in *Time Details* and *Time Reporting Comments* match
- When claiming mileage for transporting customers you must utilise **Product** = SDSMIL
- You must also ensure **Time Reporting Comments** have been entered for all KM claims

Incomplete data impacts our reporting and billing reconciliation process which may delay KM claim reimbursements.

Time Summary

This advice provides an overview of your scheduled and reported time across a chosen period of time.

Click on the [Time Summary](#) button under My Time and Leave.



You can change the calendar view for weekly, fortnightly, or monthly. The calendar square shows a summary of hours reported for the Time Reporting code for that day.

Click on the day to show additional information. You can also edit if the details are incorrect from this page.

Time Summary

March 16, 2024 - March 29, 2024

Scheduled 36.50 | Reported 9.5 Hours, 7 Units

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
16 8 Sleepover Allowance 8hr - 1 Units Scheduled: 3.5 Hours Reported: 0 Hours	17 8 Sleepover Allowance 8hr - 1 Units Scheduled: 3.5 Hours Reported: 0 Hours	18 3 Scheduled: 3 Hours Reported: 0 Hours	19 Off Day Scheduled: Off Reported: 0 Hours	20 8 Sleepover Allowance 8hr - 1 Units Scheduled: 7.5 Hours Reported: 0 Hours	21 8.5 Sleepover Allowance 8hr - 1 Units Scheduled: 3 Hours Reported: 0 Hours	22 2.5 Scheduled: 2.5 Hours Reported: 0 Hours
23 Off Day Scheduled: Off Reported: 0 Hours	24 8.5 Off Day Scheduled: Off Reported: 0 Hours	25 7 Off Day Scheduled: Off Reported: 0 Hours	26 Off Day Scheduled: Off Reported: 0 Hours	27 8 Sleepover Allowance 8hr - 1 Units Scheduled: 7.5 Hours Reported: 0 Hours	28 8.5 Sleepover Allowance 8hr - 1 Units Scheduled: 3 Hours Reported: 0 Hours	29 Public Holiday Worked - 9.5 Hours Sleepover Allowance 8hr - 1 Units Scheduled: 3 Hours Reported: 9.5 Hours

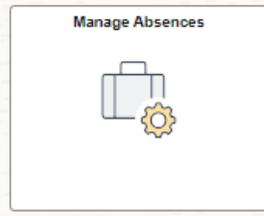
The [Actions > Edit Time](#) button takes you back to the Enter Time page to change or update your timesheet for that day.

MARCH 16 Saturday	Total Reported: 10 . 1 Units Time Reporting Code: 10 , Sleepover Allowance 8hr - 1 Units Time Details: EF Task Group, Australian Eastern Standard Time, Endeavour Foundation, Redbank - 7 Fox street, Residential, NDIS01	Actions
---------------------------------------	---	----------------

Leave

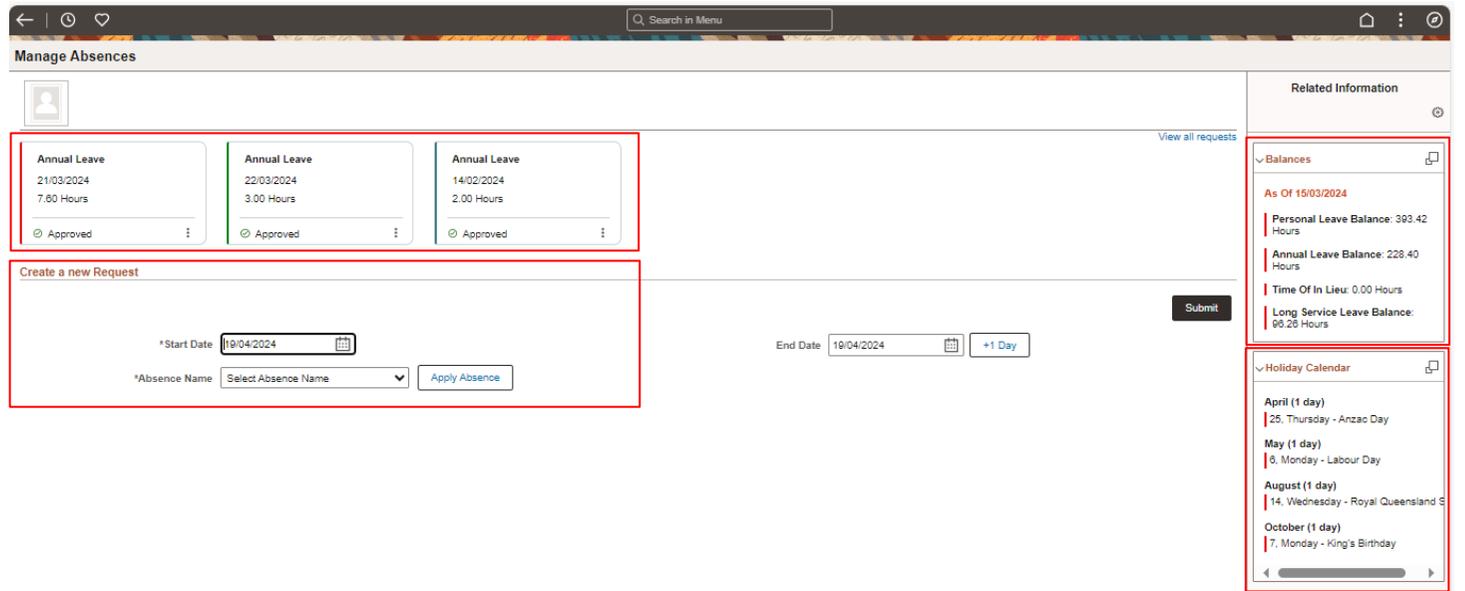
Apply for leave

Via [My Time and Leave](#) > Select [Manage Absences](#).



