# WEB KIOSK USER GUIDELINES

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1 Introduction / Background  
The Employee Web Kiosk is a facility that provides employees with 24/7 electronic access to their payroll information including:

- Payslips and payslip summaries (formerly group certificates)
- Personal details (to be updated as they change)
- Emergency contacts
- Rates of pay
- Position details
- Leave balances and leave booking histories
- Training history

2 Scope / Purpose  
The purpose of this document is to provide instruction on how to use Web Kiosk. This guideline applies to all UniCentre employees.

3 How to access and log onto Web Kiosk  
3.1 Each web user is provided with a user name and a password. The user name is the six digit employee number which will be issued by the Human Resources (HR) department.

3.2 The initial password is the first five letters of the surname all in lower case followed by the number 12. If the surname is less than five letters it will be the whole surname followed by the number 12.

3.3 To access Employee Web Kiosk  
i. Log onto UniCentre’s home page 
ii. Click on About Us 
iii. Click on For Staff 
iv. Click on the Web Kiosk button 
v. Enter your user name and password and click on OK.

3.4 You will be asked to change your password immediately after web kiosk is accessed for the first time. Your password can also be changed at any other time you wish. Should your password be forgotten you must contact Human Resources (HR) in order for your password to be reset.  
i. Click on the Change Your Password icon 
ii. Enter your old password 
iii. Enter your new password 
iv. Re-enter your new password to confirm 
v. Click on OK

For a quick guide and visual aid on the tabs, shortcuts and definitions of web kiosk, please see appendix 1.  
Team Leaders for your quick guide and visual aid, please see appendix 2.
4 How to change your personal and emergency contact details

4.1 Personal details can be changed by the following steps:
   i. Click on the **My HR** tab
   ii. Click on the **Personal Details** icon on the left hand side of the screen.
   iii. **Personal Details**
   iv. Click on **Contact Details** to change any information regarding your personal contact details.
   v. Click on **Update** to save your changes.
   vi. To delete your details, click on **Clear**.

4.2 Emergency contact details can be changed by the following steps:
   i. Click on the **My HR** tab
   ii. Click on the **Personal Details** icon on the left hand side of the screen.
   iii. **Personal Details**
   iv. Click on **Emergency Contacts**
   v. Click on **Add New Emergency Contact Record**.
   vi. Enter the details of your emergency contact person.
   vii. Click on **Insert** to apply your changes.
   viii. Click on **Update**.

5 Payroll Details

5.1 Your most recent payslip can be accessed by the following steps:
   i. Click on the **My Pay** tab (right hand side of screen)
   ii. Click on **Current Payslip**, this will show your most recent payslip details.
   iii. Click on the print icon (top right hand side of screen) if a copy of the payslip is required.

5.2 To access previous payslips:
   i. Click on the **My Pay** tab
   ii. Click on **Payroll Details**
   iii. Click on **Payslip History**. The details of your previous payslips are summarised here.
   iv. For more details on a particular payslip, click on the date required in the Period End column.

5.3 To make your own deductions:
   i. Click on the **My Pay** tab
   ii. Click on **Payroll Details**
   iii. Click on **Deductions**
   iv. Click on **Add New Deduction Record**
   v. Click on the arrow at the right hand side of the **Deduction** field and select an option from the drop down menu.
   vi. Pay rate type has only one option which must be selected – **A – Amount**
   vii. Enter deduction amount, eg $10 or $20, this will be taken out weekly.
   viii. You may enter an expiry after total amount reached eg $100. This will ensure that the deduction will not exceed this amount.
   ix. Alternatively start and end dates can be entered.
   x. Job number in this field cannot be changed. Click on **Insert** to save the record.

5.4 Changing bank account details
   i. Click on the **My Pay** tab
   ii. Click on **Payroll Details**
   iii. Click on **Bank Accounts**
   iv. Bank account details can be changed by clicking on **Edit** and entering new details. Once completed, click on **Update**.
v. New bank accounts can also be entered. Click on Add New Record and enter details of new bank account. Once completed, click on Insert.

5.5 Accessing your payment summary (formerly named Group Certificate)
   i. Click on the My Pay tab
   ii. Click on Payroll Details
   iii. Click on Payment Summary – click on print icon on top right hand side of screen if copy is needed.

