



# QUT StaffConnect

## Staff Quick Reference Guide

CRICOS No 00213J Human Resources Department Oct 2004 v3

### What you can do in StaffConnect

StaffConnect is a facility that allows you to view and update your personal information online and enables you to apply for your entitlements, such as booking leave, quickly and easily. StaffConnect has three focus areas:

**Individual Information:** Through StaffConnect an employee can either view their personal information or update some of their personal information or apply for some of their entitlements. Some of the functionality currently available includes:

- Personal Contacts
- Salary Information
- My Position Hierarchy
- View Pending Transaction
- Book Leave
- Leave Balances

**Team Leader:** Enables supervisors to access details of employees under their supervision and provides access to a wide range of reports to assist the supervisors in managing their workforce.

**Approvals:** Enables supervisors to approve leave bookings online

### Accessing StaffConnect

- Start your web browser (e.g. Internet Explorer)
- Go to the QUT Home Page (www.qut.edu.au)
- Click on QUT Virtual (left-hand side of screen)
- Click on Personal Information tab
- Scroll down
- You will be presented with a screen as shown
- Click on **StaffConnect**
- Click on **Individual**



### Update Personal Details/Emergency Contacts

- Click on **Personal Information**
- Click on **Personal Contacts** or **Emergency Contacts**
- To change personal contacts click on **Contact Details** or for emergency contact click on **Contact Name**
- Change details as appropriate and click **Update**
- You can add new Emergency Contact records by clicking on **add new Emergency Contact record**

#### Emergency Contacts

Priority

Title

Surname

First Name

Relationship

Work Phone

Home Phone

Mobile Phone

Email Address

Address



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### Check on Leave Balances

1. Click on **Individual**
2. Click on **Leave**
3. Click on **Leave Balances**
4. You will be presented with a screen as follows:

**Person: 00540976, Mr Craig Parker**

**Job: 01, Assistant HR Advisor**

#### Leave Balances

Enquiry Date

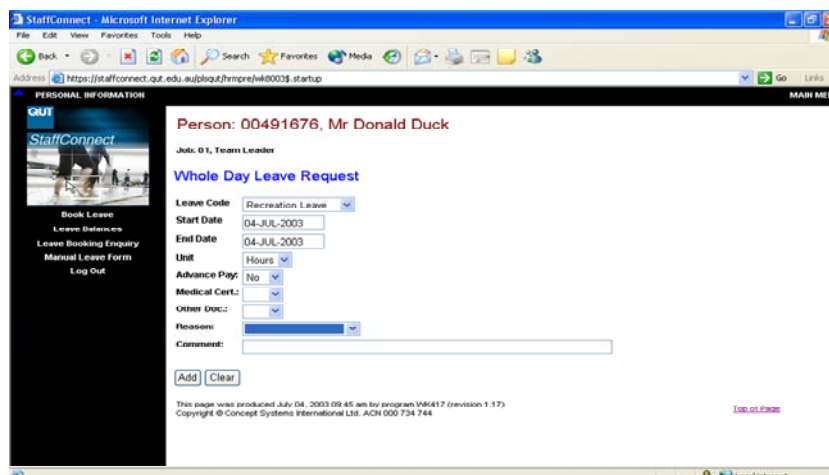
Balances at enquiry date 31-AUG-2004

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Unit
Long Service Leave	31-AUG-2004	01-SEP-2004	0	Days
Personal Leave	31-AUG-2004	01-JUL-2005	7	Days
Recreation Leave	31-AUG-2004	01-SEP-2004	1.705	Days
Sick Leave (FP)	31-AUG-2004	01-SEP-2004	.853	Days

The leave balances displayed are as at the calculation date, as displayed on the Leave Balances screen. To calculate leave balances as at a different date enter the date, for example 31 December 2003, in the Enquiry Date box and click on **Calculate Balances**. You will then be presented with leave balances as at the date of request.

