



# MOBILE HR – INSTALLATION AND INSTRUCTIONS



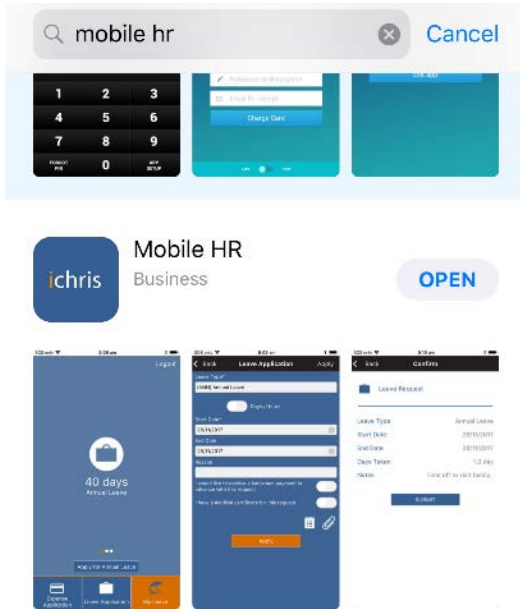
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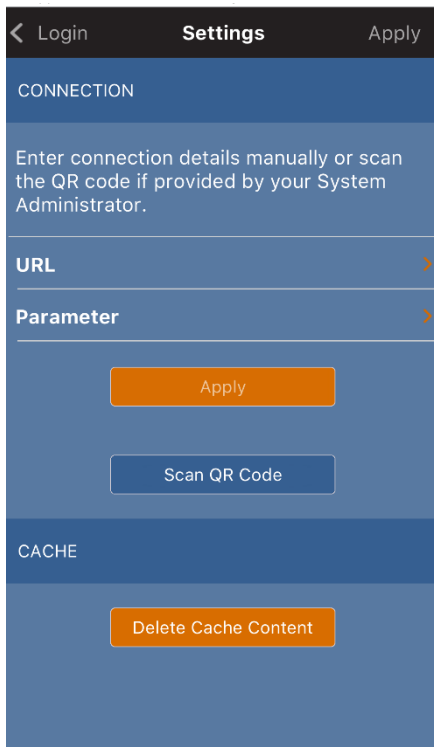
# INSTALLATION

## 1. Download App

- ☑ Mobile HR is currently available to download onto your smart phone. You will need to go to your app store or play store and download the 'Mobile HR' for iChris



- ☑ Open the application and the following screen should appear





- Using the 'Scan QR Code', scan the image below and then 'Apply'

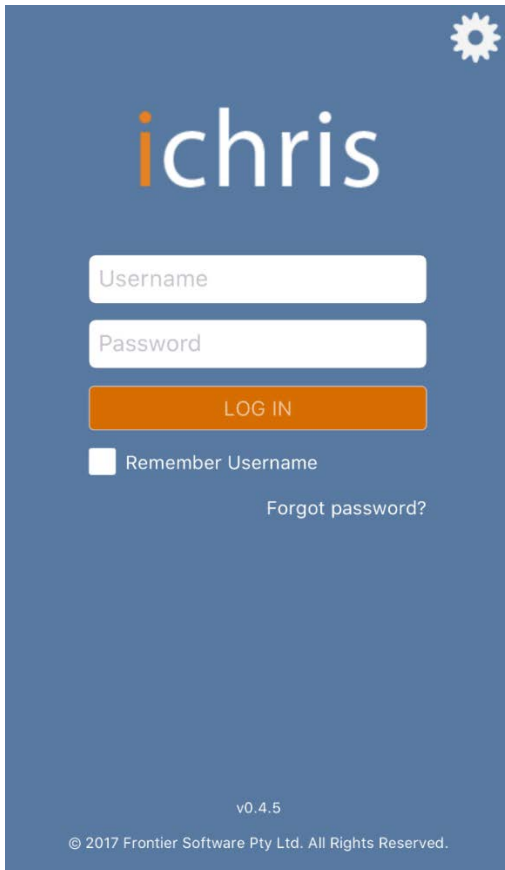




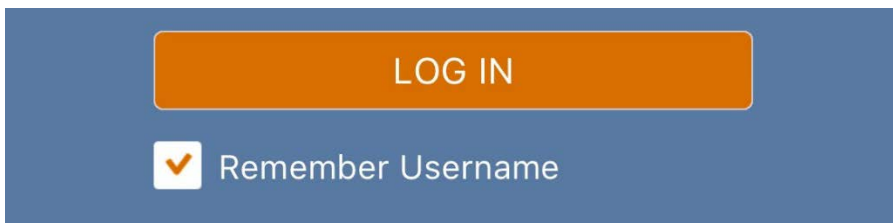
# NAVIGATION

## 2. Logging In

- ☑ You can now log in using as you would to HR21
  - Username = Employee Number
  - Password = Same as HR21



- ☑ Select 'Remember Username' if you would like your smartphone to remember your employee number.





