

## Home Overview

Employee Self Service (ESS) provides casual employees with access to information and services, including the ability to Accept Appointment, View and record Working Time, Plan Leave, view Personal Information, Benefits and Payments.

### Login

To login to ESS:

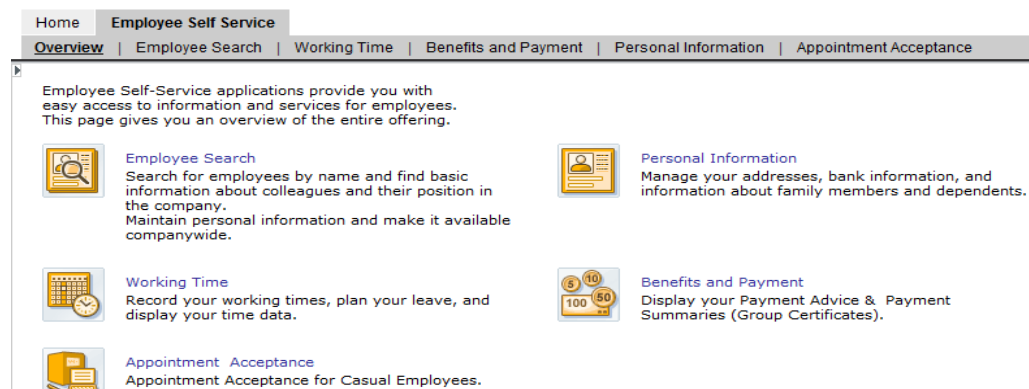
- 1 Open an internet browser (Internet Explorer or if using a Mac, My Desktop) and navigate to RMIT's Home Page [www.rmit.edu.au](http://www.rmit.edu.au) **Note:** If using a Mac please use My Desktop as Mozilla Firefox and Safari are incompatible
- 2 From the *RMIT Home Page* click on **Staff** in the *Information for* section
- 3 Click the **Employee Self Service (ESS)** button
- 4 Click **Log into ESS**
- 5 Complete the *ITS System Information* login screen:
  - **User ID:** Type your system login name (e and your employee number)
  - **Password:** Type your password

**Note:** All RMIT employees will be given a user ID and password on the commencement of their employment (as noted on hire email)

**Note:** Initially, your password will use the letter **p** and your date of birth backwards, using YYYYMMDD! format.  
E.g. 25 January 1976 would display as **p19760125!**

**Note:** New employees should change the temporary password when prompted to do so.

- 6 Click the **Logon** button to display the *ESS Home* page



## Appointment Acceptance

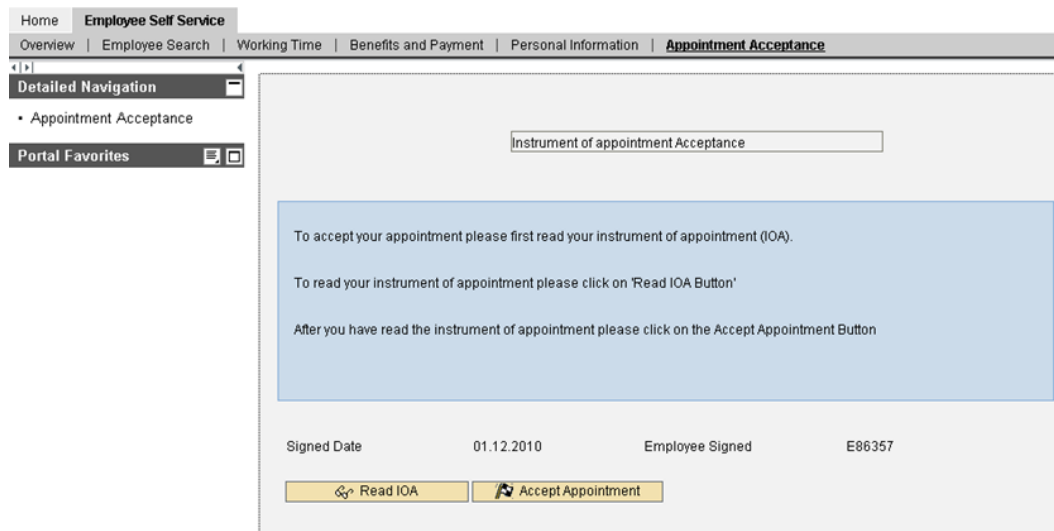
Appointment Acceptance allows you to read the terms and conditions of your employment, confirm acceptance of your casual appointment and register your address, bank and tax details.

