



HR21 USER GUIDE GENERAL STAFF



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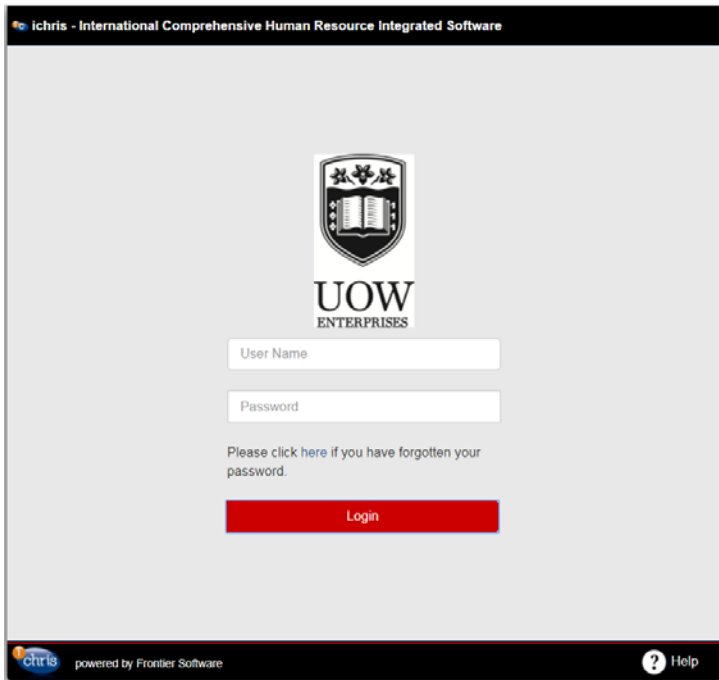
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GENERAL INFORMATION

1. Logging into HR21

- You will need to navigate to the HR21 login page at the link below

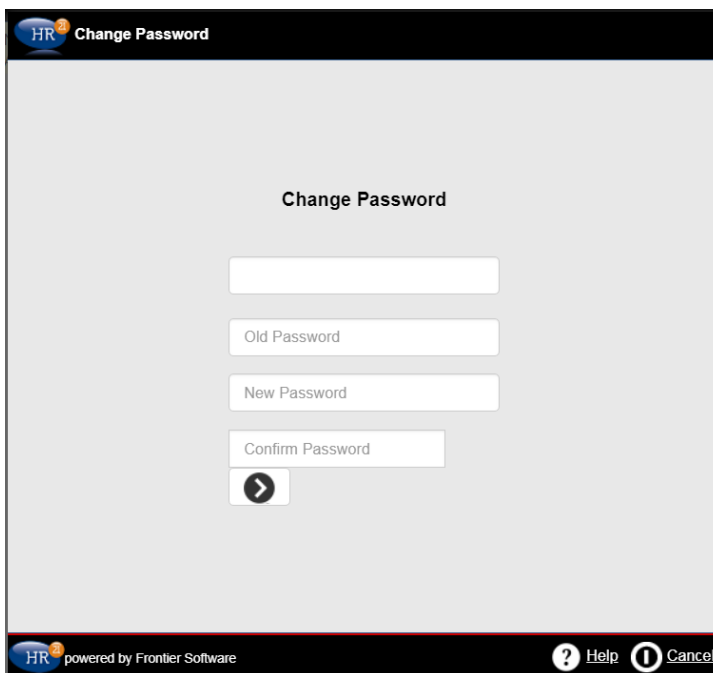
https://itc.chris21.com/itc_ichrisp/Account/Login



- You will need to log into HR21 using the following:
 - **User Name (i.e. Payroll Number):** this is your unique staff number and will be generated upon your first pay with UOW in Dubai.
 - **Password:** initially this is system generated and will be sent to your designated email account.

Please click [here](#) if you have forgotten your password.

- ☑ Following your first login to HR21 you will be directed to change your password. To change your password:
 - **Enter your payroll number**
 - **Old password:** This will be the system generated password that you were emailed.
 - **New Password:** create a new password with the following criteria:
 - Must contain between 6 to 14 characters
 - Must contain a combination of upper and lower case and numbers
 - No special characters can be used in your password
 - **Confirm Password:** enter the same password as entered in the 'New Password' field.



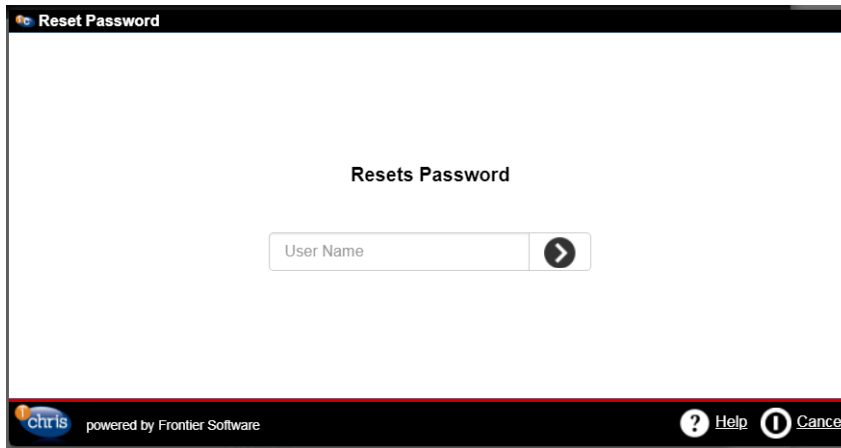
2. Forgotten Password

- ☑ If you forget your password at any time you can reset it by clicking on 'here' on the home page of HR21

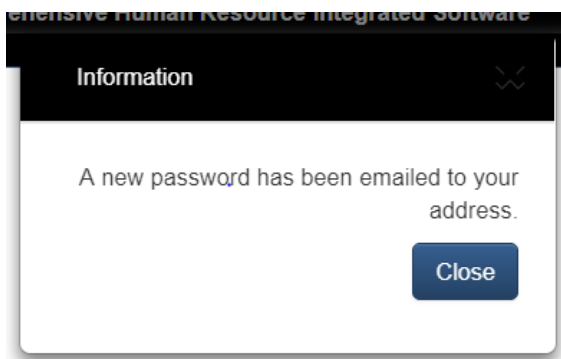
Please click [here](#) if you have forgotten your password.

