WORKFORCE SOLUTIONS | TALENT MANAGEMENT | SELF SERVICE

INITIAL USER GUIDE FOR EMPLOYEES

ConnX V6.0

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Introducing ConnX

Accessing ConnX

1. Double-click the ConnX Icon on your desktop; OR

2. Open the following URL in your browser:
   https://connx2.cloud.micropay.com.au/Connx53951/frmLogin.aspx

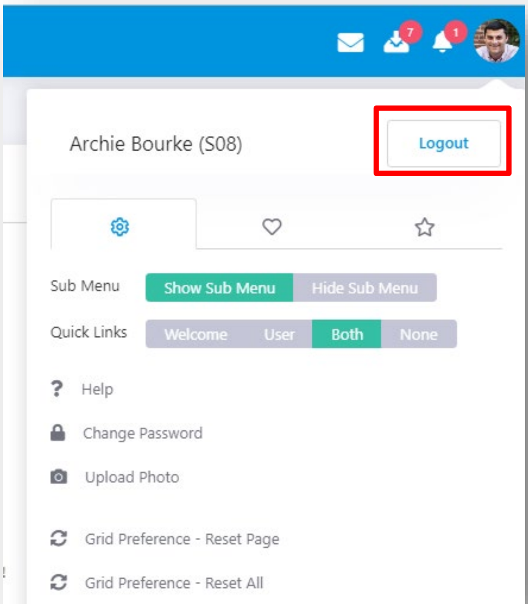
Logging In

At the login screen, enter your Username and Password.

The username is your employee number OR your Northside email address.

Logging Out

To logout of ConnX from any page, hover over your profile picture and select **Logout** on the name menu.



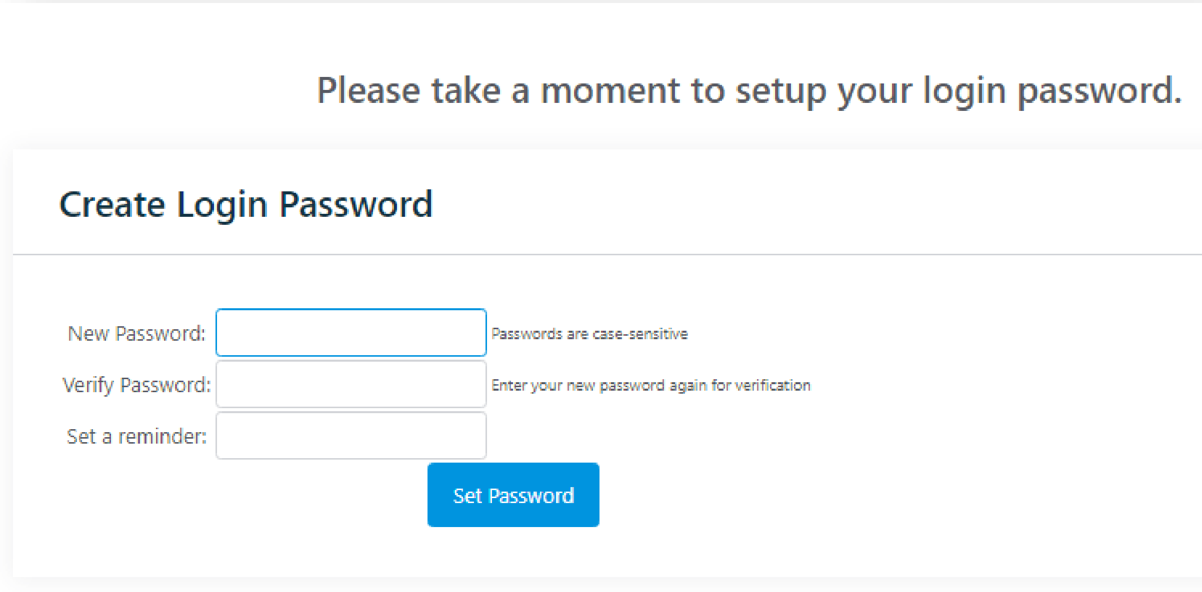
WARNING

Do not leave your computer unattended and logged into ConnX.

Changing Passwords

If your organisation is not using Active Directory and this is the first time you have logged in you must create a password to access the rest of the system. This is to ensure only you can see and update your information.

1. If you have received a temporary password, enter this into the **Password** field (or leave this blank if you have no password).
2. Enter your new password into the **New Password** field.
3. Verify your new password by entering it again into the **Verify your new password** field.
4. Select **Set Password**.



NOTE

You must have a password to access the ConnX system.

Passwords are case-sensitive. This means upper case and lower case words are different. i.e. the following passwords are all different

- Password
- PASSWORD
- pAssWorD

If you are concerned about upper and lower case passwords, create a password with numbers only.

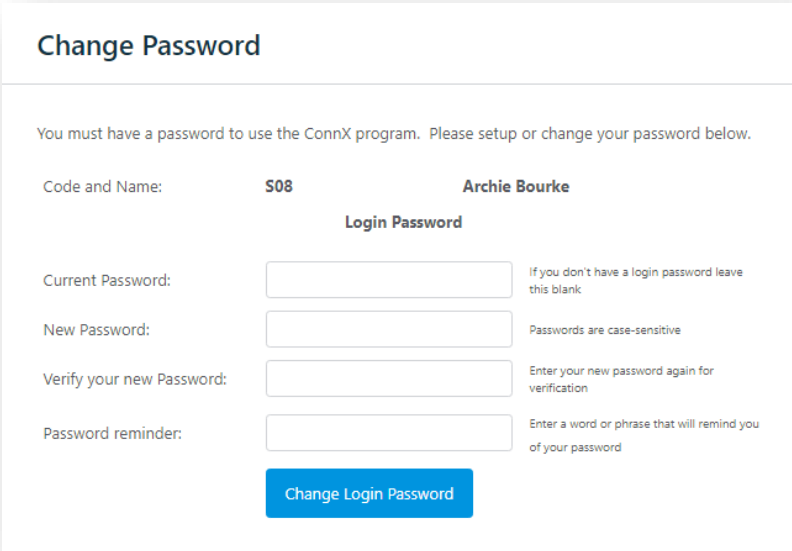
If you forget your password the Northside HR team (hr@northside.asn.au) can reset it, prompting you to create a new one.

You may be requested to change your password at various intervals.

Passwords have a minimum length of 1.

Passwords do not have to contain both letters and numbers.

You can change your password at any time by selecting **Change Password** on the name menu: *User Menu > Change Password*.

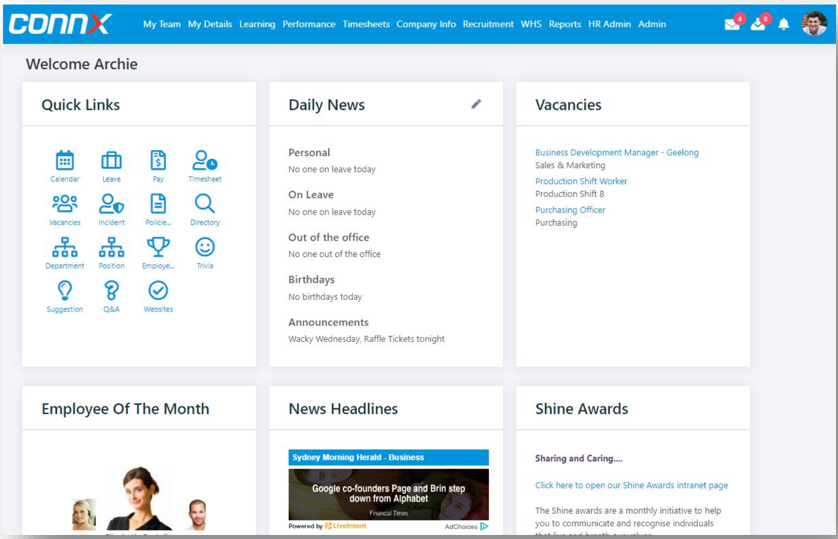


Welcome Page

After you have successfully logged in you will be presented with the Welcome page and the navigation menu (tabs along the top). The Welcome page contains links to areas you will access most often.

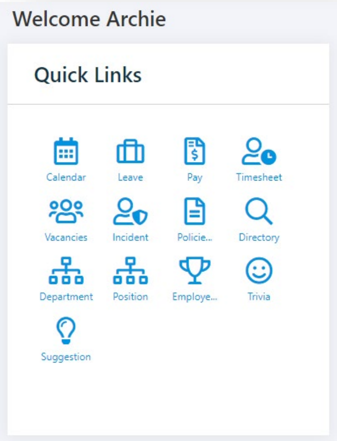
Finding Your Way Around ConnX

From the Welcome page you can access any item by selecting the white text across the top of the screen (for example, to view information regarding your organisation, select **Company Info**).

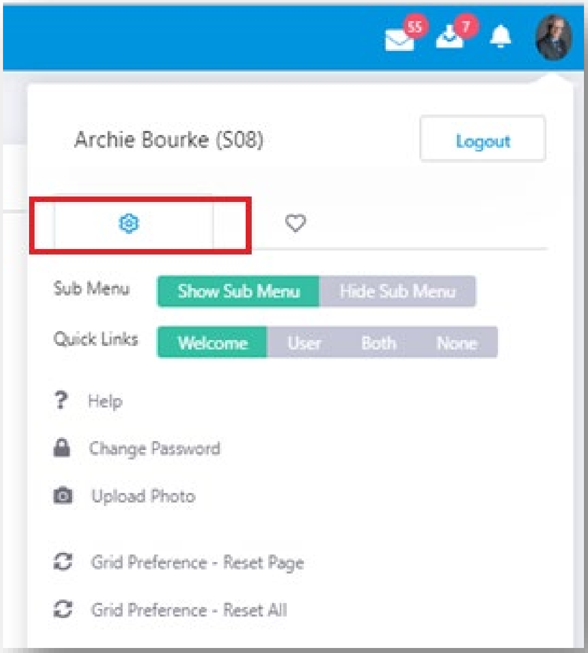


Quick Links

Quick Links allows you to navigate quickly to pages in ConnX which are used frequently. You can access Quick Links from your Welcome Page or from your User Menu.

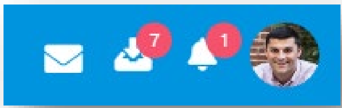


Go to *User Menu > Options Tab* to set how you want Quick Links to display.



Messages and Workflow

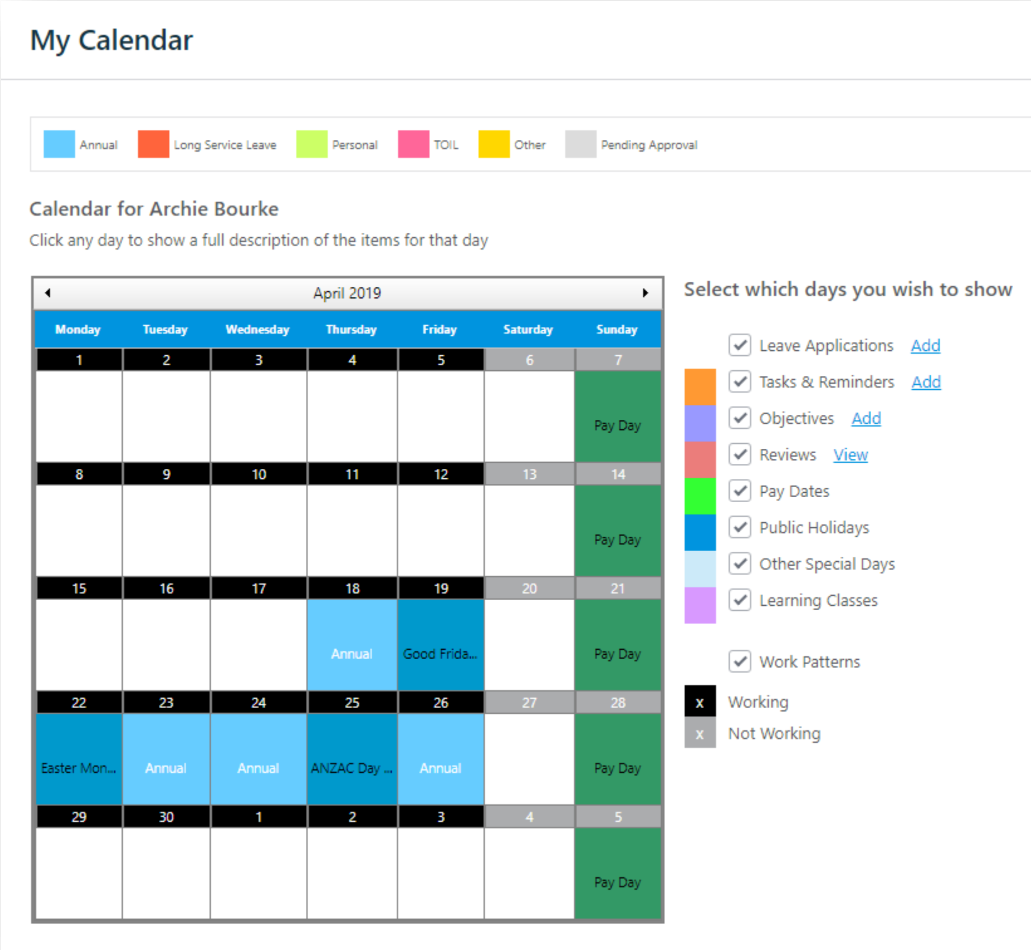
Messages and Workflow are shown with a notification at the top of the screen when there is something to be read and/or actioned for approval.



My Calendar

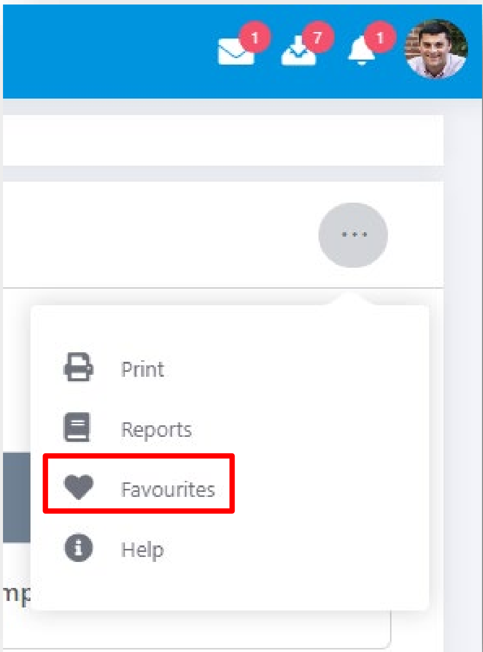
The **My Calendar** page shows any special days for your organisation as entered by HR (e.g. company anniversary dates, or social club events), dates of any leave that you have applied for and public holidays. It is a read-only page.

Go to *My Details > Personal Information > Calendar*.

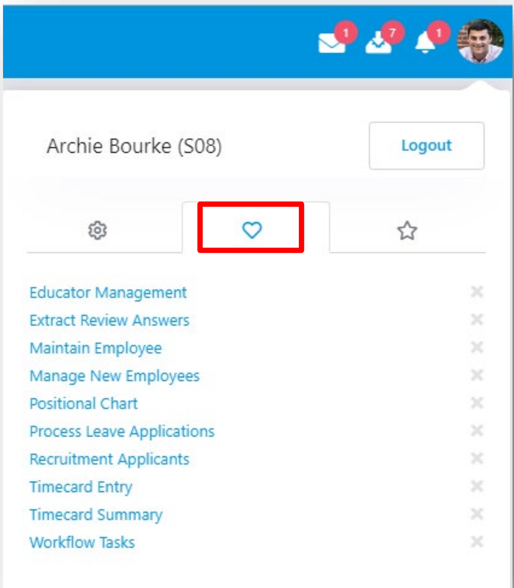

My Calendar
Annual
Long Service Leave
Personal
TOIL
Other
Pending Approval
Calendar for Archie Bourke
Click any day to show a full description of the items for that day
April 2019
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Pay Day
Annual
Good Frida...
Easter Mon...
ANZAC Day ...
Select which days you wish to show
Leave Applications Add
Tasks & Reminders Add
Objectives Add
Reviews View
Pay Dates
Public Holidays
Other Special Days
Learning Classes
Work Patterns
Working
Not Working

Favourites

The **Favourites** function lets you bookmark which areas of ConnX are your favourites. To add a favourite, go to the page you wish to add and click on the ellipsis icon to open up the menu, and select the Favourites button.

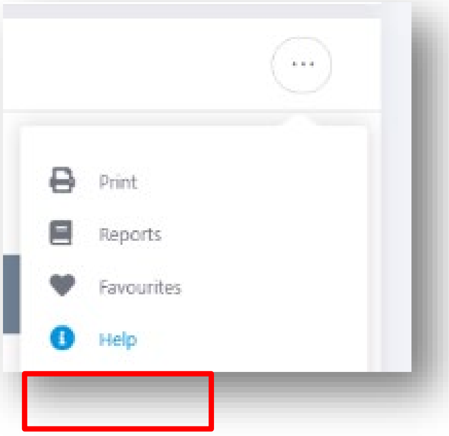


The Favourites panel can be found by hovering over your image and selecting the 'heart' icon in the menu.



Help

On most pages in ConnX you will find the help icon  on the ellipsis menu on the right-side of the screen. If you select this icon, you will be taken straight to the help for the current page you are in.