### Instrument of Appointment Acceptance

To read terms and conditions of employment and accept appointment:

- 1 From the *Employee Self Service* tab, click **Appointment Acceptance**
- 2 Click the **Instrument of Appointment Acceptance** button
- 3 You are required to read the terms and conditions of your employment, to do this click on the **Read IOA** button.
- 4 Once read, click back on **Instrument of Appointment Acceptance** screen. To finalise the acceptance, click on the **IOA Acceptance** button.

**Note:** Once you have accepted your IOA, the acceptance button disappears so that you cannot accept more than once. You will however always have the option to re-read the IOA.



**Note:** If you attempt to click on Complete Hiring prior to accepting your appointment, you will receive the following message:

*This feature is only available after you have accepted the instrument of appointment. Please execute the option "IOA Acceptance" in ESS before trying again.*

# EMPLOYEE SELF SERVICE (ESS) QUICK REFERENCE GUIDE FOR CASUALS

## Employee Complete Hire

To register your address, bank and tax details in order to be paid:

- Once you have accepted your IOA, click back to **Appointment Acceptance** in the left hand menu bar.
- Click the **Employee Complete Hire** button
- Enter your home **address** and phone number(s)
- BSB:** Enter your six digit BSB number
- Bank account number:** Maximum of nine digits and cannot have any spaces
- Tax File Number:** Enter your nine digit tax file number (TFN) without spaces

**Note:** If you do not have a TFN leave the default values of 111111111. When you receive your TFN from the Australian Taxation Office, you will need to advise Human Resources to update your record.

If you do not provide a TFN within 28 days of your appointment, your tax status will be changed to "No tax file no - Resident" and you will be taxed at a rate of approximately 48.50%

- Tax scale:** Use the drop down box and select either:
  - 1 - No Tax Free Threshold; **or**
  - 2 - Tax Free Threshold Claimed
- HELP/SFSS Contr.** Use the drop down box and select either:
  - If you do not have either a HECS/HELP debt or a student loan, **leave blank**
  - If you have a HECS/HELP debt, select **HELP Contributor only**
  - If you have a student loan, select **SFSS Contributor only**
  - If you have both a HECS/HELP debt and a student loan, select: **Both Normal HELP and SFSS Contributor**

- Once all fields are completed, click on the **Update** button
 

**Note:** Before updating, you have the ability to reset the fields if something has been entered incorrectly.

Once you have clicked on **Update** you will not be able to access this screen again. All changes in the future will need to be actioned through the Personal Information option.

## Working Time

Casuals may have pre-approved work schedules assigned to them. If this is the case, the timesheet will be pre-populated with this information. If not, the timesheet will be blank. Any changes to a timesheet, especially where a pre-approved work schedule exists, will need to be submitted for approval.

### Record Working Time

To submit your hours to your supervisor for approval:

- From the *Employee Self Service* tab, click **Working Time**
- Click the **Record Working Time** button

**If you have a pre-approved work schedule, your timesheet will be pre-populated with information. You can change the hours if needed.**

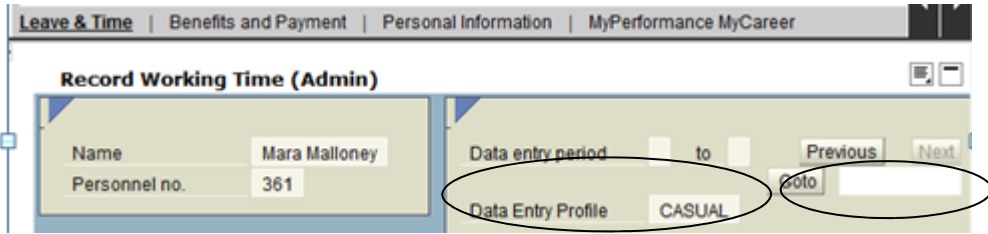
- Rec. Order or WBS Elements:** Enter either internal order number or WBS Element where hours are to be costed to  
**Pay Scale Group:** The rate at which you are to be paid  
**Program Code:** Where applicable, enter the program code for the work you are conducting. If the work does not relate to a program, use default **ZZZZ**  
**Course Code:** Where applicable, enter the course code for the work you are conducting. If the work does not relate to a program, use default **ZZZZ9999**