Login

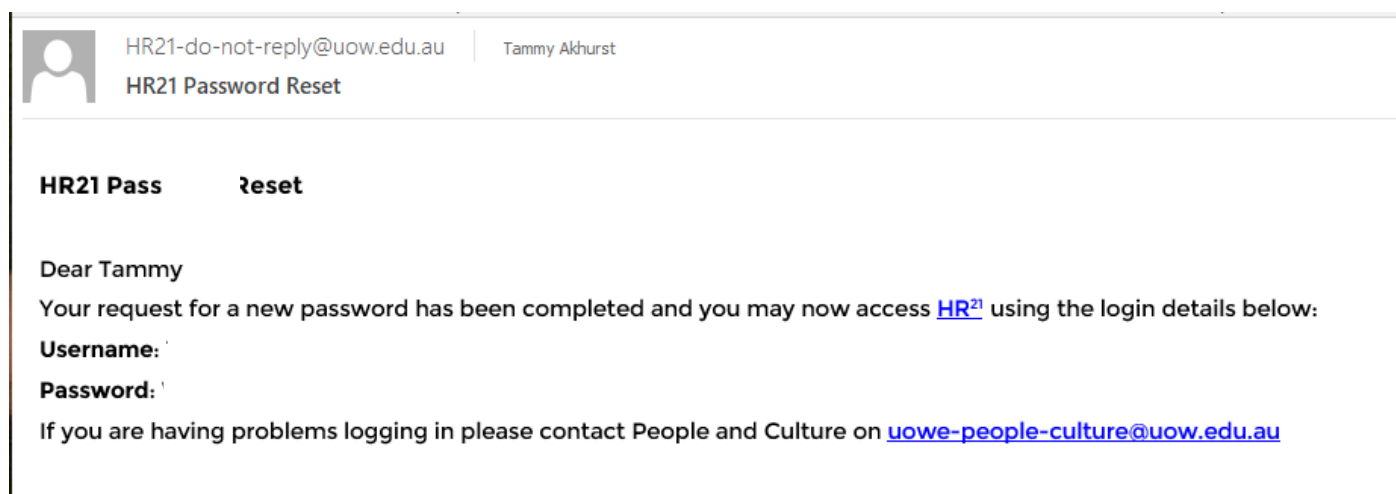
- ☑ You will be prompted to enter your payroll number and then click the arrow
- ☑ An email will be sent to your email account with a system generated password.



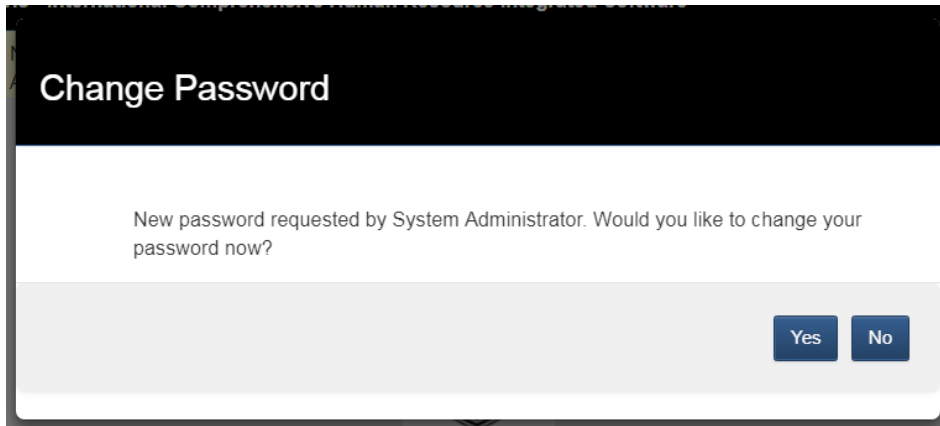
- ☑ The following message will appear



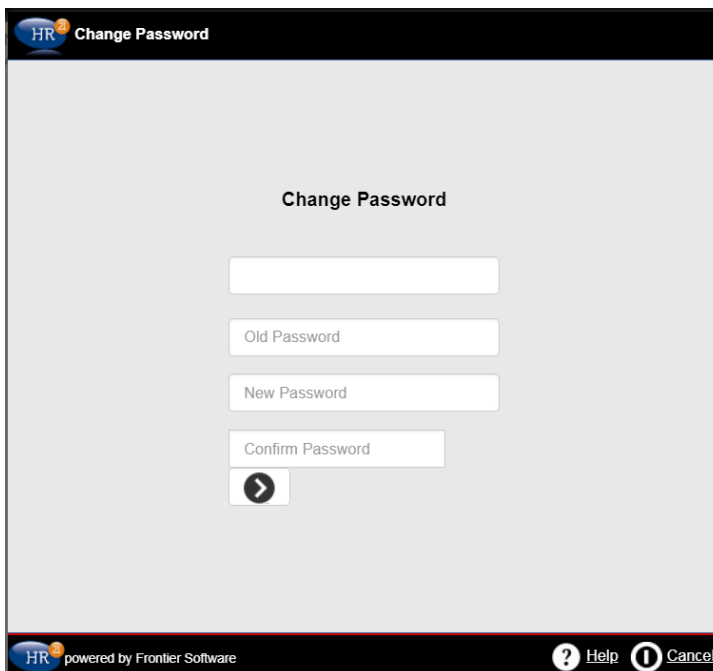
- ☑ An example of the email is below, please check your junk mail if this has not come into your normal inbox