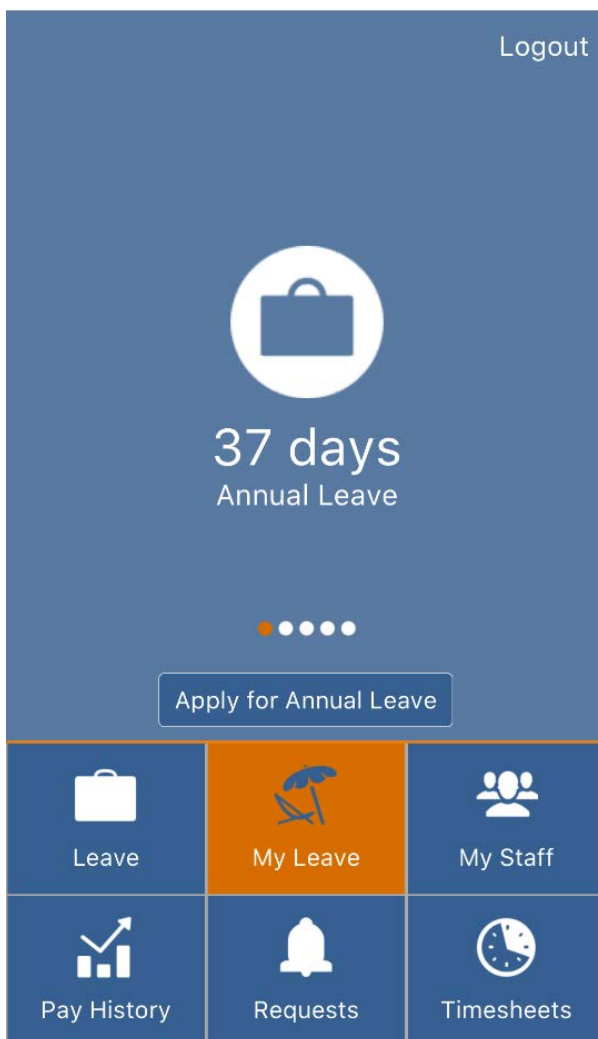
### 3. Forgotten Password

- If you forget your password at any time you can reset it by clicking on 'forgot password?' on the home page of the mobile app



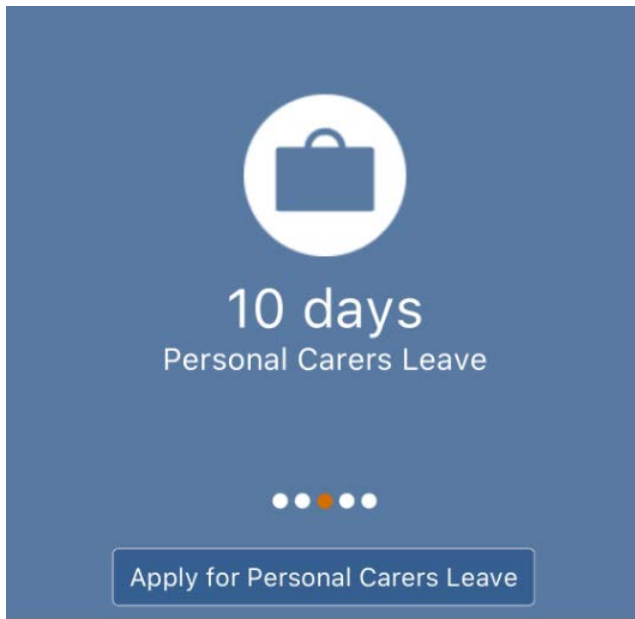
### 4. Landing Page – 'My Leave'

- Once logged in your home page will appear as follows, this is the 'My Leave' section.
- To access other types of leave balance scroll across.