Your **Manage Absences** page will display:

- **Recent leave transactions** – select [View All requests](#) to view more
- **Absence Balances** – view all leave balances here
- **Holiday Calendar** - see upcoming Public Holidays
- **Create a new Request** – apply for leave



The screenshot displays the 'Manage Absences' interface. At the top, there is a search bar and a user profile icon. Below this, the page is divided into several sections:

- Recent Leave Transactions:** A table showing three approved annual leave requests. Each entry includes the date, duration, and status (Approved).
- Create a new Request:** A form with fields for 'Start Date' (19/04/2024), 'End Date' (19/04/2024), and 'Absence Name' (Select Absence Name). A 'Submit' button is visible.
- Related Information:** A sidebar containing:
 - Balances:** As of 15/03/2024, showing Personal Leave Balance (393.42 Hours), Annual Leave Balance (228.40 Hours), Time Of In Lieu (0.00 Hours), and Long Service Leave Balance (99.25 Hours).
 - Holiday Calendar:** A list of upcoming public holidays for April, May, August, and October.

Create a new Request

1. Enter the **Start Date** and **End Date**
2. Select the **Absence Name**
3. Select *Apply Absence* to open additional fields
4. Taking partial leave? Select *Partial Days* to open a window where you can enter your leave duration
5. Now select *Check Eligibility* to confirm the leave request meets the forecasted balance.
6. Add any **Comments**.
7. If applicable *Add Attachment* e.g. Medical Certificate

Once finalised, select *Submit*.

Your request will now route to your leader for approval. You will receive a notification confirming both submission, and approval outcome once your leader has reviewed the transaction.

Create a new Request

*Start Date: 22/04/2024

End Date: 22/04/2024

*Absence Name: Annual Leave

Balance 228.40 Hours**

Partial Days: None

Duration: 7.80 Hours

Additional Information

Flexible Hours:

Comments:

Attachments

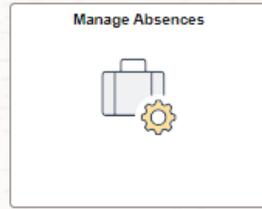
You have not added any Attachments.

Disclaimer: The current balance does not reflect absences that have not been processed.

The leave request meets the forecasted balance. Please action this application accordingly.
Date Time: February 10, 2023 at 13:36

Applying for Family and Domestic Violence Leave

Via [My Time and Leave](#) > Select [Manage Absences](#).



1. Enter the **Start Date** and **End Date**
2. Select the **Absence Name**
3. Select [Apply Absence](#)
4. Now select [Check Eligibility](#) to confirm the leave request meets the forecasted balance.
5. Add any **Comments**.

Once finalised, select [Submit](#).

Your request will now route to your leader for approval. You will receive a notification confirming both submission, and approval outcome once your leader has reviewed the transaction.

Annual Leave	Personal Leave	Personal Leave
03/05/2024 4.00 Hours	16/02/2024 4.00 Hours	01/02/2024 5.00 Hours
<input checked="" type="radio"/> Approved	<input checked="" type="radio"/> Cancelled	<input checked="" type="radio"/> Approved

[View all requests](#)

[Create a new Request](#)

* Start Date:

End Date:

*Absence Name:

Duration: Hours

Balance: 0.00 **

Comments:

Attachments

You have not added any Attachments.

Disclaimer: The current balance does not reflect absences that have not been processed.

Casuals

As a schedule does not exist in the system for you, you will need to enter *Flexible Hours*.

1. Enter the **Start Date** and **End Date**
2. Select the **Absence Name**
3. Select *Apply Absence*. **Flexible Hours** should now appear
4. Enter the number of hours you were rostered to work over that period
5. Now select *Check Eligibility* to confirm the leave request meets the forecasted balance.
6. Via **Comments**, please advise per day the hours rostered to work.

Once finalised, select *Submit*. The transaction will now be reviewed by the Payroll team with your Manager before payroll processing is finalised.

Create a new Request

*Start Date: 22/05/2024
*Absence Name: Family & Domestic Violence Live
Balance: 0.00 **

End Date: 22/05/2024
Duration: 0.00 Hours

Submit

Additional Information

Flexible Hours

Comments

Attachments

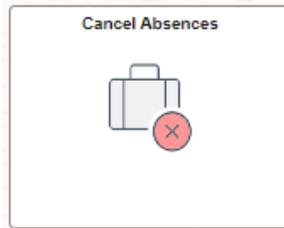
You have not added any Attachments.

Add Attachment

Disclaimer: The current balance does not reflect absences that have not been processed.

Cancel leave applications

Click on the *Time* button on the home screen, then select *Cancel Absences*.



Select the applicable leave request from the list.

Adjust the date filters if you cannot locate the leave in question.

Note: Managers can cancel all leave applications on behalf of the employee, regardless of whether they are submitted by the employee or the manager themselves.