- ☑ Once you receive the new password in your email account, you will be directed to change your password immediately. To successfully change your password you will need to do the following steps:

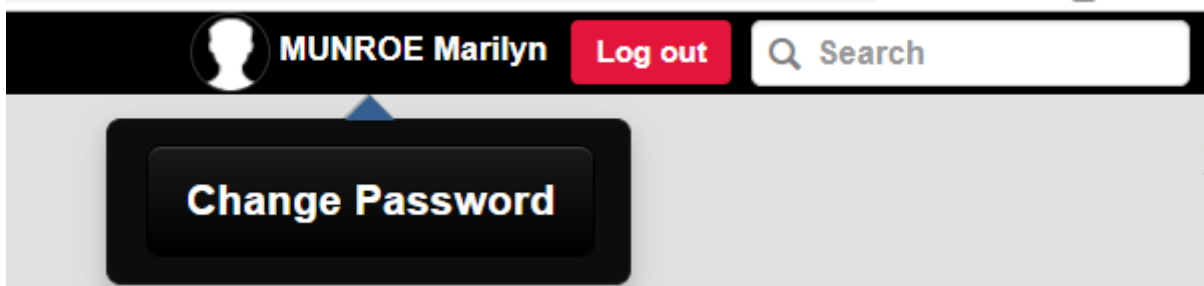


- **Enter your payroll number**
- **Old password:** This will be the system generated password that you were emailed.
- **New Password:** create a new password with the following criteria:
 - Must contain between 6 to 14 characters
 - Must contain a combination of upper and lower case and numbers
 - No special characters can be used in your password
- **Confirm Password:** enter the same password as entered in the 'New Password' field.

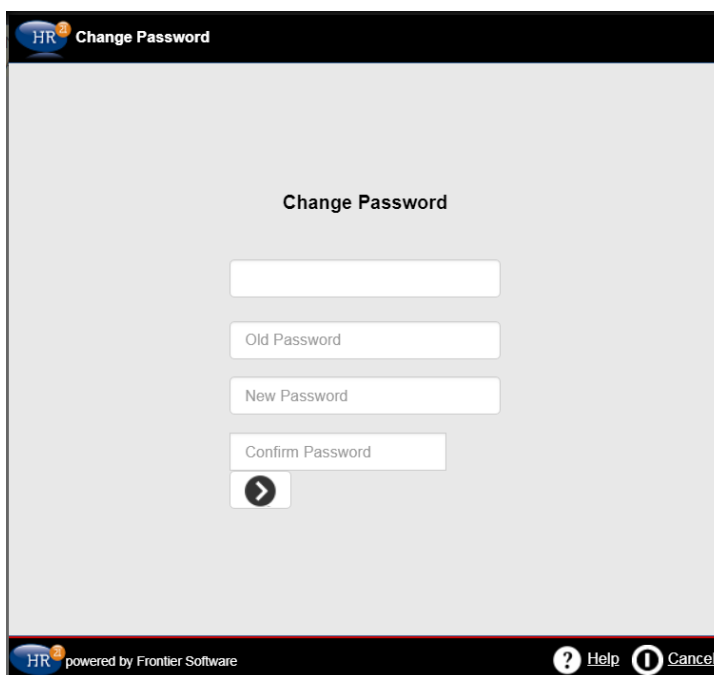


3. Changing your Password

- ☑ You can change your password at anytime within HR21
- ☑ Click on your name and 'Change Password'

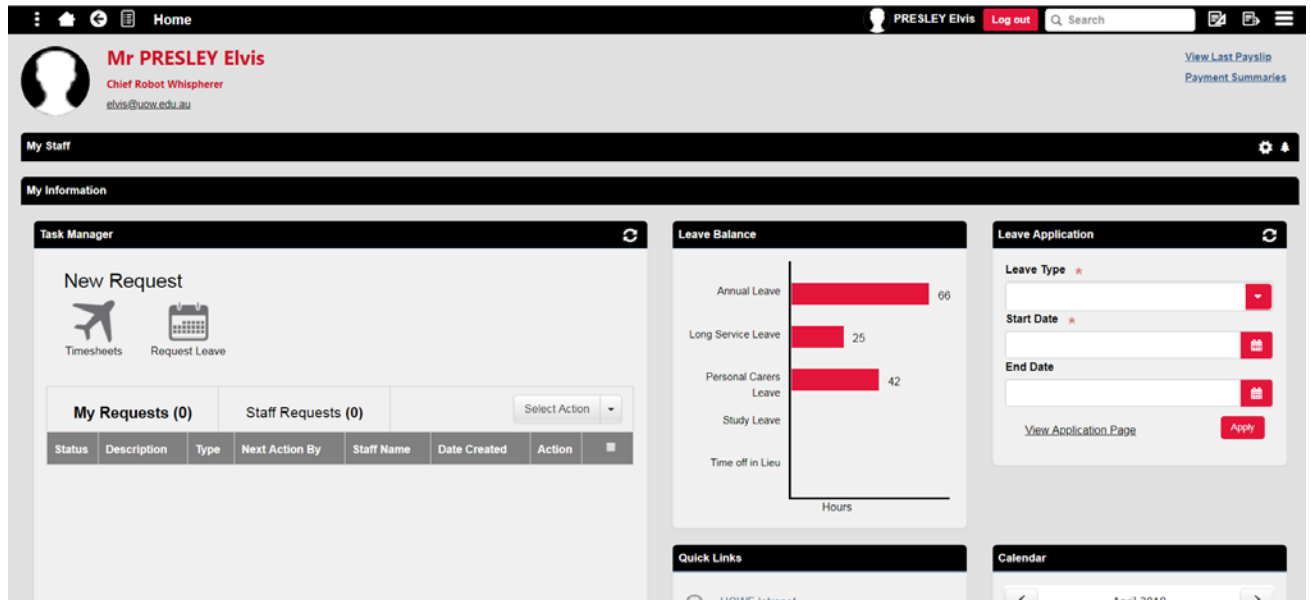


- **New Password:** create a new password with the following criteria:
 - Must contain between 6 to 14 characters
 - Must contain a combination of upper and lower case and numbers
 - No special characters can be used in your password
- **Confirm Password:** enter the same password as entered in the 'New Password' field.