- ☑ You can apply for leave by clicking 'Apply for Leave' on the main screen

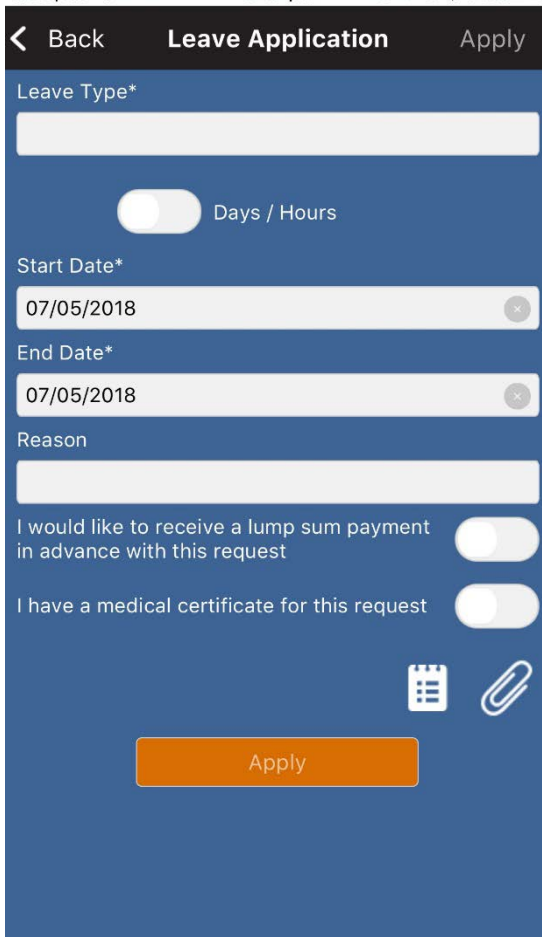


- ☑ This will auto populate the leave type that you are on.
- ☑ Once the details, such as date, reason etc, have been entered, click 'Apply'

A screenshot of a mobile application form titled 'Leave Application'. The form has a dark blue header with a back arrow, the title 'Leave Application', and an 'Apply' button. The form fields include: 'Leave Type\*' with a dropdown menu showing '(PCL) Personal/Carers Leave'; a toggle switch for 'Days / Hours' which is currently off; 'Start Date\*' with a date picker showing '07/05/2018'; 'End Date\*' with a date picker showing '07/05/2018'; 'Reason' with a text input field; two checkboxes: 'I would like to receive a lump sum payment in advance with this request' (off) and 'I have a medical certificate for this request' (off); and two icons at the bottom: a calendar and a paperclip. An orange 'Apply' button is at the bottom of the form.

## 5. Leave

- ☑ By selecting 'Leave' you can enter the type of leave that you wish to apply, start and finish dates and reason.
- ☑ Should you need to attach a document this can be done from here as well.
- ☑ Once the details, such as leave type, date, reason etc, have been entered, click 'Apply'



## 6. My Staff

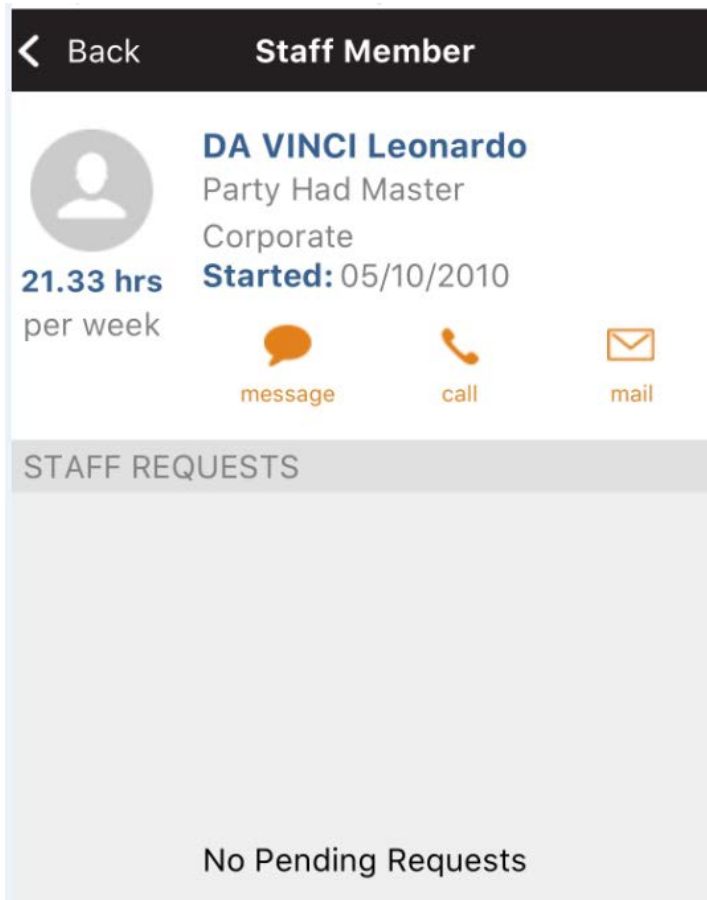
- ☑ If you have staff reporting to you, their details will be available here