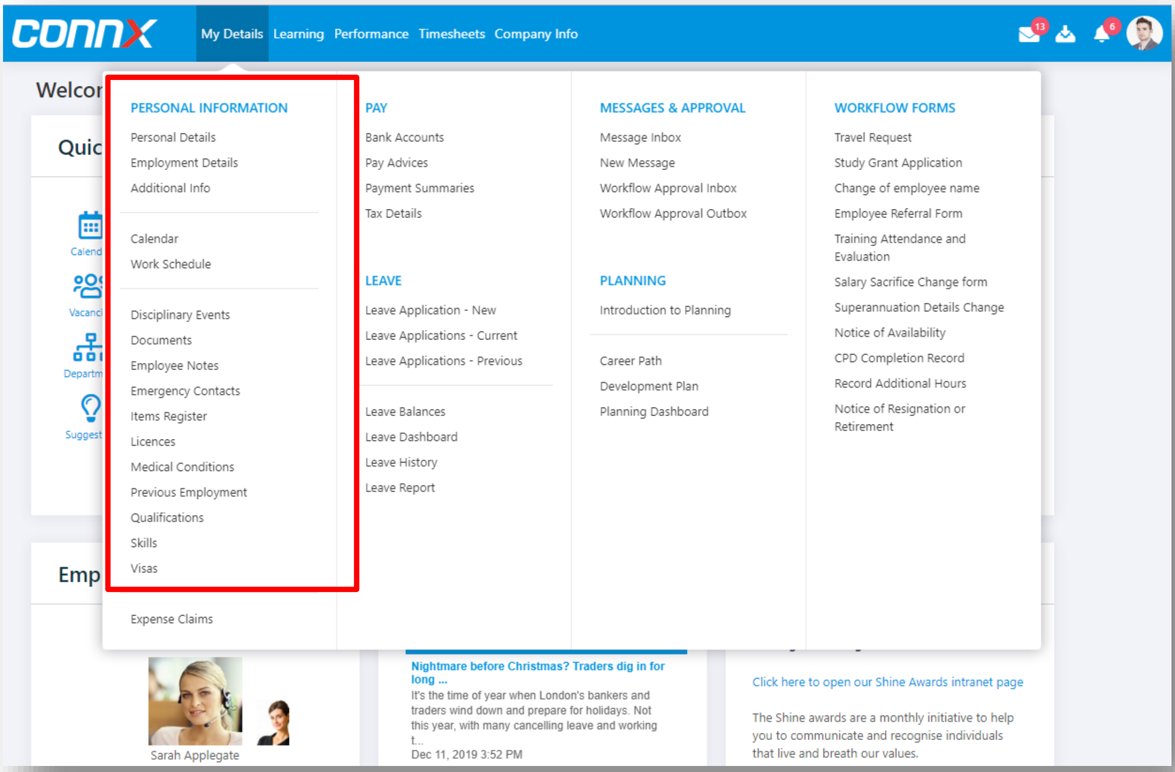
If you encounter a problem while using ConnX or if you require personal assistance, please contact a ConnX support representative.

My Details Section

The **My Details** pages contain information personal to you.

This section relates to you as an employee of the organisation. Here you can view employment details, update your own personal details and enter new information (e.g. emergency contacts and medical conditions).

The easiest way to access this section is to select **My Details** menu tab.



Personal Details

The **PERSONAL INFORMATION** section contains links to the pages with information relating directly to you as a person, for example your name, address, and contact phone numbers.

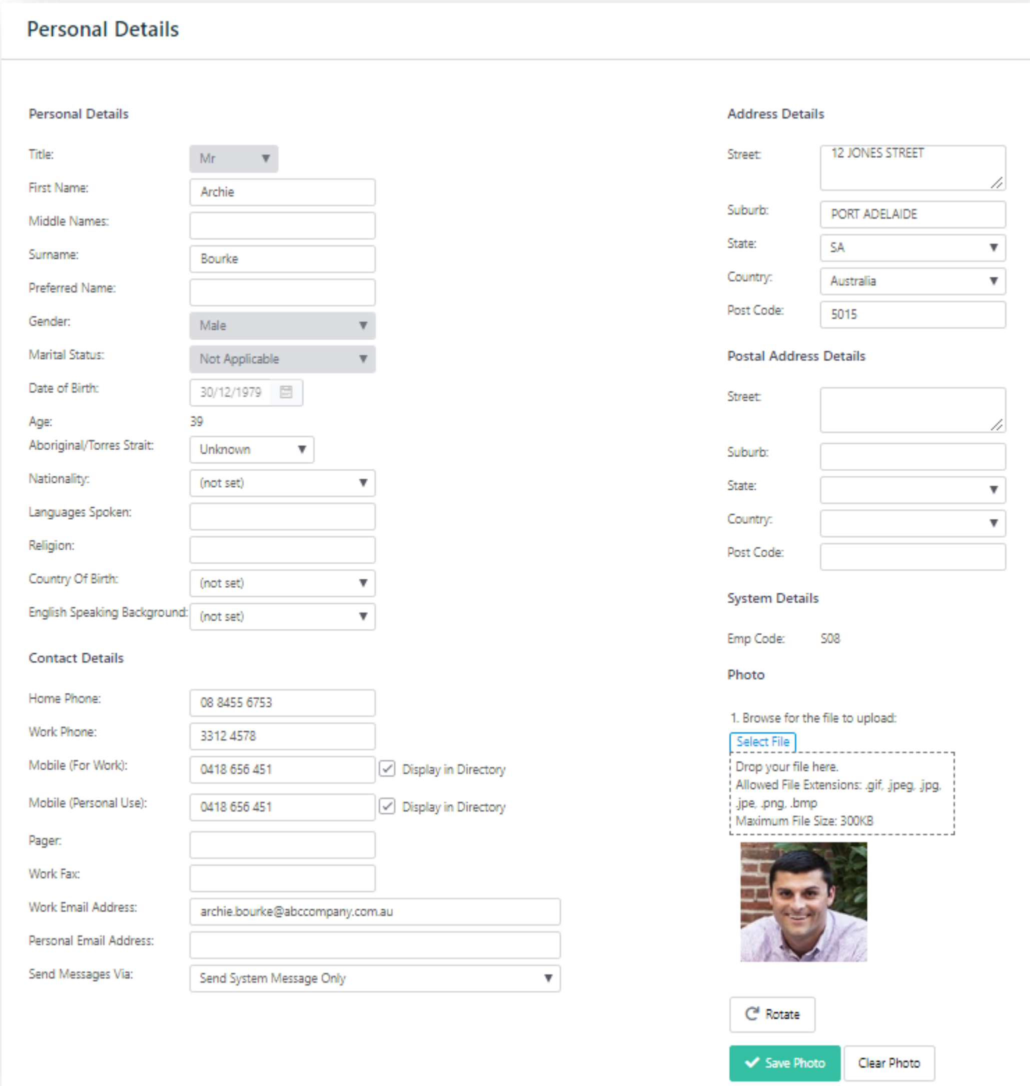
It is your responsibility to update this information in ConnX when your personal details change.

NOTE

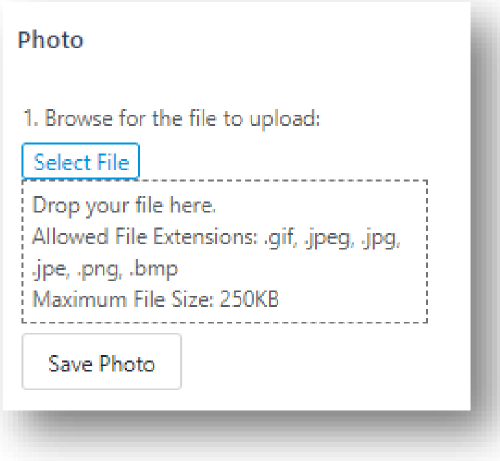
If you change any part of your name this also changes your name in the payroll system and will also change on your payment summary.

Editing Your Personal Details/Information

To make changes to your personal details, go to *My Details > Personal Information > Personal Details*. A screen similar to the following will appear. Make any necessary changes to your details.



To upload a photo of yourself, Go to the photo section in your Personal Details page.



In the upload control using one of the two methods, either select the **Select File** button to find the document, or drag and drop the document into the space in the control.

Select **Save Photo** to upload the photo.

A new window will open displaying the results of the update. If an approval process is required (as determined by your ConnX System Administrator), ConnX will notify the nominated approvers as instructed.

NOTE

It is best to enter your surname in capitals (e.g. SMITH)

It is best to enter your given and middle names in title case (e.g. Nicole, Cate)

Middle name is not required.

Preferred name is not required.

Marital status is not required.

If you have an email address that you access regularly, it is recommended that "Email Only" is selected in the **Send Messages Via** field at the bottom of the screen. To receive the 'System Message' you need to be logged into ConnX.

Changing these details may generate an approval process, depending on the system configuration. If your changes require approval, select My Details > Messages and Approval > Workflow Approval Outbox in the navigation menu to view the approval process.

Employment Details

Your current employment details can be viewed by selecting *My Details > Personal Information > Employment Details*.

This is a read-only page. If you would like to query these details, please contact HR.

This page includes details about your:

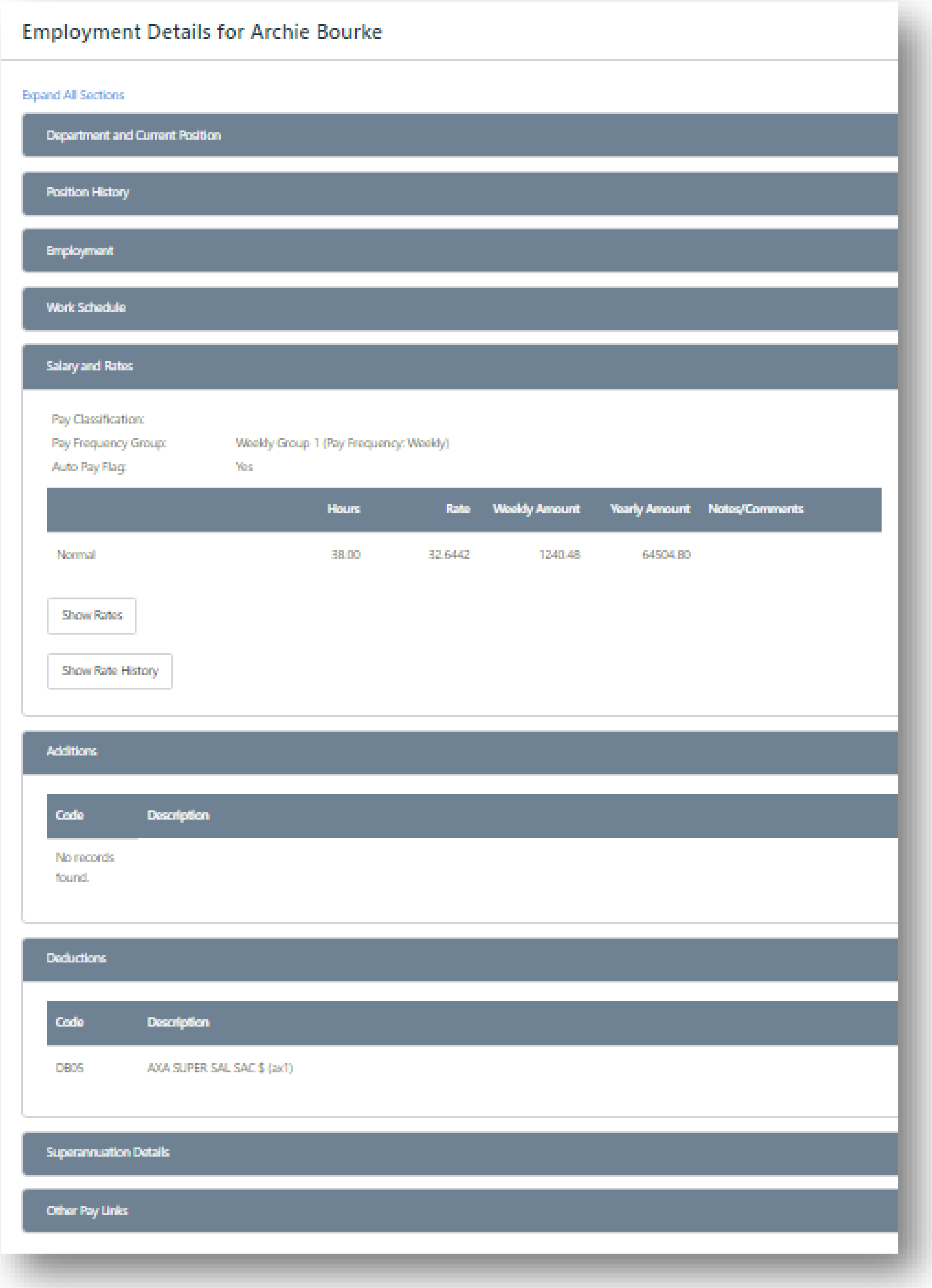
- Employment conditions
  - Probation End Date, if applicable
  - Fixed Term Start and End Date, if applicable
- Work Schedule
- Rates of pay
- Additions (Allowances) and Deductions
- Superannuation Fund contact information, and
- Any positional information that has been set up
- Links to other Payroll related information
  - Pay Advices
  - Payment Summaries
  - Bank Accounts
  - Tax Details


Employment Details for Archie Bourke
Expand All Sections
Department and Current Position
Department/s:
Department Primary Dept Reports To Assigned
Human Resources Y Zack Zachary 26/06/2009
Current Positions:
Human Resources Manager
Reports To: Chief Executive Officer
Effective Date From: 18/07/2011
Assignment Status: Current
Assignment Reason: Initial Setup
Hour Allocation: 38.00
Salary Allocation: 100000.00
Role/s:
Role Name: Human Resources Manager
Qualifications (2)
Skills (4)
Requirements (1)
Licences (0)
Visas (0)
Attachments (0)
Position History
Employment
Date Hired: 13/12/2010
8 Years and 11 Months
Probation End Date:
Region: QLD - Brisbane Metro
Employment Type: WG - Wage WG
Job Description: HR MANAGER
Contract Hours: 7.60 hours per day, 5.00 days per week
Payroll DB: ABC Company
Pay Company: ABC Company Pty Ltd
Pay Frequency Group: Weekly Group 1 (Pay Frequency: Weekly)
Default Cost Account: 50 90 SA Finance
Pay Location: ADELAIDE
Pay Point: HR
Pay Method: Transfer EFT
Work Schedule
Salary and Rates
Additions
Deductions
Superannuation Details
Other Pay Links

Rates and Additions/Deductions

Your current pay rates, additions, and deductions, and your rate history are visible on the **Employment Details** page.

Select *My Details > Personal Information > Employment Details*, then select either the **Salary and Rates**, **Additions**, or **Deductions** accordion heading.



Your annual salary, and hourly rates for normal, time and a half and double time are shown in the **Salary and Rates** section. These are your pay rates (before tax).

NOTE

You cannot change any details here

Your manager can access this information for performance reviews and evaluations.

Select the **Show Rate Change History** button to see any changes that have been made to your standard pay rate, the reasons and effective date.

The **Additions** and **Deductions** sections show any additions (allowances) that you receive each pay period, and any deductions that are automatically taken out each time you are paid.

NOTE

There may also be non-standard additions and deductions that occur on a one off basis that are displayed on your pay advice

Both standard and non-standard will show on your pay advice.

Your manager can access your additions and deductions before tax only for performance reviews and evaluations. Deductions after tax are accessible to you but hidden from your manager.

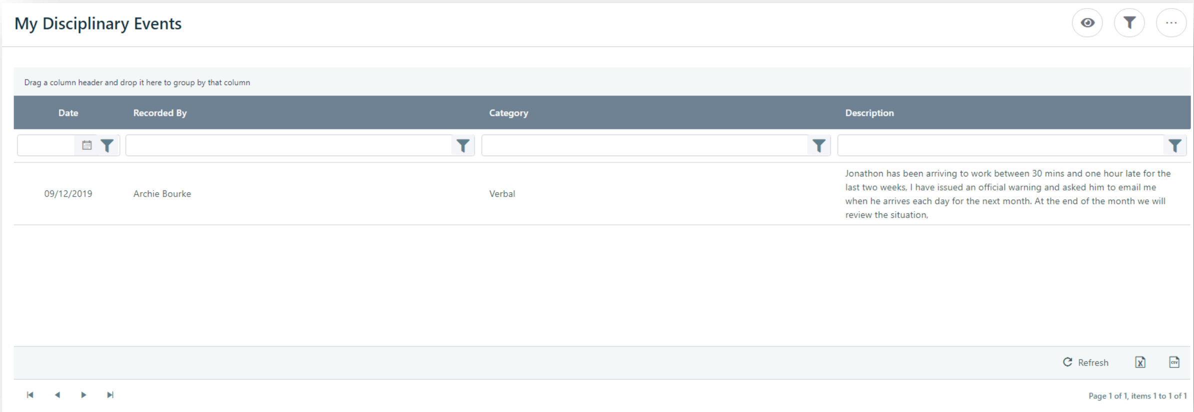
Disciplinary Events

NOTE

Depending on the selections made, employees may or may not be able to view disciplinary events or comments about their disciplinary event on this page.

As an employee, you are able to see Disciplinary Events that have been recorded on your record.

Go to *My Details > Personal Information > Disciplinary Events*. A screen similar to the following will appear.



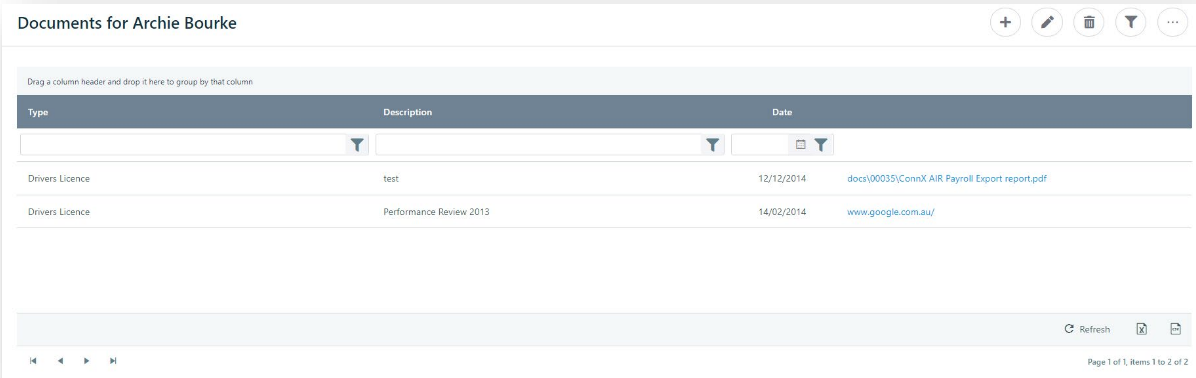
Filter options can be used to search for specific Disciplinary Events by selecting your search criteria in the funnel icon.

To view information about a Disciplinary Event, select the entry and select **View**, or double-click on the entry.

Documents

You are able to view documents that have been attached to your record by your manager or the ConnX System Administrator.

Go to *My Details > Personal Information > Documents*. A screen similar to the following will appear.



Select the filename link in the right column to view the document.

If your System Administrator has enabled it, you can attach your own documents by selecting the document and uploading it to ConnX, or you can link to a document on a server by entering a URL. You cannot delete a document after it has been added.

Select the related checkbox to make the document available to other users with a specific access level (e.g. **Employee can see, Manager can see, Supervisor can see**.)