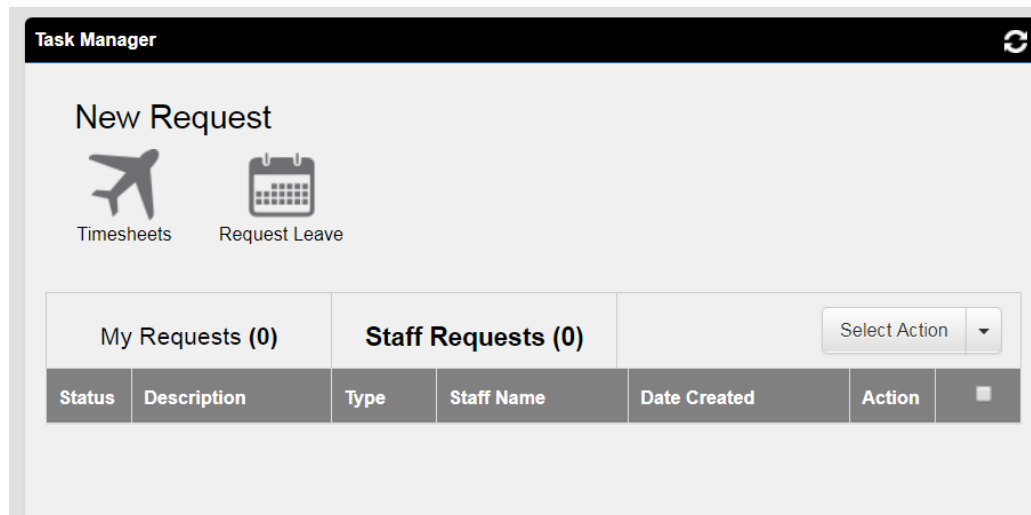


4. Home Page

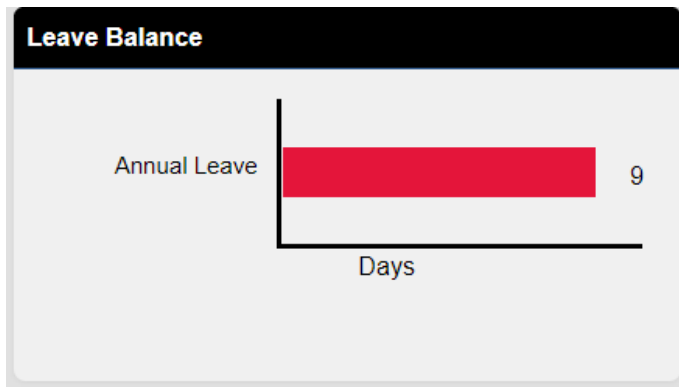
- ☑ Once logged in your home page will appear as follows and contains 5 widgets:



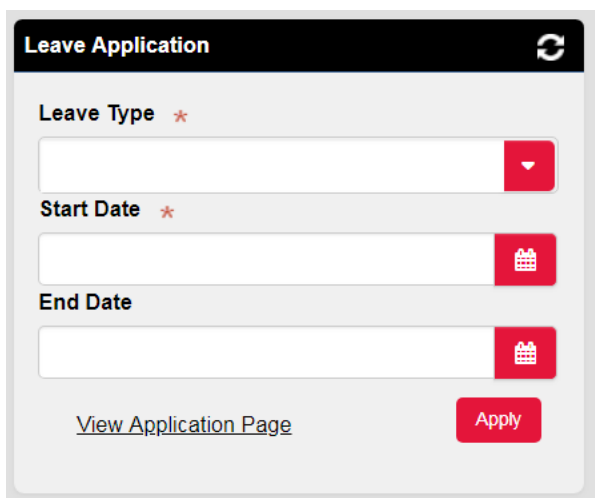
- ☑ **Task Manager** – this area will display any timesheet or leave requests that you have made, as well as has 2 additional short cuts to process a timesheet or leave request.



- ☑ **Leave Balance** – advises your current leave balances in days.