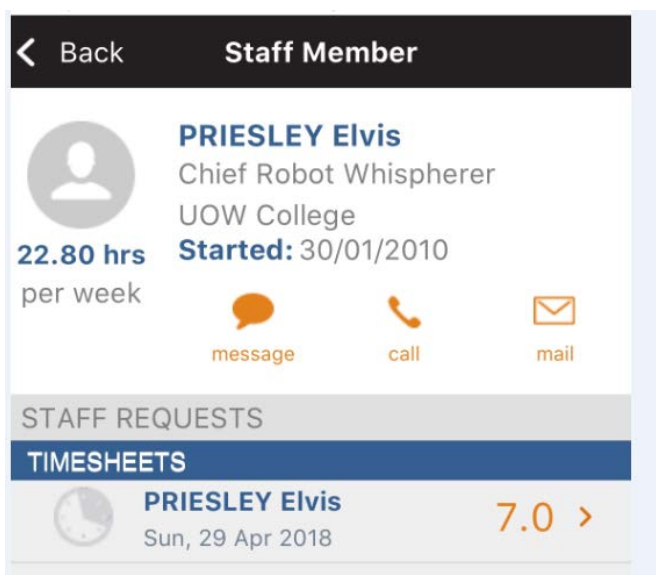
Staff Member	Role
DA VINCI Leonardo	Party Had Master
SHAKESPEARE William	Namer of Clouds
PRIESLEY Elvis	Chief Robot Whisperer



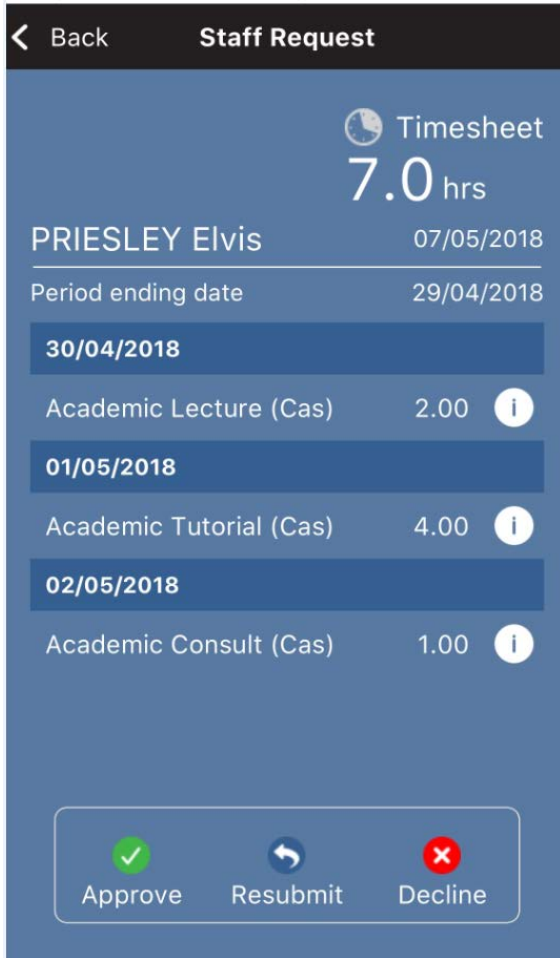
- ☑ For more information on a staff member, click the orange arrow



- ☑ From here you will be able to message, email or call the staff member.
- ☑ You can also see if there are any outstanding requests for an individual staff member
- ☑ From here you will be able to message, email or call the staff member.



- ☑ For more information on the request, click the orange arrow.




