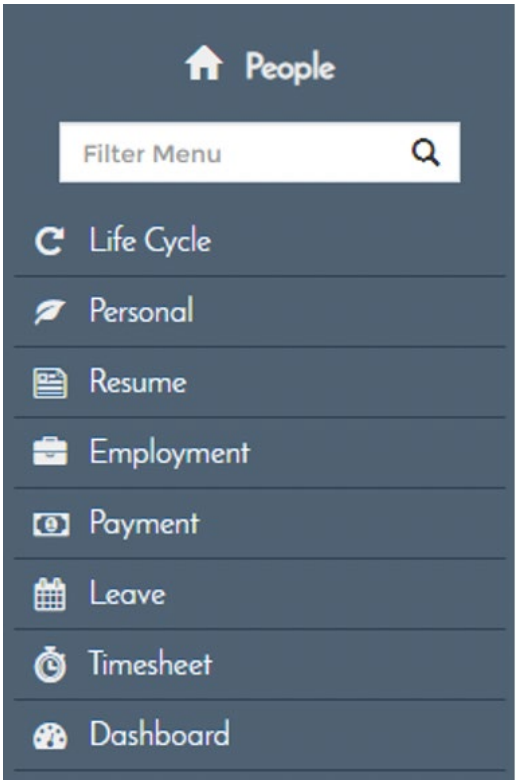
EmployeeConnect

USER MANUAL: HR > PEOPLE

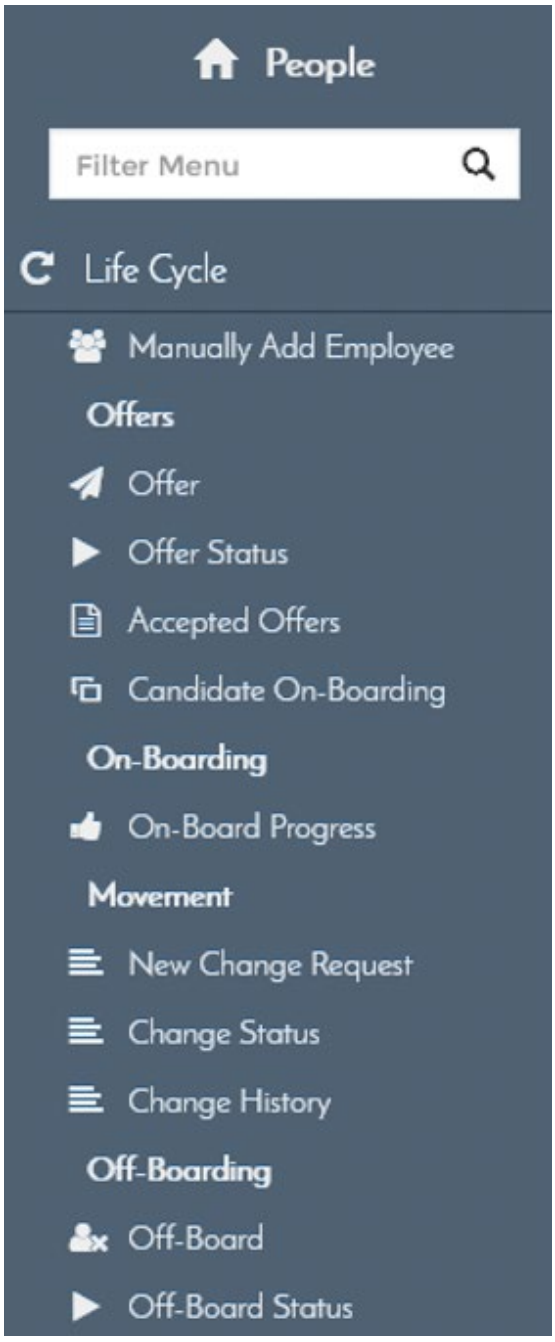
WWW.LEARNING.EMPLOYEECONNECT.COM

PEOPLE MENU

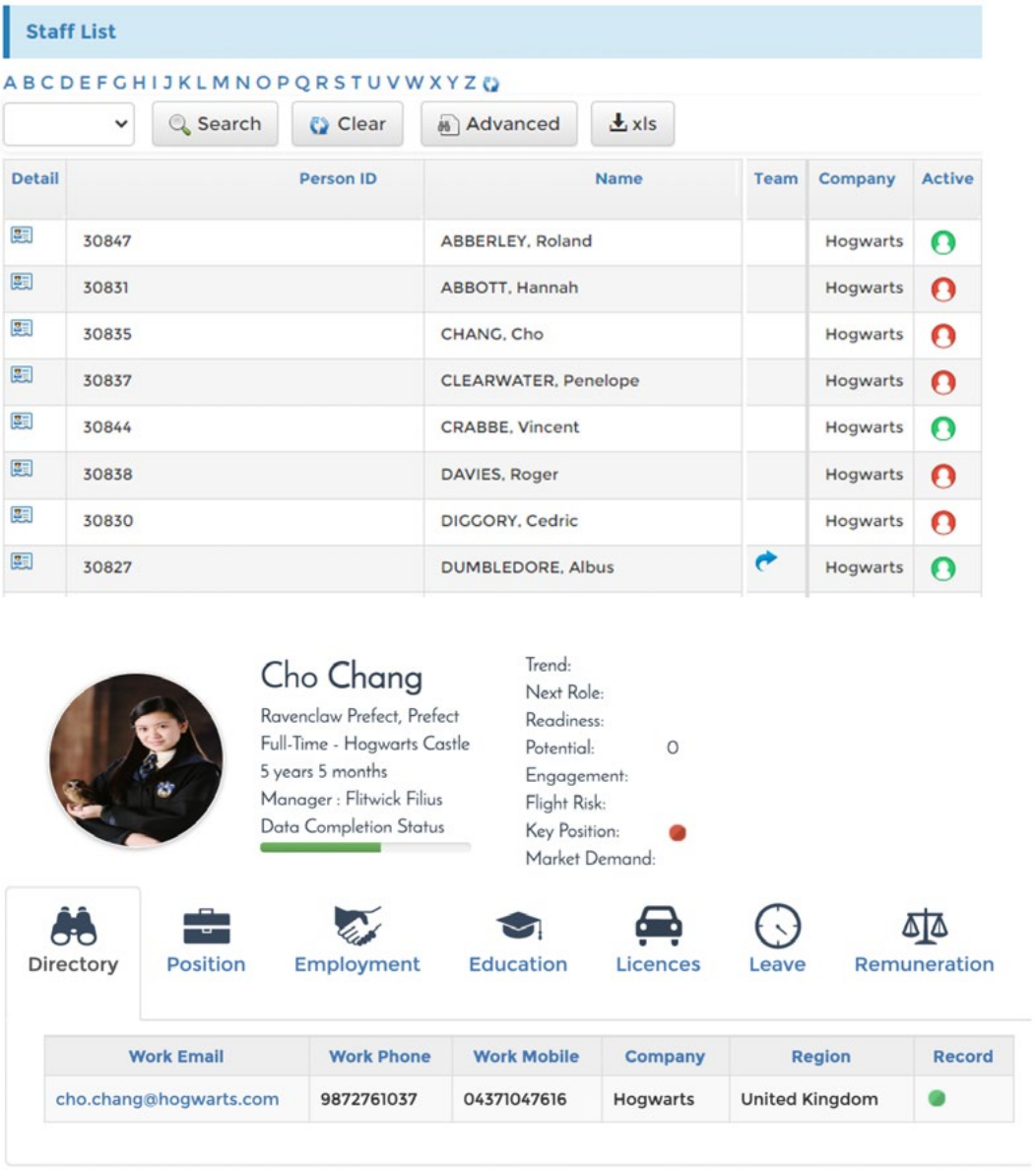


Simply put, the People menu allows you to view all information pertaining to employees, such as their personal details, employment agreements, licences, bank details, leave requests, timesheets, and more.

LIFE CYCLE MENU



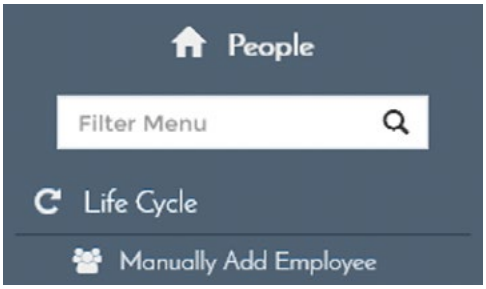
The Life Cycle menu allows you to create and send offers to candidates, on-board new employees, as well as make changes and off-board current employees.

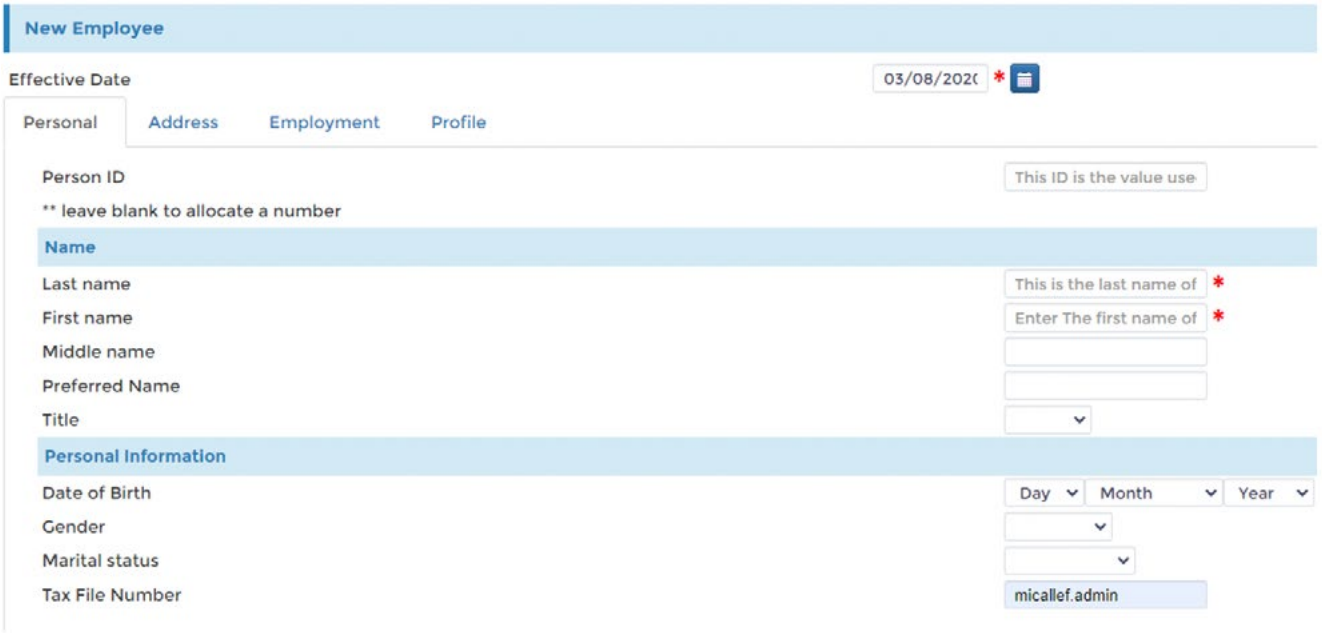


By default, when you navigate to the HR > People menu, you will be taken to the Staff List, which allows you to view all of your past and present employees.

- Click the icon under the 'Team' column to see a list of reports for that employee
- Click the icon to view all of the relevant details for that employee
- The green ( ) and red ( ) coloured icons under the 'Active' column indicate whether the employee is active in the system or not.

MANUALLY ADD EMPLOYEE

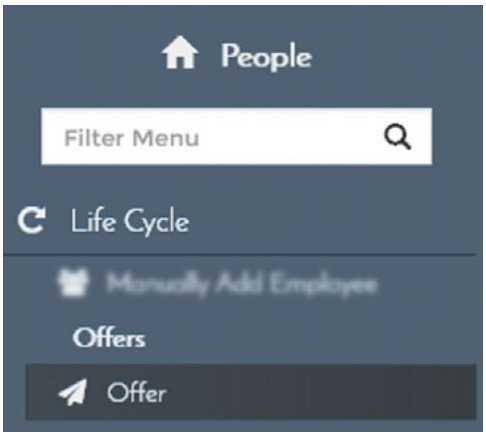


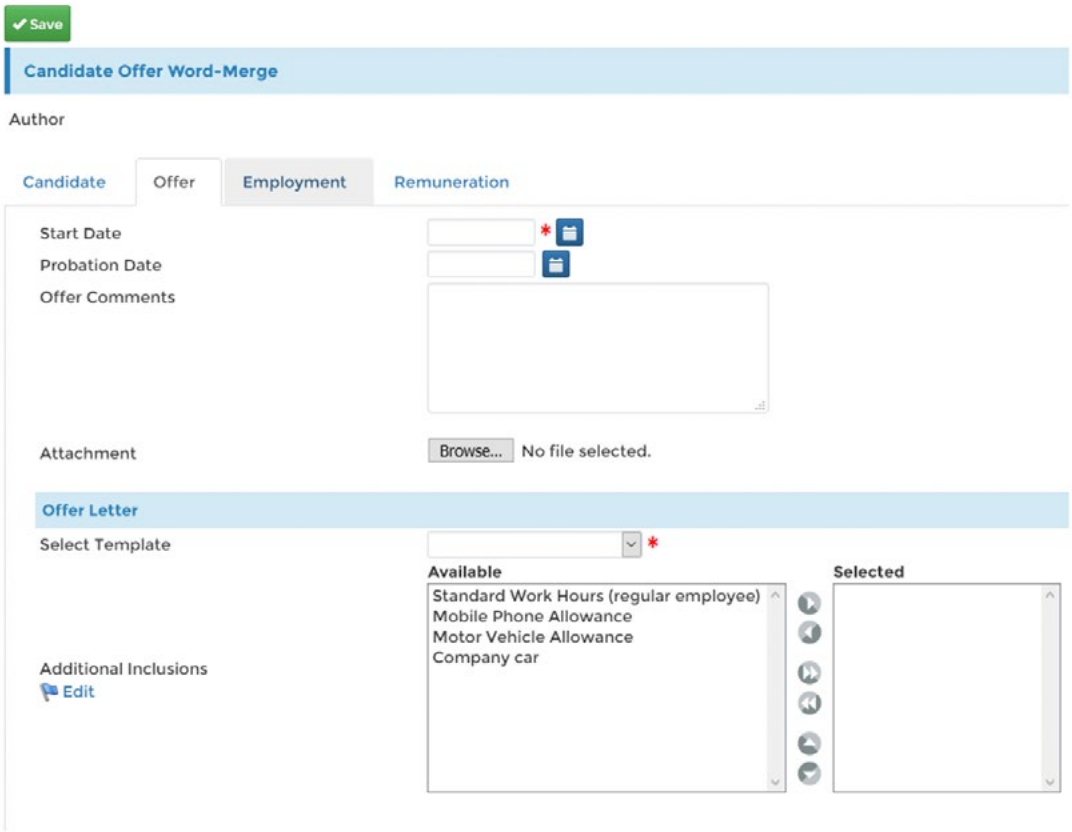


The Manually Add Employee form provides access to add a brand-new employee in EmployeeConnect - simply define the relevant fields on the form. You may choose to manually add an employee, should you wish to bypass sending an offer of employment or not have the employee complete the on-boarding process.