WBS Element	Rec. Order	Pay Scale Group	Program code	Course code
	43000	LECT BAS	ZZZZ	ZZZZ9999
RE-02333-011		LECT BAS	ZZZZ	ZZZZ9999

# EMPLOYEE SELF SERVICE (ESS) QUICK REFERENCE GUIDE FOR CASUALS

## Record Working Time - continued...

4 Timesheets are displayed one week at a time, which will automatically default to the current week. To scroll to previous week click on **Previous** button at the top right hand of the screen. Staff do not have any option to enter time in future. Staff can record times up to 6 weeks in the past.



5. Using the scroll bar, enter the start time and end time for the date you have worked. If you have taken a lunch break, you will need to create another line to exclude the time you have taken your lunch. Note, you need to use a 24 hours clock.

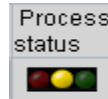
WBS Element	Rec. Order	Pay Scale Group	Program code	Course code	Total	SU 05.06	From	To
	43000	HEW4 CAS	ZZZZ	ZZZZ9999			08:48	12:00
	43000	HEW4 CAS	ZZZZ	ZZZZ0000			13:00	17:00

You can enter start and end times as 4 digits (as shown above) or 2 digits, colon, 2 digits (E.g. 09:00). Please do not use a decimal point as this will error.

6 When you have completed entering your hours, click on the **Check Entries** button. This will identify any errors in your time sheet.

7 Once all errors have been fixed (if any) and the time sheet does not contain any errors, click on **Save**. This will not submit the timesheet for approval, but rather hold the information for future release. If the timesheet is ready for submission, click **Save and release**.

8 A yellow traffic light should appear next to your hours to indicate that your time sheet has been released for approval. This will change to a green traffic light once your supervisor has approved your hours.



## Record Absence

### Leave Request-Recording Casual Absence

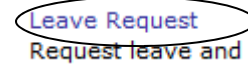
Casual staff who have a pre-approved work schedule can apply for "Casual Absence" in ESS using the leave request link under Working Time . Alternatively, Casuals can delete the planned hours in in the timesheet.

1. Click on the "Working Time" link
2. Click on Leave Request link
3. Enter :

Type of Leave as "Casual Absence"

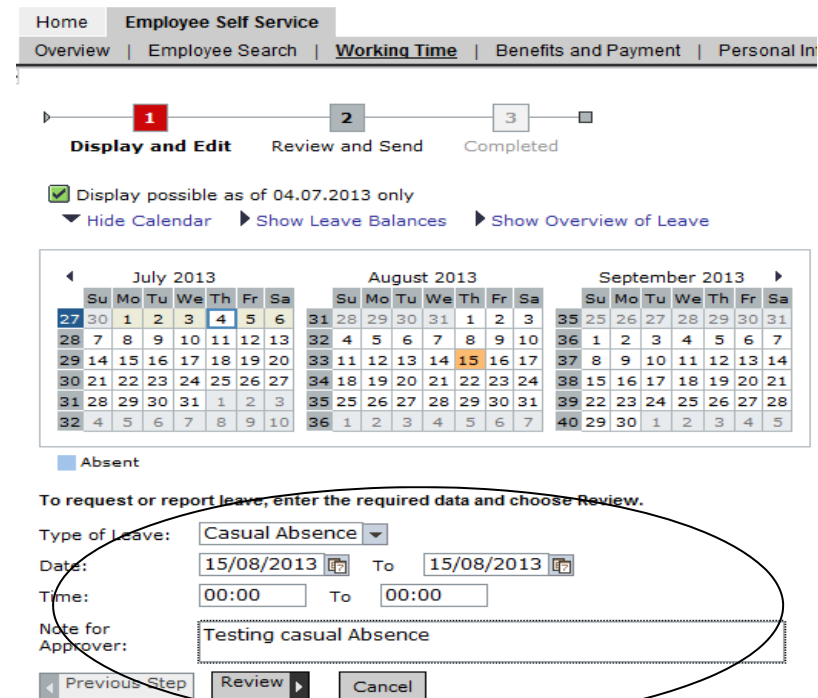
Date and time

Any notes for approver



Request leave and other types of absences.