← Back **Staff Request**

Timesheet  
**7.0** hrs


PRIESLEY Elvis 07/05/2018

Period ending date 29/04/2018


**30/04/2018**

Academic Lecture (Cas) 2.00 

**01/05/2018**

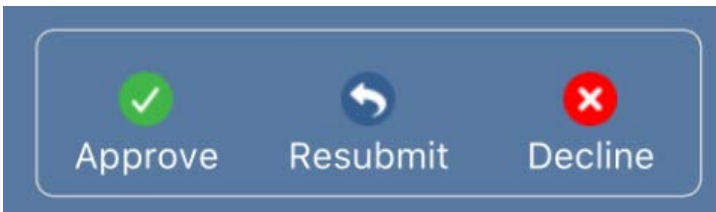
Academic Tutorial (Cas) 4.00 

**02/05/2018**

Academic Consult (Cas) 1.00 

Approve Resubmit Decline

- ☑ The request can be approved, declined or you can ask for it to be resubmitted if there are changes that need to be made



Approve Resubmit Decline

## 7. Pay History

- This page will provide you with the details of your most recent pay and provide a listing of previous payments



Payrun Number 678  
Pay Date 08/05/2018

### BASE AMOUNT

GROSS	COMPANY PENSION/PROVIDENT/SUPER
NETT	TAXABLE SALARY



PAY HISTORY	
678	08/05/2018
673	24/04/2018
672	10/04/2018
668	27/03/2018

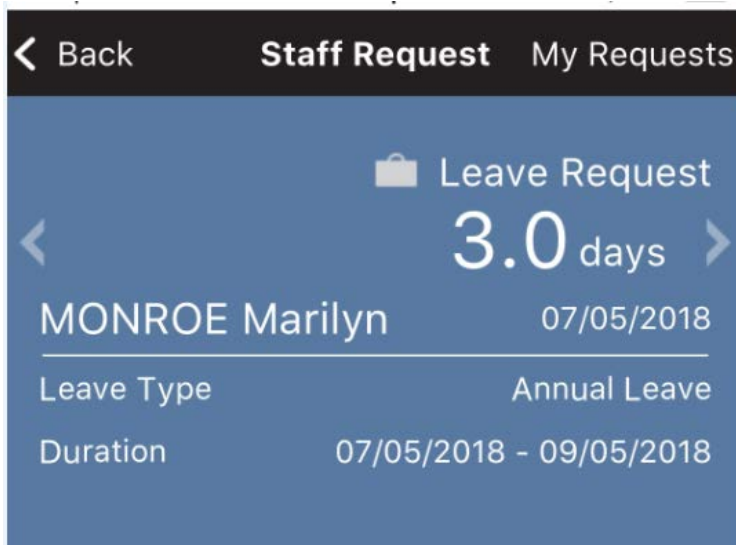
- You can generate a payslip by selecting the pay period and clicking the orange button 'PAYSLIP', this will generate the payslip for the pay period you have selected.

## 8. Staff Requests

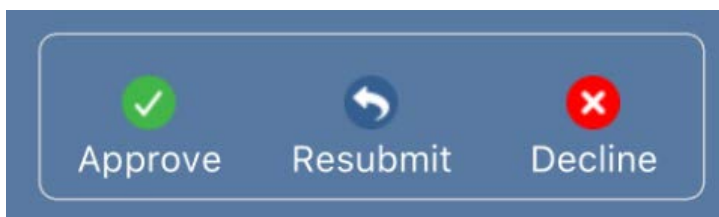
- Any requests for leave or timesheets that staff reporting to you have made will be found under 'Requests', "Staff Requests"