Note: If you do not wish to specify the Person ID of the new employee, simply leave this field blank.

OFFER

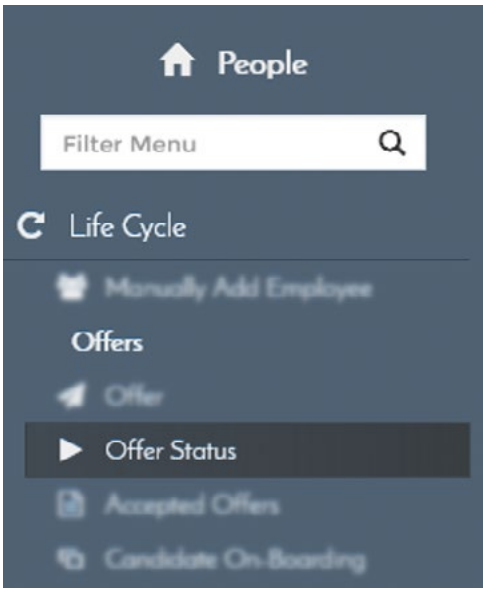




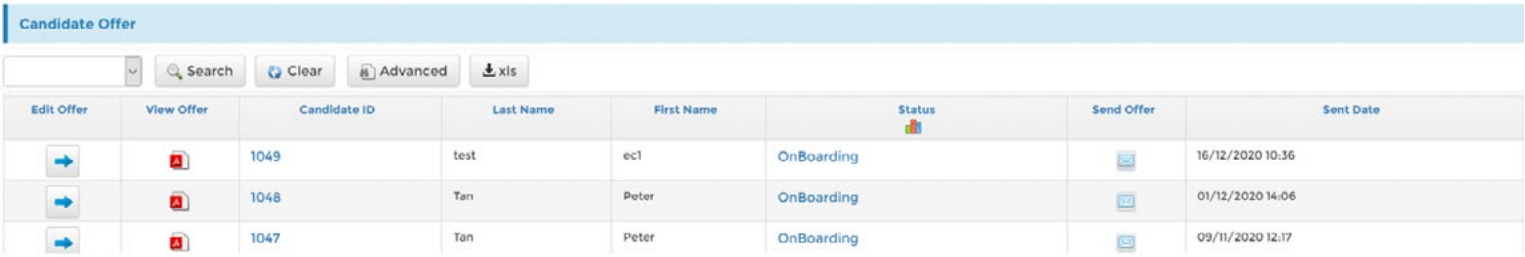
Using the Offer form, simply input all of the relevant details pertaining to the offer you wish to send to a candidate, such as personal information, employment agreement and remuneration details. All of the fields on the form can then be merged into a letter of offer, or employment contract, which is sent to the candidate to be digitally signed, should they wish to accept.

Note: Saving the Offer form does NOT send an offer to a candidate, this is done later via the Offer Status report.

OFFER STATUS



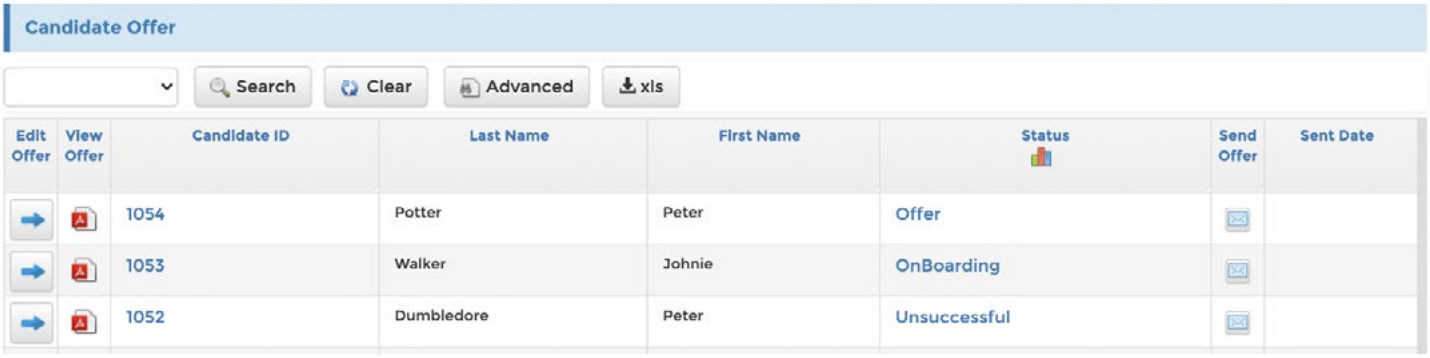
The Offer Status report allows you to view all of the offers in the system, as well as make any required changes before sending them to candidates.

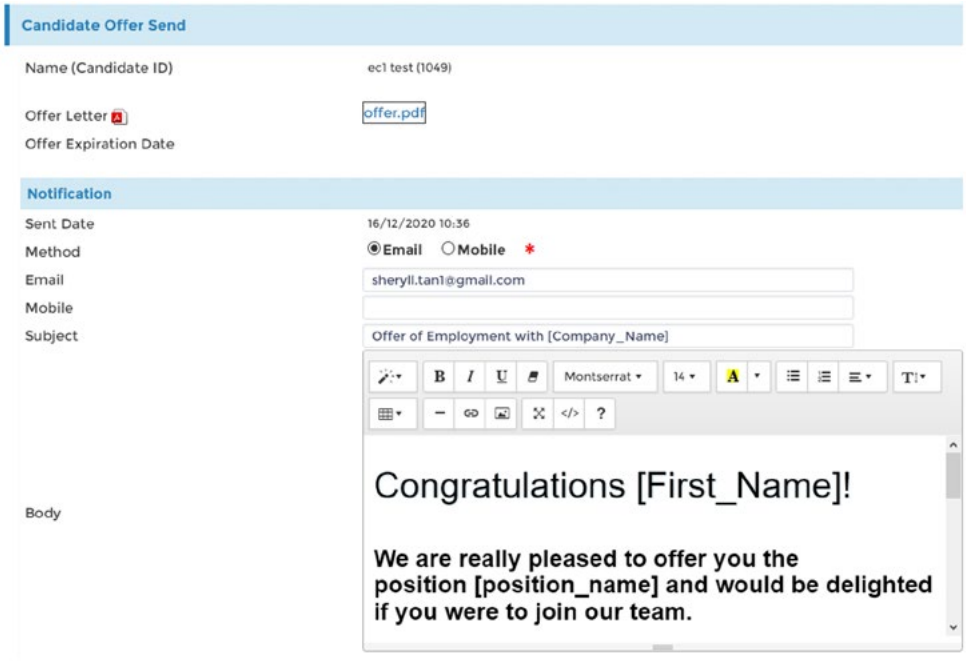


- Click the icon under the 'Edit Offer' column to edit an offer
- Click the icon under the 'View Offer' column to view the letter of offer/employment contract generated by the system

HOW TO SEND AN OFFER?

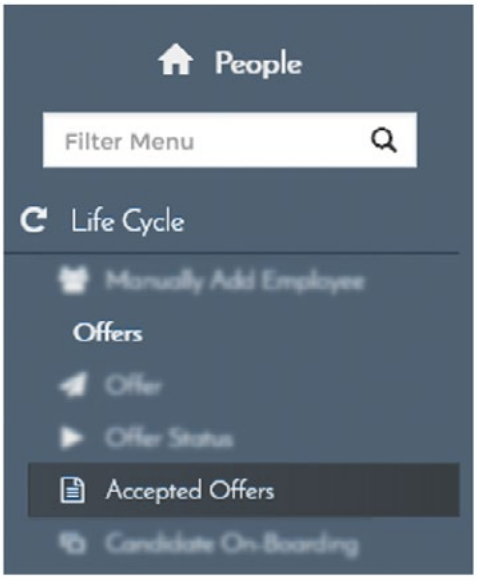
- Click the icon under the 'Send Offer' column
- Select 'Email' as the delivery method
- Verify the email address is correct
  - By default, this will be the same email address defined on the Offer form
- Verify the subject and body of the email are correct
  - By default, the template customised in the Recruitment Module will be displayed, but you can make ad-hoc changes before sending if required
- Click 'Save' to send the offer





EmployeeConnect
Connect. Engage. Transform.

ACCEPTED OFFERS



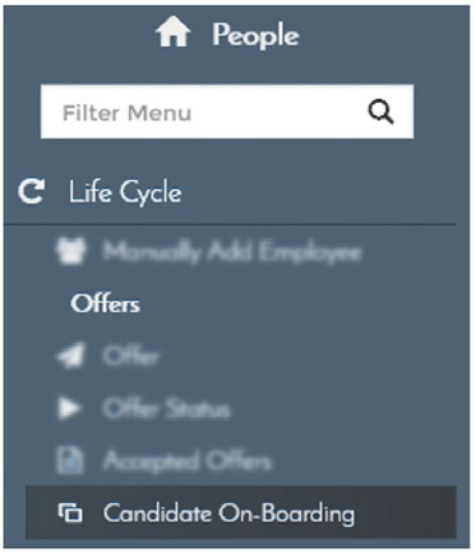
Offers

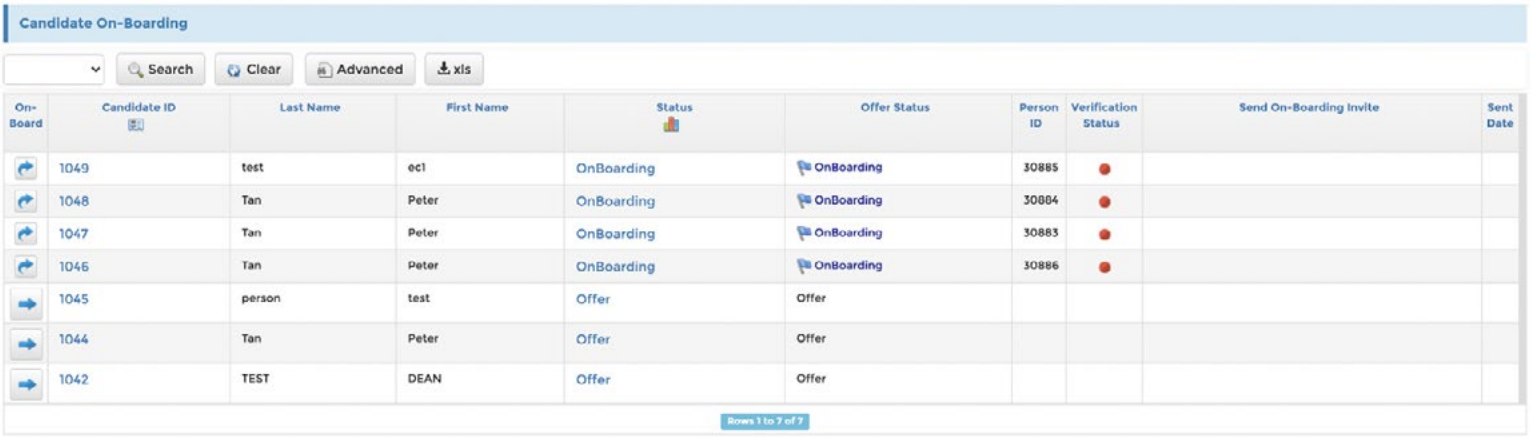
Search | Clear | Advanced | xls

View Offer	Candidate ID	Last Name	First Name	Personal Email	Status	View Signature	Date Signed
	1024	Tan	Peter	peter@employeeconnect.com	Offer		
	1023	TestEC	Peter	Peter@employeeconnect.com	OnBoarding		
	1022	Test0	Peter	peter@employeeconnect.com	Offer		

The Accepted Offers report displays all of the offers that have been accepted by candidates, allowing you to view individual offer letters/employment contracts with digital signatures, as well as the date candidates signed and accepted their offers.