Cancel Absences



View Requests 2 rows



Annual Leave Approved	22/03/2024 3 Hours	>
Annual Leave Approved	21/03/2024 7.6 Hours	>

PeopleSoft: Employee Self Service

Enter any relevant comments about why the leave is being cancelled, and then click on the [Cancel Absence](#) to cancel the leave application.

Cancel Absence

[Return to Cancel Absences](#)

Cancel Absence

Absence Details

Start Date	21/03/2024	End Date	21/03/2024
Absence Name	Annual Leave	Duration	7.60 Hours
Status	Approved		
Comments	baylym PUM48 Testing		

Attachments

You have not added any Attachments.

[Add Attachment](#)

Comments

Request History >

You will then be prompted to confirm whether you wish to cancel the leave application, so select [Yes](#).

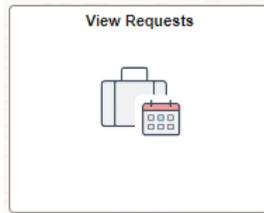
The cancellation request will now be sent back to your leader for approval.

Are you sure you want to Cancel this Absence Request?

PeopleSoft: Employee Self Service

Click on the *Time* button on the home screen

Then select *View Requests*.



Now, the employee's leave requests will be displayed.

Note: If the manager applied for the leave on the employee's behalf, it would display the comment '*Manager Absence Request*'

View Requests

5 rows

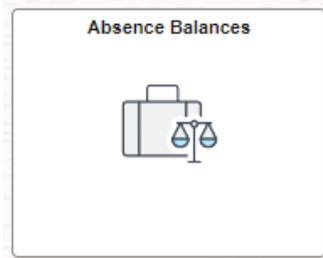
View Requests		
		
Annual Leave Approved	22/03/2024	>
ELIGIBLE	3 Hours	
Annual Leave Cancel In Progress	21/03/2024	>
ELIGIBLE	7.8 Hours	

Absence Balances

In this section you can view the balance of your personal and annual leave as of today's date, as well as check how much annual leave you will have on a future date.

Click on the *Time* button on the home screen

Then select *Absence Balances*.



Select *Forecast Balance* to check your leave balance based on a future date.

Simply enter a date in the future and select 'Annual Leave'.

Note: You can only check a forecast balance for your Annual Leave.

Personal Leave Balance As Of 15/03/2024	393.42 Hours >
Annual Leave Balance As Of 15/03/2024	228.40 Hours >
Time Of In Lieu As Of 15/03/2024	0.00 Hours >
Long Service Leave Balance As Of 15/03/2024	96.26 Hours >

**Disclaimer The current balance does not reflect absences that have not been processed.

Forecast Balance

As of Date: 26/04/2024

Filter by Type: All

*Absence Name: Select Absence Name

Personal details

<p>Click on Personal Details</p>	<p>Personal Details</p> 
<p>Here you can review and update your own details, including Addresses, Contact Details, Emergency Contacts, Name (with valid support documentation), Gender Identity, Ethnic Groups, Business Partners, Additional Information where you can add a profile photo.</p>	<p>Personal Details</p> 

Addresses

Home Address – select '+' if you have never entered your address before. Alternatively select the arrow to the right of the current entry to open the window where you can simply enter your new details. Make sure to select [Save](#) to confirm any changes.

Mailing – you can also enter a mailing address if different to your home.

Home Address

33 Station St
Brisbane QLD 4000

Current



Mailing Address

33 Station St Brisbane QLD 4000

Current



Contact Details

Add/edit your phone numbers and email addresses here.

Select '+' if you have never entered your phone number before. Alternatively select the arrow to the right of a current entry to open the window where you can simply enter your new details.

You can have multiple numbers; however please ensure you identify one as *Preferred*. Make sure to select *Save* to confirm any changes.

Note: when adding SMS Notification Type, please make sure you denote your mobile with your country code '+61' and drop the '0' e.g. 0412 000 000 becomes '+61412000000'.

Phone

+			
Number	Extension	Type	Preferred
0400 000 000	0	Mobile	✓
+61412000000		SMS Notification	
3900 0000	0	Home	
3900 5453		Work	

Email

+		
Email Address	Type	Preferred
Jane.Doe@endeavour.com.au	Business	✓

Emergency Contacts

Add/Edit/Delete your emergency contacts via this section.

You can have multiple; however please ensure you identify one as *Preferred*.

[Cancel](#) **Emergency Contact** [Save](#)

*Contact Name

*Relationship ▼

Preferred

Address

33 Brisbane Street
BRISBANE, QLD, 4000

Phone Numbers

+

Phone	Extension	Type	
0412000000		None	>

[Delete](#)

Name

You are able to update your name via this section.

Mandatory fields:

- **First Name**
- **Last Name**
- **Add Attachment** – supporting documentation **must** be provided.

Important: valid supporting documentation must accompany your submission in order for People & Wellbeing to approve any name change.

Ensure you select **Save** to confirm any changes.

Name

Change As Of 

Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name

Formal Name

Name

Attachments

You have not added any Attachments.

All Name Changes must be submitted via *ESS > Personal Details*. Submissions received via Service Now will not be accepted.

Gender Identity

In this section you can update your personal information, including gender identity and gender pronouns, in PeopleSoft.

Ensure you select **Save** to confirm any changes.