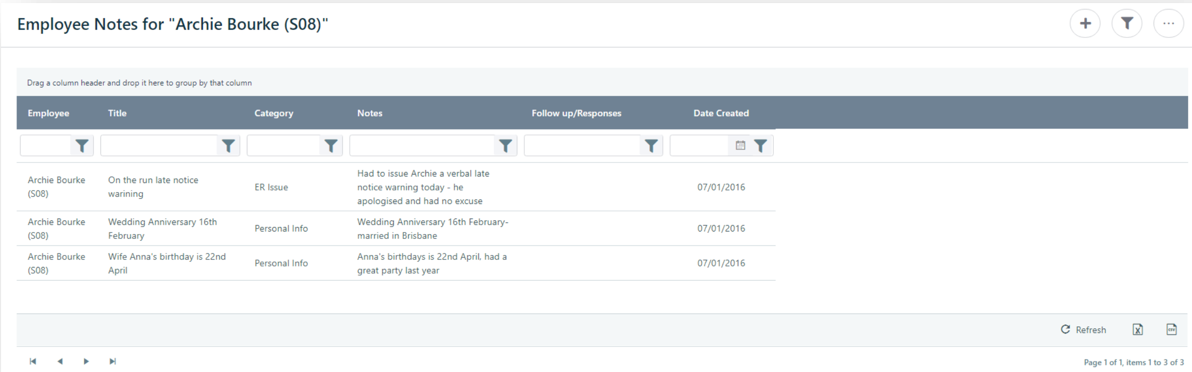
NOTE

Administrators and HR Administrators have access to all documents that are uploaded.

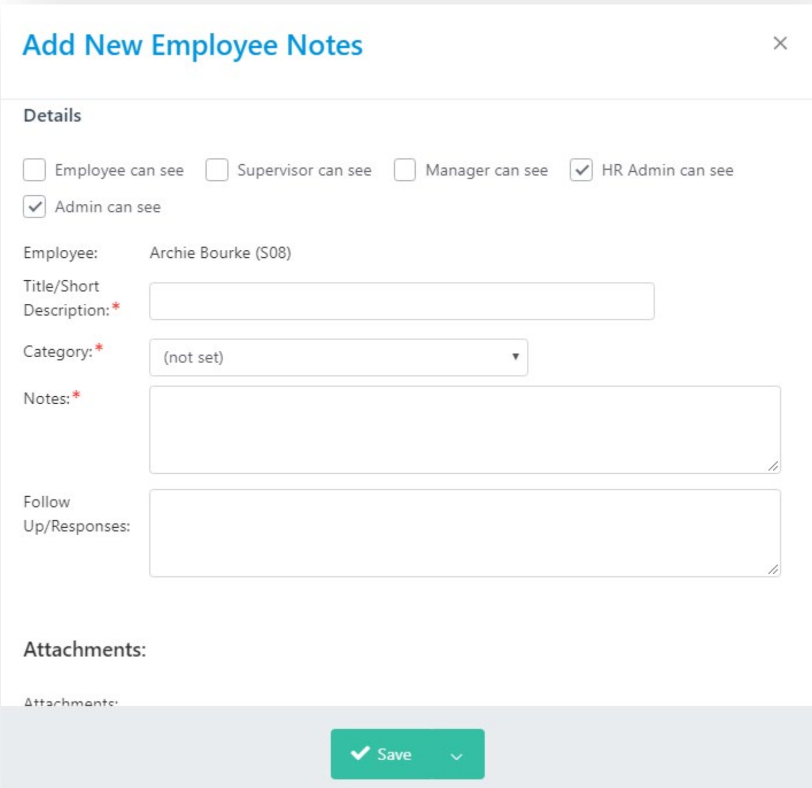
Employee Notes

The Employee Notes section of ConnX allows users to record information related to you as an employee.

Go to *My Details > Personal Information > Employee Notes*. A screen similar to the following will appear.



To add a new Employee Note, select **Add**, and a screen will appear prompting for data. The fields marked * are mandatory fields. All other fields are optional.

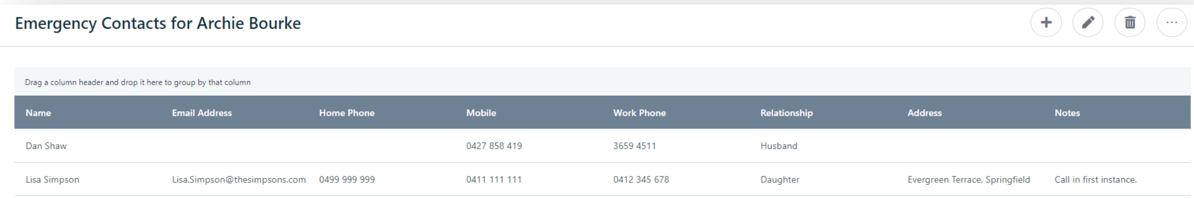


Emergency Contacts

In the event of an accident, your manager, supervisor, or Human Resources can quickly look up your emergency contact details if you have entered these into ConnX. You may have already provided this information in some other form (e.g. written documents) when you started your employment. Please note this has not been entered into ConnX and is stored on your HR file only.

If any of this information changes over time (e.g. phone number), please remember to update this information in ConnX to ensure we are able to contact your nominated emergency contact if it is ever needed. We will check ConnX first for your emergency contact information and then refer to your file if no emergency contact information is available in ConnX.

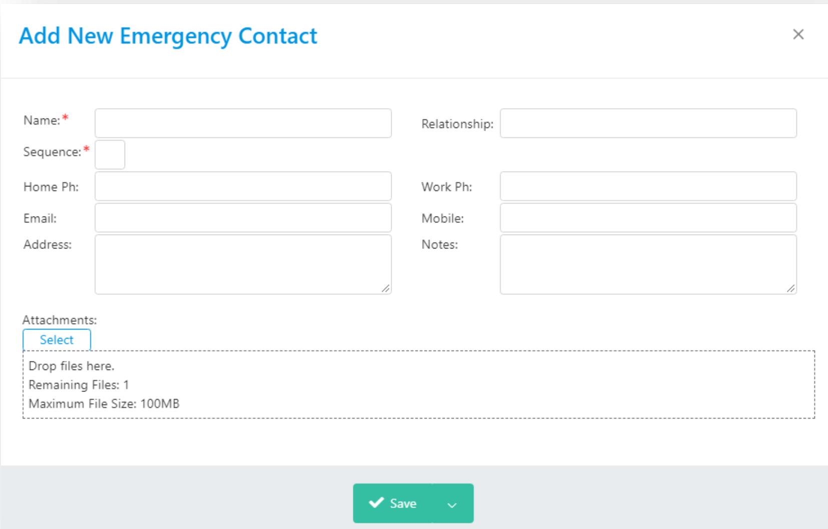
To enter your emergency contacts, go to *My Details > Personal Information > Emergency Contacts*. A screen similar to the following will appear.


Emergency Contacts for Archie Bourke

Drag a column header and drop it here to group by that column

Name	Email Address	Home Phone	Mobile	Work Phone	Relationship	Address	Notes
Dan Shaw			0427 858 419	3659 4511	Husband		
Lisa Simpson	Lisa.Simpson@thesimpsons.com	0499 999 999	0411 111 111	0412 345 678	Daughter	Evergreen Terrace, Springfield	Call in first instance.

To add a new emergency contact, select **Add**, and a screen will appear prompting for data. The fields marked * are mandatory fields. All other fields are optional. ‘Order’ refers to the order in which you would like your emergency contacts to be contacted.



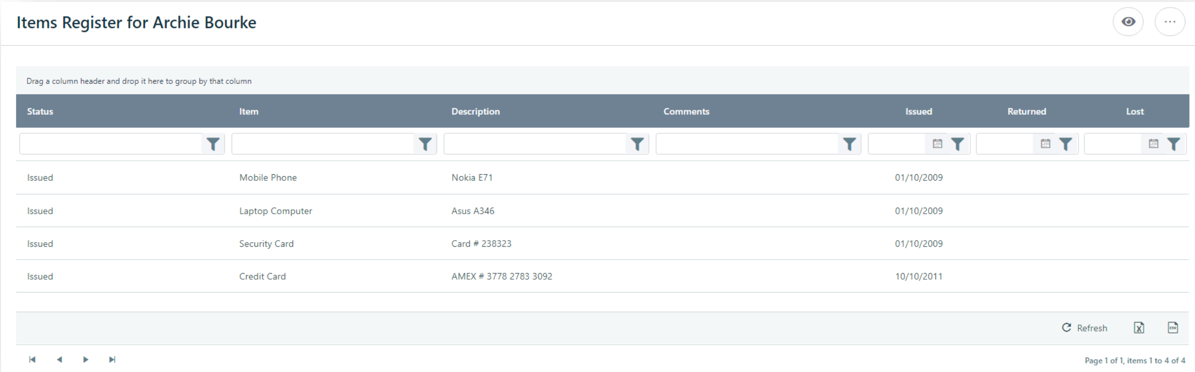
To edit an emergency contact, select the row and select **Edit**, OR double-click the row. To move to the next entry use the arrow buttons.

To delete an emergency contact, select the row and select **Delete**, OR double-click the row to open the Edit window, and then select **Delete**.

Items Register

This is a read-only screen that enables you to see all of the company owned items that have been issued to you.

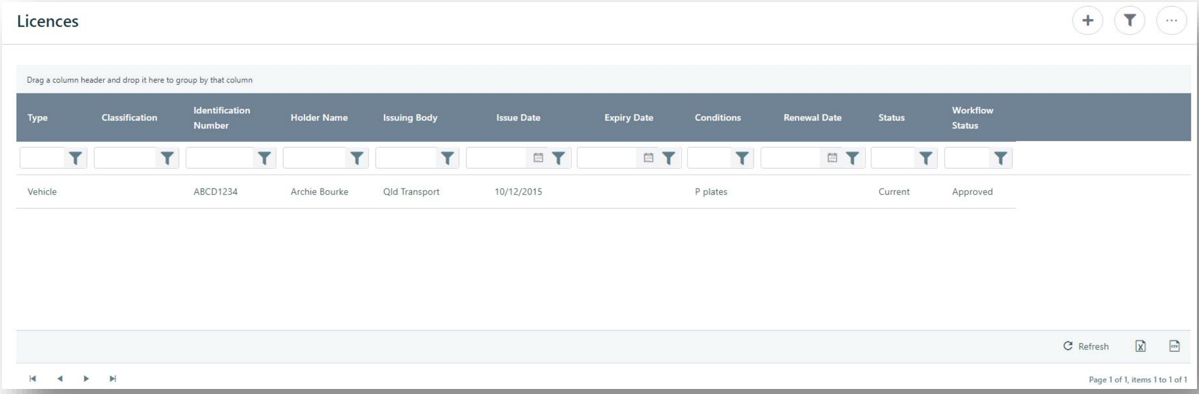
To see your items register, open the **Items Register** page via *My Details > Personal Information > Items Register*. A screen similar to the following will appear.



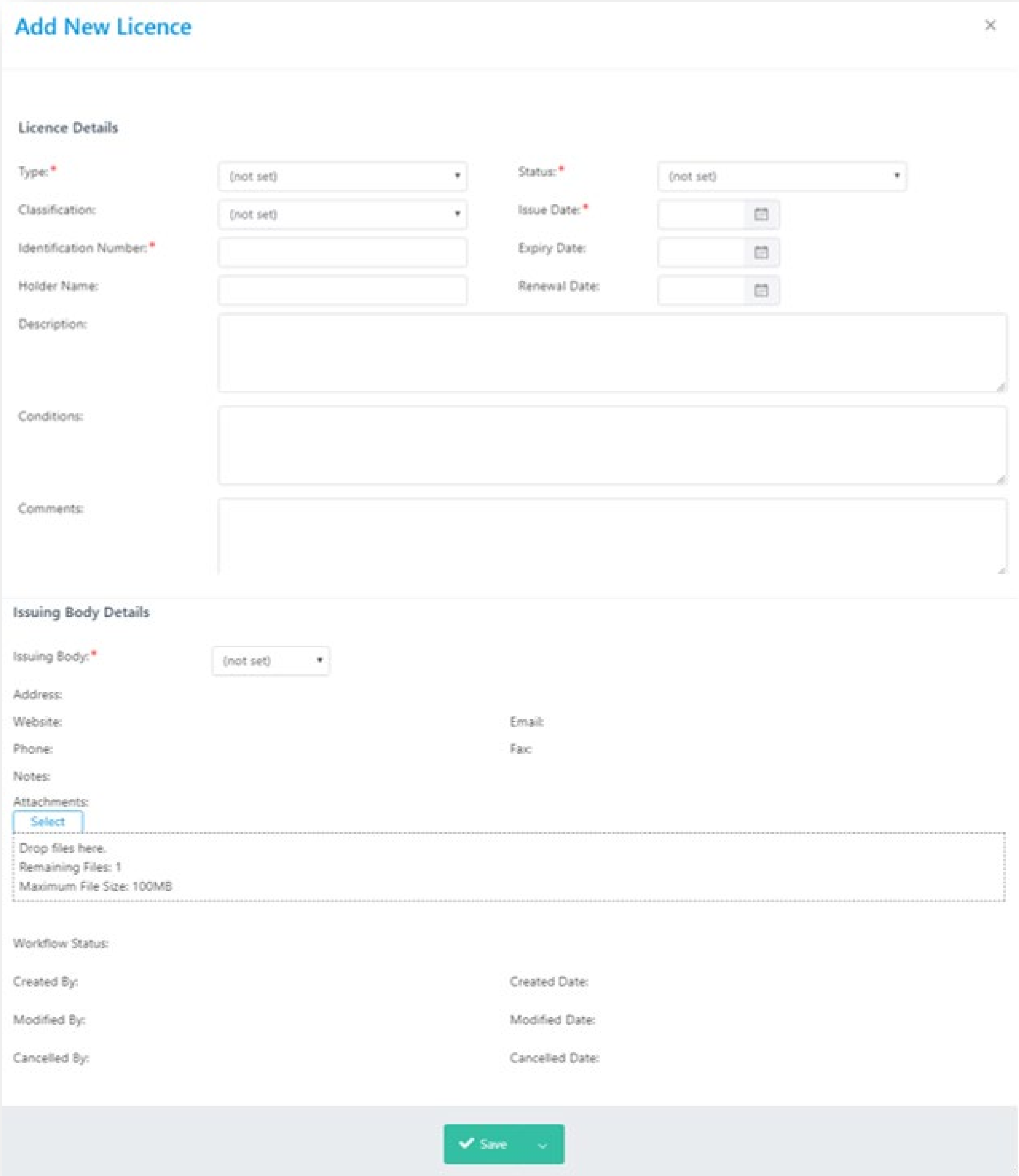
Licences

You are able to record the details of your licence on the Licences page in ConnX.

Go to *My Details > Personal Information > Licences*. A screen similar to the following will appear.



To add a licence, select **Add**, and a window will appear prompting you for data. The fields marked * are mandatory fields. All other fields are optional.



To edit a licence, select the row and select **Edit**, OR double-click the row. To move to the next entry (if you have more than one record) use the arrow buttons at the bottom of the window.

To delete a licence, select the row and select **Delete**.

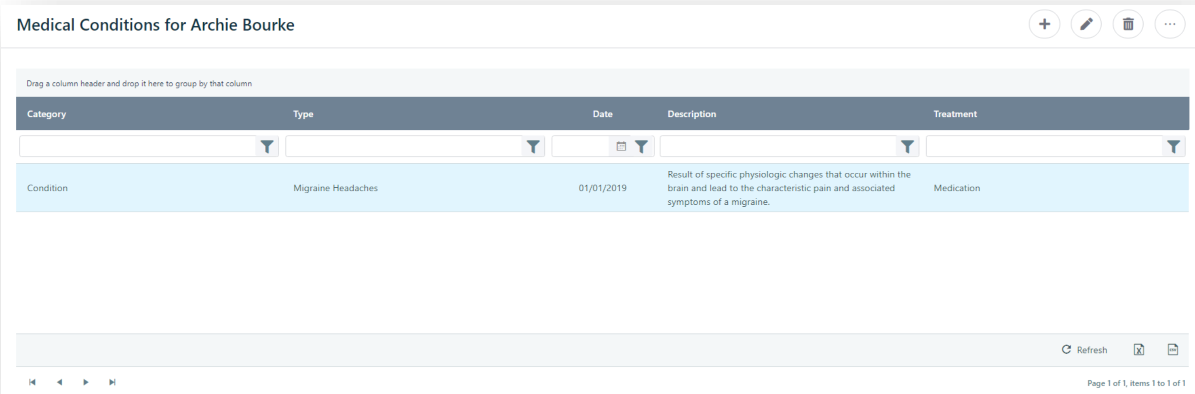
ConnX is configured to **Send Licence Expiry Reminders** 30 days before a licence is due to expire. This notification is sent to both you and your Manager.

Medical Conditions

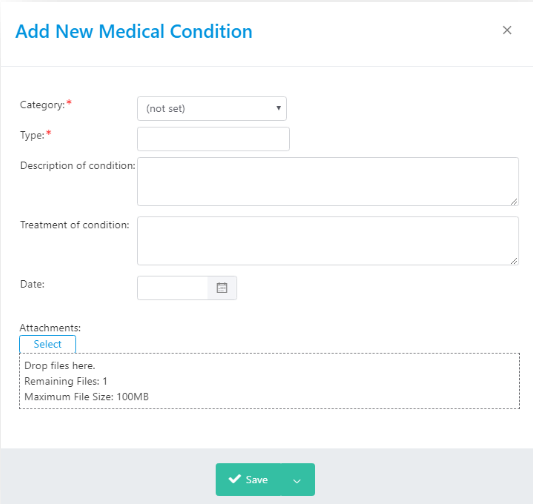
This section is voluntary, and in the event of an accident, enables your manager, supervisor and Human Resources to quickly view any existing medical conditions if entered into ConnX. You may have already provided this information when you started your employment. Please note this has not been entered into ConnX and is stored on your HR file only.

If your information changes or a new medical condition occurs, it would be appreciated if you could keep this information updated in ConnX to ensure we are able to advise ambulance personnel if it is ever needed. We will check ConnX first for any medical conditions you have entered, and then refer to your file if there is no information in ConnX.

To enter your medical conditions, open the **Medical Conditions** page via *My Details > Personal Information > Medical Conditions*. A screen similar to the following will appear.



To add an entry, select **Add**, and select the most appropriate category from the drop-down list. Type in as much information as you wish to volunteer to the organisation.