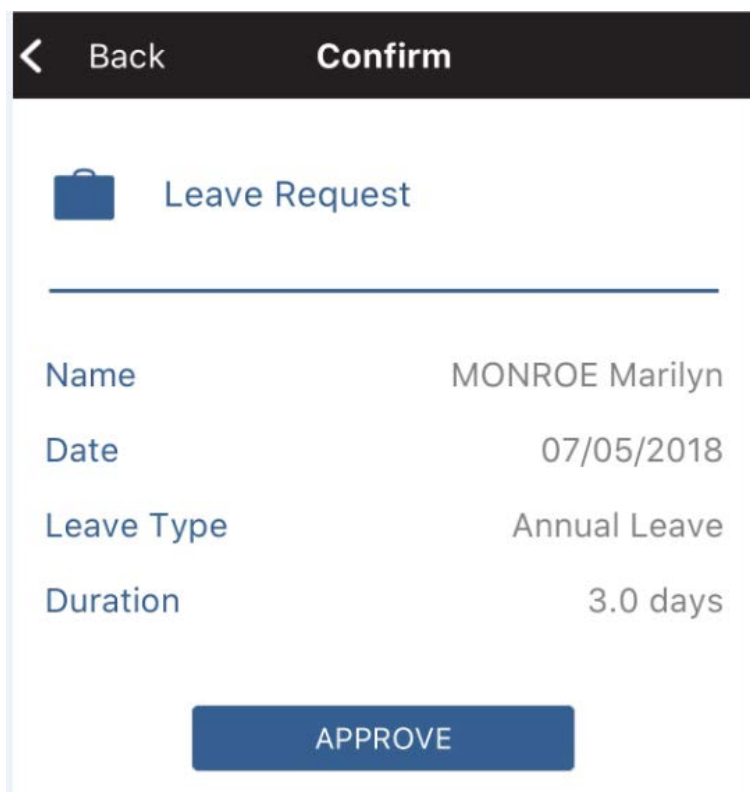
- ☑ For more information on the request, click the orange arrow.



- ☑ The request can be approved, declined or you can ask for it to be resubmitted if there are changes that need to be made



- ☑ You will need to confirm your action for it to be finalised

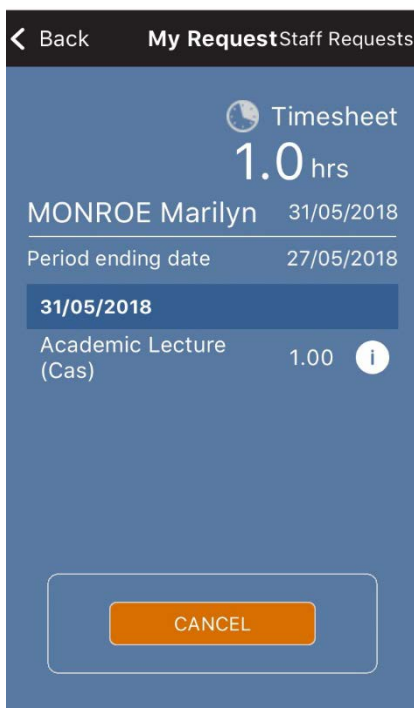


## 9. My Requests

- ☑ Any requests pending for self will be found under 'Requests', 'My Requests'

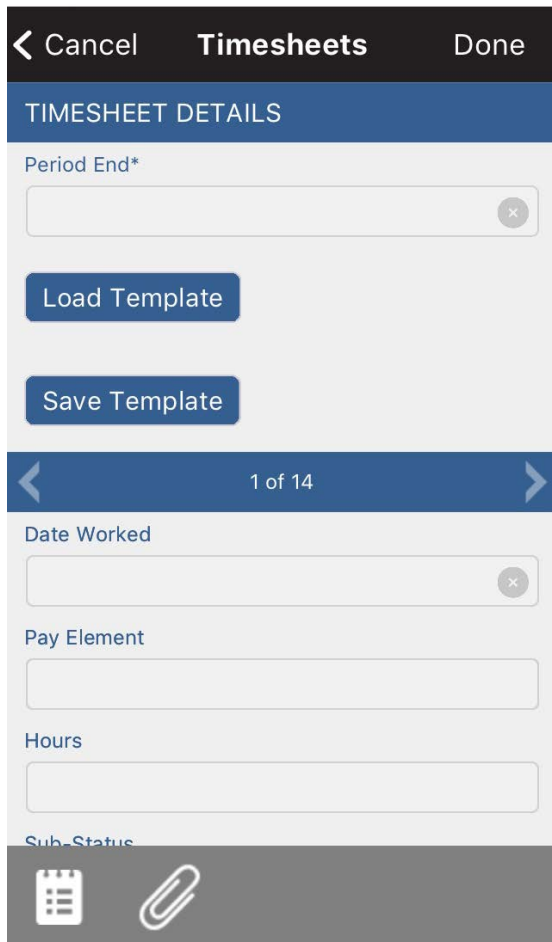


- ☑ For more information on the request, click the orange arrow.
- ☑ You can also cancel any pending request from within this area.