[Cancel](#) **Gender Details** [Save](#)

Gender Details

Details entered should be supported with valid document proofs. The transaction may require approval.

Change As Of

Region

*Current Sex (Gender)

Birth Sex

Pronoun

Sexual Orientation

Gender Identity

Attachments

You have not added any Attachments.

[Add Attachment](#)

Voluntary Self-Identification

We remind you of the post-employment restraints as stipulated in your employment contract that remain in effect, and of the requirement to adhere to the confidentiality.

I acknowledge that I understand the requirement of the confidentiality.

<p>Ethnic Groups</p> <p>If you wish to add this information to PeopleSoft, select <i>Add an Ethnic Group</i>, and choose your ethnicity type clicking on the choices provided.</p> <p>Ensure you select <i>Save</i> to confirm any changes.</p>	<p>Ethnic Group Details</p> <p>No data exists.</p> <p>Add an Ethnic Group</p> <p>Voluntary Self-Identification</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <p>Cancel Ethnic Group Save</p> <p>*Ethnic Group <input type="text"/></p>
<p>Business Partners</p> <p>Locate your People & Wellbeing Business partner via this tile.</p>	<p>Business Partners</p>  <p>No Business Partners</p>

<p>Additional Information</p> <p>Here you can view additional information such as your <i>Date of Birth</i> and associated <i>Start Dates</i>.</p> <p>You will also have read only access to your Visa/Permit Data (if applicable). Submit a #TeamPossible Support Hub ticket if this information is incorrect.</p>	<p>Update Photo</p> <ul style="list-style-type: none"> Addresses Contact Details Name Emergency Contacts Additional Information Visa/Permit Data 	<p>Review Additional Information</p> <p>Gender Female</p> <p>Date of Birth 01/01/1982</p> <p>Birth Country Australia</p> <p>Birth State</p> <p>Original Start Date 16/09/2002</p> <p>Last Start Date 16/09/2002</p> <p>Highest Education Level Not Indicated</p> <p>Employee Information</p> <p>Contact the Human Resources department if any of your Employee Information is incorrect.</p>
<p>Add a Profile Photo</p> <ol style="list-style-type: none"> 1. Select <i>Update Photo</i>. 2. Select <i>Upload</i> 3. <i>Click My Device</i> 4. Select your image (this image will be public, ensure it is appropriate for work purposes) 5. Select <i>Upload > Done</i> 6. Select <i>Save</i> <p>Tip: Select “No Photo” at Step 2 if you no longer wish to have a photo displayed.</p>		

Vaccinations

<p>Click on Vaccinations</p>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Vaccinations</p>  </div>																
<p>If you have never entered any vaccination details the following default view will display.</p>	<p>Vaccine Details</p> <p>No vaccinations reported.</p> <p style="text-align: center;">Add Vaccination</p>																
<p>However, if you have previous vaccination details loaded a list will now appear.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date ▾</th> <th style="text-align: left;">Vaccine ▾</th> <th style="text-align: left;">Status ▾</th> <th style="text-align: left;">Last Updated By ▾</th> </tr> </thead> <tbody> <tr> <td>22/12/2021</td> <td>COVID-19 booster vaccine</td> <td>Recorded</td> <td></td> </tr> <tr> <td>21/07/2021</td> <td>Covid-19</td> <td>Recorded</td> <td></td> </tr> <tr> <td>25/09/2021</td> <td>Covid-19</td> <td>Recorded</td> <td></td> </tr> </tbody> </table>	Date ▾	Vaccine ▾	Status ▾	Last Updated By ▾	22/12/2021	COVID-19 booster vaccine	Recorded		21/07/2021	Covid-19	Recorded		25/09/2021	Covid-19	Recorded	
Date ▾	Vaccine ▾	Status ▾	Last Updated By ▾														
22/12/2021	COVID-19 booster vaccine	Recorded															
21/07/2021	Covid-19	Recorded															
25/09/2021	Covid-19	Recorded															
<p>To enter new details of your vaccination history, select the plus (+) icon. A pop up will now display.</p>	<p>Vaccine Details</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">+</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date ▾</th> <th style="text-align: left;">Vaccine ▾</th> <th style="text-align: left;">Status ▾</th> <th style="text-align: left;">Last Updated By ▾</th> </tr> </thead> </table> </div>	Date ▾	Vaccine ▾	Status ▾	Last Updated By ▾												
Date ▾	Vaccine ▾	Status ▾	Last Updated By ▾														

<p>Select the applicable vaccine from the drop-down menu, then select <i>Continue</i>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Cancel Add Vaccination Continue </div> <div style="margin-top: 20px;"> <p>*Vaccine <input type="text" value=""/></p> <ul style="list-style-type: none"> COVID-19 booster vaccine Covid-19 Hepatitis A Hepatitis B Influenza Tetanus </div> </div>
<p>Enter the details related to the vaccine you have received.</p> <p>Date (mandatory): this must be the date you received the vaccine</p> <p>Manufacturer: will be different for each Vaccine type</p> <p>Dose: select the appropriate dose number applicable</p> <p>Lot number: not required</p> <p>Location: can leave blank or select Other or Workplace to ensure the details of where the vaccine was administered are recorded.</p> <p>Comments: add any additional information here (100-character limit)</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Cancel Vaccine Details Save </div> <div style="margin-top: 10px;"> <p>Vaccine Covid-19</p> <p>*Date <input type="text" value=""/></p> <p>Manufacturer <input type="text" value=""/></p> <p>Dose <input type="text" value=""/></p> <p>Lot Number <input type="text" value=""/></p> <p>Location <input type="text" value=""/></p> <p>Location Name <input type="text" value=""/></p> <p>Comments <input style="width: 100%;" type="text" value=""/></p> <p style="text-align: right; font-size: small;">100 characters remaining</p> </div> </div>