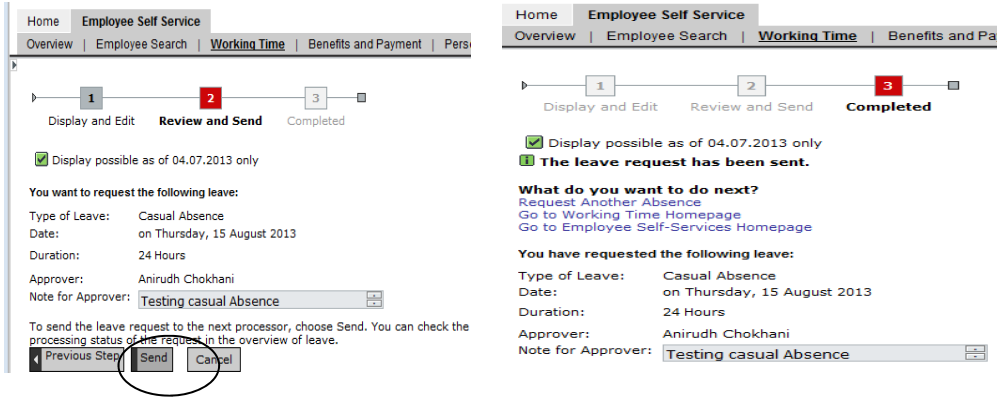
Click the "Review" button at the bottom of the screen



# EMPLOYEE SELF SERVICE (ESS) QUICK REFERENCE GUIDE FOR CASUALS

## Leave Request-Recording Casual Absence...continued

Click the "Send" button at the bottom



A confirmation message is displayed

**The leave request has been sent.**

Casual staff can check the status of this leave in "Leave Overview" link

[Leave Overview](#)

Display Leave Overview of all personnel assignments.

Casuals taking leave on a day they are planned to work, can choose either applying for casual Absence as shown in process A or delete the relevant hours in timesheet for that day.

## Personal Information

Personal Information allows you to manage your addresses, personal development and displays your bank details.

### Addresses

To enter, change or delete your addresses:

- 1 From the *Personal Information* screen, click **Addresses**
- 2 Click the **New**, **Edit** or **Delete** button according to the action you wish to take
- 3 Enter data required
- 4 Click the **Review** button
- 5 Click the **Save** button

## Benefits and Payment

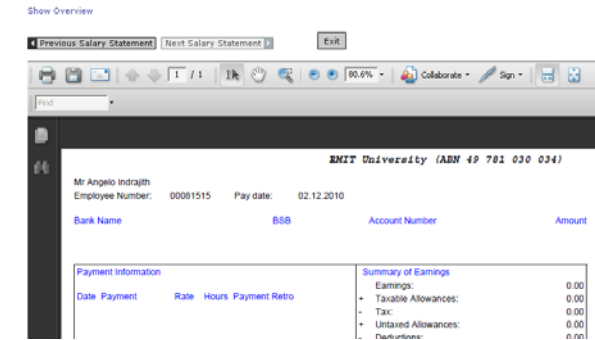
Benefits and Payment allows you to display, print and save your Salary Statements (Payslips) and Payment Summaries (Group Certificates).

### Salary Statement

To view your latest salary statement:

From the *Benefits and Payments* screen, click **Salary Statement**

**Note:** To print, click the **Print** button on the Salary Statement



To view previous salary statements:

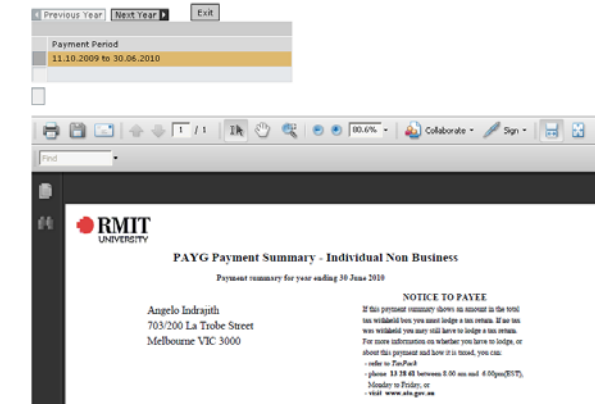
- 1 From the *Salary Statement* screen, click **Show Overview**
- 2 Click the drop-down arrow to select **Display All Available Sal. Statements**
- 3 Click the required statement

### Payment Summary

To view your latest payment summary:

- 1 From the *Benefits and Payments* screen, click **Payment Summary**

**Note:** using the buttons at the bottom of the PDF page you can print this document.



To view previous payment summaries, click **Previous Year**

## Reporting

### Planned Working Time for Casuals

To view pre-approved work schedules (planned working time).