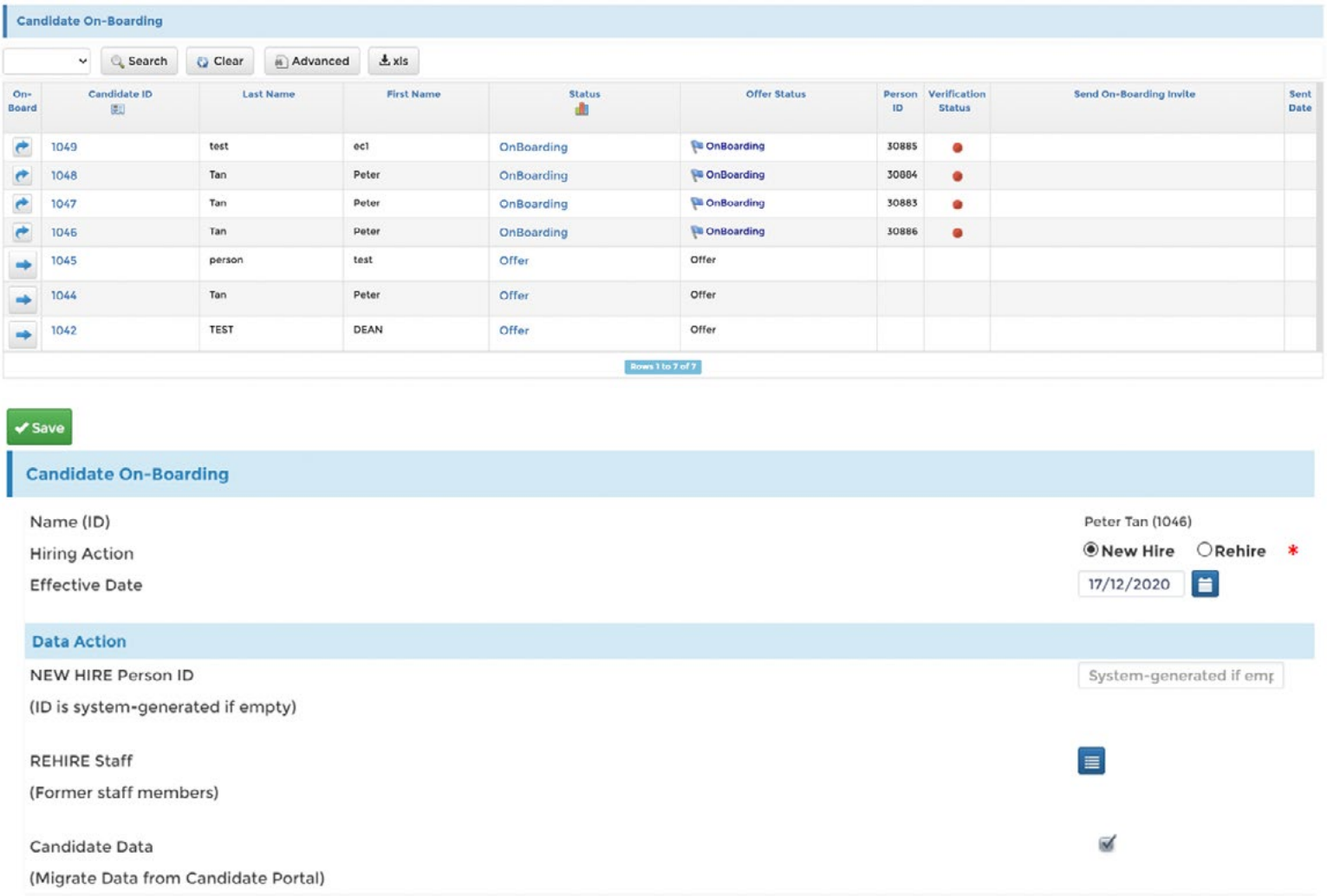
CANDIDATE ON-BOARDING





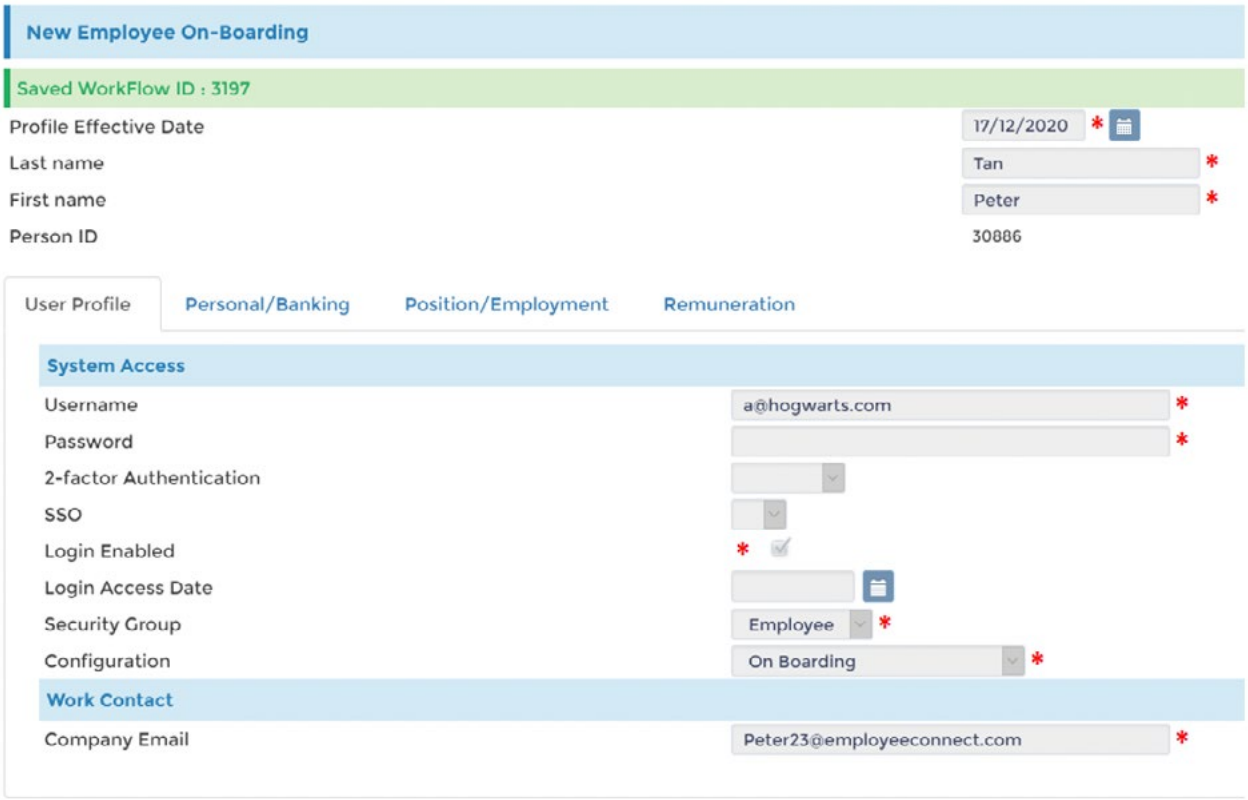
The Candidate On-Boarding menu allows you to transition a successful candidate into an employee, and kick off their on-boarding process.

HOW TO ON-BOARD A CANDIDATE



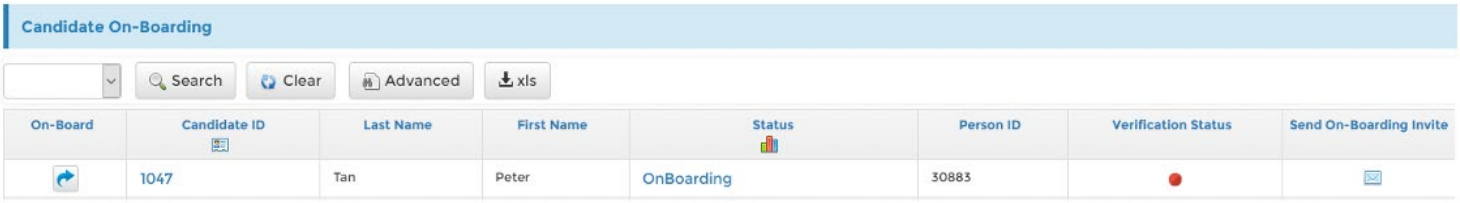
Note: First, you must choose whether you wish to create a brand-new employee, or merge the candidate record with an existing employee file (rehire).

- Click the icon under the 'On-Board' column
- Set the Hiring Action accordingly
  - Selecting 'New Hire' will create a brand-new employee file
  - Selecting 'Rehire' will aggregate the candidate record with an existing employee file, simply select the existing employee via the 'REHIRE Staff' field
- Set the 'Effective Date', which defines the date you wish for the employee to be effective in EmployeeConnect and Payroll
- If required, manually define a Person ID
  - If you leave this field blank, the system will auto generate a unique Person ID
- Click 'Save', which will redirect you to the 'New Employee On-Boarding'



Note: Before inviting an employee to on-board, you must first confirm their information in the system is correct.

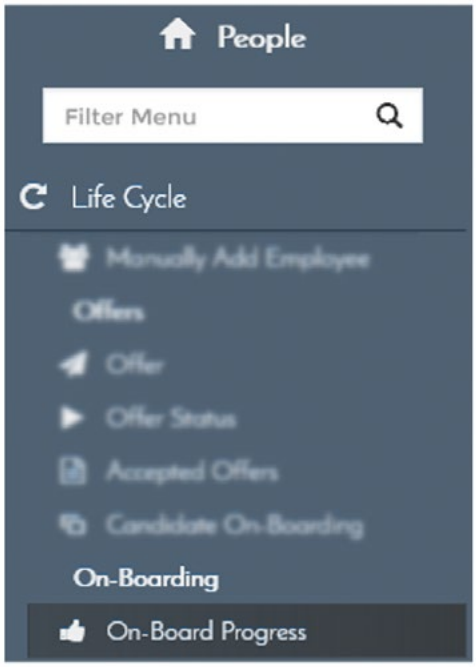
- Review all of the information displayed across the various tabs on the 'New Employee On-Boarding' form and make any changes or additions as required
- Carefully review the information under the 'User Profile' tab, as this is where you define the employee's username and password. If these credentials are incorrect, the employee will not be able to log in to the on-boarding portal
- Click 'Save', which will update all of the information and trigger the on-boarding workflow



Note: If you have successfully confirmed the details for a specific candidate, the 'Verification Status' column should display a green traffic light and the icon will appear under the 'Send On-Boarding Invite' column.

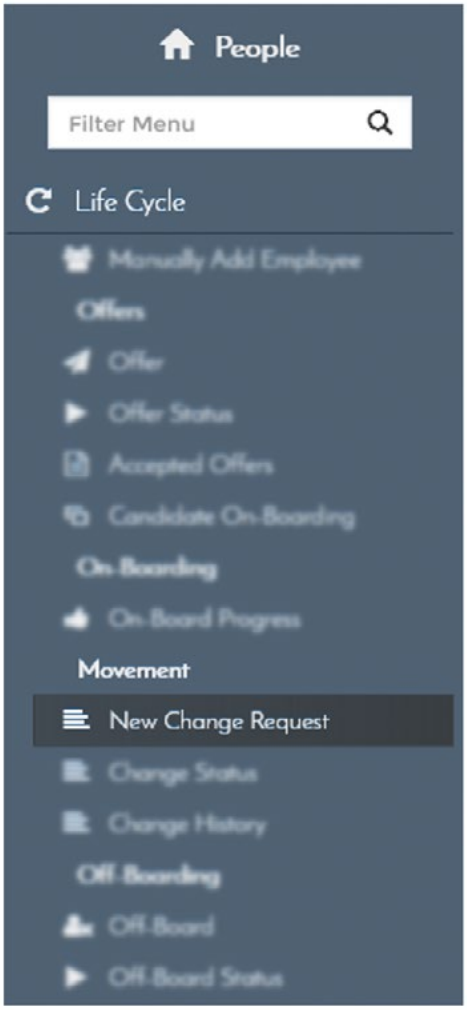
- Click the icon under the 'Send On-Boarding Invite' column
- Select 'Email' as the delivery method
- Verify the email address is correct
  - By default, this will be the same email address defined on the Offer form
- Verify the subject and body of the email are correct
  - By default, the template customised in the Recruitment Module will be displayed, but you can make ad-hoc changes before sending if required
- Click 'Save' to send the on-boarding invite

ON-BOARD PROGRESS



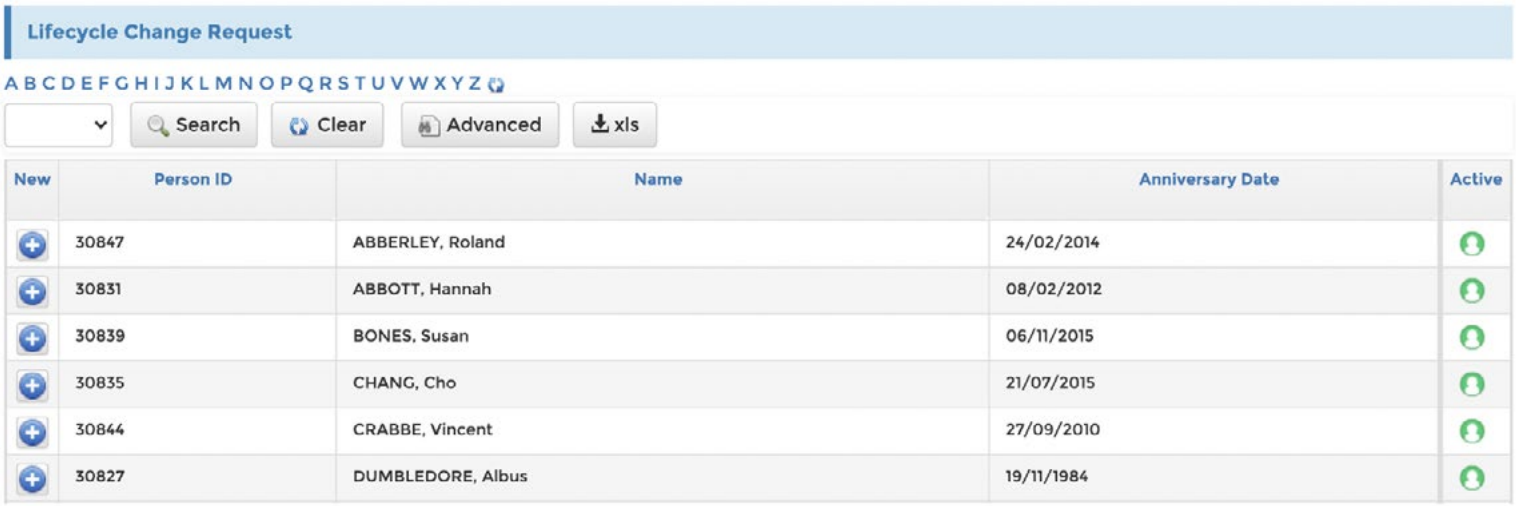
The On-Board Progress report displays what information your on-boarding employees have completed, and what is still pending.