## 10. Timesheets

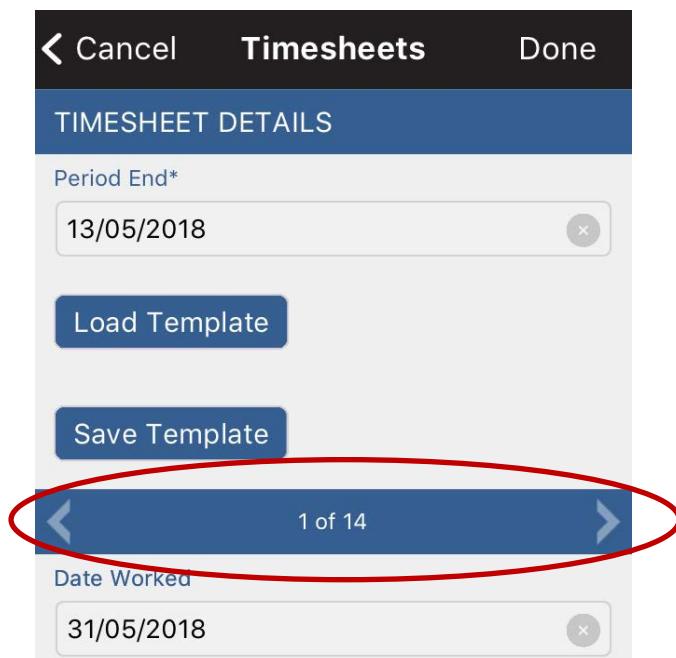
- ☑ To enter a new timesheet, Click 'New'
- ☑ Complete the timesheet for each day, multiple timesheets can be done if you run out room in any one time timesheet.
- ☑ Each week MUST be done separately on a separate timesheet
- ☑ All breaks need to be excluded in the hour column



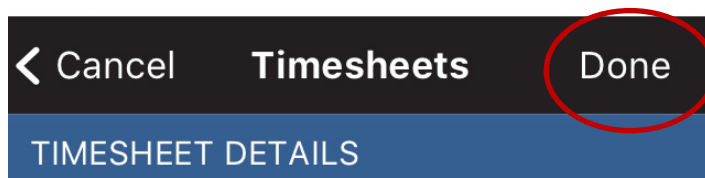
The screenshot displays the 'Timesheets' mobile application interface. At the top, there is a dark header with a back arrow, the title 'Timesheets', and a 'Done' button. Below this is a blue bar labeled 'TIMESHEET DETAILS'. The main content area contains several input fields: 'Period End\*' (with a clear 'x' button), 'Date Worked' (with a clear 'x' button), 'Pay Element', and 'Hours'. There are also two blue buttons: 'Load Template' and 'Save Template'. A blue bar below the input fields shows a back arrow, '1 of 14', and a forward arrow. At the bottom, there is a dark grey bar with a calendar icon and a paperclip icon.

- ☑ The following items need to be complete:
  - **Period End** – this is the week ending date and is always a Sunday following the date you worked.
  - **Date worked** – this is the actual day in which you worked.
  - **Pay Element** – there is a drop down list. The codes determine the rate of pay that is paid to you. If you are unsure of what pay element to use please contact the HR Department.
  - **Hours** – This is total hours that you worked for any particular day excluding breaks.
  - **Sub-Status**: in the first instance you will need to select 'Holding'. please note that whilst in holding the timesheet has not been submitted for approval.

- **Project number** – this is where you need to allocate your time to, depending on what and where you have been working. Your Supervisor/Manager will be able to provide you with these details.
- **Approving Manager** – this is who needs to authorise your timesheet. If you work in multiple areas, you can have a different approving manager for each line.
- ☑ Timesheets only need to be submitted weekly. Once you have entered your timesheets for the week press '**save**'. Timesheets can be left as '**holding**' until you wish for it to be submitted to your manager/s. Always check that your hours and project number are correct prior to sending to the supervisor for approval.
- ☑ Do not include unpaid meal breaks in the hours being requested ie lunch.
- ☑ If you have worked more than one day for the week, you can scroll to get another day, with a total of 14 lines available per timesheet.



- ☑ When you are ready to submit a timesheet to your manager, you need to change the sub-status from 'holding' to 'requested' and select done 'done'



- Submitted timesheets will appear in summary form under the 'timesheets' tab

<a href="#">← Back</a>	<b>Timesheets</b>	<a href="#">New</a>
Period End	27/05/2018	
Sequence	1	<a href="#">&gt;</a>
Status	Requested	
Total Hours	1.00	