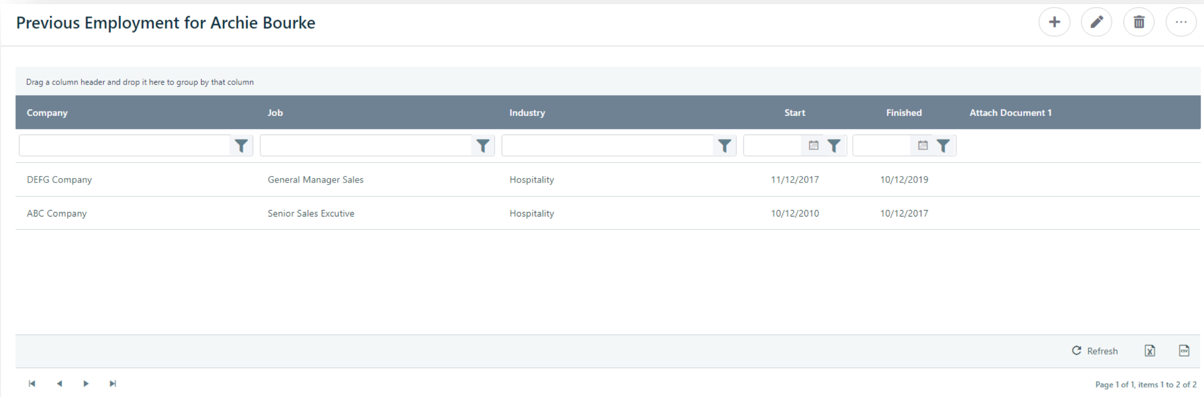


You can also delete any out of date medical conditions by selecting the entry and then selecting **Delete**.

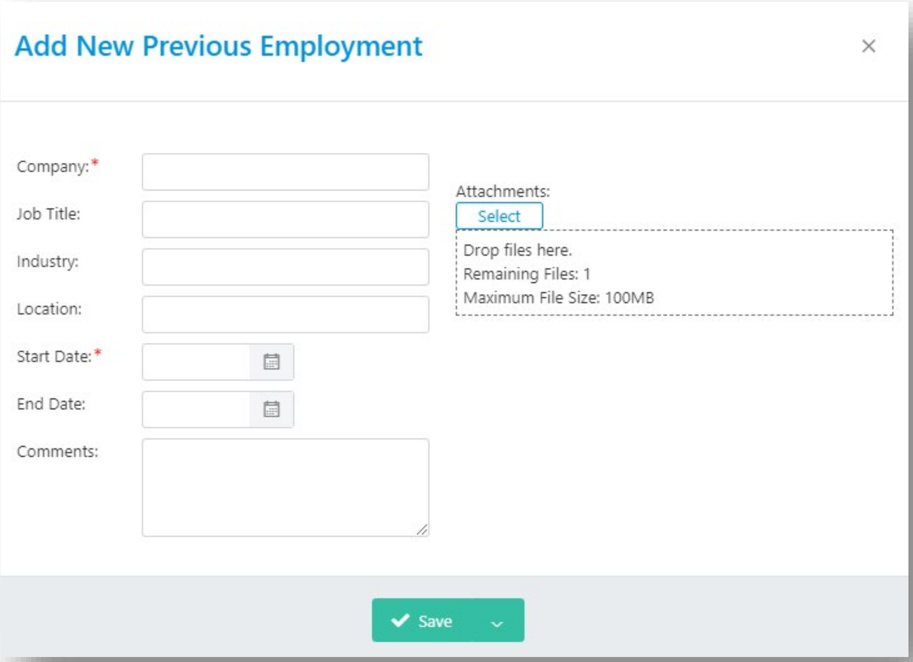
Previous Employment

You can enter previous employment information into ConnX if you wish.

Go to *My Details > Personal Information > Previous Employment*. A screen similar to the following will appear.



To add previous employment, select **Add**, and a window will appear prompting you for data. The fields marked * are mandatory fields. All other fields are optional.

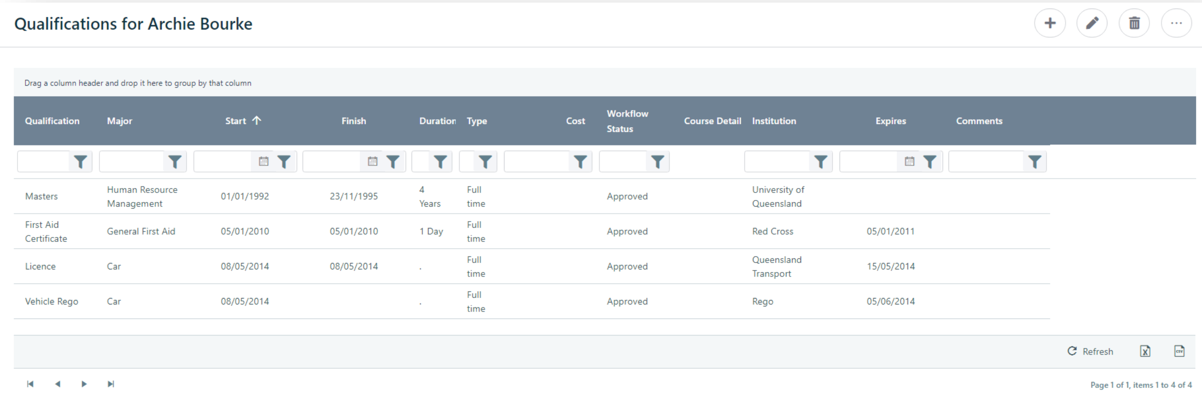


Information can be deleted by selecting the relevant employment history entry and then selecting **Delete**.

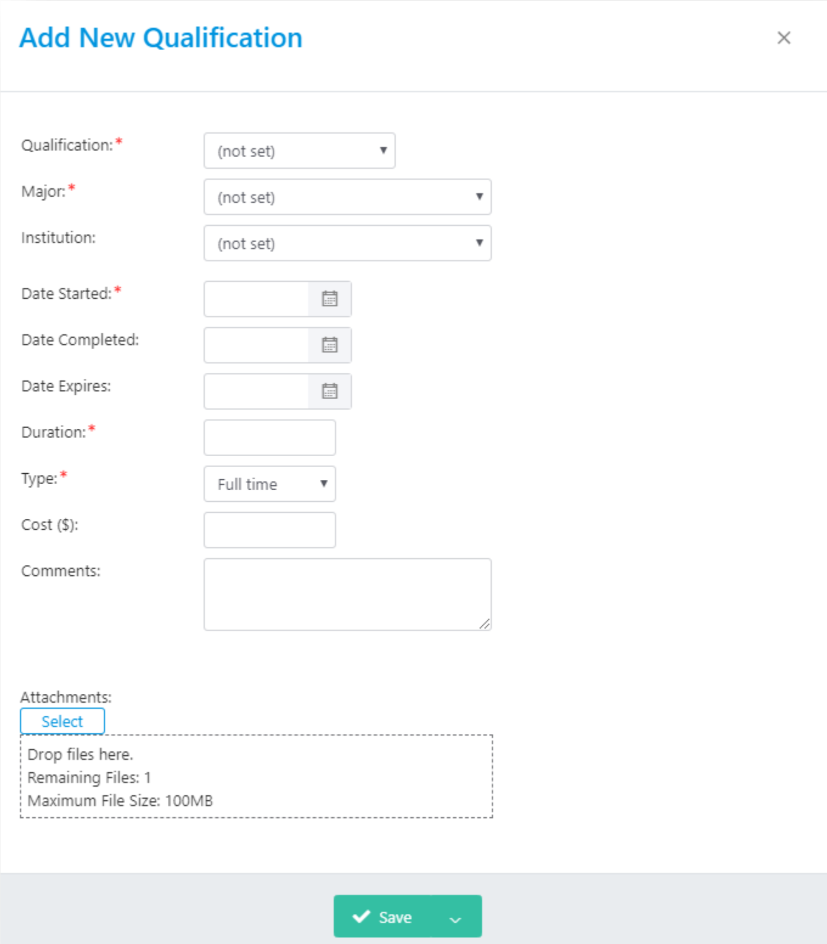
Qualifications

You can enter details of your qualifications into ConnX.

Go to *My Details > Personal Information > Qualifications* to view this page. A screen similar to the following will appear.



To add details of a new qualification, select **Add**, and a window will appear prompting you for data. The fields marked * are mandatory fields. All other fields are optional.



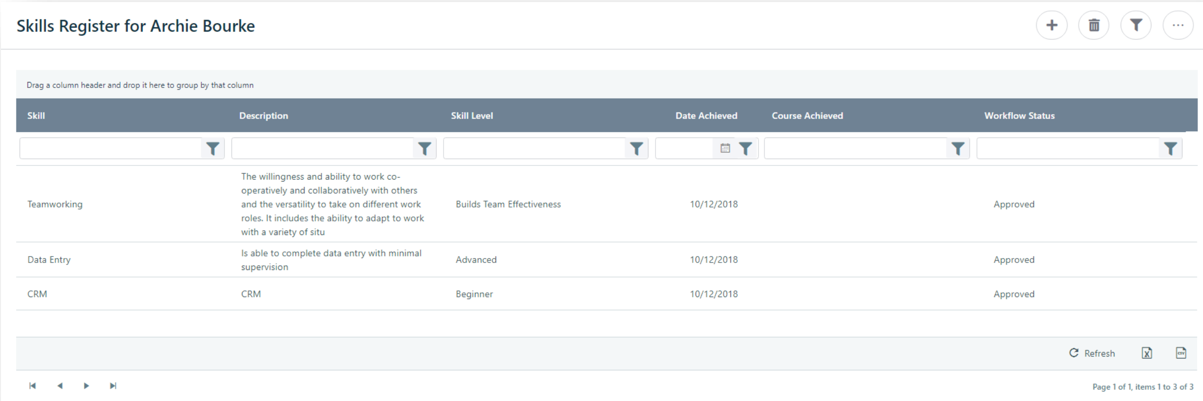
If your organisation has the ConnX Learning and Education module, this screen also displays qualifications you have gained from completing courses.

ConnX is configured to **Send Qualification Expiry Reminders** 30 days before a qualification is due to expire. This notification is sent to both you and your Manager.

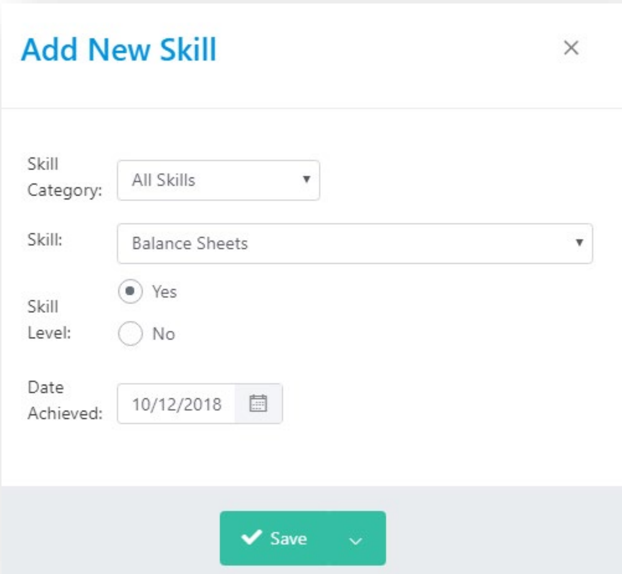
Skills

You can enter details of your skills into ConnX.

Go to *My Details > Personal Information > Skills*. A screen similar to the following will appear.



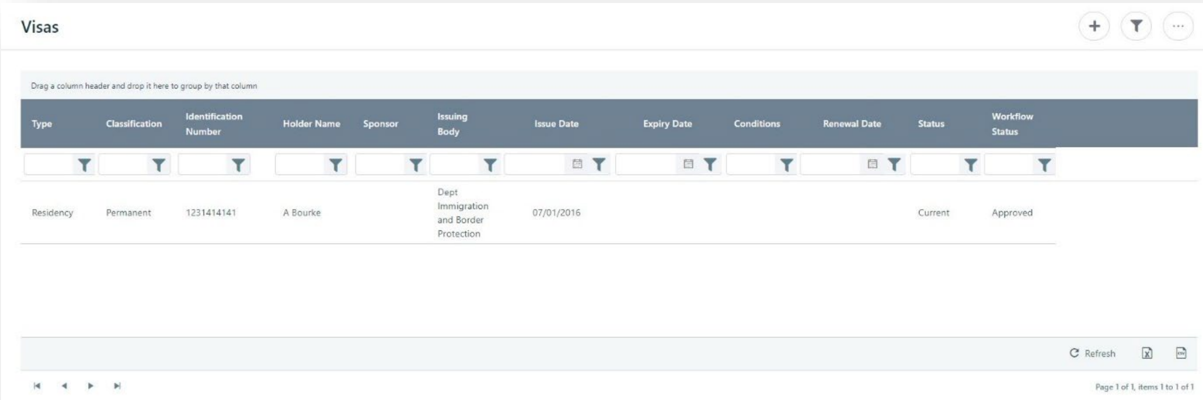
Select **Add** to enter the details of the skill, such as the Skill Category, Skill, Skill Level, and study Type must be entered.



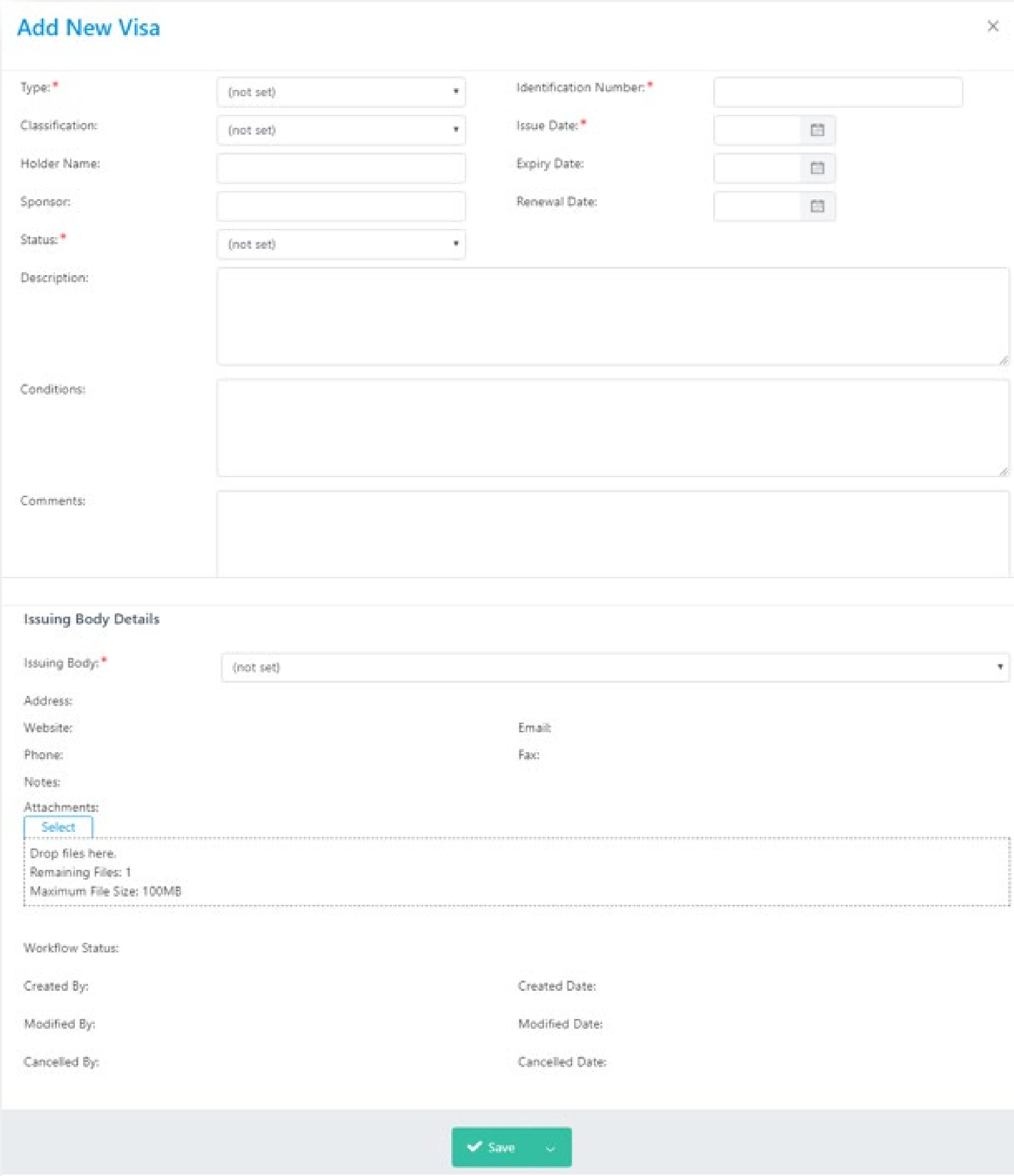
Visas

You are able to record the details of your visas on the Visa page in ConnX.

Go to *My Details > Personal Information > Visas*. A screen similar to the following will appear.



To add a visa, select **Add**, and a window will appear prompting you for data. The fields marked * are mandatory fields. All other fields are optional.



To edit a visa, select the row and select **Edit**, OR double-click on the row. To move to the next entry use the arrow buttons.

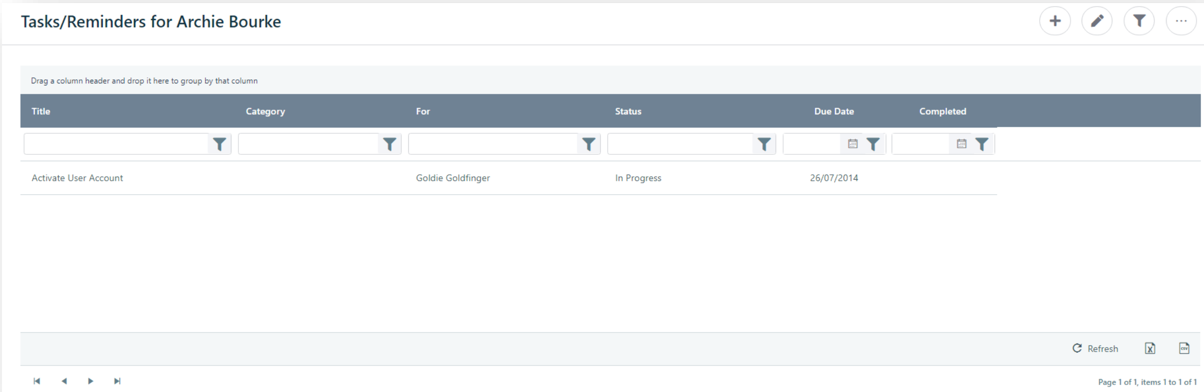
To delete a visa, select the row and select **Delete**.

ConnX is configured to **Send Visa Expiry Reminders** 30 days before a visa is due to expire. This notification is sent to both you and your Manager.