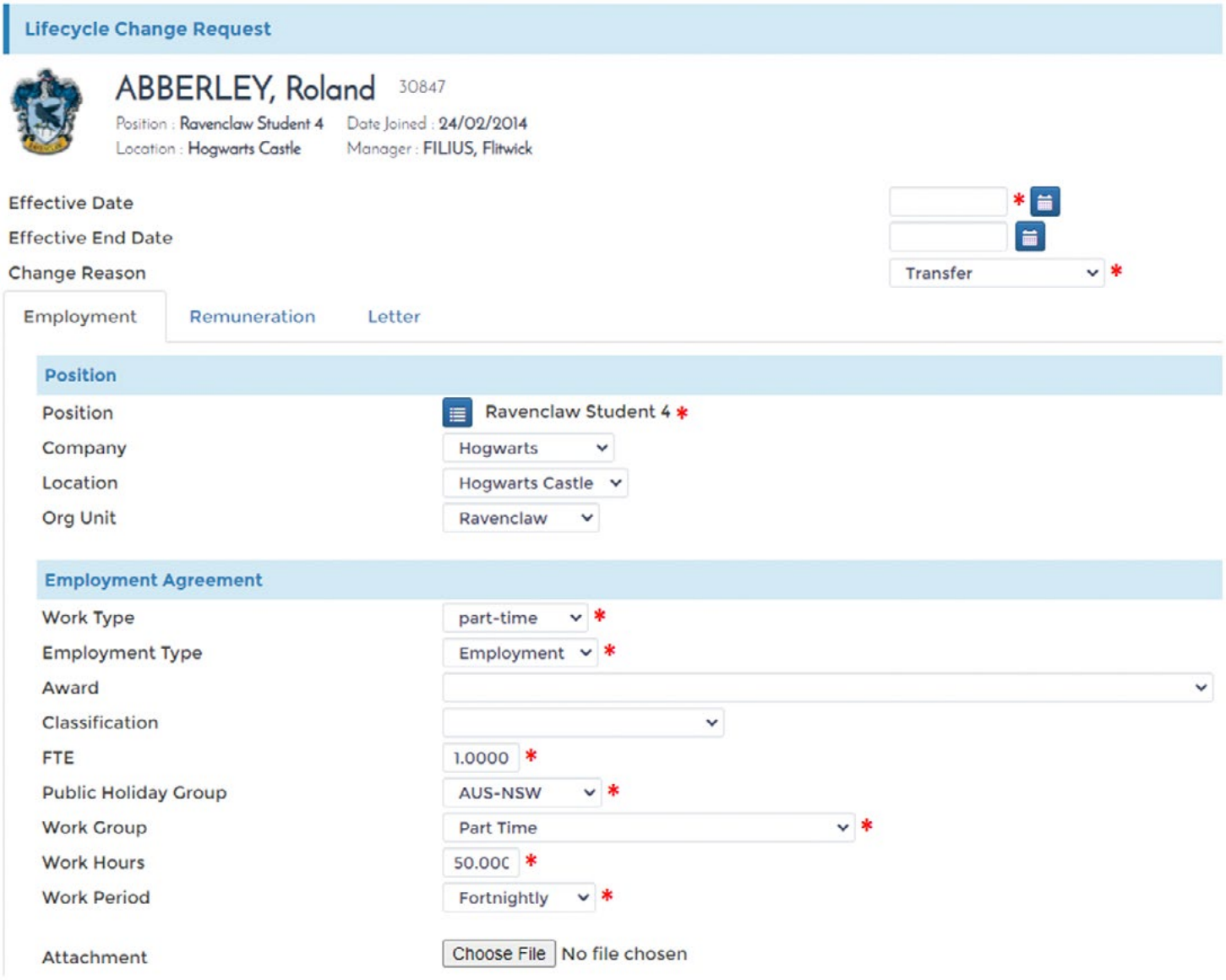
NEW CHANGE REQUEST



The New Change Request functionality allows you to process a change to an employee's position assignment, employment agreement and remuneration all at the same time, whilst also creating a change letter that can be sent to the employee to be digitally signed.

HOW TO PROCESS A NEW CHANGE REQUEST



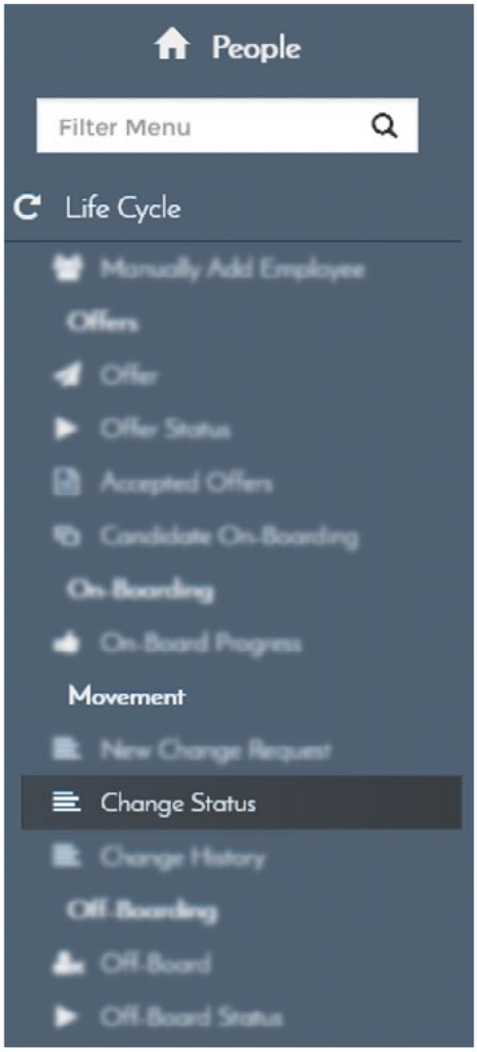


By default, current position, employment agreement and remuneration information for the selected employee will be displayed across the various fields on the form - you will only need to make relevant changes, rather than defining all of the fields on the form.

- Click the icon under the 'New' column next to the specific employee you wish to process a change request for
- Complete the relevant fields on the form;
  - Input any employment agreement or position related changes on the 'Employment' tab
  - Input any remuneration related changes on the 'Remuneration' tab
  - Select the relevant letter template to send to the employee for sign-off on the 'Letter' tab
- When you're done, click 'save', which will initiate the lifecycle change workflow

Note: Saving the form does NOT send the change letter to the employee for sign-off, this is done later via the Change Status report.

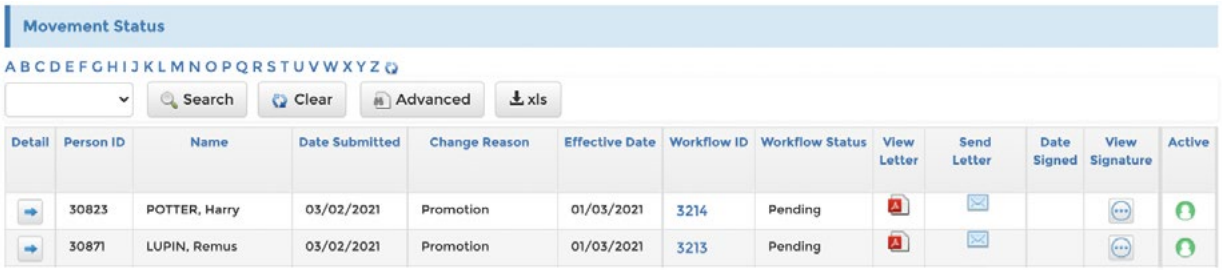
CHANGE STATUS

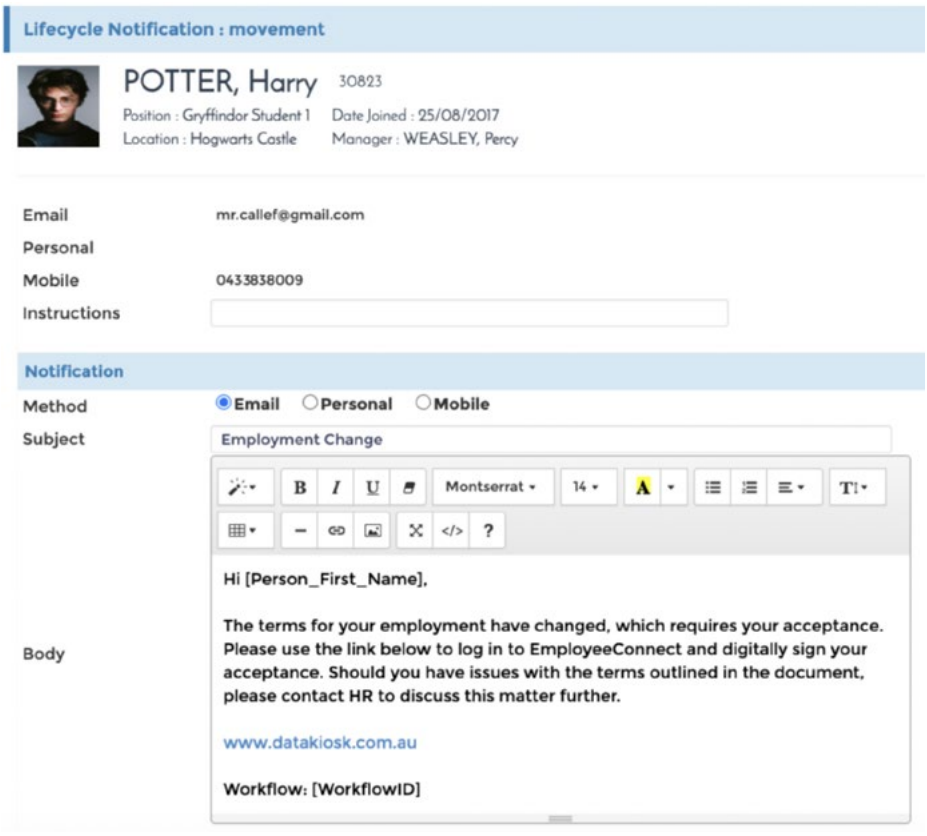


The Change Status report allows you to view relevant information for all of the life cycle changes in the system, as well as send change letters to employees.

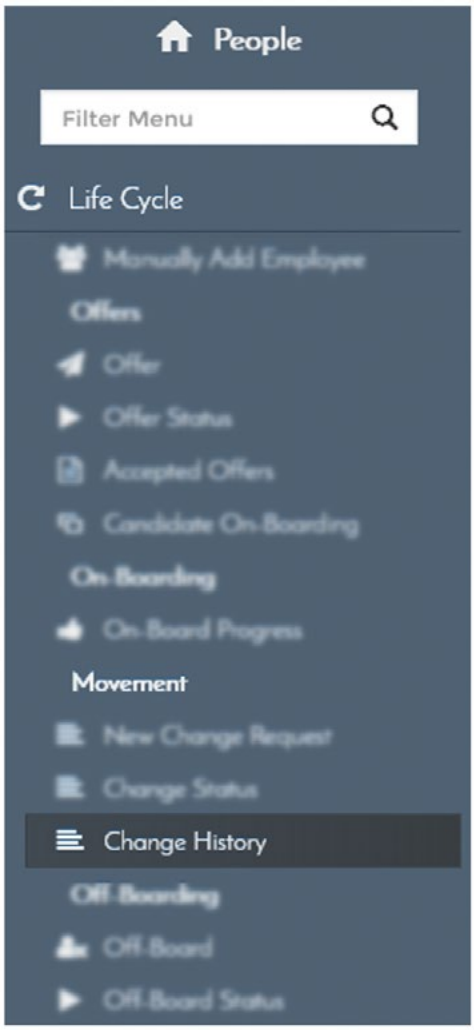
HOW TO SEND THE LIFECYCLE CHANGE LETTER TO AN EMPLOYEE

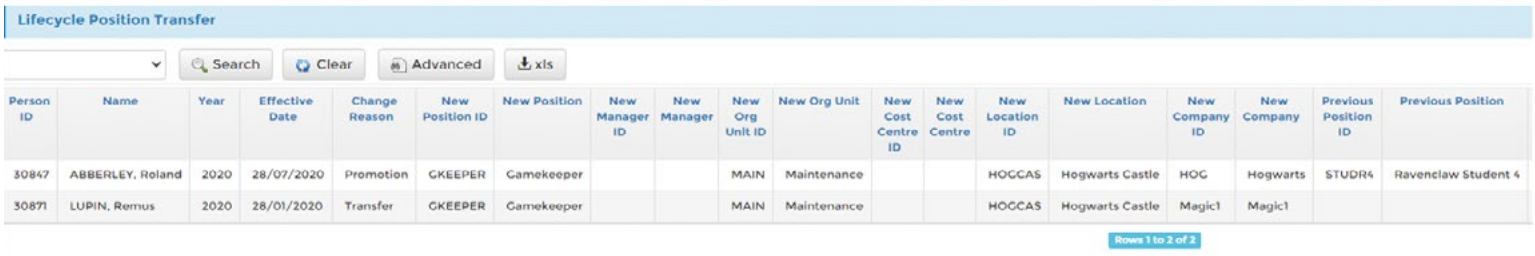
- Confirm that the 'Workflow Status' column shows the specific life cycle change has been approved
- Click the icon under the 'Send Letter' column
- Select 'Email' as the delivery method
- Verify the email address is correct
  - By default, this will be the employee's company email
- Verify the subject and body of the email are correct
  - By default, the template customised during your Core HR setup will be displayed, but you can make ad-hoc changes before sending if required
- Click 'Save' to send the change letter, which will initiate the lifecycle notification workflow





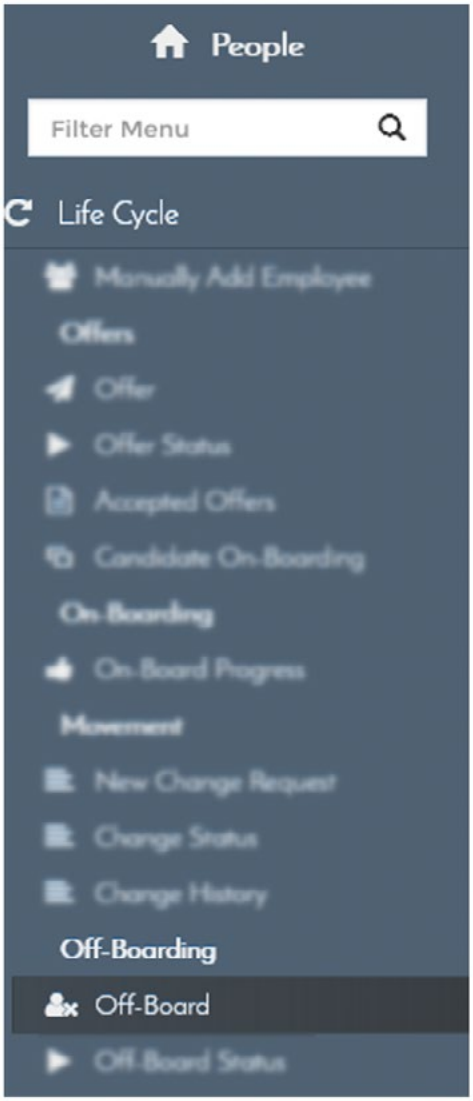
CHANGE HISTORY

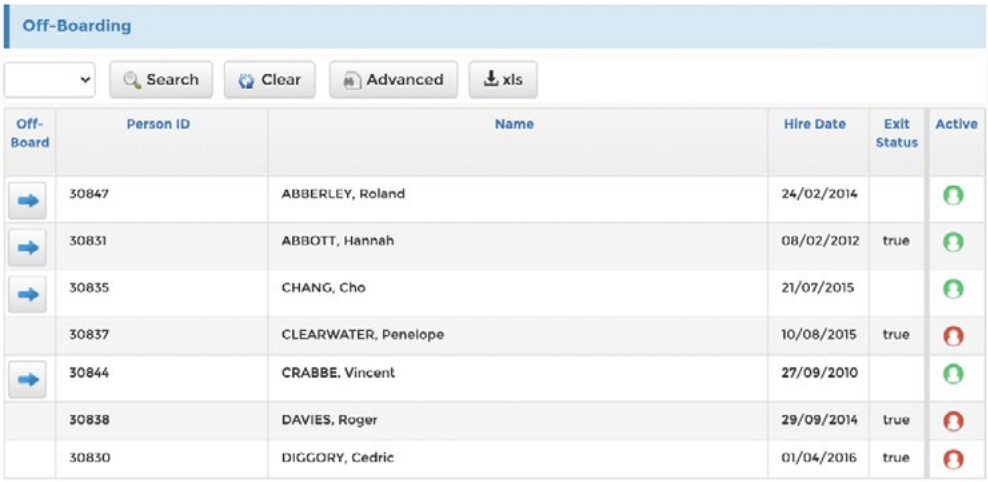




The Change History report allows you to view all of the life cycle changes in the system and the relevant information for employees before and after said change i.e. old vs. new information.