6 Leave

6.1 Booking a leave request:
   i. Click on the My HR tab
   ii. Click on Leave (left hand side of screen)
   iii. Click on Leave Bookings request
   iv. If a whole day is required, click on Whole Day Request
   v. Select an option from the Leave Code field by clicking on arrow and selecting type of leave that is most appropriate.
   vi. Click on the calendar icon beside Start Date and select the first day of your requested leave
   vii. Click on the calendar icon beside End Date and select the last day of your requested leave
   viii. If you are taking leave that requires a medical certificate, click on arrow and select Yes or No
   ix. If more details are required, enter details next to the Comments box. Please note, this information will be received by the supervisor, not Human Resources (HR).
   x. Once all the fields have been completed, click on Insert.
   xi. If only a few hours of leave are required, click on Part Day Leave Booking and follow instructions as above.

7 Timesheet and Expenses

7.1 Claiming additional hours
   i. Click on My Pay Tab
   ii. Click on Timesheets
   iii. Click on Additional Hours and Overtime Claim
   iv. Click on Add New Record
   v. In the Date Worked box, click on the calendar for drop down menu and select the relevant date.
   vi. In the Pay Code box, the paycodes should be listed. Select the paycode.
   vii. Only enter cost code if working in a position which is not your usual position, if in doubt contact HR.
   viii. Enter any comments that may be required by your supervisor to process the claim.
   ix. Click on Insert.

8 View/Delete Messages

8.1 If there are messages which appear on the Home Web Kiosk screen which are highlighted in red, these messages must be deleted once they have been read.
   i. Click on the Home Icon
   ii. Click on View/Delete Messages (bottom right hand side of screen)
   iii. Your messages will appear, select the message. Once read, click on Delete to remove the message.
# Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
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<tr>
<td>2</td>
<td>18 March 2013</td>
<td>Annette Cooper, HR Assistant</td>
<td>Inclusion of visual aids</td>
</tr>
</tbody>
</table>
Global Menu

- **Home**: Return to the Welcome page where you can see any outstanding requests
- **Print**: Print the content area (no menus or view will be printed)
- **My Requests**: View your requests awaiting approval
- **Change Password**: Change your webkiosk password
- **Logout**: Log out of your webkiosk session

Tab Bar

- **My HR**: Update personal details, leave, employment and view your training history
- **My Pay**: Update your payroll details, timesheets, claims and deductions. View payment summaries and payment history.

Shortcuts - A list of most commonly used tasks is available for quick access

- Current Payslip
- Payslip History
- Bank Accounts
- Deductions
- Payment Summary (ATO)
- Additional Hours and Overtime Claim
- Expense Claim
- Leave Requests
- Leave Balances
- Select Job
- View/Delete Messages
- Help
Shortcuts - Cont/-

Current Payslip  Displays your current payslip
Payslip History  Displays a summarised list of all payslips
Bank Accounts  Displays current bank details. Use this for editing, or adding new, records
Deductions  Displays current deductions. Use this for editing, ceasing, or adding new, records
Payment Summary (ATO)  Displays a list of available payment summaries
Additional Hours and Overtime Claim  Displays all unapproved records and allows new claims to be added
Expense Claim  Displays all unapproved records and allows new claims to be added
Leave Requests  Displays leave balances, future leave bookings, and allows new requests to be added
Leave Balances  Displays leave balances
Select Job  Enables selection of Job number for employees with more than one job
View/Delete Messages  Displays pending transactions and messages. Use this to edit or delete pending transactions.
Help  Links to Webkiosk Quick Reference Guide
### Appendix 2: TEAM LEADER Quick Reference Guide

#### Team Details
- Team Calendar
- Team Birthdays
- Team Appointments
- Team Appointment Summary
- Detailed Team Appointments

#### Leave

#### Shortcuts
- Paylip History
- Bank Accounts
- Deductions
- Payment Summary (ATCF)
- Additional Hours and Overtime Claim
- Expense Claim
- Leave Requests
- Leave Balances
- Team Appointments
- Select Job
- View/Delete Messages
- Approve Requests
- Help
Global Menu

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- **My HR**: Update personal details, leave, employment and view your training history
- **My Team**: View Team Calendar, Birthdays, Appointment details (formerly Staff Profile Report), leave balances and leave bookings
- **My Approvals**: Action team requests (overtime, leave etc.), enable approval delegation
- **My Pay**: Update your payroll details, timesheets, claims and deductions. View payment summaries and payment history.

Shortcuts - A list of most commonly used tasks is available for quick access
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