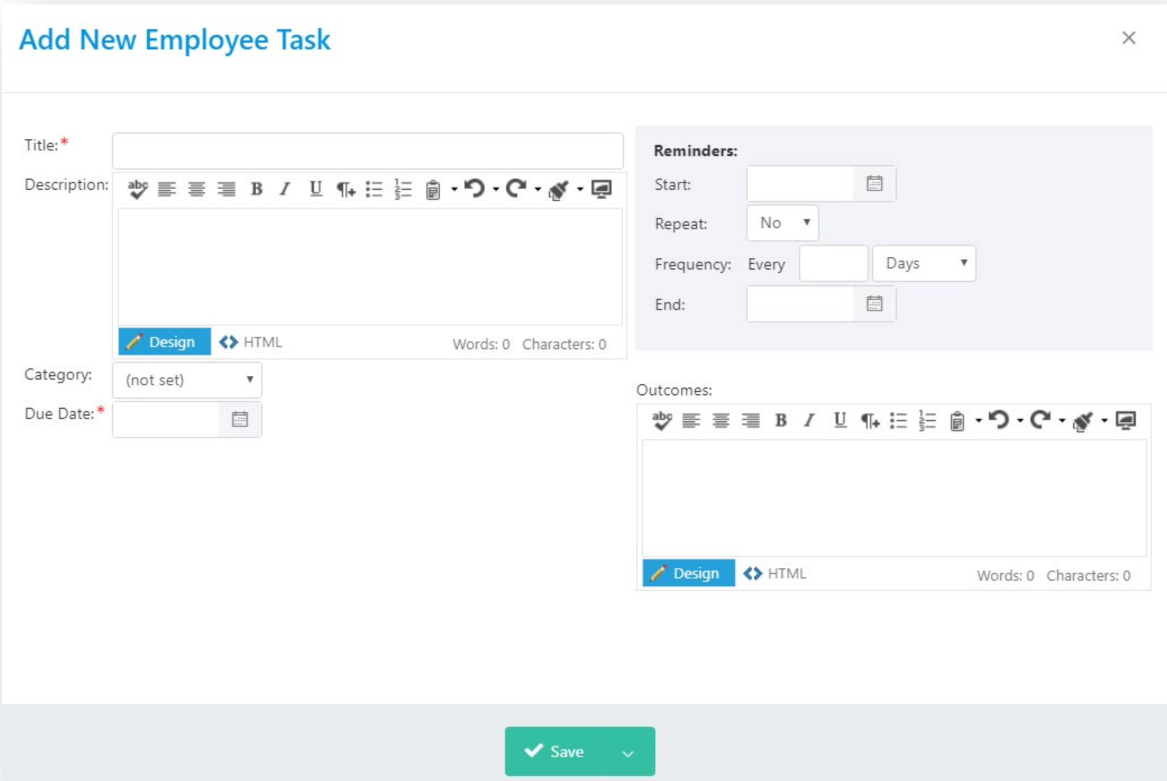
Tasks/Reminders

Tasks can be set up in ConnX with or without a reminder.

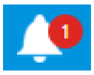
Go to the Task/Reminders Icon in the top right corner of your Navigation bar . A screen similar to the following will appear.



Select **Add** to create a new task or reminder. A screen similar to the following will appear.



Enter the Title, and any other details of the task that you wish. To set up a reminder for this task, enter the date for the reminder to start and set the frequency preferences. Select **Save**.

If you have set up a reminder, a notification will be shown in the top right corner of your **Welcome** page .

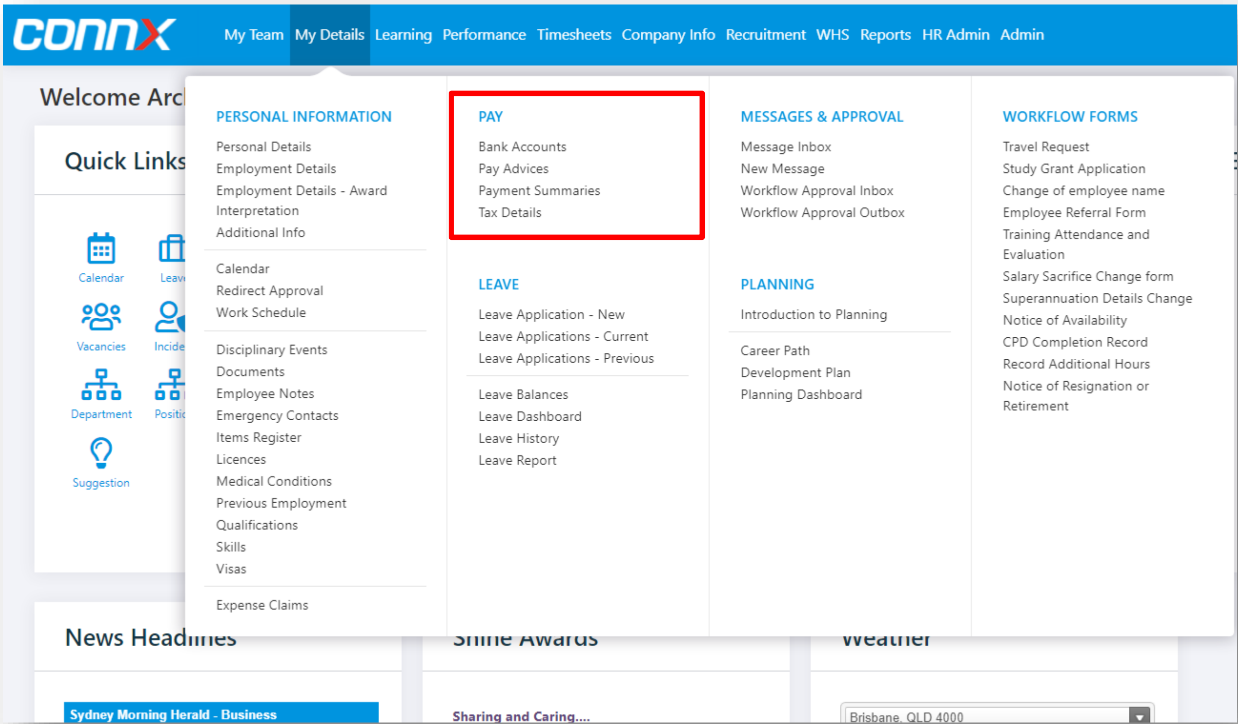
If you have completed the task, highlight the task and select **Complete**.

Pay Details Section

The **PAY** section contains information specific and personal to you.

This includes:

- The bank account/s you have supplied, including the split if more than one account
- Your pay advices (pay slips)
- Your payment summaries
- Your tax details

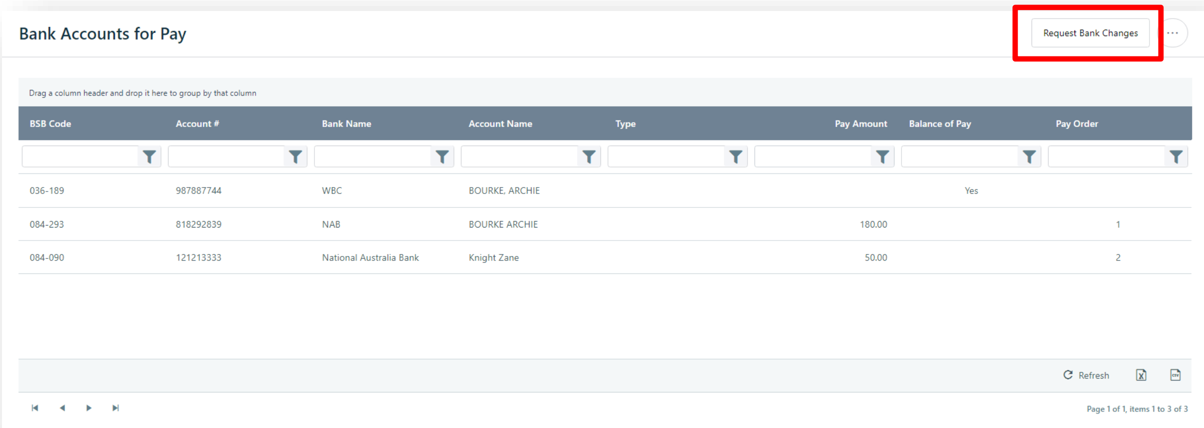


Bank Accounts

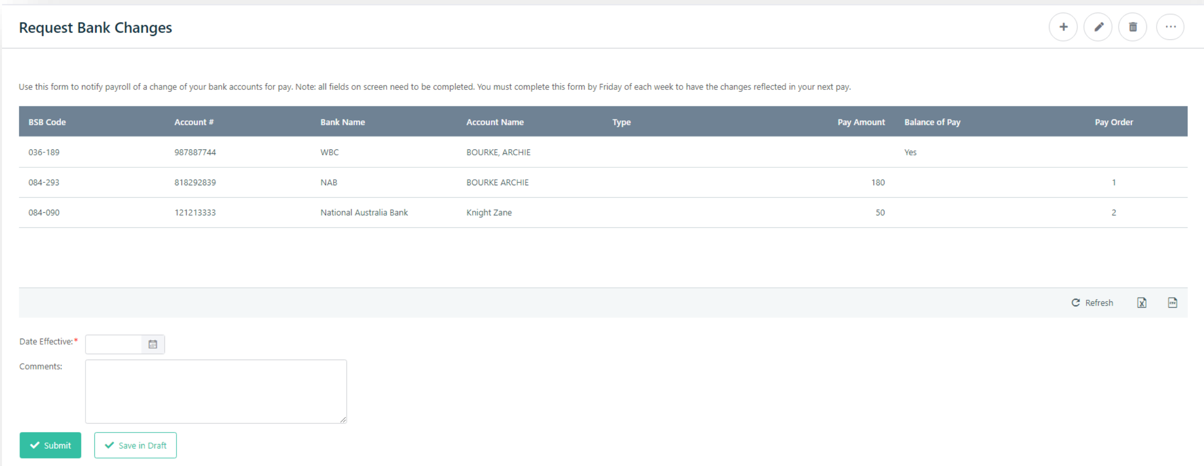
The Bank Accounts page shows your bank account details as supplied to Payroll for your pay. If you have multiple bank accounts ConnX will display the split between your nominated accounts (i.e. how much pay goes to which bank account).

This section does not show you how much you received in any pay period. To see the amount that was paid into each account you need to view your pay advice.

Go to *My Details > Pay > Bank Accounts*. A screen similar to the following will appear.



If your System Administrator has enabled it, you can change your bank account details from this page by selecting **Request Bank Account Change Details**.



Select **Add** to add an extra bank account.

Select an entry from the webgrid, then select **Edit** to make changes to an existing bank account.

Enter a **Date Effective**, then select **Submit Request** to send your requested changes to payroll.

NOTE

If you have your pay going to multiple bank accounts, the Balance of Pay column indicates where the remainder of your pay will be deposited.

Only you can access this information.

Pay Advices

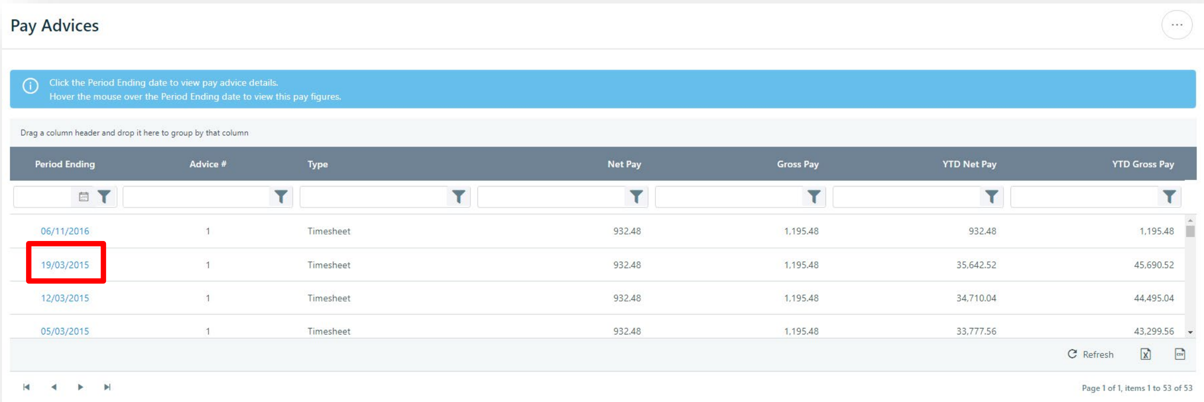
This section gives you access to your pay advices. You can view and print advices as required.

Viewing Pay Advices

To view pay advices:

Go to *My Details > Pay > Pay Advices,* or select **Pay Advices** in the **Quick Links** on the **Welcome** page.

This page displays summary information about your pay for each period (i.e. weekly, fortnightly, and monthly).



NOTE

ConnX System Administrators can configure the ‘Pay Advices’ page so the ‘Net Pay’ and ‘Gross Pay’ columns are hidden. This page can also be configured so that a tool tip appears when hovering over the ‘Period Ending’ date, containing the net pay and gross pay for that pay advice.

Click on the **Period End Date** on the left-side of the advice you want to view your pay advice. This will open the Pay Advice in full so you can see all details.

Only you can access your pay advices.

Pay Advice for 19/03/2015 (#1)

Print ×

Employee:	BOURKE, ARCHIE		
Address:	12 JONES STREET PORT ADELAIDE SA 5015		
Job Class.:	HR MANAGER		
Employer:	ABC Company Pty Ltd		ABN: 48105222188
Period End:	13/03/2015 to 19/03/2015	Period Days: 7	Pay Date: 24/03/2015

	Hours	Rate/Perc	Amount
Normal Hours (Auto Pay)	38.00 Hrs	32.6442	1,240.48
	38.00		1,240.48

Deductions

AXA SUPER SAL SAC $	45.00	B

Banking

036-189 987887744	BOURKE, ARCHIE	932.48

Superannuation	This Pay	Period to Date	Year to Date
AXA SUPERANNUATION, 9.5% Capped	117.85	353.55	4,425.61

Leave in Days as at 12/03/2015

	Entitlement	Total
Annual		23.88

036-189 987887744	BOURKE, ARCHIE	932.48

Superannuation	This Pay	Period to Date	Year to Date
AXA SUPERANNUATION, 9.5% Capped	117.85	353.55	4,425.61

Leave in Days as at 12/03/2015

	Entitlement	Total
Annual		23.88
Long Service		0.00
RDO	0.00	

	This Pay	YTD		This Pay	YTD
Taxable Income	1,195.48	45,690.52	Superannuation	162.85	6,135.61
Additions After Tax	0.00	0.00	Annual Salary		64,504.80
Gross	1,195.48	45,690.52			
Tax	-263.00	-10,048.00			
Deductions After Tax	0.00	0.00			
NET PAY	**932.48**	**35,642.52**			

Printing Pay Advices

Printing your Pay Advice is easy.

1. Open the Pay Advice.

2. Select **Print** at the top of the screen.

Payment Summaries

Payment summaries show your total pay and deductions for the past payroll year.

Go to *My Details > Pay > Payment Summaries* to view a list of available summaries.

To view a summary, select the hyperlink in the **Date** column of the webgrid.

Select **Print** to send the summary to your printer.

Tax Details

The Tax Details page displays your information relating to how tax is calculated on your pay.

Only you have access to this page.

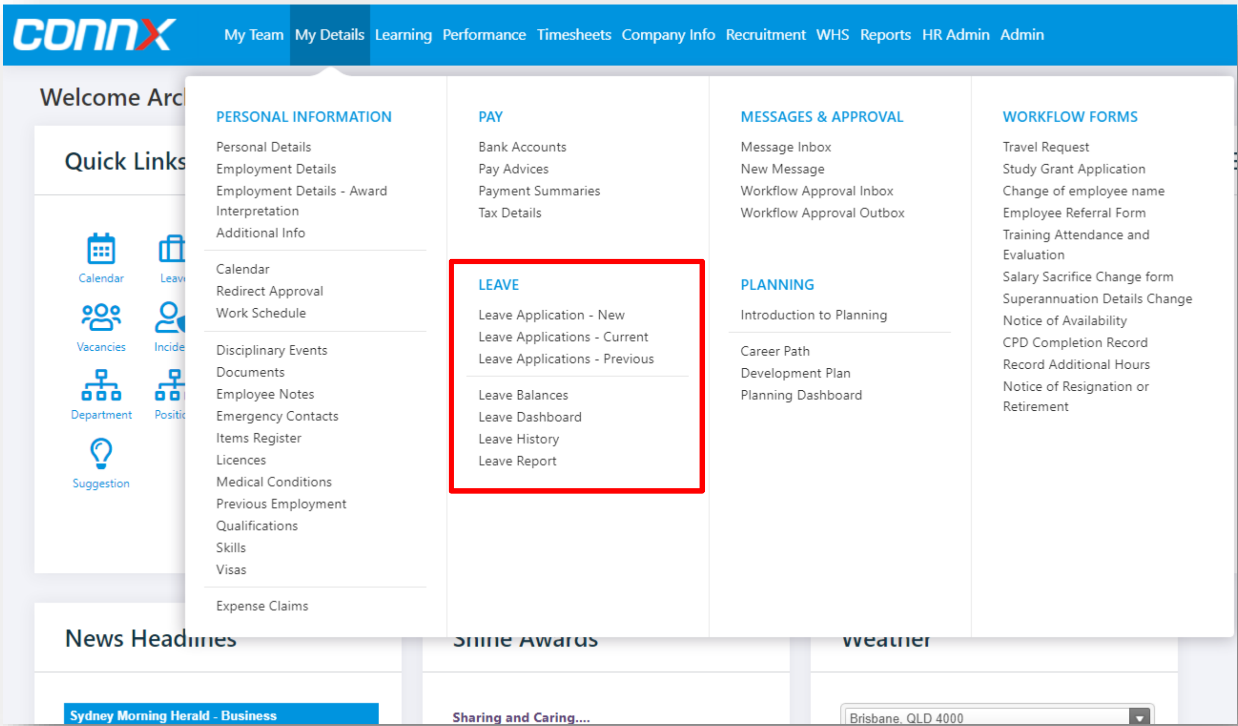
The information on this page is read-only.

Go to *My Details > Pay Details > Tax Details* to view this page.

Leave Information Section

The **LEAVE** section contains information relating to your leave including:

- Your current leave balances
- Projected annual leave balances to a date you select
- Submitting a new leave application
- Withdrawing a leave application
- Your current and past RDO records (if applicable)
- Your leave history from payroll



Leave Balances

The Leave Balances page shows you the amount of leave you have accrued. This page also allows you to project leave balances.

Entitlement values are updated at the end of every anniversary year or when a leave application is processed in the payroll system. Pro-rata values are updated every pay period.

Go to *My Details* > *Leave* > *Leave Balances*.