- 1 From the *Employee Self Service* tab, click **Working Time**
- 2 Click the **Planned Time for Casuals** link
- 3 Enter the start and end dates of the week/month/year you wish to view, then Click **Execute**.

Home Employee Self Service  
Overview | Employee Search | **Working Time** | Benefits and Payment | Personal Information

**Working Time**

**Planned Time for Casuals**  
View the dates, hours and rate of pay that have been allocated for payment

**Processed Working Time**  
You can record your working time here.

**Actual Time Worked**  
View the dates, hours and rate of pay that have been processed for payment

Leave Anniversary Dates  
Display Leave Anniversary Dates

Leave Request  
Request leave and other types of absences.

Leave Overview  
Display Leave Overview of all personnel assignments.

Personnel No 00000385 Name Neha Seth

**Selection**

Date: 01.07.2013 to: 31.07.2013 **Execute**

Casual Work Schedule - Jane Doe

Pers. No. 29535  
Date: 01.06.2016 to 30.06.2016



Work Date	Int. Order	Pay Scale	Prog.	Course	Week Day	Start	End	Description	Hours
01.06.2016	RE-02333-011	LECT BAS	ZZZZ	ZZZZ9999	Wednesday	09:00:00	12:00:00		3.00
02.06.2016	RE-02333-011	LECT BAS	ZZZZ	ZZZZ9999	Thursday	09:00:00	12:00:00		3.00

For Casuals without a pre-approved work schedule, this report will appear blank.

### Actual Time Worked for Casuals

To view dates, hours, rate of pay and approval status of your timesheets:

- 1 From the *Employee Self Service* tab, click **Working Time**
- 2 Click the **Actual Time Worked** link
- 3 Enter the start and end dates of the week/month/year you wish to view, then Click **Execute**.

**Selection**

Date: 01.07.2013 to: 31.07.2013 **Execute**

Actual Time Worked - Jane Doe

Pers. No. 29535  
Date: 01.05.2016 to 30.06.2016



Work Date	Int. Order	Pay Scale	Prog.	Course	Week Day	Start	End	Description	Hours	Rate	Amount
26.05.2016	43000	LECT BAS	ZZZZ	ZZZZ9999	Thursday	09:00:00	15:00:00	Approved	6.00	174.57	1,047.42
27.05.2016	43000	LECT BAS	ZZZZ	ZZZZ9999	Friday	09:00:00	15:00:00	Approved	6.00	174.57	1,047.42
30.05.2016	43000	LECT BAS	ZZZZ	ZZZZ9999	Monday	09:00:00	15:00:00	Approved	6.00	174.57	1,047.42
31.05.2016	43000	LECT BAS	ZZZZ	ZZZZ9999	Tuesday	09:00:00	15:00:00	Approved	6.00	174.57	1,047.42
01.06.2016	RE-02333-011	LECT BAS	ZZZZ	ZZZZ9999	Wednesday	09:00:00	12:00:00	Approved	3.00	174.57	523.71
02.06.2016	RE-02333-011	LECT BAS	ZZZZ	ZZZZ9999	Thursday	09:00:00	12:00:00	Approved	3.00	174.57	523.71
03.06.2016	RE-02333-011	LECT BAS	ZZZZ	ZZZZ9999	Friday	09:00:00	12:00:00	Approved	3.00	174.57	523.71

- 4 Hours that have been processed will be displayed as a PDF. From this screen you have the ability to print, save or email the report using the buttons at the bottom of the PDF page, when you hover over the page.

## Logging Off

Once you have finished working in ESS, you need to ensure that you log out correctly.

To exit ESS click on **Log off** (located at the top right hand side of the screen)



## Further Information

For further information on Employee Self Service, please visit the ESS Help web page <http://www.rmit.edu.au/staff/it/ess> or contact your Human Resources consultant