<p>Add Attachment (mandatory): Accepted evidence –</p> <ul style="list-style-type: none"> • <i>Government Immunisation History</i> • <i>Government Digital certificate</i> • <i>Department of Health Consent form</i> • <i>Department of Health Vaccination Card</i> 	<p>Attachments</p> <p>You have not added any Attachments.</p> <p>Add Attachment</p>																
<p>Acknowledgement: review and tick the acknowledgement box confirming all your details are true and correct.</p> <p>Select Save. The transaction will be submitted to P&W for review and approval.</p>	<p>Acknowledgement</p> <p>I hereby acknowledge that the vaccination information being submitted is true and correct</p> <p><input type="checkbox"/> I hereby acknowledge that the vaccination information being submitted is true and correct</p>																
<p>You will be able to see the Status for anything entered into PeopleSoft.</p> <p>An email will be sent to you to advise of your submission.</p>	<p>Vaccine Details</p> <p>+</p> <table border="1"> <thead> <tr> <th>Date ◇</th> <th>Vaccine ◇</th> <th>Status ◇</th> <th>Last Updated By ◇</th> </tr> </thead> <tbody> <tr> <td>05/10/2021</td> <td>Influenza</td> <td>Submitted</td> <td>Kate Bush ></td> </tr> <tr> <td>08/07/2021</td> <td>Covid-19</td> <td>Recorded</td> <td>></td> </tr> <tr> <td>16/06/2021</td> <td>Covid-19</td> <td>Recorded</td> <td>></td> </tr> </tbody> </table>	Date ◇	Vaccine ◇	Status ◇	Last Updated By ◇	05/10/2021	Influenza	Submitted	Kate Bush >	08/07/2021	Covid-19	Recorded	>	16/06/2021	Covid-19	Recorded	>
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05/10/2021	Influenza	Submitted	Kate Bush >														
08/07/2021	Covid-19	Recorded	>														
16/06/2021	Covid-19	Recorded	>														

PeopleSoft: Employee Self Service

Once reviewed by the P&W team, you will receive an email advising if the transaction has been *Approved, Pushed Back* or *Denied*.

If Pushed Back or denied, you will need to review and take the appropriate action.

Once approved you will see your **Status** has been changed in Employee Self Service.

Vaccine Details

Date	Vaccine	Status
30/08/2021	Covid-19	Recorded
02/08/2021	Covid-19	Recorded

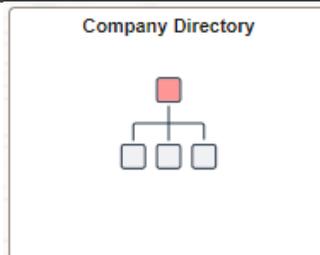
APPROVED – all details entered on the page match (including the attachment)

PUSHBACK – used if some details are incorrect and needs to return to the Employee to correct. Details will be available once you open up your Vaccination tile (which will display ACTION REQUIRED)

DENY – this will be rarely used and will only be done if the transaction requires a lot of attention and therefore a new entry would be the best option.

Company Directory

Click on the [Company Directory](#) button on the home screen



<p>You can also Add to Favourite Profiles to save that person.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid red; display: inline-block; padding: 2px 5px;">★ Add to Favorite Profiles</div> <ul style="list-style-type: none"> <li style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;">  Reporting Structure <li style="padding: 5px; margin-bottom: 5px;">  Manage Dotted Line <li style="padding: 5px;">  Job Details </div>
---	---

Delegations

<p>Delegations are utilised when another user (typically a manager) wants you to act on their behalf to initiate and/or approve transactions during a short (<2 week) absence period.</p>	<div style="border: 1px solid gray; padding: 10px; text-align: center;"> <p>Delegations</p>  </div>
<p>If your leader initiates a PeopleSoft delegation to you, you will be notified via email.</p> <p>Note: For the delegation to become active, and to ensure approvals flow to you and not the incumbent leader, please accept the delegation by clicking the link in the email > Accept > Ok as soon as you are notified.</p>	<div style="border: 1px solid gray; padding: 10px;"> <p>Subject: A delegation request from Erin Henkes has been submitted for review and acceptance</p> <p>Erin Henkes or an administrator on behalf of Erin Henkes has submitted a delegation request to you. Here are the details: Transaction(s): Manage Approve Payable Time, Manage Reported Time, Manager Absence Request From: 2015-10-29 To: 2015-11-06 System to notify Erin Henkes of each request: N</p> <p>You can review the request, then accept or reject the request, using the link below.</p> <p>https://wi-phrtst.wi.gov/psp/phrtst/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_ID=100024111&DELEGATOR_RCD=0&TRANSACTION_NAME=TL_SRCH_APPRV_GRP&TRANS_ALLOWED=A&FROM_DATE=2015-10-29</p> </div> <div style="background-color: #e0e0e0; padding: 10px; margin-top: 10px;"> <p>As a delegated authority, you will only be able to view/action transactions for applicable employees via direct links in approval email notifications or via PeopleSoft <i>Notifications > Actions</i> tab.</p> </div>

Once an approval transaction email is received follow the included link to view the transaction.