OFF-BOARD



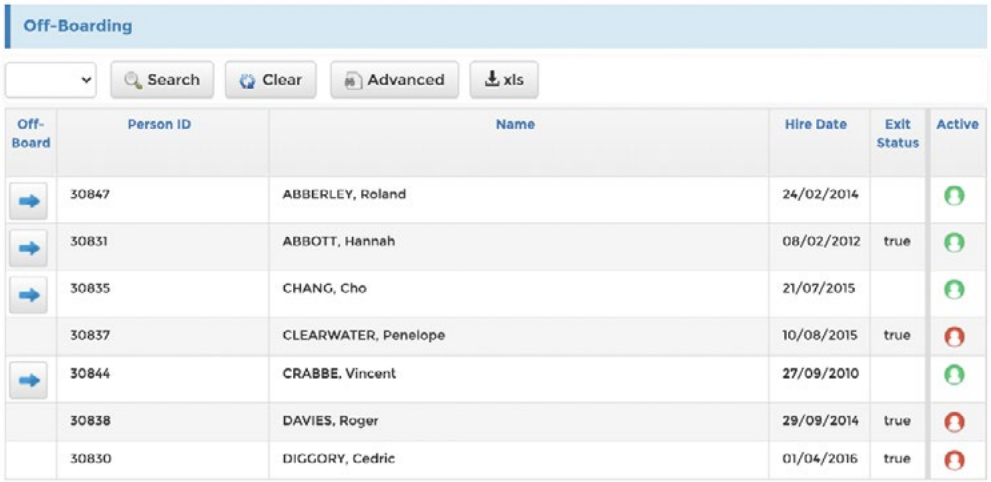


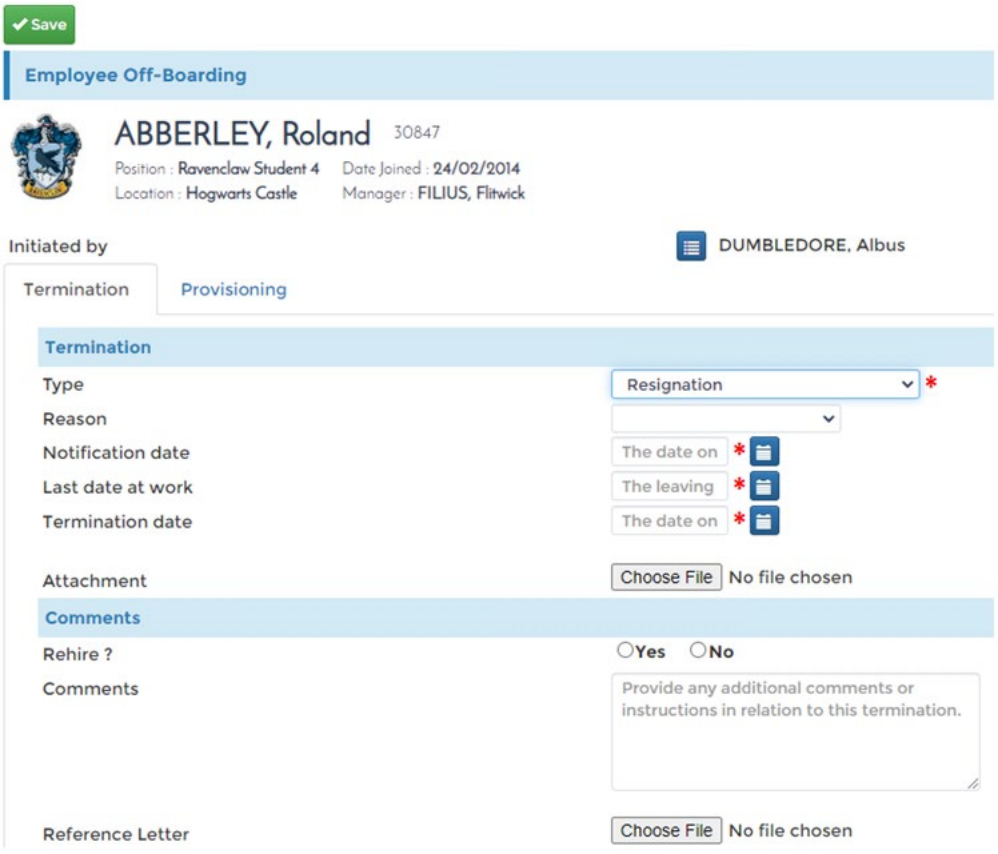
The Off-Board menu allows you to view all employees, past and present, and initiate the off-boarding process for exiting employees.

Note: You cannot off-board employees that are already inactive.

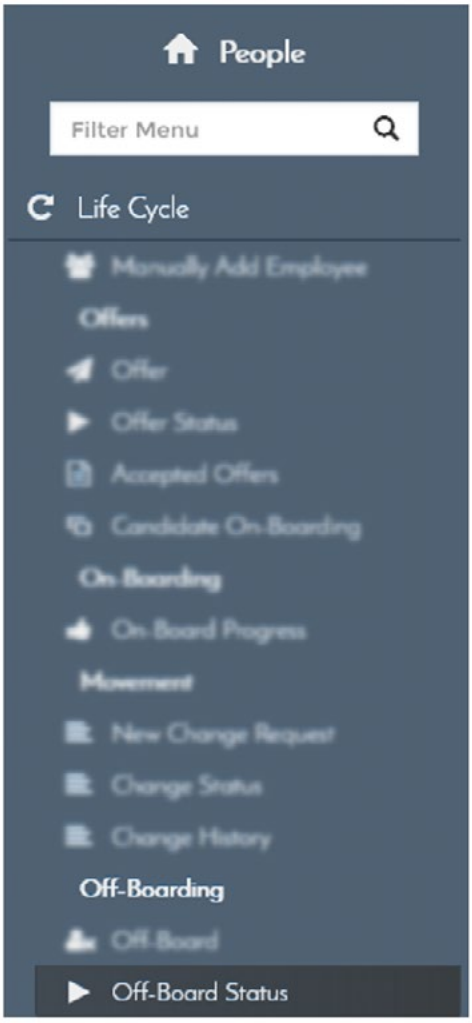
HOW TO OFFBOARD AN EMPLOYEE

- Click the ➡ icon under the 'Off-Board' column for the exiting employee
- Complete the relevant fields under the 'Termination' tab on the form
- The 'Provisioning' tab will allow you to view assigned company property or vehicles, as well as make any last-minute assignments, to ensure all corporate items assigned to the employee are returned
- When you're done, click the ✔ Save icon, which will initiate the off-boarding workflow Note: If the 'Last Date' of work is earlier than the "Termination Date", this will be the date when the profile is deactivated.





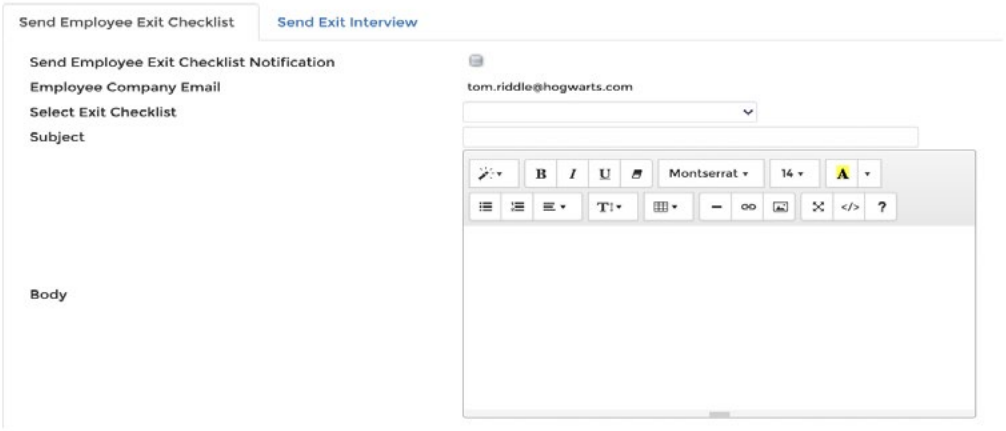
OFF-BOARD STATUS

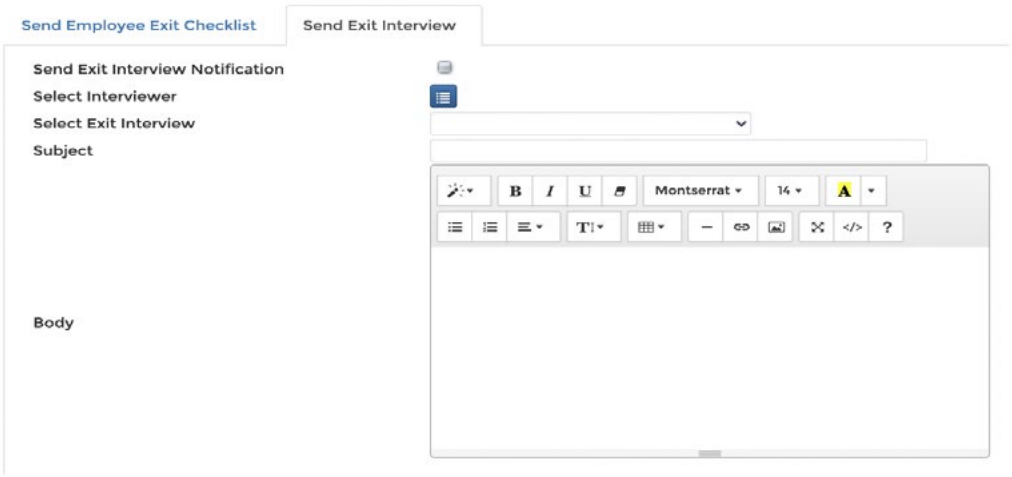


Off-Boarding Status

Search | Clear | Advanced | xls

View Off-Board	Person ID	Name	Submit Date	Workflow	Exit Status	Type	Notification Date	Last Work Date	Termination Date	Rehire ?	Send Exit Checklist/Interview	Notice Sent	Login Status	Property Returned	Exit Checklist	Exit Interview	Active
	30849	RIDDLE, Tom	23/11/2020	3191	true	Resignation	23/12/2020	23/12/2020	24/11/2020								
	30840	WEASLEY, Percy	12/11/2020	3186	true	Redundancy	12/11/2020	30/11/2020	30/11/2020								
	30871	LUPIN, Remus	29/10/2020	3156	true	Resignation	01/10/2020	09/10/2020	09/10/2020								
	30859	WEASLEY, Fred	13/05/2019	2762	true	Resignation	05/08/2020	30/09/2020	30/09/2020	Yes							
	30859	WEASLEY, Fred	13/05/2019	2763	true	Resignation	05/08/2020	30/09/2020	30/09/2020	Yes							
	30872	MALFOY, Lucius	16/10/2018	1726	true	Resignation	30/09/2020	30/09/2020	30/09/2020								



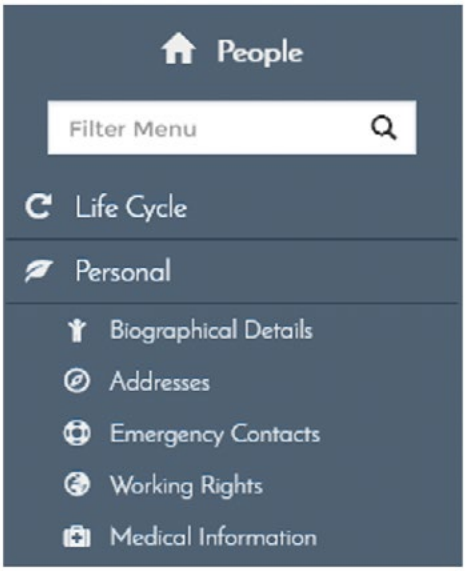


The Off-Board Status report shows a list of all employees that have been off-boarded and high-level information, such as their login status, and whether they have completed an exit checklist or exit interview.