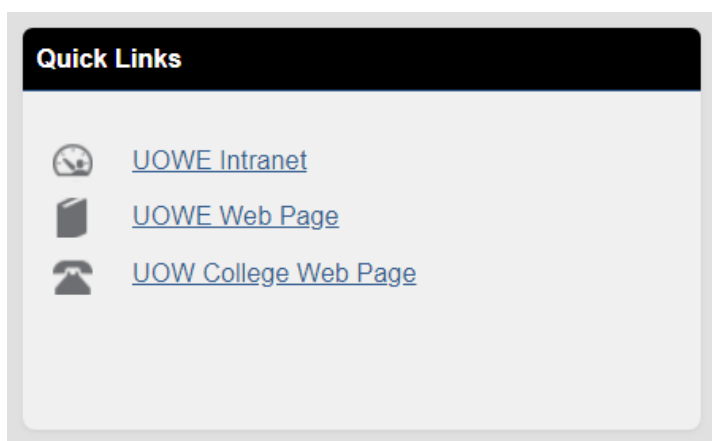


- ☑ **Leave Application** – allows you to apply for leave



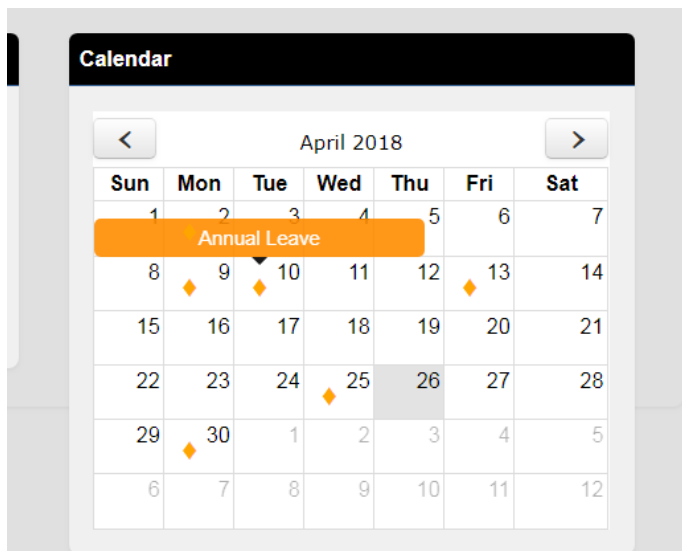
The 'Leave Application' form has a black header with the text 'Leave Application' and a refresh icon. It contains three input fields: 'Leave Type' with a red asterisk and a dropdown arrow, 'Start Date' with a red asterisk and a calendar icon, and 'End Date' with a calendar icon. At the bottom, there is a link 'View Application Page' and a red 'Apply' button. The form is enclosed in a light gray border.

- ☑ **Quick Links** – providing access to a limited number of areas regularly utilised by staff



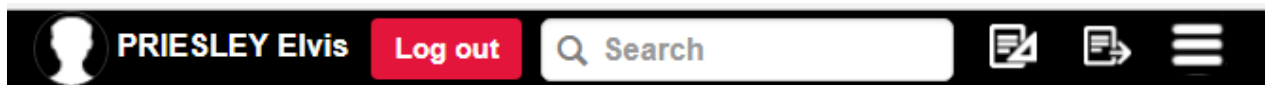
The 'Quick Links' widget has a black header with the text 'Quick Links'. Below the header, there are three links, each with an icon: 'UOWE Intranet' with a globe icon, 'UOWE Web Page' with a book icon, and 'UOW College Web Page' with a telephone icon. The widget is enclosed in a light gray border.

- Calendar** – provides an indication of days that you have submitted leave applications or legislated public holidays.



5. Logging Out


- To log out of HR21, click on 'Log out'.

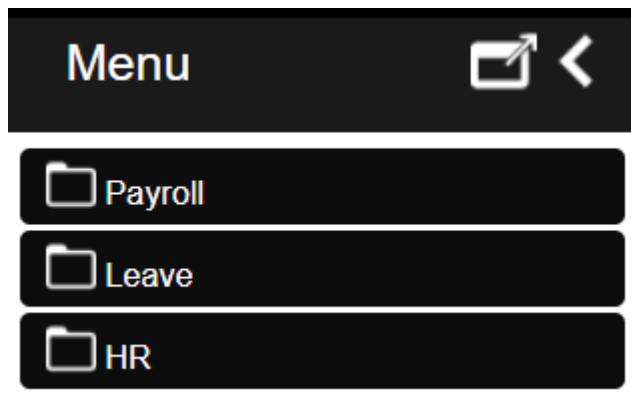


6. Queries

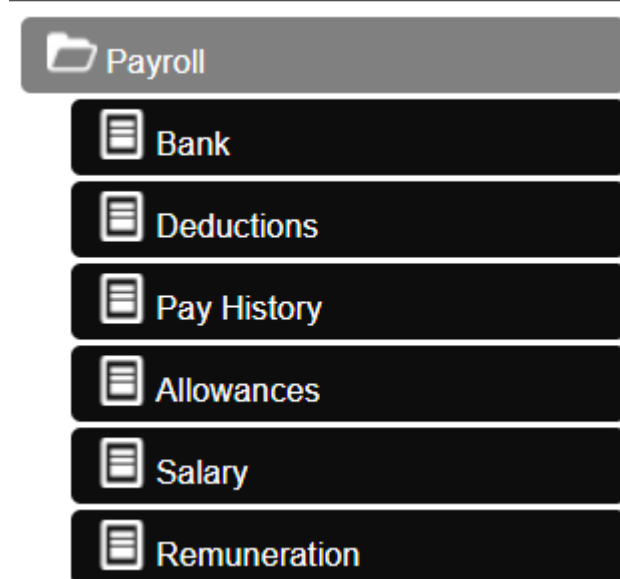
- Any issues regarding HR21 should be directed to the HR Department

MAIN MENU

- ☑ To access other areas within HR21 you will need to use the menu. This can be done by clicking on the  on the top left hand side of the page. The following menu will appear:



PAYROLL MENU



7. Bank



- ☑ Displays the current bank account that your pay will be transferred to each month. If you have multiple accounts that funds are transferred to these will be found under deductions.
- ☑ Staff cannot update or make changes to bank account details. Should you wish to change these details please contact the HR Department.

Disbursement ^

Disbursement Type *

Bank (B)
▼

Swift

HSBC (BBME)
⋮

Code

HSBC (AEADXXX)
⋮

Account Number

005999805007

Account Name

MUNROE Marilyn

8. Deductions

Deductions

- Any deductions coming from your salary, including additional bank accounts, will be displayed here.
- Staff cannot update or make changes to deductions. Should you wish to make any changes please contact the HR department.