View the **Absence Details**, as well as any **comments**. You will have the option to also add your own comments prior to:

- **Approve** – you are about to approve this request
- **Deny** – you are about to deny this request. The transaction will be cancelled.
- **Pushback** – selecting pushback will send the request back to the initiator for update and resubmission

Once finalised select **Submit**. You will receive an email receipt to confirm all transactions.

You can review your active delegations via *Delegations > My Delegated Authorities*.

The screenshot displays the PeopleSoft Employee Self Service interface for an absence request. At the top, the user is identified as Jane Doe, delegated by Vicki Wilson. In the top right corner, there are three buttons: **Approve**, **Deny**, and **Pushback**. The main content area shows the **Absence Details** for a "Leave Without Pay" request. The details include: Absence Name: Leave Without Pay, Start Date: 08/03/2023, End Date: 08/03/2023, Duration: 7.6 Hours, and Partial Days: None. Below this, there are several sections: **Additional Information**, **Requester Comments** (with a comment "I have an appointment"), **Request History**, **Approver Comments**, and **Approval Chain**. A modal window titled **Approve** is open, showing a confirmation message: "You are about to approve this request." It includes a **Submit** button and a text area for **Approver Comments** with the word "Approved" entered.

Talent Profile

<p>Click on Talent Profile to review your Licenses and Certifications, and Education information.</p>																
<p>Licences and Certifications</p> <p>Select View History to view item history.</p> <p>To view your current licence and/or certification, click on Edit/View.</p>	<div data-bbox="577 608 891 994"> <p>Licenses & Certifications</p> <p>Education</p> </div> <div data-bbox="902 608 2056 978"> <h3>Licenses and Certifications</h3> <table border="1"> <thead> <tr> <th>License Type</th> <th>View History</th> <th>Edit/View</th> </tr> </thead> <tbody> <tr> <td>Blue Card</td> <td></td> <td></td> </tr> <tr> <td>NDIS Worker screening check</td> <td></td> <td></td> </tr> <tr> <td>National Police Check</td> <td></td> <td></td> </tr> <tr> <td>Yellow Card</td> <td></td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="600 1034 2056 1257" style="background-color: #f0f0f0; padding: 10px;"> <p>IMPORTANT</p> <p>You are not permitted to make edits to the following items:</p> <ul style="list-style-type: none"> • Blue Card • NDIS Worker Screening Check • National Police Check • Yellow Card <p>Information relating to these items is must be verified through the applicable authorities and is administered by People & Wellbeing.</p> <p>If any details are incorrect or you continue to receive alerts after renewal, please submit a ticket via the #TeamPossible Support Hub.</p> </div>	License Type	View History	Edit/View	Blue Card			NDIS Worker screening check			National Police Check			Yellow Card		
License Type	View History	Edit/View														
Blue Card																
NDIS Worker screening check																
National Police Check																
Yellow Card																

Add/Update your Driver's / Forklift Licence

- A copy of your physical Drivers Licence must be supplied as evidence. Paper based confirmation receipts will not be accepted.
- Please ensure all details entered align exactly with the information on your licence. You will need to recommence the entire process if any errors are located.
- Follow the correct process:
 - **Add a New Licence** - your licence is not yet recorded in PeopleSoft Talent Profile, and you need to add it
 - **Update your Licence** - you already have this licence recorded in PeopleSoft Talent Profile, but it needs updating

Add a New Licence

To get started, click the add '+' symbol.	<p>Licenses and Certifications</p> <div data-bbox="566 676 624 730" style="border: 1px solid red; display: inline-block; padding: 2px;">+</div>
---	--

<p>Enter your details. The following data fields are <u>mandatory</u>.</p> <p>Issue Date: enter the date your licence was issued here</p> <p>Licence Type: click on the  icon and select the applicable licence</p> <p>State: click on the  icon and select the applicable state</p> <p>Renewal Required: check the box as your licence has an expiry date</p> <p>Application underway/complete: Click the click on the  icon and select <i>Complete</i></p> <p>Expiry Date: enter the expiry date</p> <p>Click <i>Add Attachment</i>.</p>	<p style="text-align: right;">Cancel Licenses and Certifications Continue</p> <p>*Issue Date <input type="text" value="17/02/2023"/> </p> <p>Expiry Status +60 days</p> <p>*License Type <input type="text"/> </p> <p>State <input type="text"/> </p> <p>Renewal Required <input type="checkbox"/></p> <p>Application underway/complete? <input type="text"/> </p> <p>Expiry Date <input type="text"/> </p> <p>License Number <input type="text"/> </p> <p>Comments <input type="text"/> </p> <p>Confidential comments <input type="text"/> </p> <p>Attachments</p> <p>No attachments have been uploaded for this profile item.</p> <p>Add Attachment</p>
---	---

Select *My Device*, locate the attachment on your computer and **double click** to add it.

Click *Upload*. The document will now appear in the display panel.

You can add a Description if you like, then Select *Done*.

You will return to the previous screen where you need to *Continue*.

The item will now appear in your list of Licences and Certifications. Select *Submit for Approval*.