- Click the icon under the 'View Off-Board' column to view detailed off-board information, or make any relevant changes
- Click the icon under the 'Send Exit Checklist/Interview' column to send an exit checklist or exit interview

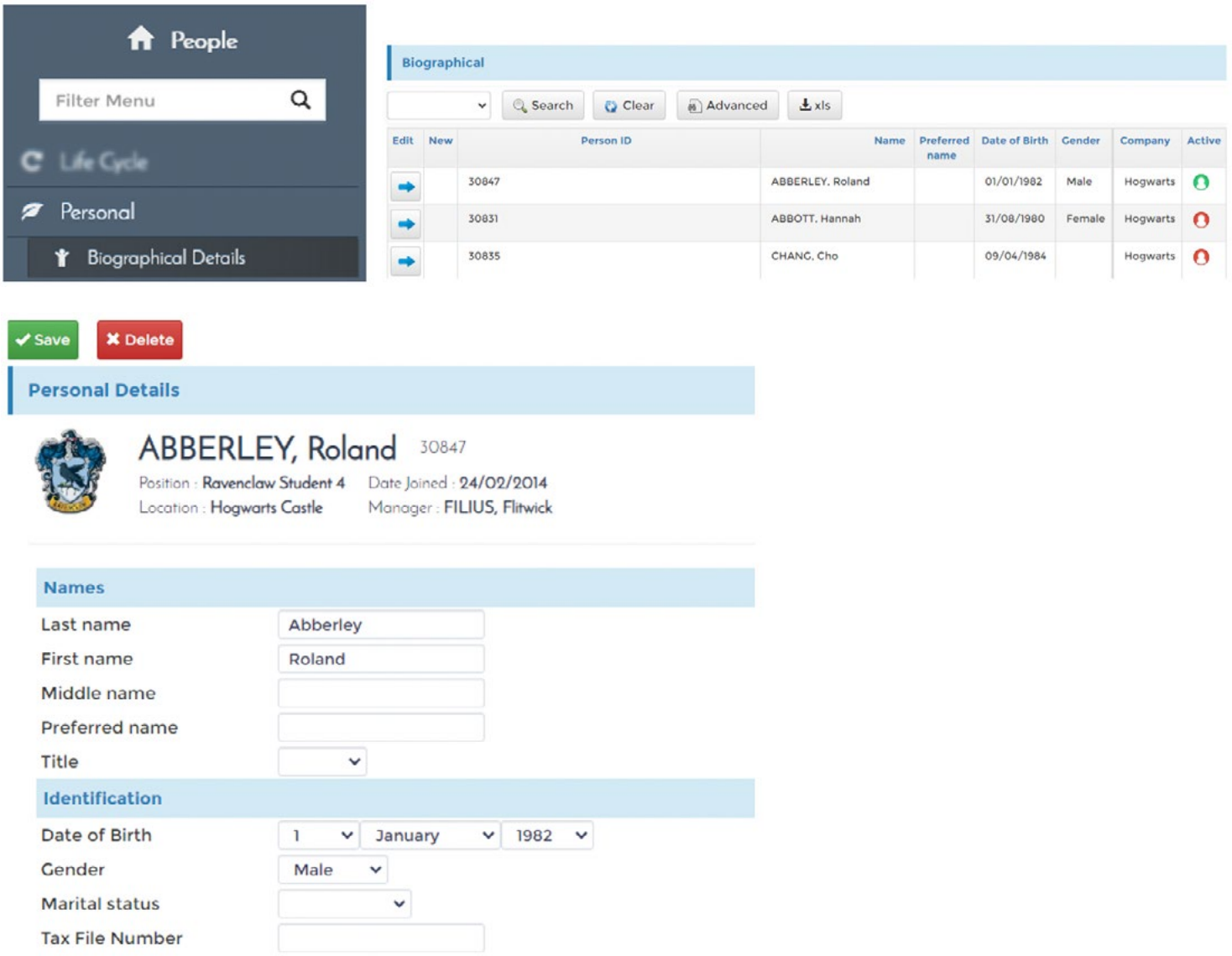
Note: You can only send an exit checklist to the exiting employee, whilst you can send an exit interview to either the exiting employee or someone else (typically their manager or HR) to complete. Both the exit checklist and exit interview are powered by the survey functionality.

PERSONAL MENU



The Personal menu allows you to view and make changes to employees' information, including their biographical details, address, emergency contacts, working rights and medical information.

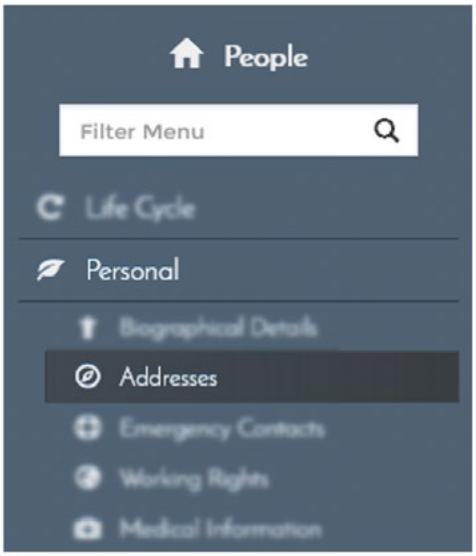
BIOGRAPHICAL DETAILS

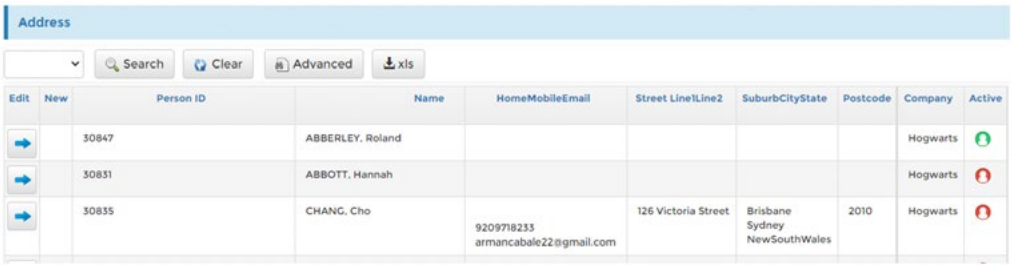


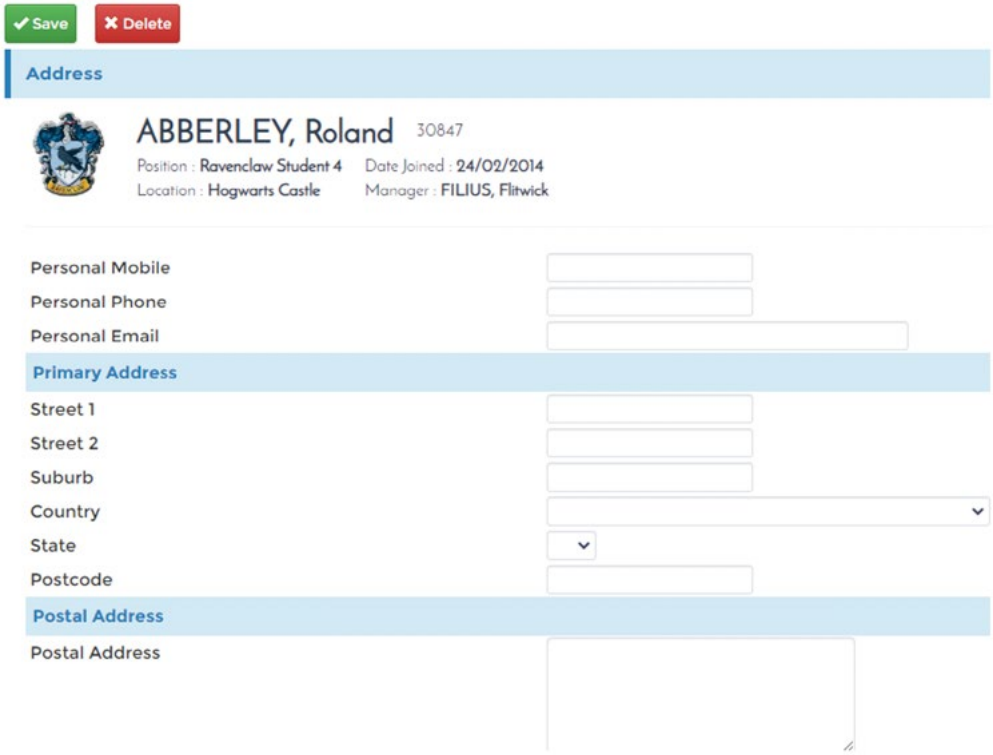
To view or make changes to an employee's biographical information, such as their name, date of birth or gender, use the Biographical Details report.

- Click the icon under the 'Edit' column to make relevant changes
- Click icon under the 'New' column to add biographical details for an employee that does not have any such details already on file
- When you're done, click the Save icon

ADDRESSES



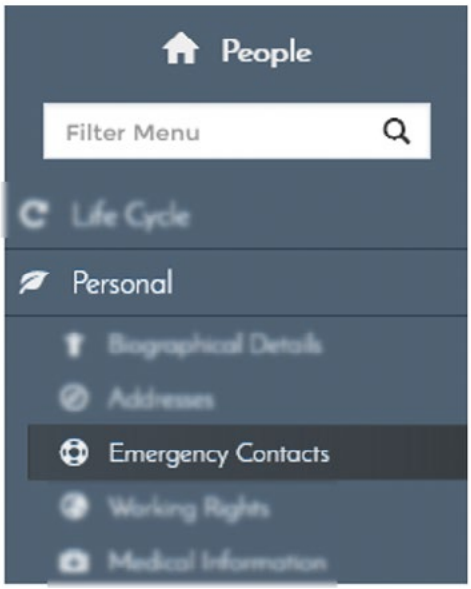


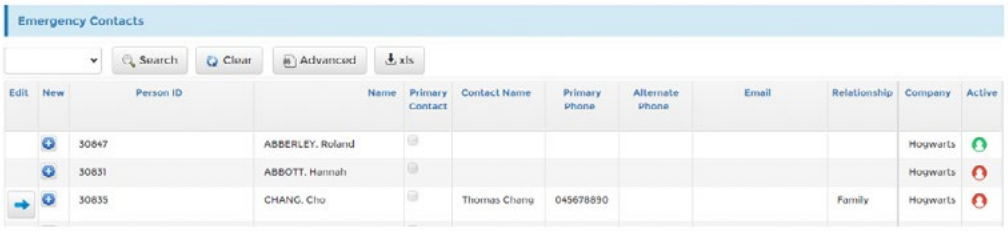


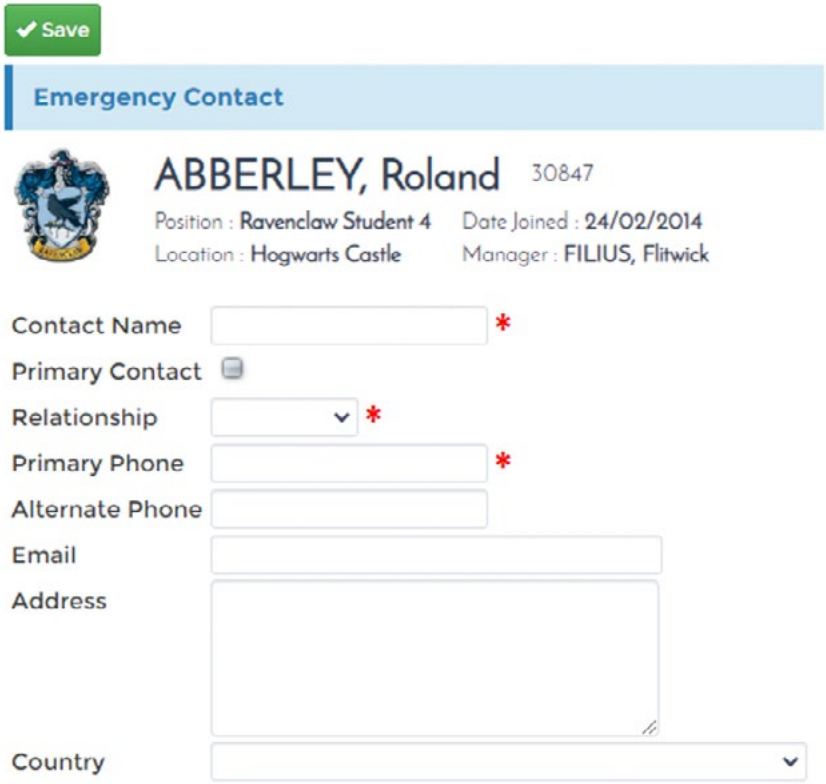
To view or make changes to an employee's address information, use the Addresses report.

- Click the icon under the 'Edit' column to make relevant changes
- Click icon under the 'New' column to add an address for an employee that does not have an address already on file
- When you're done, click the Save icon

EMERGENCY CONTACTS



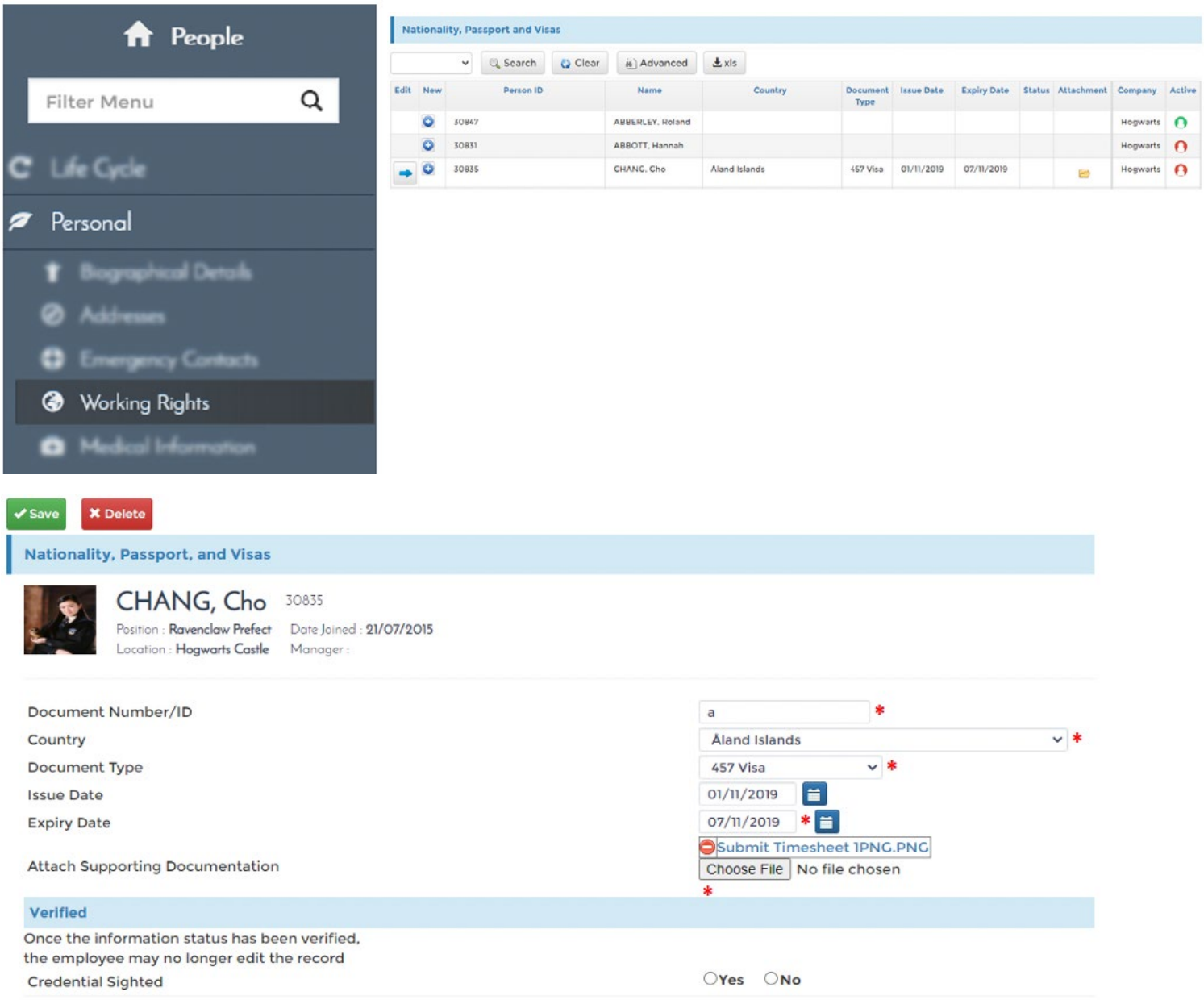




To view or make changes to an employee's emergency contact information, use the Emergency Contacts report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add an emergency contact for an employee that does not have an emergency contact already on file
- When you're done, click the Save icon

