

# Staff Self-Service – Employee Homepage

## Introduction

Staff Self-Service (SSO) is designed with homepages to separate the functions of employees and managers. Each homepage has pagelets to make key information more accessible. This quick reference card provides information on the employee homepage. A quick reference card for the manager homepage is also available

## Procedure

### Employee Home – Overview

Tile Navigation: Each Tile provides key information as outlined below:



#### 1. Personal Details:

Staff can review, add, update, delete (where appropriate) or submit for approval, changes to their personal profile information. The self-service transactions that make up the Personal Details are:

- Home/mailing addresses
- Phone Numbers
- Email Addresses
- Name change
- Emergency contacts
- Ethnicity

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au)

2. Absences

Is the central management area for all your leave needs, allowing you the ability to View, Submit, Amend and Cancel leave requests.

3. Timesheets

Applicable only to professional staff that are on rostered schedules and are required to submit timesheets with recorded times. This area enables you to: submit timesheets, manage existing timesheets not yet approved, view submitted timesheet summaries and payable time.

4. Pay and Banking

- Pay: Enables you to review Payslips and Payment Summaries.
- Banking: Enables you to review, add or update your bank account details

5. PDR

Enables you to submit your PDR in stage one (i.e. Setting Annual objectives) in addition to attaching your Individual Plan (if applicable).

6. Learning and Development

Enables you to access your training summary and enrol for training courses through 'Request Training Enrolments'.

7. Contract

To view and action an offer of contract.

8. Delegations

Enables you to nominate a delegate to initiate and/or approved transactions on your behalf. In addition, others may have delegated responsibility for their transactions to you.

9. Help

All queries/issues can be directed to the HR Service Centre on the contact details provided here.

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