Done

File Attachment

You may attach up to 5 files to upload

Choose From



My Device

Upload

Clear



Drivers licence 2023.docx

File Size: 12KB

Cancel
Continue

*Issue Date

Expiry Status +60 days

Licenses and Certifications

Submit for Approval

License Type	Status	View History	Edit/View
Blue Card			
Drivers Licence	New		
NDIS Worker screening check			
National Police Check			
Yellow Card			

<p>Add any comments if required and then select Submit.</p> <p>Your leader, followed by People & Wellbeing will now be prompted to review/approve the transaction.</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Cancel Request Approval Submit </div> <p>Licenses and Certifications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">License Type</th> <th style="width: 20%;">Status</th> <th style="width: 30%;">Attachments</th> </tr> </thead> <tbody> <tr> <td>Drivers Licence</td> <td>Update</td> <td style="text-align: center;">✔</td> </tr> </tbody> </table> <p>Comments</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> </div>	License Type	Status	Attachments	Drivers Licence	Update	✔																		
License Type	Status	Attachments																							
Drivers Licence	Update	✔																							
<p>You will be returned to the Licences and Certifications screen once again. The item will be denoted with a Status = Pending Approval.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Licenses and Certifications</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px; text-align: center;">+</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">License Type</th> <th style="width: 20%;">Status</th> <th style="width: 15%;">View History</th> <th style="width: 20%;">Edit/View</th> </tr> </thead> <tbody> <tr> <td>Blue Card</td> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;">></td> </tr> <tr> <td>Drivers Licence</td> <td>Pending Approval</td> <td style="text-align: center;"></td> <td style="text-align: center;">></td> </tr> <tr> <td>NDIS Worker screening check</td> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;">></td> </tr> <tr> <td>National Police Check</td> <td></td> <td></td> <td style="text-align: center;">></td> </tr> <tr> <td>Yellow Card</td> <td></td> <td style="text-align: center;"></td> <td style="text-align: center;">></td> </tr> </tbody> </table> </div>	License Type	Status	View History	Edit/View	Blue Card			>	Drivers Licence	Pending Approval		>	NDIS Worker screening check			>	National Police Check			>	Yellow Card			>
License Type	Status	View History	Edit/View																						
Blue Card			>																						
Drivers Licence	Pending Approval		>																						
NDIS Worker screening check			>																						
National Police Check			>																						
Yellow Card			>																						

PeopleSoft: Employee Self Service

Once approved by your **leader**, followed by **People & Wellbeing** the item will no longer display a Status.

You can view your uploads by selecting the applicable icon under **View History**, or by selecting the '>' button.

Licenses and Certifications

License Type	View History	Edit/View
Blue Card		>
Drivers Licence		>
NDIS Worker screening check		>
National Police Check		>
Yellow Card		>

Update your Licence

To get started, locate the licence that requires updating > via Edit/View select the '>' symbol.

Select [Add a New Version](#).

Licenses and Certifications

License Type	Edit/View
Drivers Licence	>



Add New Version

Enter the new Issue Date > select <i>Continue</i> .	<input type="button" value="Cancel"/> Add New Version <input type="button" value="Continue"/>				
	<table border="1"><tr><td data-bbox="627 406 1120 486">Issue Date</td><td data-bbox="784 422 1041 470">26/07/2023</td><td data-bbox="1041 422 1097 470"></td></tr></table>	Issue Date	26/07/2023		
Issue Date	26/07/2023				

Enter your details. The following data fields are mandatory.

- **State:** click on the  and select the applicable state
- **Renewal Required:** check the box as your licence has an expiry date
- **Application underway/complete:** Click on the  and select *Complete*
- **Expiry Date:** enter the expiry date.
- Via Attachments click '+' and follow the prompts to upload a copy of your new licence.

Cancel
Licenses and Certifications
Continue

* Indicates required field

Issue Date 26/07/2023
Expiry Status Expired

License Type Drivers Licence

State

Renewal Required

Application underway/complete?

Expiry Date

Do You Hold Driver's Licence?

License Number

Comments

Confidential comments

Attachments



File Name	Description	Attached On	Action
Drivers_Licence_2021.docx		26/07/2023 3:51:18PM	Delete Attachment
Drivers_Licence_2023.docx	DL 2023	26/07/2023 3:59:06PM	Delete Attachment

Select [My Device](#), locate the attachment on your computer and **double click** to add it.

Click [Upload](#). The document will now appear in the display panel.

You can add a Description if you like, then Select [Done](#).

You will then return to the previous screen where you need to [Continue](#).

Done

File Attachment

You may attach up to 5 files to upload

Choose From



[My Device](#)

Upload
Clear



Drivers licence 2023.docx

File Size: 12KB

The item will now appear in your list of Licences and Certifications denoted with Status = **Update**. Select [Submit for Approval](#) to trigger the approval workflow.

Licenses and Certifications

Submit for Approval

+

License Type	Status	View History	Edit/View
Blue Card			>
Drivers Licence	Update		>
NDIS Worker screening check			>
National Police Check			>
Yellow Card			>

Add any **comments** if required and then select *Submit*.

Your **leader**, followed by **People & Wellbeing** will now be prompted to review/approve the transaction.

[Cancel](#)
Request Approval
[Submit](#)

Licenses and Certifications

License Type	Status	Attachments
Drivers Licence	Update	✔

Comments

You will be returned to the Licences and Certifications screen once again. The item will be denoted with a Status = **Pending Approval**.