Current Balances

Balances current as at 6/11/2016
Contract Hours: 7.60 HRS/DAY for 5 DAYS/WEEK, 7.60 hours per day, 5.00 days per week

		Entitlement	Prorata	Taken	Subtotal	Applied For (Pending)	Applied For (Approved)	Total	Conditions
Annual	Hours	296.40	137.00	0.00	433.40	192.00	38.00	203.40	Conditions
Annual	Days	39.00	18.03	0.00	57.03	25.26	5.00	26.76	
Long Service	Hours	0.00	291.67	0.00	291.67	0.00	0.00	291.67	Conditions
Long Service	Days	0.00	38.38	0.00	38.38	0.00	0.00	38.38	
Personal	Hours	205.20	68.50	0.00	273.70	7.60	0.00	266.10	Conditions
Personal	Days	27.00	9.01	0.00	36.01	1.00	0.00	35.01	
Picnic Day	Hours	7.60	0.00	0.00	7.60	0.00	0.00	7.60	Conditions
Picnic Day	Days	1.00	0.00	0.00	1.00	0.00	0.00	1.00	

Projected Balances

24/12/2018 Go

Projecting Your Leave Balance

To calculate a projected leave balance, enter a date in the textbox at the bottom of the screen and select **Go**. The page will refresh displaying the projected balances, as per your current employment conditions.

Example Screen

Projected Balances

24/12/2018 Go

		Entitlement	Prorata	Taken	Subtotal	Applied For (Pending)	Applied For (Approved)	Total	Message/Comments
Annual	Hours	752.81	4.58	0.00	757.39	192.00	38.00	527.39	
Annual	Days	99.05	0.60	0.00	99.66	25.26	5.00	69.39	

NOTE

This information is view only.

Leave balances are updated at the end of every pay period.

Leave balances are current as at the last pay period

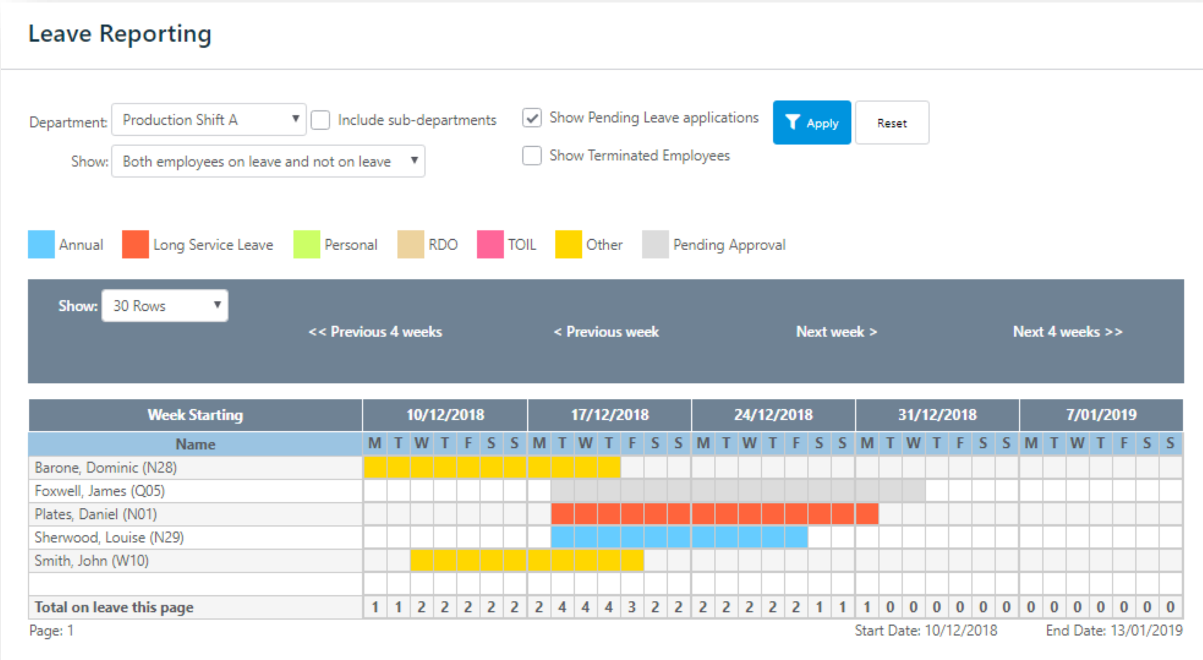
Your manager can view your leave balances

If your employment conditions change (that is, you change from full time to part time) your projected leave balance will need to be recalculated after the change occurs

Leave Report

The leave report shows which employees in your department are taking leave and at what stage the leave application/request is at.

Go to *My Details* > *Leave* > *Leave Report*. A screen similar to the following will appear.



Use the “<” “>” arrows next to ‘Previous Week’ and ‘Next Week’ links to change the date by one week, or use the “<<” “>>” arrows to change the date by four weeks.

If there are more than 30 employees in the department, the option of **Next 30 employees** > can be selected from the header area to scroll through all of the employees in the department.

The legend at the top of the screen shows the type of leave approved or if the leave is still pending approval.

Submitting a New Leave Application

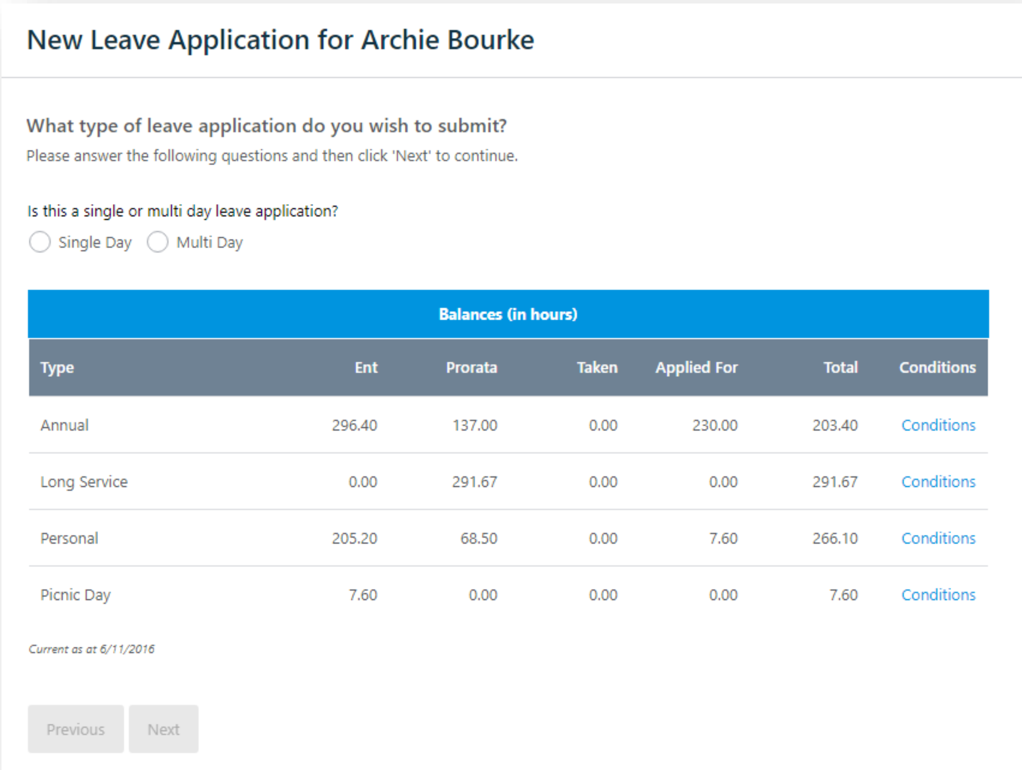
To apply for leave, you need to submit a leave application via ConnX.

To submit a leave application:

Go to *My Details > Leave > Leave Application - New*, or select **Leave** in the **Quick Links** on the **Welcome** page.

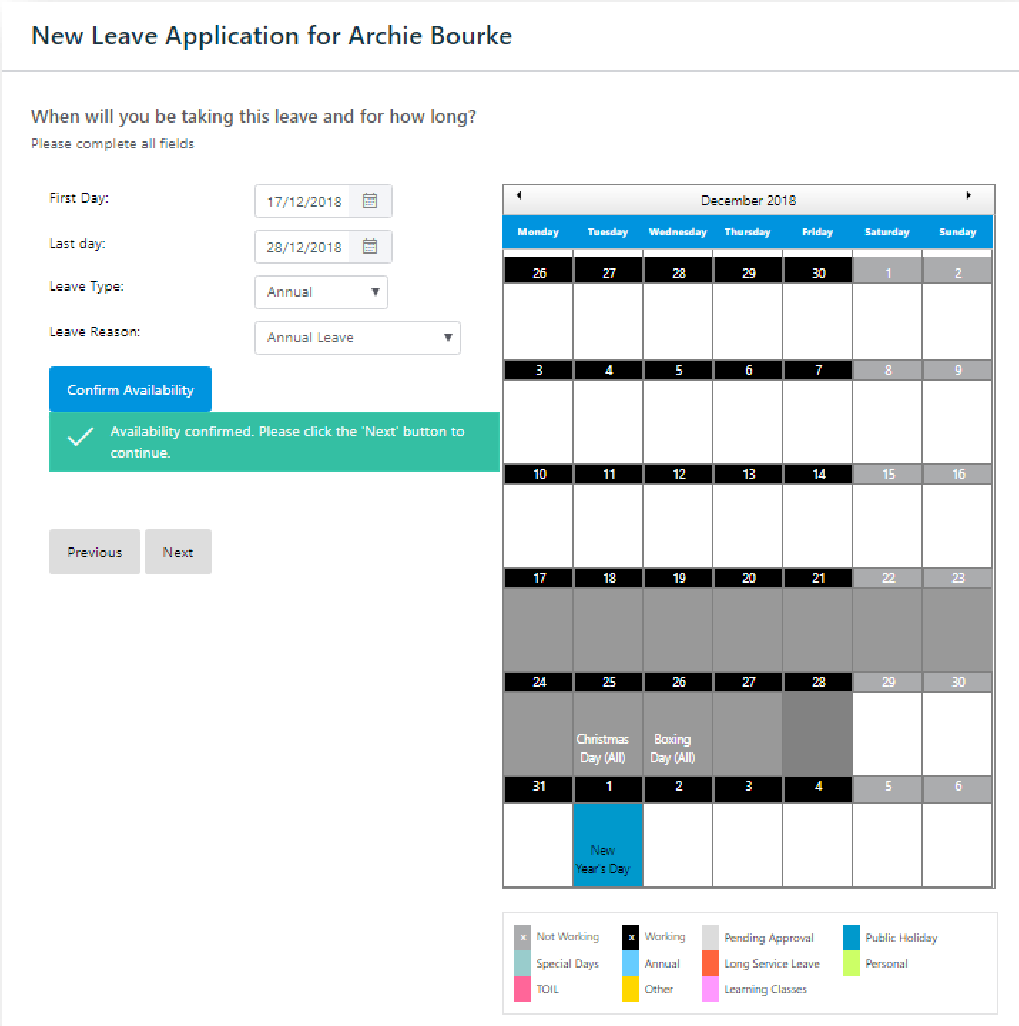
Your current leave balance will be displayed so that you can check your balance. Remember that you are able to forecast or project your leave balance for a future date by selecting *My Details > Leave > Leave Balances*.

Any organisational conditions around leave types are contained within the “Conditions” hyperlink to the right.



Select if the application is for one day or multiple days. If you select **Single Day** you will be asked if it is for a **Full Day** or **Part Day**. If you select **Multi Day** you will be asked if the application includes any part days.

After answering, select **Next**. A screen similar to the following will appear.



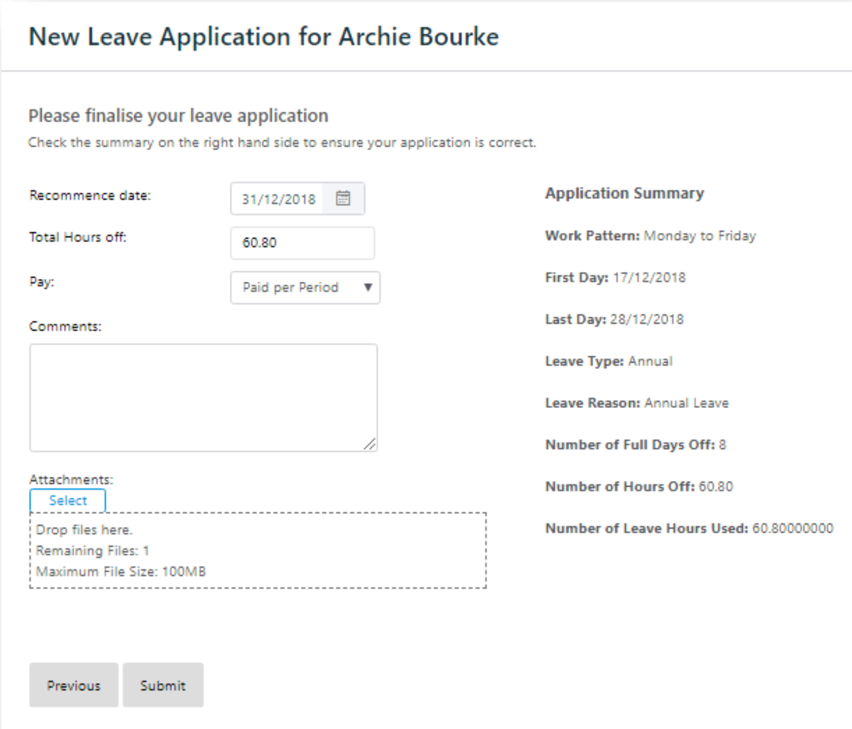
Enter the **First Day** of the leave by either: 1) selecting the date on the calendar (use the blue arrows to go to the correct month); 2) use the drop down arrow to select the date from calendar; or 3) type in the date.

Enter the **Last day** of the leave.

Select a **Leave Type** and a **Leave Reason**.

Select **Confirm Availability**. The system then checks to ensure you have a sufficient leave balance. If you don't have enough leave you will receive a message saying "Not enough balances for this leave type". You may need to submit two leave applications for different leave types if you receive this message (e.g. paid leave and unpaid leave).

Select **Next**. A screen similar to the following will appear.

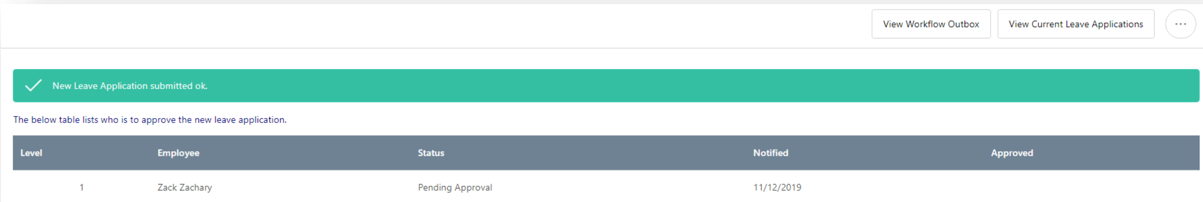


The **Recommence date** will populate automatically if you have been set up with a work pattern.

The **Total Hours Off** will populate automatically if you have been set up with a work pattern.

"Pay" means how you would like to receive the payment for leave. Use the dropdown box to select your preference (if enabled).

Enter any **comments** you would like the approver/s of your leave request to see. Select **Submit**. A screen similar to the following will appear.



ConnX sends messages to the person/people who review your leave requests advising that an application has been submitted for consideration. Your leave reviewer/s can edit your application before it is approved if you need to change the leave application details e.g. dates.

A message will be sent to you based on your message preferences on the *My Details > Personal Details page* when the leave application has been approved or denied. Please check the leave application for changes once it has been approved.

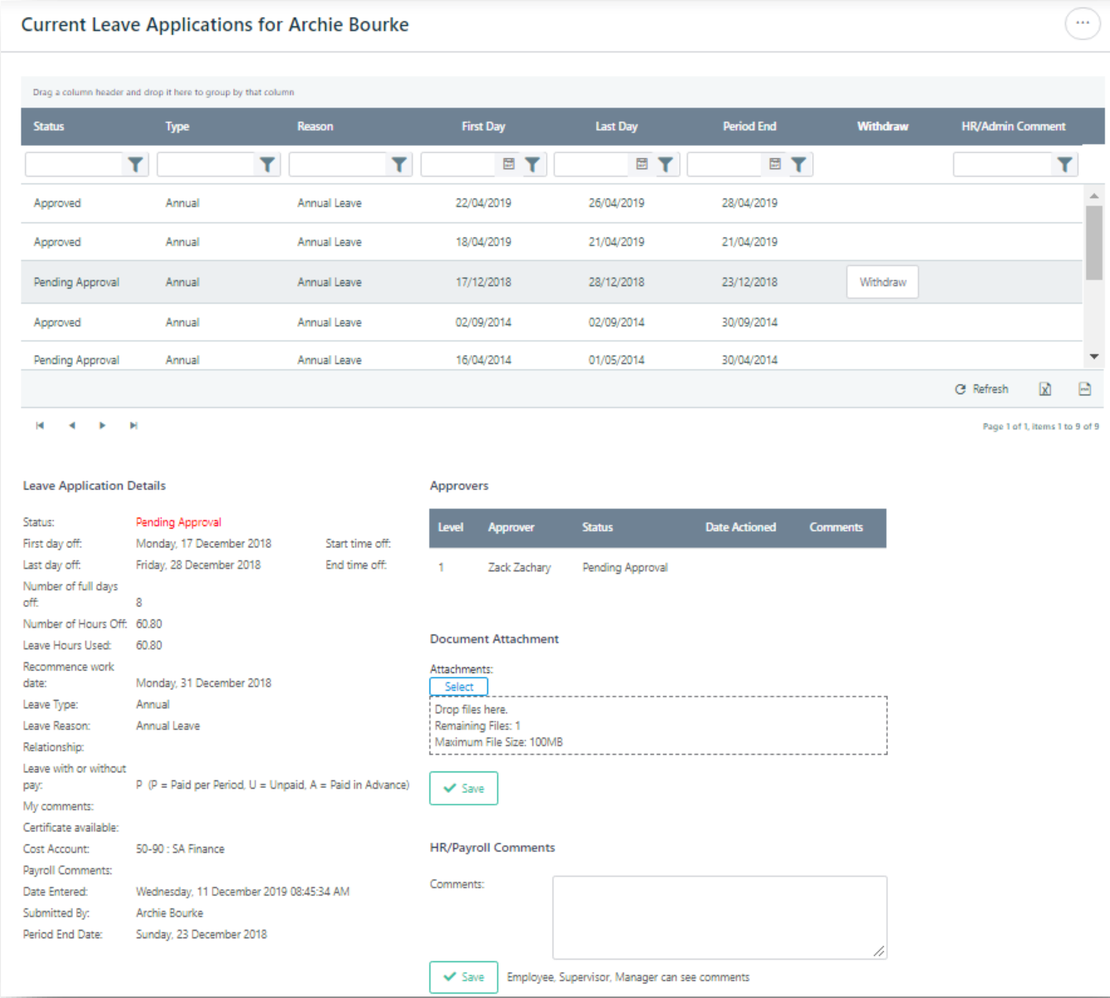
Current Leave Applications

The current leave applications page shows the status of your leave applications that have not yet been paid.