### Book Leave

1. Click on **Book Leave** on left-hand side of screen
2. Click on **Whole Day Leave Booking** or **Part Day Leave Booking** dependent on amount of leave required (*further information is available from the User Guide located under the Main Menu*)
3. Click on the down arrow in **Leave Code** and choose the appropriate code
4. Fill in start and end date of the proposed leave for whole day leave request or fill in start date and hours for part day leave request
5. Click on the down arrow in **Unit** and choose hours
6. If you wish to add any comments to your Supervisor click in **Additional Comments**
7. When complete, click on **Add**





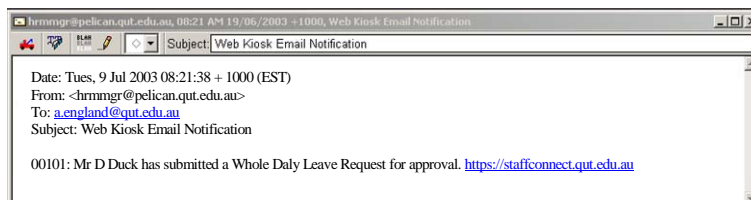
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### Supervisor – Escalation/Approval of Leave

Supervisors will be notified via email of leave booked by their staff. Example below:



Supervisors have the option of approving, rejecting, deferring, or escalating the leave booking to the next supervisor if they do not have the authority to approve (refer to the Authority for Leave approval under the approvals menu).

#### View and Update Transaction

<b>Person Id</b> 00540976	<b>Name</b> Mr C Parker
<b>Job Id</b> 01	
<b>Position</b> 0000136070 Assistant HR Advisor	
<b>Leave Code</b> PERSONO - Personal Leave	<b>Reason</b>
<b>Start Date</b> 21-Sep-2004	<b>End Date</b> 21-Sep-2004
<b>Unit</b> 6 Hours	<b>Advance Pay</b>
<b>Medical Cert.</b>	<b>Other Doc.</b>
<b>Comments</b>	
<b>Supervisor Comments</b>	
<b>Approval Status</b> Submitted	
<b>Reactivated Date</b>	
<b>Approval Level</b> 1	
<b>Escalation Start</b> 31-AUG-2004	<b>Escalation End</b> 13-SEP-2004
<b>Table Name</b> WEB_LV_BOOKINGS	<b>Description</b> Whole Day Leave Request
<b>Record Id</b> 18683704	<b>Created Date</b> 31-AUG-2004
<b>Comments</b>	
<b>Note:</b> Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.	
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

If you do not have the authority to approve the leave, but only recommend the leave then escalate the request by clicking the down arrow next to **Approval Status** and choose **escalate**. Then click the **update** button.

Once the leave has been received by the appropriate authority it will need to be **approved**.

### Approve Leave (Supervisor)

1. Click the down arrow beside **Approval status**
2. Choose **Approved**
3. Click the **update** button

The leave has now been approved. An email will be sent to the staff member advising that leave has been approved.



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### Other Benefits of StaffConnect

The following reports are available to supervisors/managers on StaffConnect:

- Team Leave Matrix
- Leave Balances Report
- Leave Bookings Report
- Probation Report
- Increment Report
- Staff Profile Report
- Birthdays Report

Below is an example of the Team Leave Matrix:

**Person: 00541373, Mr Mark Ferguson**

**Job: 01, Administration Officer**

#### Team Leave Matrix

For 01-Aug-2004 to 21-Aug-2004

Person Id	Name	01	02	03	04	05	06	07	08	09	10	11	12
00540976	<a href="#">1. Mr C Parker</a>			SPLNP	SPLNP	SPLNP	SPLNP	SPLNP	SPLNP	SPLNP	SPLNP	SPLNP	SPLNP
00541391	<a href="#">2. Mr J Bond</a>												
00541382	<a href="#">3. Mr M Hamill</a>												

Of course there are many other advantages of StaffConnect – feel free to have a look around at what additional benefits it offers you.

**For further information refer to the User Guide located under the Main Menu in StaffConnect or contact the Human Resources Department.**