Licenses and Certifications

+

License Type	Status	View History	Edit/View
Blue Card			>
Drivers Licence	Pending Approval		>
NDIS Worker screening check			>
National Police Check			>
Yellow Card			>

Once approved by your leader, followed by **People & Wellbeing** the item will no longer display a Status.

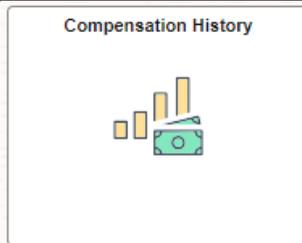
You can view your uploads by selecting the applicable icon under **View History**, or by selecting the '>' button.

Licenses and Certifications

License Type	View History	Edit/View
Blue Card		
Drivers Licence		
NDIS Worker screening check		
National Police Check		
Yellow Card		

Compensation History

Click on [Compensation History](#).



Select **View Chart** to display your compensation data in a graphical format.

Via **Salary Frequency** select *Annual*, *Biweekly*, *Hourly*, or *Monthly* then **Apply** to view your equivalent earnings.

Items are displayed in chronological order, with the most recent displayed first. Click the '>' icon the learn more about each change.

Apply **Reset**

Grid Display Options

Salary Frequency: **Annual**

View In: Issued Currency

Filter Options

Source: [Dropdown]

Type: [Dropdown]

Job Title: [Dropdown]

Time Period: All

Compensation History

View Chart

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type	Currency	Job Title
09/07/2022	65,661.44	2,884.44	4.6	Base Salary	Pay Rate Change	AUD	Support Worker
10/07/2021	62,777.00	1,526.80	2.5	Base Salary	Pay Rate Change	AUD	Support Worker
12/12/2020	61,248.20		0.0	Base Salary	Pay Rate Change	AUD	Support Worker
12/12/2020	61,248.20	1,272.44	2.1	Base Salary	Pay Rate Change	AUD	Support Worker
11/07/2020	59,975.76	1,033.76	1.8	Base Salary	Pay Rate Change	AUD	Support Worker
14/12/2019	58,942.00	1,250.60	2.2	Base Salary	Position Change	AUD	Support Worker
13/07/2019	57,691.40	-7.80	0.0	Base Salary	Pay Rate Change	AUD	Support Worker
13/07/2019	57,699.20	1,679.60	3.0	Base Salary	Pay Rate Change	AUD	Support Worker
01/12/2018	56,019.60	1,225.12	2.2	Base Salary	Pay Rate Change	AUD	Support Worker

Termination Request

Leaving the organisation? Submit your termination here to commence the formal offboarding process.

Termination Request





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1. Validate your *Job Information* is correct
2. Enter your *Last Working Day* (last date of employment)
3. Enter your resignation *Reason*
4. Provide any comments if you wish
5. Via *Add Attachment* upload a copy of your formal resignation notification to your leader.
- Note:** Acceptable formats include PDF, JPEG, PNG. Do not upload editable documents such as emails and MS Word documents directly to the system - please convert them to PDF first.
6. Select *Submit*

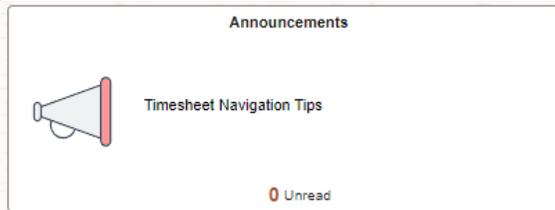
Once submitted, the request will then be routed both to your **leader** and then to **People & Wellbeing** for approval.

Attachments	Description	Attached By	Attached	Status
Resignation_Letter_PDF.pdf			03/05/24 09:35:32 AM	Active

If you receive an error message when submitting your request, it's likely that the attachment is in an invalid format. Please ensure that you upload uneditable formats only e.g. PDF, JPEG, PNG. **Note:** The system will not accept email file formats.

Announcements

Make sure to review this tile to see important announcements such as timesheet deadlines that you need to be aware of.

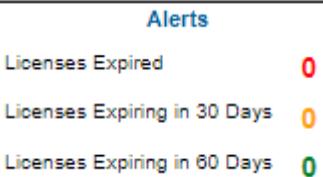


The tile displays the word "Announcements" at the top. Below it is a megaphone icon and the text "Timesheet Navigation Tips". At the bottom right, there is a red circle with the number "0" and the word "Unread".

Alerts

Click on [Alerts](#) for you to view upcoming expiry time periods for licences you have lodged in PeopleSoft.

You will be redirected to the Talent Profile page to review your Licenses in detail.

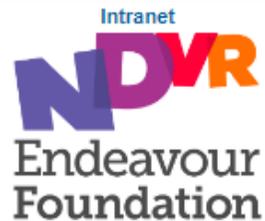


The tile is titled "Alerts" and contains a list of license expiration statistics:

License Status	Count
Licenses Expired	0
Licenses Expiring in 30 Days	0
Licenses Expiring in 60 Days	0

Intranet

Quickly access the Staff Intranet via this tile.



More Information

Visit the intranet for helpful guides, user manuals and FAQs about navigating the improved PeopleSoft system visit our Staff Intranet > PeopleSoft

Need more help? Contact People & Wellbeing.



Submit a request via the [#TeamPossible Support Hub](#)



(07) 3900 5460