Priority	Start Date	Description	Code
3	08/04/2019	Bank 2	BNK2
5	08/04/2019	Lost Parking Card	CARD

Details ^

Start Date *

08/04/2019
📅

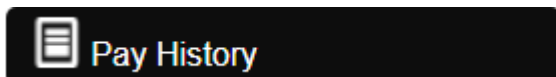
Code *

Bank 2 (BNK2)
⋮

Amount

20000.00

9. Pay History and Viewing a Payslip



- This area provides a summary of all payments that have been made to you.

Pay Date	Payrun Number	Gross	Tax	Net
10/04/2018	672	168.00	0.00	168.00
27/03/2018	668	84.00	0.00	84.00
13/03/2018	666	84.00	0.00	84.00

- If you would like to see more details about a pay, select the payrun, so that it displays and click on 'payslip'. The payslip will the pop up in a separate window (please ensure that you do not have pop ups blocked)

Summary

Payslip

Payrun Number *

Date Paid To

Base Amount

Base Hours

Gross

Taxable Salary

Net

Pay Location: B39 UOWE
 Staff Number:
 BUFFAY P

 Position Title: Sand Quality Control
 Salary Class: BTZ2
 Employment Status: Permanent Part Time

Pay Date: 15/10/2013
 Pay Period: 30/09/2013 to 13/10/2013

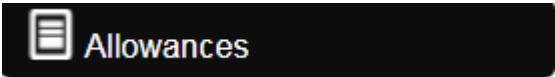
Description	Hours	Rate	This Pay	This Pay Components
Allowance				
Normal Time	30.40	37.33	1,134.91	0.00
Deductions				
On Campus Parking BTAX 1 HELP / SFSS			15.00	120.00
Gross			1,134.91	9,079.28
Taxable			1,119.91	8,959.28
Tax			94.00	752.00
Net Pay			1,025.91	8,207.28

Pension/Provident/Super		
AMP Custom SGC	104.98	839.84

Leave Taken	Start Date	End Date	Hours Taken
			0.00

Leave Balances	Leave in Hours/Days	Bank Information
Annual Leave-TOTAL	37.64 H	
Personal/Carers Leave-TOTAL	308.15 H	
Long Service-ENTITLEMENT	16.14 H	
Long Service-ACCRUAL	38.94 H	

10. Allowances



Displays any current allowances i.e Higher Duties Allowance, First Aid Allowance

Allowances List

Start Date	Staff/Position	Staff/Position	D
01/01/2018	EMPLOYEE ALLOWANCE	E	Co Li Al
01/01/2017	EMPLOYEE ALLOWANCE	E	Co Li Al
01/01/2016	EMPLOYEE ALLOWANCE	E	Co Li Al
01/06/2015	EMPLOYEE ALLOWANCE	E	Co Li Al

Details

Start Date *

Staff/Position *

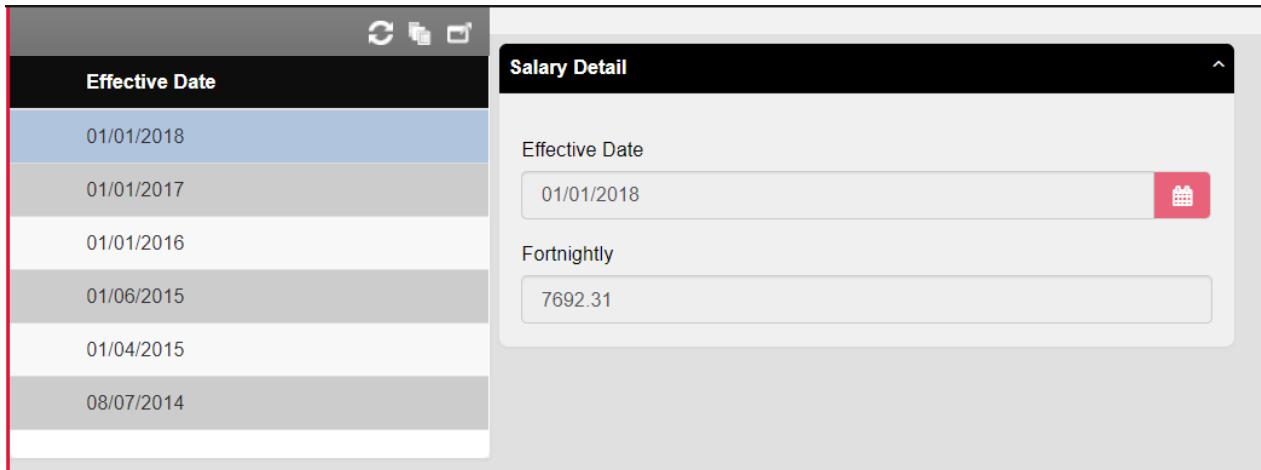
Code *

Amount

11. Salary



- This screen displays your current monthly salary for your primary position as well as your historical salary data.



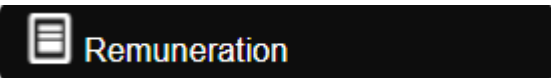
Effective Date
01/01/2018
01/01/2017
01/01/2016
01/06/2015
01/04/2015
08/07/2014

Salary Detail

Effective Date
01/01/2018

Fortnightly
7692.31

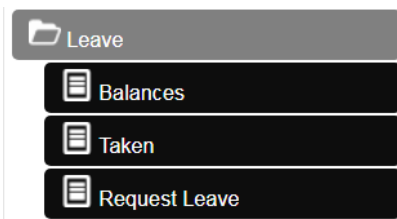
12. Remuneration



- This gives details of all payments that are made to you are part of your salary i.e cash and allowances.