To view your current leave applications:

Go to *My Details > Leave > Leave Applications - Current*.

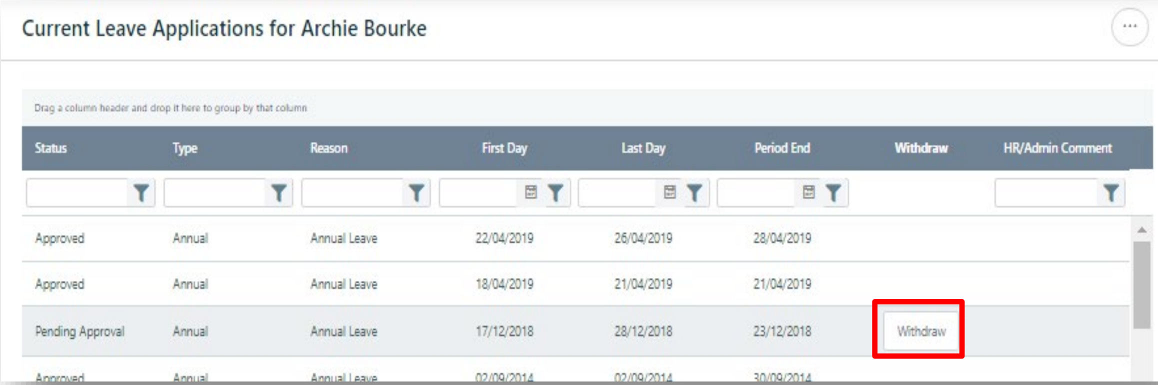
To view the full details of an application, select the application in the table and the details will populate at the bottom of the screen. Under the heading **Approvers**, you are able to see the approvers for this leave application.



Withdrawing a Leave Application

If a leave application is still pending approval you are able to withdraw the leave request. You may need to do this, for example, if your requested dates have changed and you need to submit a new application with the correct dates. If your leave application has already been approved you need to ask your leave reviewer to rescind the leave application on your behalf and then a new leave application needs to be submitted for approval.

Go to *My Details > Leave > Leave Applications - Current.* A screen similar to the following will appear.



Hover over the relevant application and select **Withdraw**.

Editing a Leave Application

You are unable to edit your application once it has been submitted. Your leave reviewer can edit the application whilst it is pending approval. Once a leave application has been approved, only your leave reviewer or a ConnX Administrator is able to rescind the application allowing you to submit a new application.

Previous Leave Applications

Once a leave application has been processed for payment it is then moved to the previous leave applications area.

To view previous leave applications submitted via ConnX, go to *My Details > Leave > Leave Applications - Previous*.

Leave History

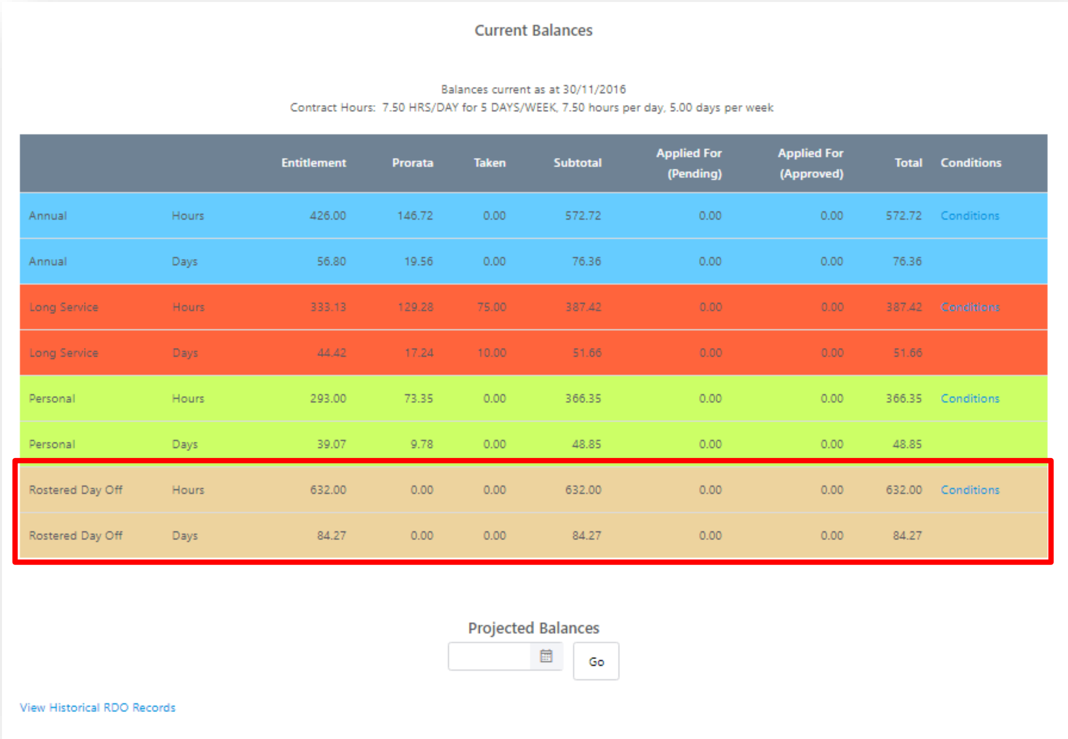
Any leave that has been paid to you will be listed in this area.

To view your leave history, go to *My Details > Leave > Leave History*.

RDO Records

RDO balances are displayed as part of the Leave Balances screen.

To view your RDO Balances, go to *My Details > Leave > Leave Balances.*



Current Balances

Balances current as at 30/11/2016
Contract Hours: 7.50 HRS/DAY for 5 DAYS/WEEK, 7.50 hours per day, 5.00 days per week

		Entitlement	Prorata	Taken	Subtotal	Applied For (Pending)	Applied For (Approved)	Total	Conditions
Annual	Hours	426.00	146.72	0.00	572.72	0.00	0.00	572.72	Conditions
Annual	Days	56.80	19.56	0.00	76.36	0.00	0.00	76.36	
Long Service	Hours	333.13	129.28	75.00	387.42	0.00	0.00	387.42	Conditions
Long Service	Days	44.42	17.24	10.00	51.66	0.00	0.00	51.66	
Personal	Hours	293.00	73.35	0.00	366.35	0.00	0.00	366.35	Conditions
Personal	Days	39.07	9.78	0.00	48.85	0.00	0.00	48.85	
Rostered Day Off	Hours	632.00	0.00	0.00	632.00	0.00	0.00	632.00	Conditions
Rostered Day Off	Days	84.27	0.00	0.00	84.27	0.00	0.00	84.27	

Projected Balances

Go

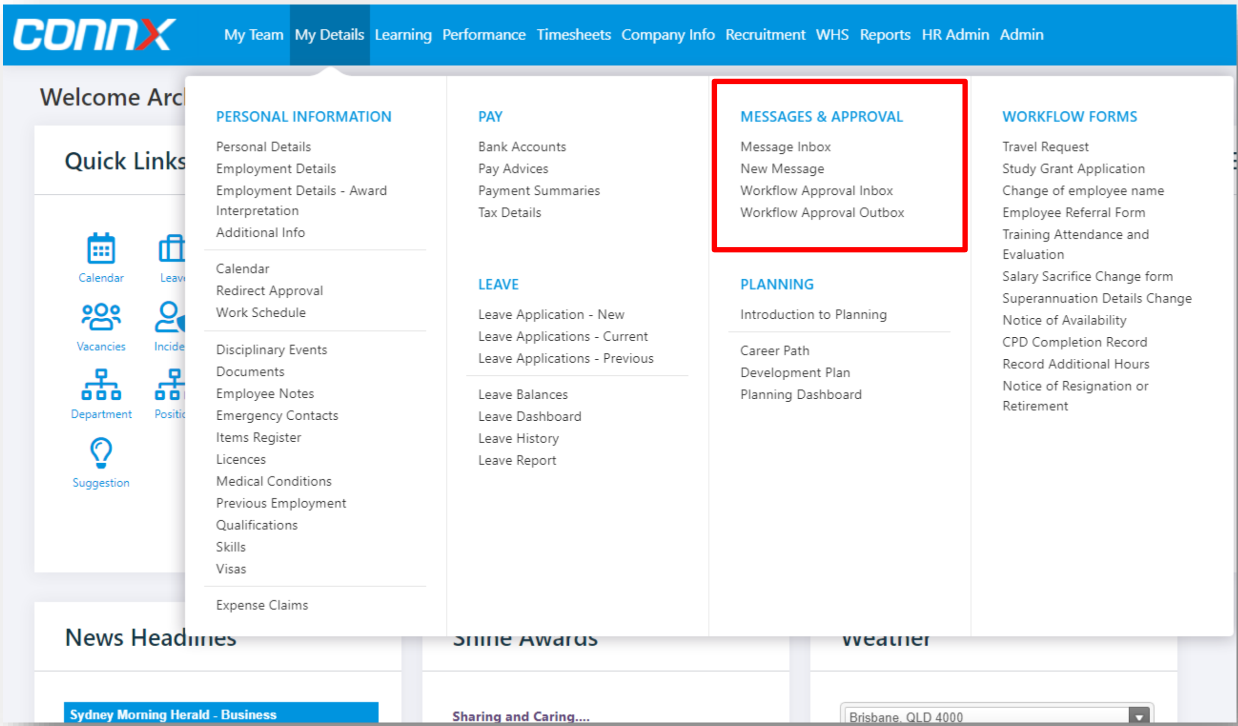
View Historical RDO Records

The information on this page is read-only. To apply for a RDO, follow the standard process of submitting a new leave application.

Messages & Approval Section

You are able to send and receive messages to and from any employee via ConnX from the **MESSAGES & APPROVAL** section.

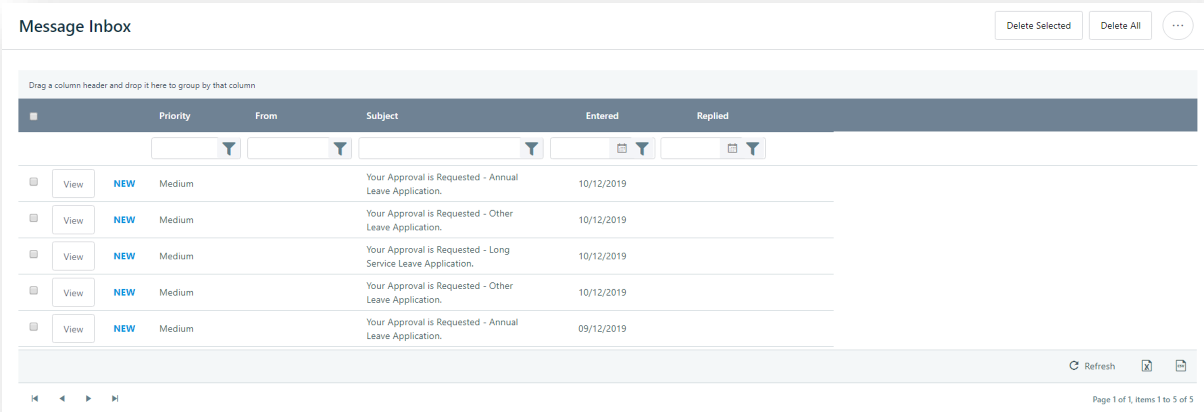
If you use email, it is recommended that email continues to be used to communicate with colleagues. If an employee doesn't have access to email, then messages can be sent and received via ConnX, however the recipient will only see the message if/when they log into ConnX and check their messages.



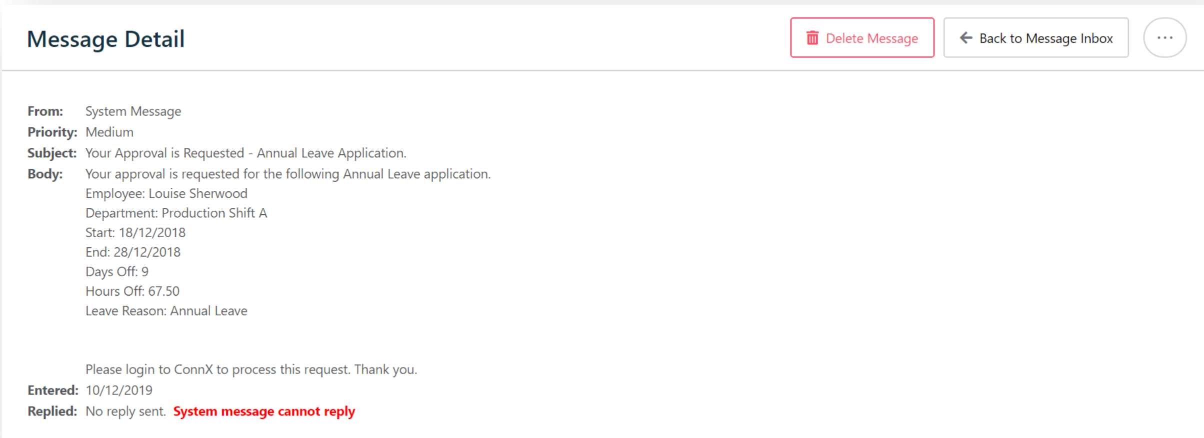
Received Messages

To check if you have received any messages in ConnX:

Select the Inbox icon at the top of the screen , or go to *My Details > Messages and Approval > Message Inbox*.



Select **View** next to the message.

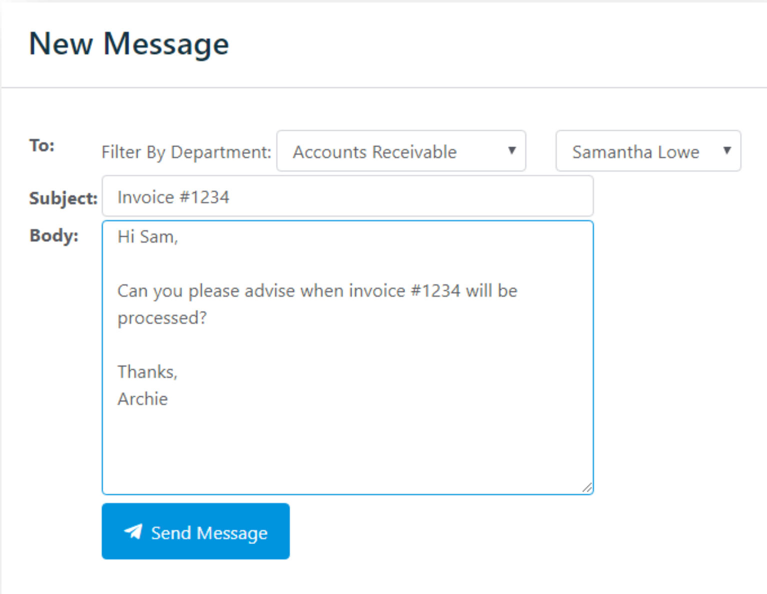


Once viewed, to delete the message select **Delete Message**. You can also delete the message from the message inbox by highlighting the message and selecting **Delete Selected**. Messages will remain in your inbox until you delete them.

Sending a Message

To send a message:

Go to *My Details > Messages and Approval > New Message*.



Select the person you wish to send a message to from the drop-down list. Use the **Filter By** drop-down list to select a department first and then select an employee within that department if you wish to.

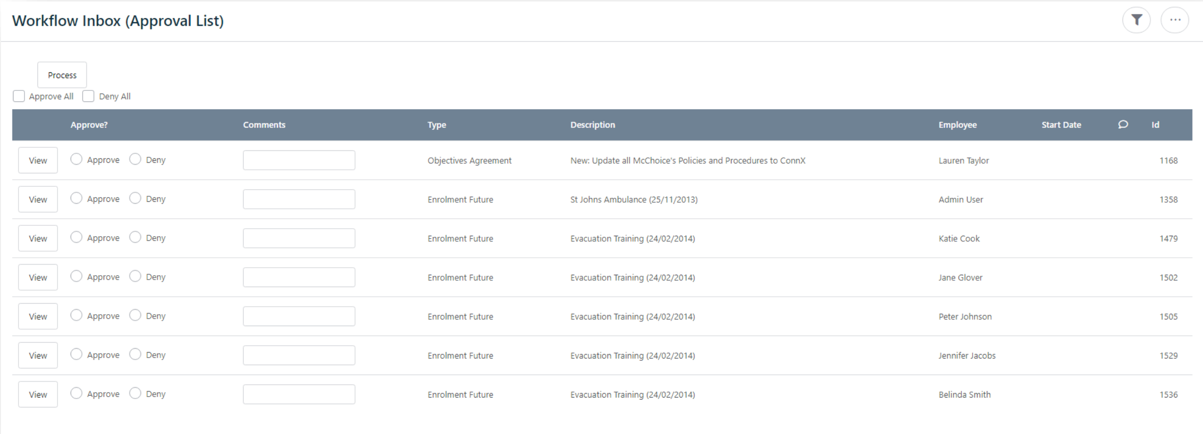
Enter a **Subject** for the message, and type your message in the **Body** area. Select **Send Message**.

You can also send a message via *Company Info > Employee Directory* or from the Organisation Chart employee list.

Workflow Inbox

You may receive a message from ConnX advising that there is an action in your workflow inbox that requests your approval or denial.

To view your workflow, select the Inbox icon at the top of the screen , or go to *My Details > Messages and Approval > Workflow Approval Inbox.* A screen similar to the following will appear.