WORKING RIGHTS

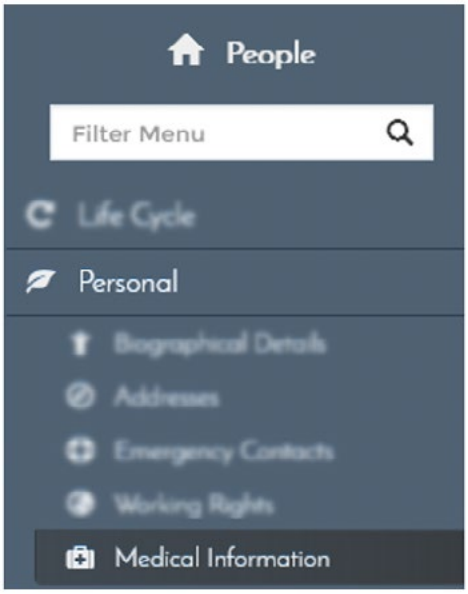


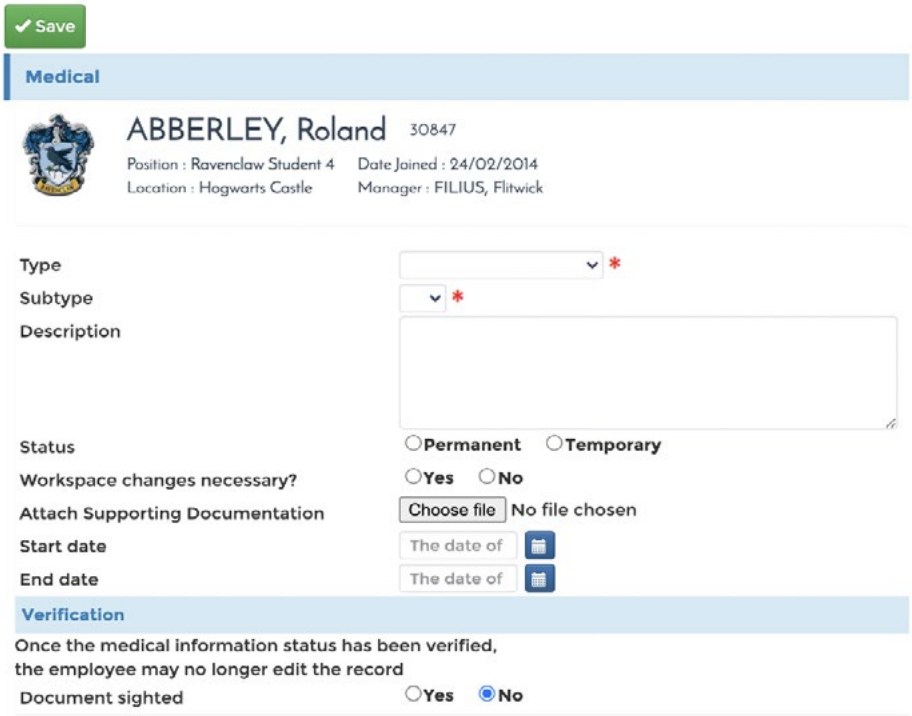
To view or make changes to an employee's working rights information, use the Working Rights report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add working rights information for an employee that does not have any such details already on file
- When you're done, click the Save icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.

MEDICAL INFORMATION



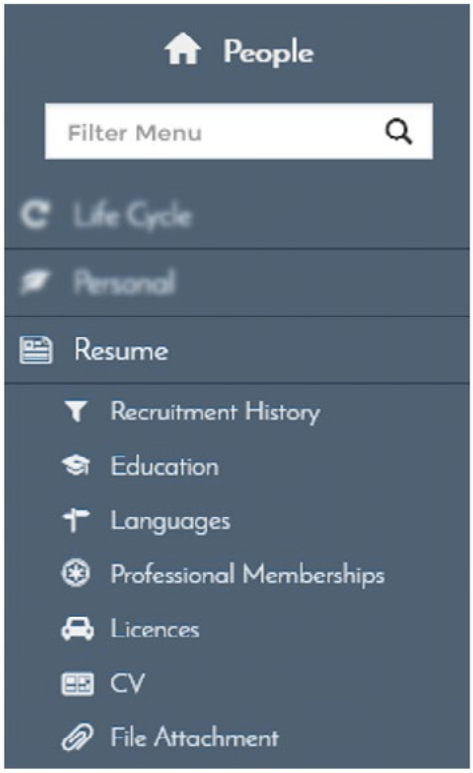


To view or make changes to an employee's medical information, use the Medical Information report.

- Click → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add medical information for an employee that does not have any such details already on file
- When you're done, click the Save icon

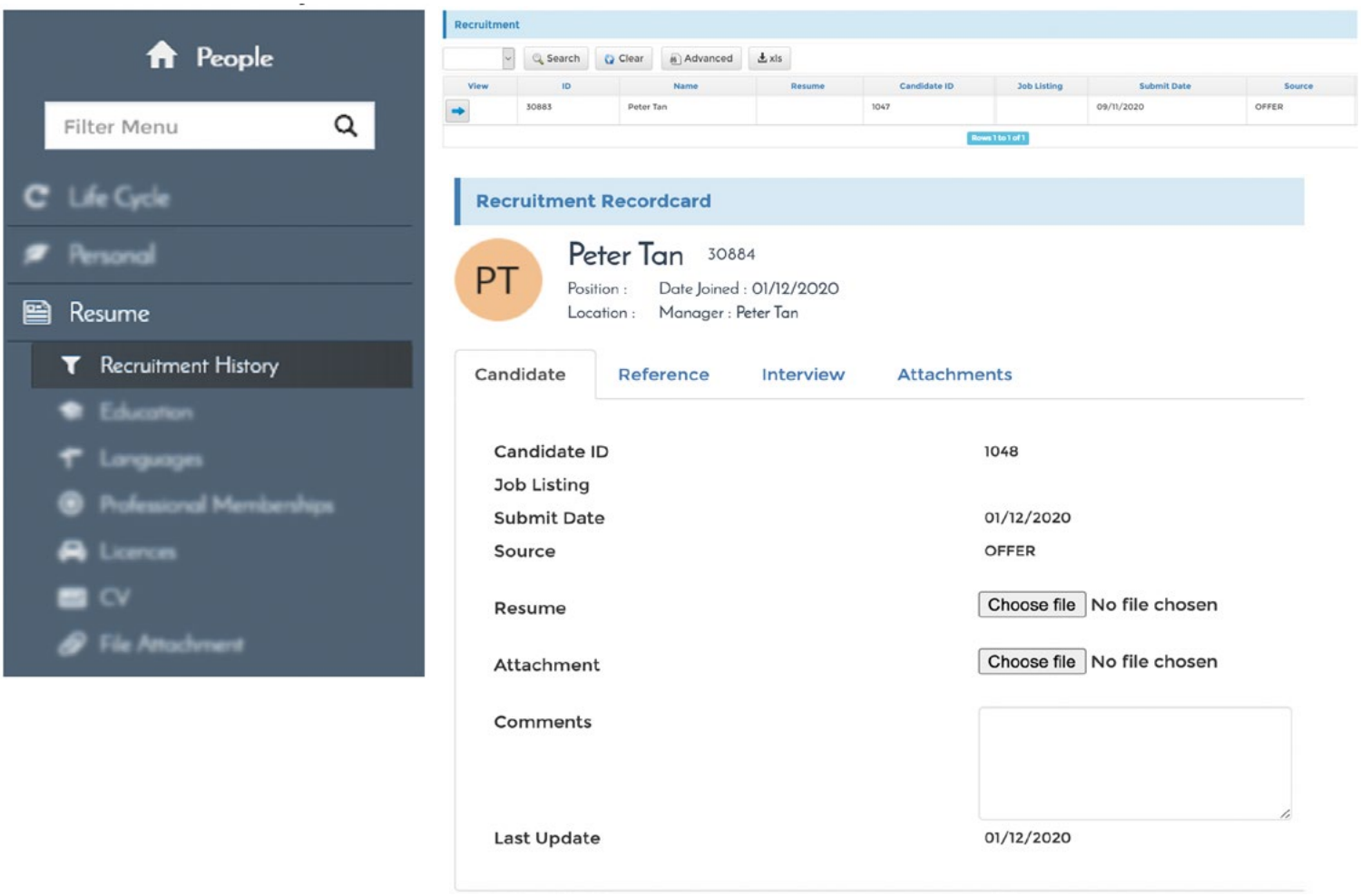
Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.

RESUME MENU



The Resume menu allows you to view and make changes to employees' information, including their recruitment history, education, languages, professional memberships, licences, CV, as well as upload any miscellaneous attachments.

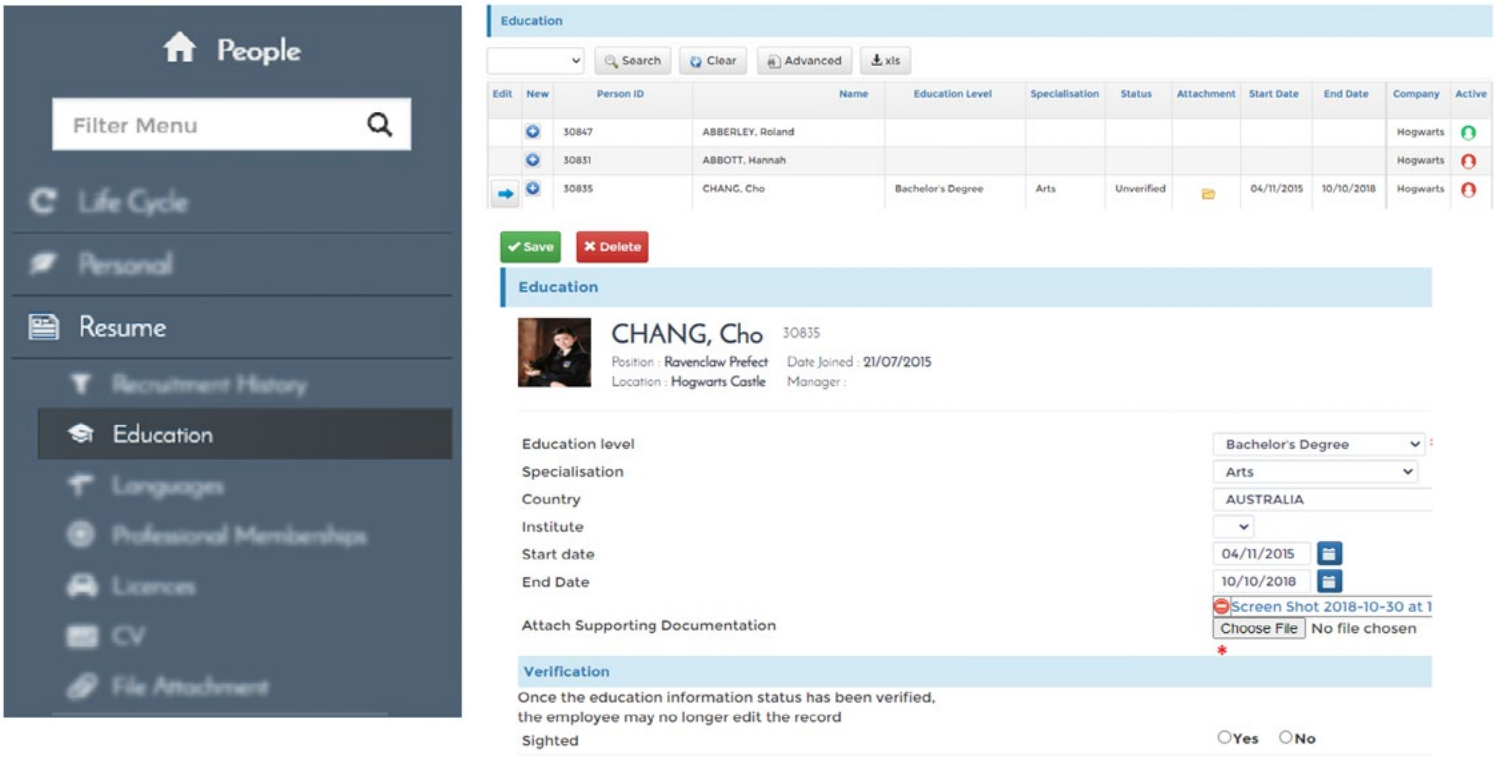
RECRUITMENT HISTORY



To view or make changes to an employee's recruitment information, use the Recruitment History report.