Start Date	Code	Description	Type	Included
1/01/2018	COLA	Cost of Living Allowanc	DIRECT AMT	75000.00
1/01/2018	SAL	SALARY		200000.00
		Totals		275000.00

LEAVE MENU




13. Balances



- Your leave balances will be displayed based on the 'Enquiry Date'.
- Should you wish to see your balance at a specific point in time, you will need to change the enquiry date and click on 'Enquire'.

Staff Number	Leave Type	Total Hours	Future Leave Hours
	Annual Leave	44.62	0.00
	Long Service Leave	25.82	0.00
	Personal Carers Leave	42.90	7.60
	Study Leave	0.00	0.00
	Time off in Lieu	0.00	0.00

Report Options

Enquiry Date *
 

14. Taken



- This area displays all leave that you have taken and any future leave that you have had approved.

Taken List

Leave Type	Code	Date
Sick Leave	SIC	27/04/2018
Annual Leave	ANN	11/04/2018
Sick Leave	SIC	03/04/2018
Annual Leave	ANN	27/03/2018
Annual Leave	ANN	12/03/2018
Sick Leave	SIC	28/02/2018
Sick Leave	SIC	15/02/2018
Sick Leave	SIC	14/02/2018

Details

Details

Leave Type *

Start Date *

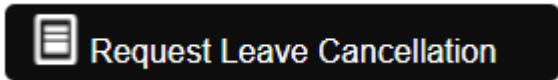
15. Leave Requests

Request Leave

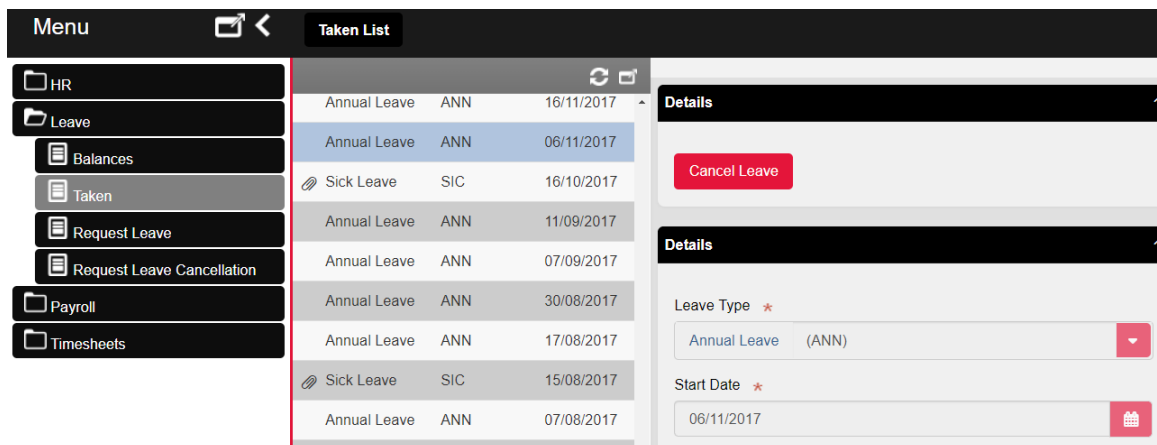
- You can apply for the following types of leave in HR21:
 - Annual Leave
 - Bereavement Leave
 - Business Travel Leave
 - Conference Leave
 - Leave without Pay
 - Paid Maternity Leave
 - Maternity Leave without Pay
 - Paternity Leave
 - Public Holiday
 - Pilgram Leave
 - Sick Leave
 - Sick Leave Half Pay
 - Study Leave
 - Time in Lieu
- Use the drop down next to 'Leave Type' to select the leave that you wish to apply for
- Enter the start and end dates. If you are taking whole days, you do not need to enter anything in the 'Hours Taken' and Click 'Save'
- This will generate an email to your manager/supervisor, with a copy to yourself, for them to respond to your request, Once they have responded you will receive another email with the outcome.

Application Details	Calculated Balances
Leave Type * Annual Leave (ANN)	<input type="button" value="Query Balances"/>
Start Date * 27/04/2018	Total Hours 43.8075 Hours
End Date * 27/04/2018	Reason
Hours Taken 7.60	More Information
<input type="checkbox"/> I have a medical certificate for this request	AM/PM <input type="radio"/> AM <input type="radio"/> PM <input checked="" type="radio"/> Not Applicable
Status * <input type="radio"/> Holding <input checked="" type="radio"/> Requested	Leave Reason

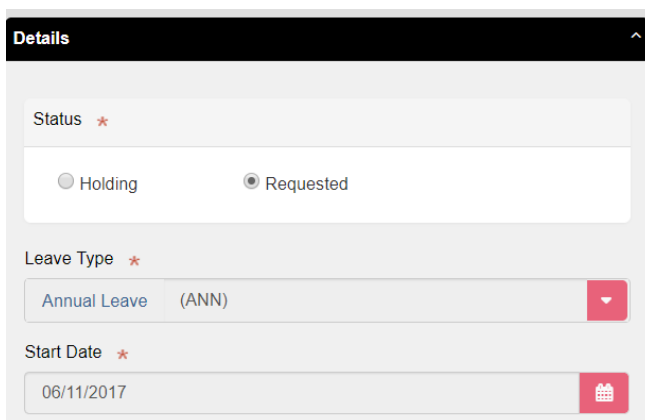
16. Leave Cancellation Requests




- ☑ You can apply to cancel leave that you have already requested in HR21
- ☑ In the taken section, selection the leave that you would like to cancel and click 'Cancel Leave'



- ☑ This will move you to the 'Request Leave Cancellation' area
- ☑ Click 'Requested'



- ☑ Click 'Save'
- ☑ This will generate an email to your manager/supervisor, with a copy to yourself, for them to respond to your request.
- ☑ Once they have responded you will receive another email with the outcome.
- ☑ It will also appear under 'My Requests' on your home page in HR21

My Requests (1)		Staff F
Status	Description	Type
 ACTIVE	Request Leave Cancellation	Annual Leave

HR MENU

- HR
- Details
- Addresses
- Dependants
- Position









17. Positions

 Position

Your most recent position with UOW in Dubai will be displayed at the top.