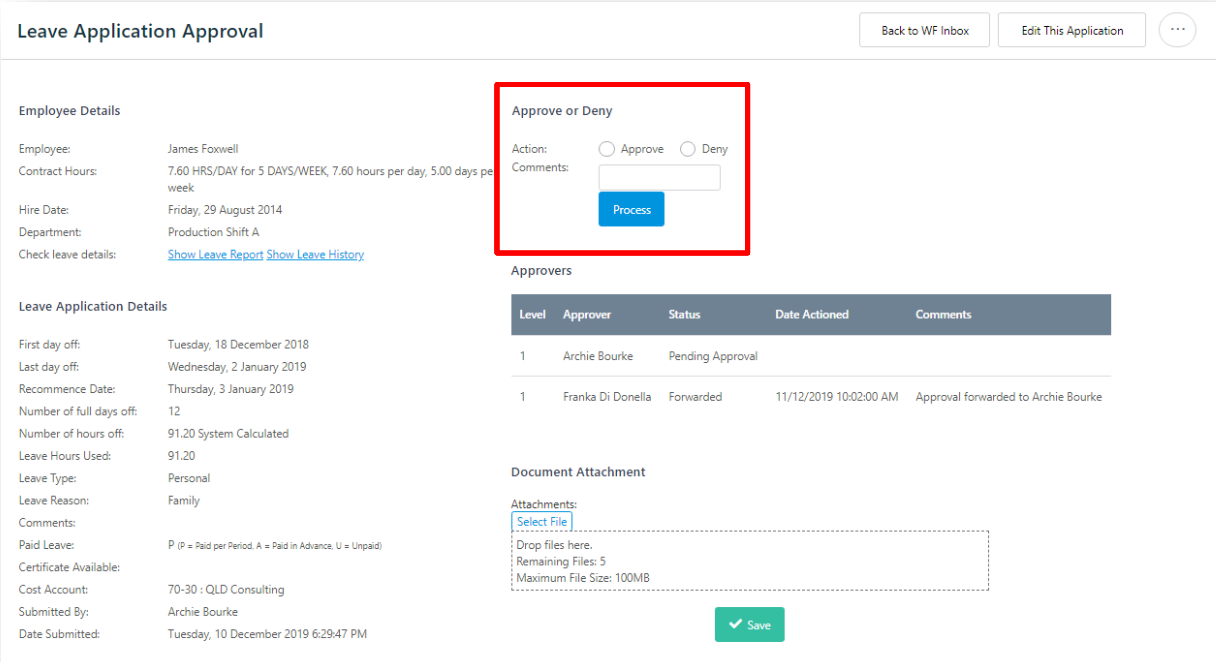


To see more details, select **View** on the left side of the approval item.

If you <u>agree</u> to the workflow action, select the **Approve** radio button, enter any comments, enter your password and select **Process.**

If you <u>disagree</u> to the workflow action, select the **Deny** radio button, enter any comments, enter your password and select **Process.**

You can also approve or deny the item from the **View** page.

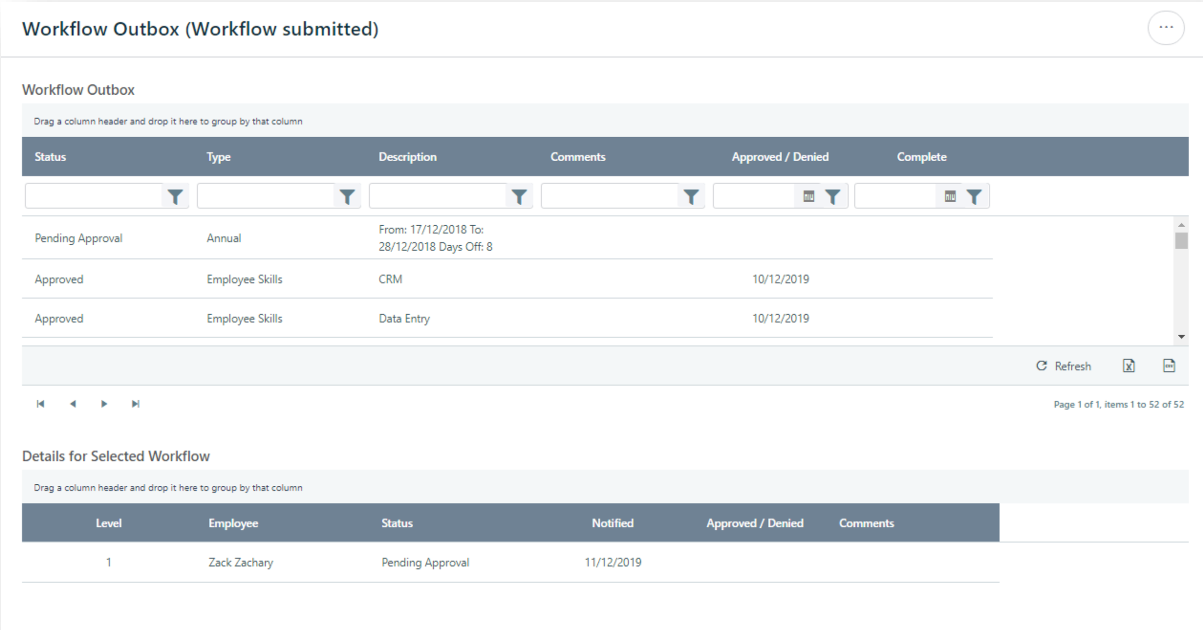


Workflow Outbox

When you perform an action in ConnX that requires approval, a record of the submission is kept in your workflow outbox.

To view your workflow actions submitted:

Go to *My Details > Messages and Approval > Workflow Approval Outbox.*



This will show a listing of any items that you have created and the current status of that item.

Status	Meaning
Pending Approval	Workflow action has been sent to the next level and is waiting for approval.
Approved	Workflow action has been approved.
Denied	Workflow action has been denied.
Complete	Workflow action (e.g., leave application) has been approved and has been processed/paid.

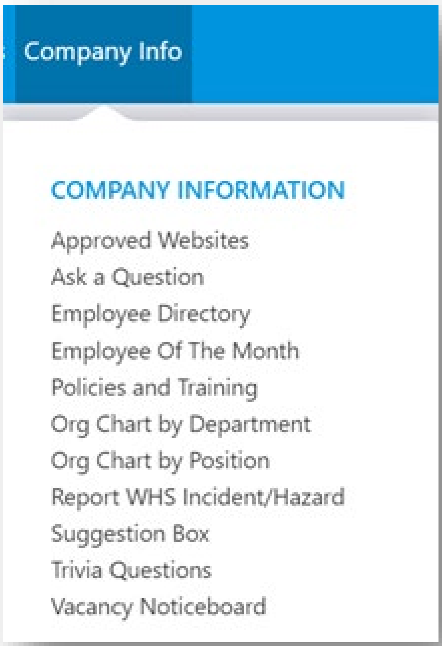
Company Info Section

The **COMPANY INFORMATION** section contains specific information about your company.

This section covers the following areas:

- Employee Directory
- Organisational Chart by Department
- Organisational Chart by Position
- Employee of the month (can have a different customised name)
- Company Policies (can have a different customised name)
- Approved Websites
- Ask a Question
- Trivia Questions

The Company Information section is primarily used for communication between the company and you. For example, you can access new policies and procedures, and submit ideas and questions using the “Suggestion Box” and “Ask a Question” functionality.



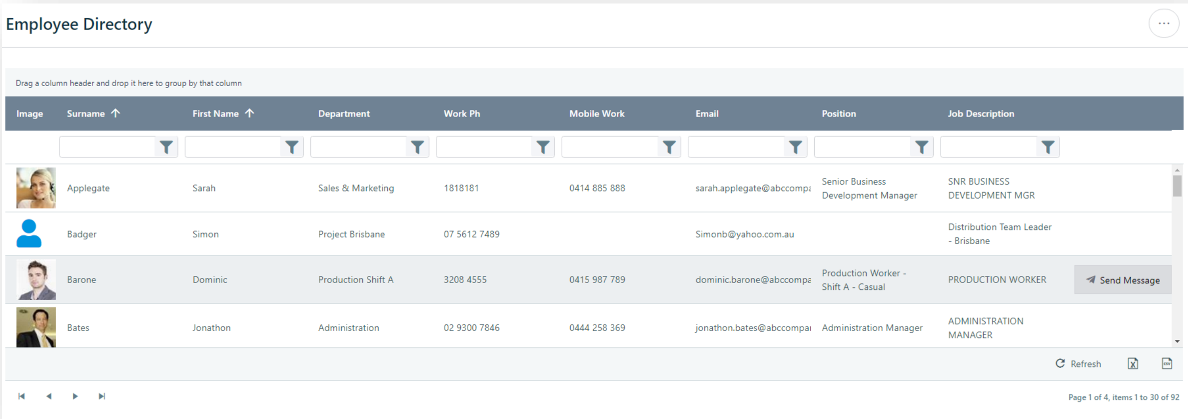
Employee Directory

The Employee Directory is a listing of all employees/users that have been attached to a department.

The Employee Directory will show you basic contact details for employees matching your search criteria. These details may include Department, Work Phone Number, Mobile Number and Email Address. You can also view photos if these have been loaded into ConnX.

To search the Employee Directory:

Go to *Company Info > Employee Directory*, or select **Employee Directory** in the **Quick Links** on the **Welcome** page.



You can search the Employee Directory by surname, first name and/or department by entering a search term into the field at the top of a column, then pressing **Enter**. You can also perform partial searches, for example 'Search for employees whose surname or name starts with A'.

From here you are can send a message by hovering over the relevant employee and selecting **Send Message** on the right side of the screen.

Org Chart by Department

The Organisation Chart is a departmental based chart which uses the information that has been previously established by your ConnX System Administrator. This is not a full positional based organisation chart, but it will enable you to find managers and list employees (including contact details) in departments. You can navigate up and down the chart, but you can only have one branch open at any time.

To display the Organisation Chart:

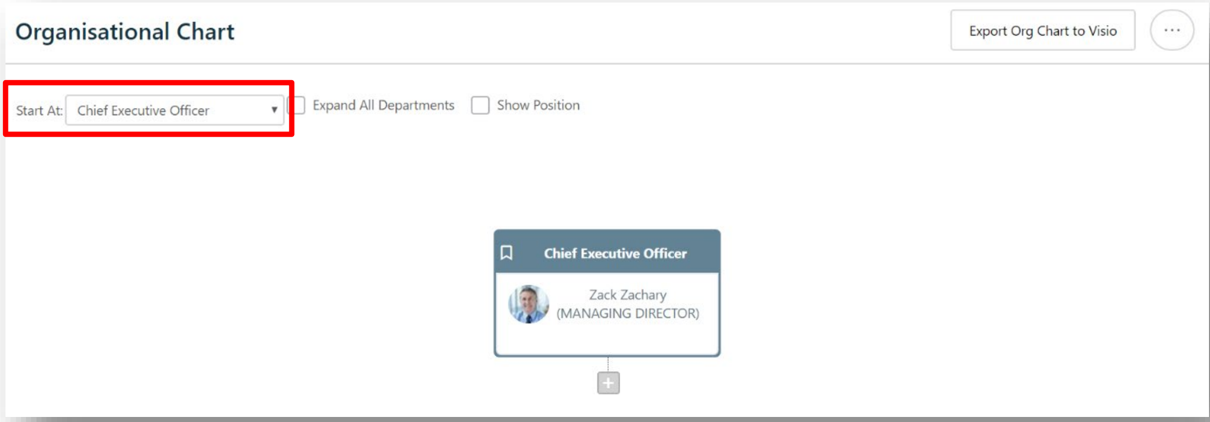
Go to *Company Info > Org Chart by Department,* or select **Department Chart** in the **Quick Links** on the **Welcome** page.

Organisational Chart Display Options

There are three options to control what is displayed on the organisational chart.

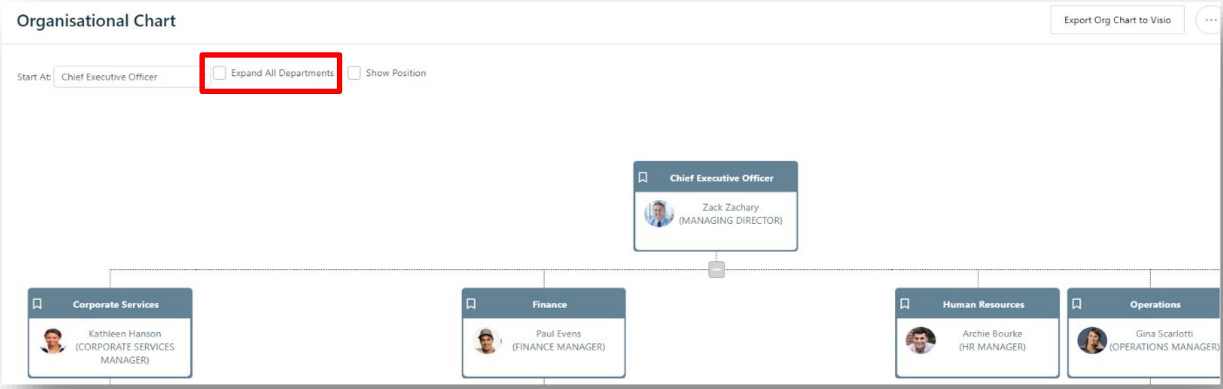
Start At

Allows you to specify the department the organisational chart should start with.

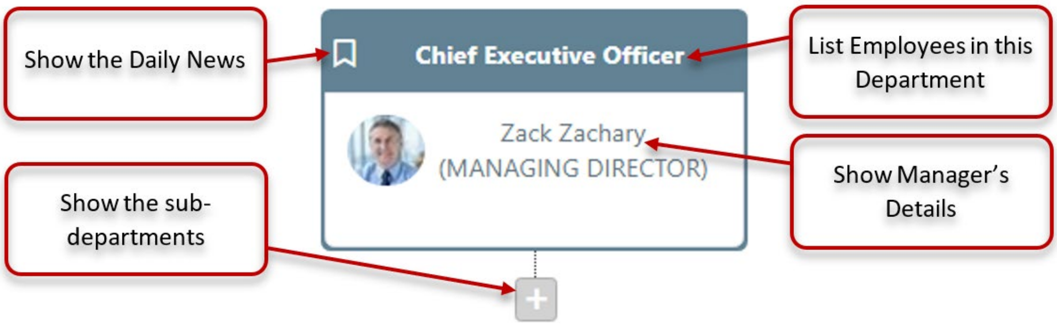


Expand All Departments

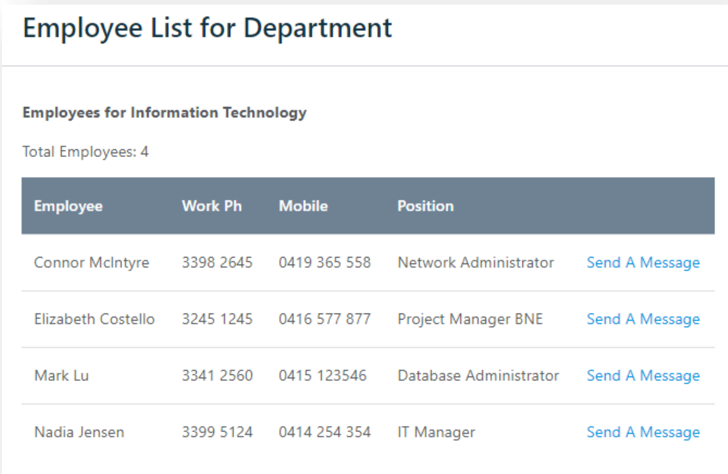
Select this option to expand the entire organisational structure, displaying every department underneath the selected department in the 'Start At' drop-down list. Clearing this option will collapse the entire structure only displaying the department specified in the 'Start At' drop down list.



Organisational Chart Element



To view a list of employees in each department, select the department's name on an element. The list will open in a separate window and will look similar to the following.



Employee List for Department

Employees for Information Technology

Total Employees: 4

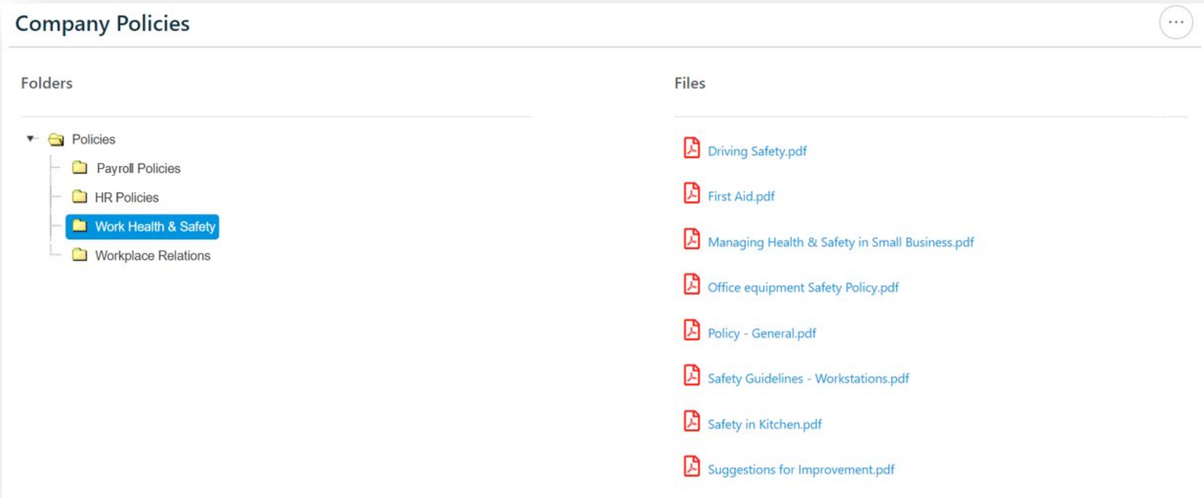
Employee	Work Ph	Mobile	Position	
Connor McIntyre	3398 2645	0419 365 558	Network Administrator	Send A Message
Elizabeth Costello	3245 1245	0416 577 877	Project Manager BNE	Send A Message
Mark Lu	3341 2560	0415 123546	Database Administrator	Send A Message
Nadia Jensen	3399 5124	0414 254 354	IT Manager	Send A Message

Company Policies

To view the Company Policies:

Go to *Company Info > Company Policies*, or select **Policies and Procedures** in the **Quick Links** on the **Welcome** page.

Select a folder and the files within that folder will appear on the right side. Click on each document to view the policy or procedure.



Approved Websites

The approved site page displays links to websites that have been approved by your organisation for you to visit.

Go to *Company Info > Approved Websites*, or select **Approved Websites** in the **Quick Links** on the **Welcome** page.

Approved Sites

Website	Address	Description
ATO	www.ato.gov.au	Australian Taxation Office
Centrelink	www.centrelink.gov.au	
ConnX	www.connx.com.au	Website for this software
Department of Industrial Relations	www.dir.qld.gov.au	Queensland
MicrOpay	www.micropay.com.au	Payroll and HR software solutions
News	www.news.com.au	Local, National & International News
Q2 Solutions	www.q2solutions.com.au	Developers of fine software solutions
Super SGL	www.ato.gov.au/super/	Australian Taxation Office - Superannuation

Select the address or the website name and you will be automatically taken to the website.

Trivia Questions

Trivia Questions are a general knowledge competition that you can participate in if you are interested. The questions change each day and will give a score for each answer and keep a tally of scores until the scores are reset by the ConnX System Administrator.

OR

The questions change each day and once the question has been answered correctly on that day, the question is then locked and the answer is displayed to all other users.

To participate in trivia questions:

Go to *Company Info > Trivia Questions*, or select **Answer Trivia** in the **Quick Links** on the **Welcome** page.

Select **Click Here to Show Question**.

Enter your answer and select **Submit Answer**.

NOTE

The answers are character sensitive. Alpha answers need to be in title case, every word starting with a capitals letter. Numerical answers are digits with no decimal points used.