Start Date	End Date	Title	Position	Employment Status	Employment Status	Hours/Week
05/03/2018		Chief Robot Whisperer	60P026	Permanent Part Time	PP	22.80
04/12/2017	02/03/2018	Chief Robot Whisperer	60P026	Fixed Term Full Time	FF	38.00
05/06/2017	03/12/2017	Chief Robot Whisperer	60P026	Permanent Part Time	PP	22.80

Should you wish to see any history these will be displayed in the listing below. You can click on any position to bring it into the viewing area at the top

Start Date	Details	Position Detail
05/03/2018	<p>Contract Status</p> <p>Copy Only Issued (COPY) </p> <p>Contract Date</p> <p>26/05/2017 </p> <p>Industrial Instrument *</p> <p>Total Reward Framework (TRF) </p>	<p>Start Date *</p> <p>05/03/2018 </p> <p>End Date</p> <p></p> <p>Position *</p> <p>Chief Robot Whisperer (60P026) </p> <p>Hours/Week *</p> <p>22.80 </p> <p>Employment Status *</p> <p>Permanent Part Time (PP) </p>
04/12/2017		
05/06/2017		
09/01/2017		
15/02/2016		
07/12/2015		
01/01/2015		
01/01/2014		
01/07/2013		
01/01/2013		

18. Details



- For changes to your home, postal address or emergency contact you can update these directly in HR21 using the Address screen below.

Details ^


First Name *

Second Name


Surname *

Preferred Name *

Birth Date *

Joined *

Email Address

Gender *

Male
 Female

19. Address

Addresses

- For changes to your home, postal address or emergency contact you will need to contact the HR Department.

Address Type	Address Type
Home Address	H

Address ^

Address Type *

Home Address
(H)
▼

Address Line 1

47 Wallaby Way

Address Line 2

Suburb / City / Locality

Sydney

State / Province / County

New South Wales
(NSW)
▼

Post / Zip Code

2000

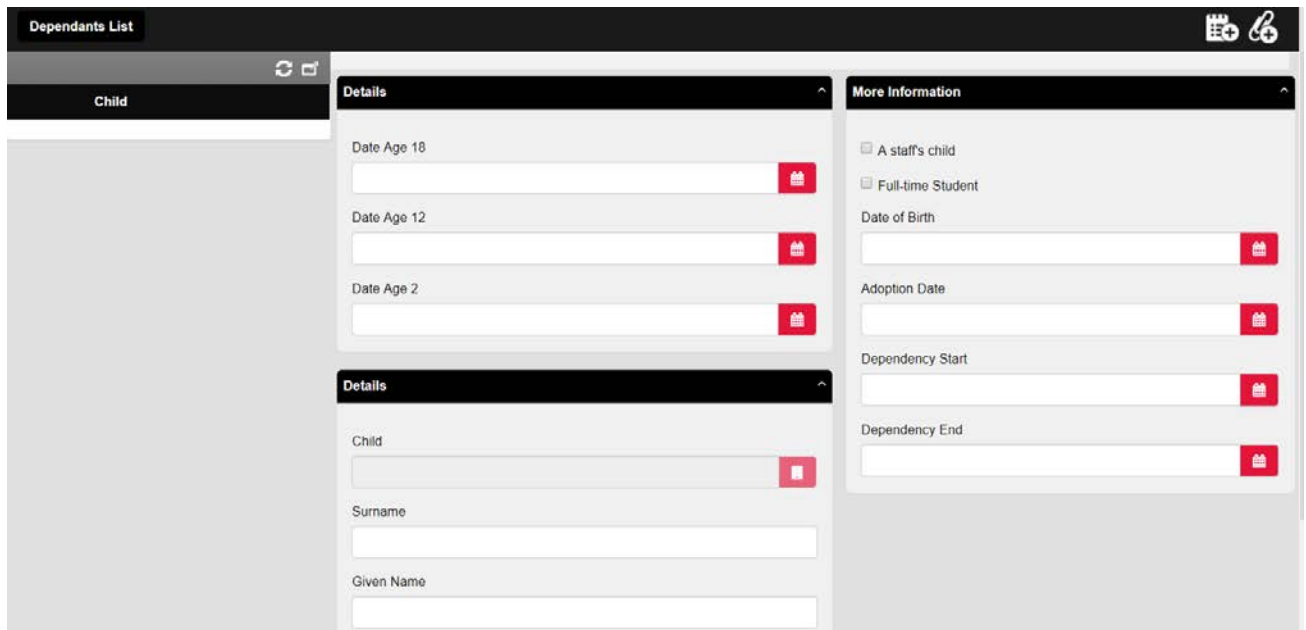
Mobile

0411 123 456

20. Dependants



- ☑ The dependants menu will list any children that are currently dependant on you. Should you need to update your dependants please email the HR Department.



The screenshot shows a web application interface for managing dependants. At the top, there is a header 'Dependants List' with a refresh icon and a user profile icon. Below the header, there is a sidebar with a 'Child' section. The main content area is divided into two columns. The left column contains a 'Details' section with three date input fields: 'Date Age 18', 'Date Age 12', and 'Date Age 2', each with a red calendar icon. The right column contains a 'More Information' section with two checkboxes: 'A staff's child' and 'Full-time Student', and four date input fields: 'Date of Birth', 'Adoption Date', 'Dependency Start', and 'Dependency End', each with a red calendar icon. Below the 'Details' section, there is another 'Details' section with three text input fields: 'Child', 'Surname', and 'Given Name', each with a red calendar icon.