- Click → icon under the 'View' column to view historical records and make any relevant changes

EDUCATION

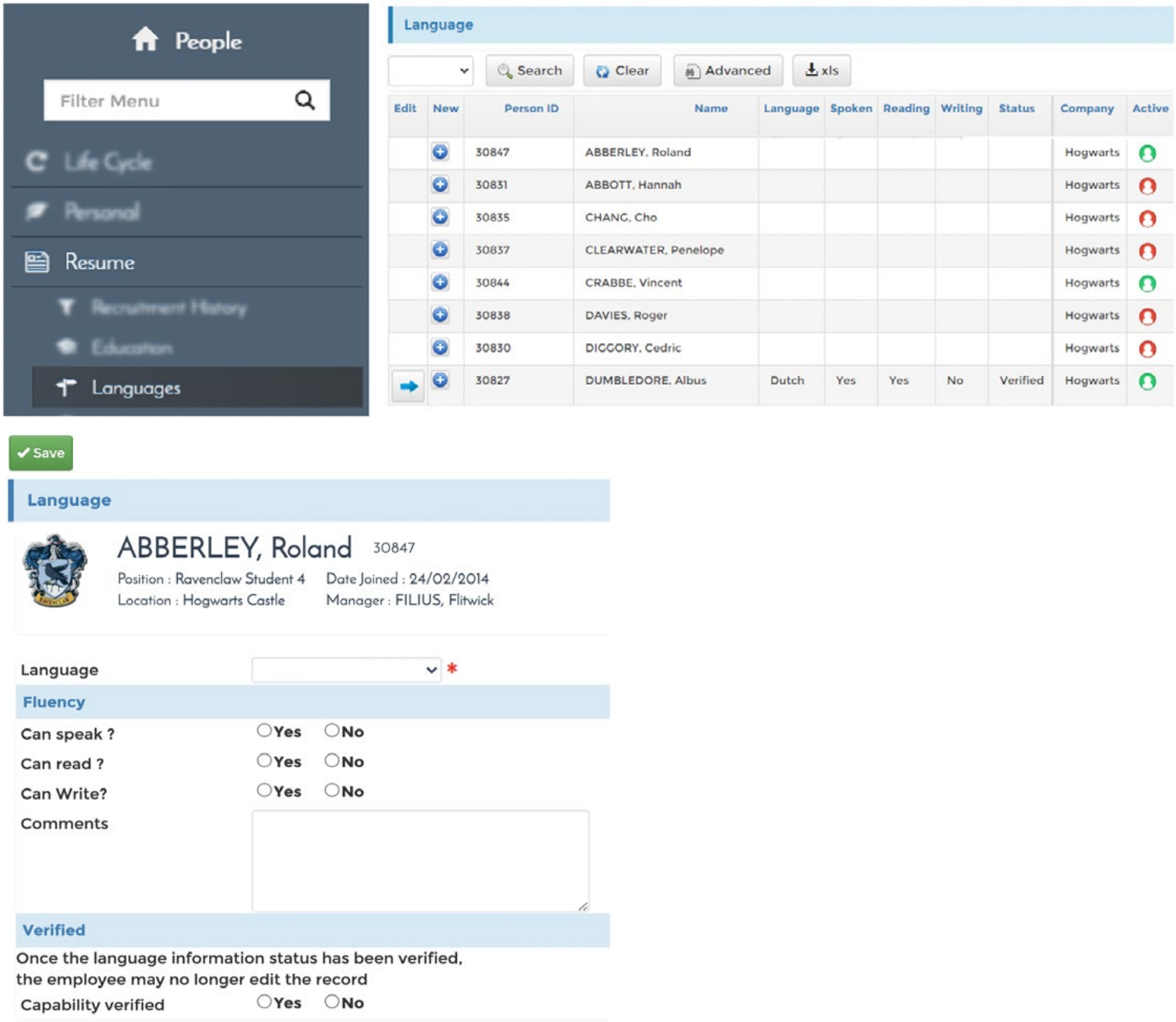


To view or make changes to an employee's education information, use the Education report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add education information for an employee that does not have any such details already on file
- When you're done, click the Save icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes

LANGUAGES

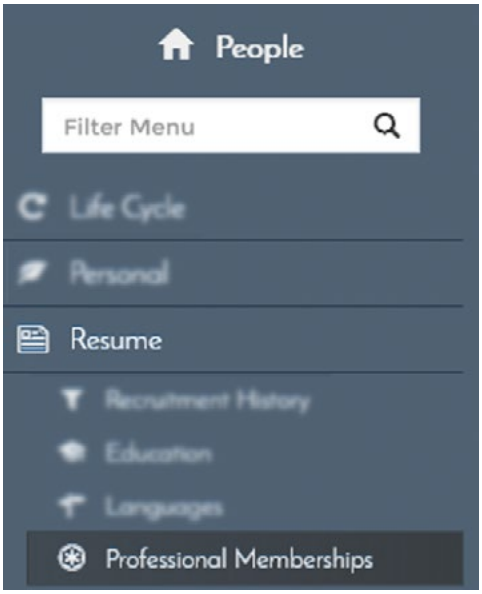


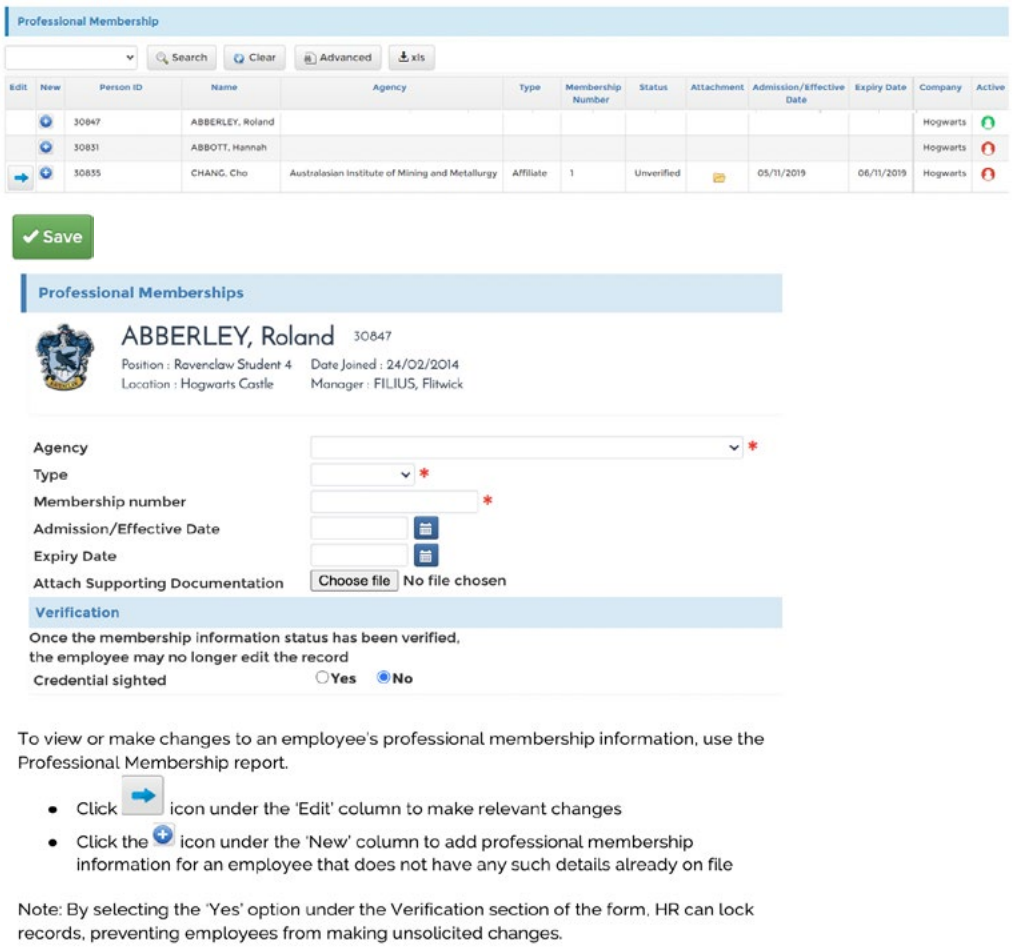
To view or make changes to an employee's language information, use the Language report.

- Click → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add language information for an employee that does not have any such details already on file
- When you're done, click the Save icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.

PROFESSIONAL MEMBERSHIPS



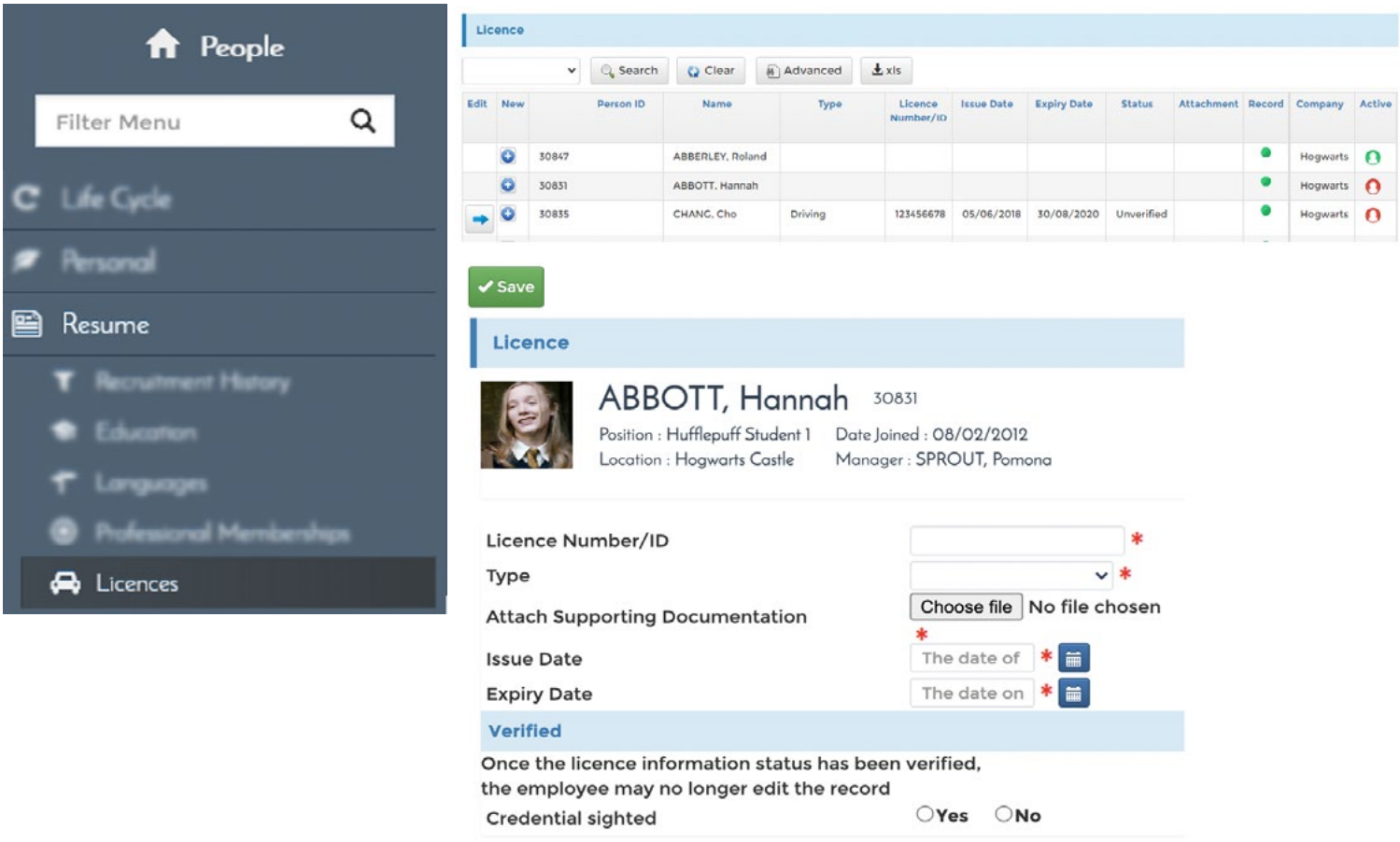


To view or make changes to an employee's professional membership information, use the Professional Membership report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add professional membership information for an employee that does not have any such details already on file
- When you're done, click the Save icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.

LICENCES

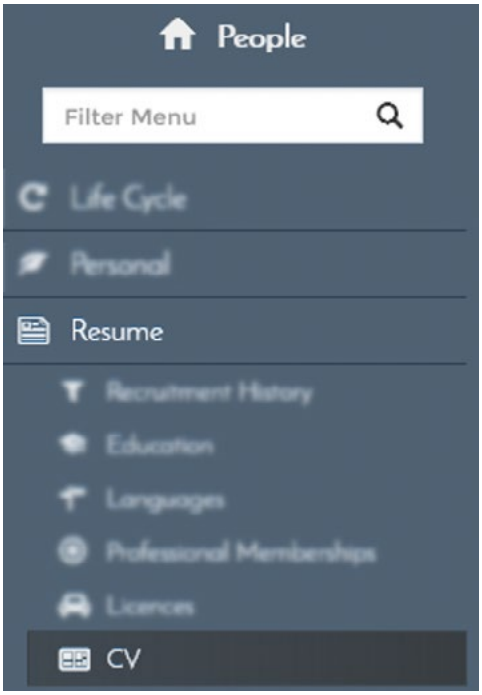


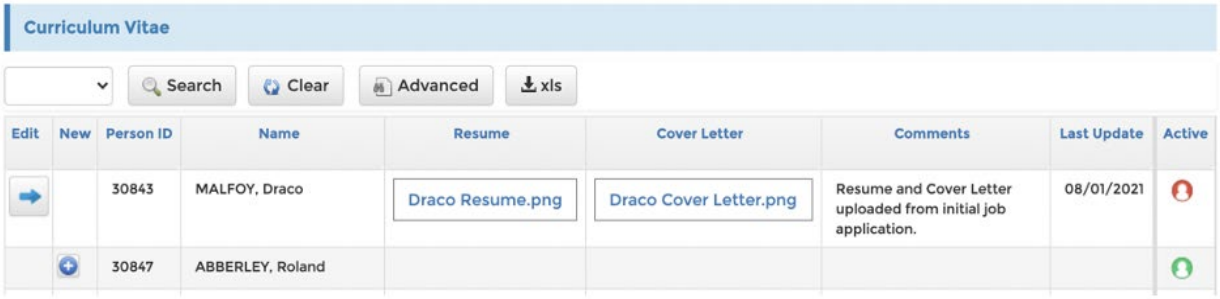
To view or make changes to an employee's licence information, use the Licence report.

- Click → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add licence information for an employee that does not have any such details already on file
- When you're done, click the Save icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.

CV

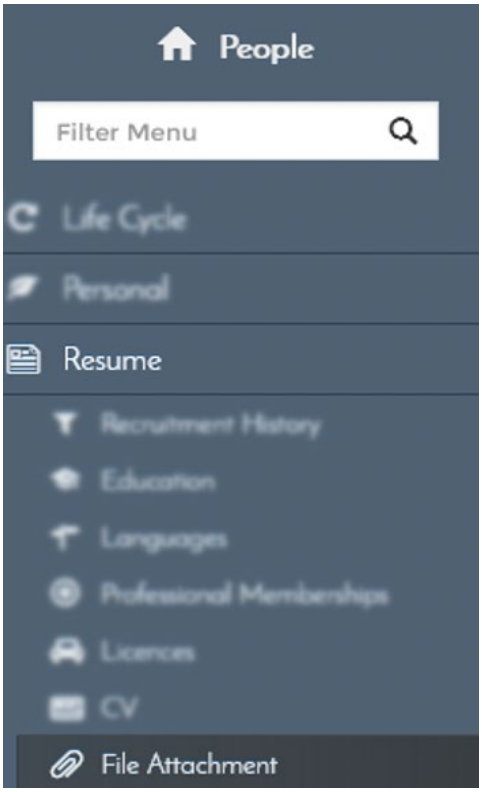


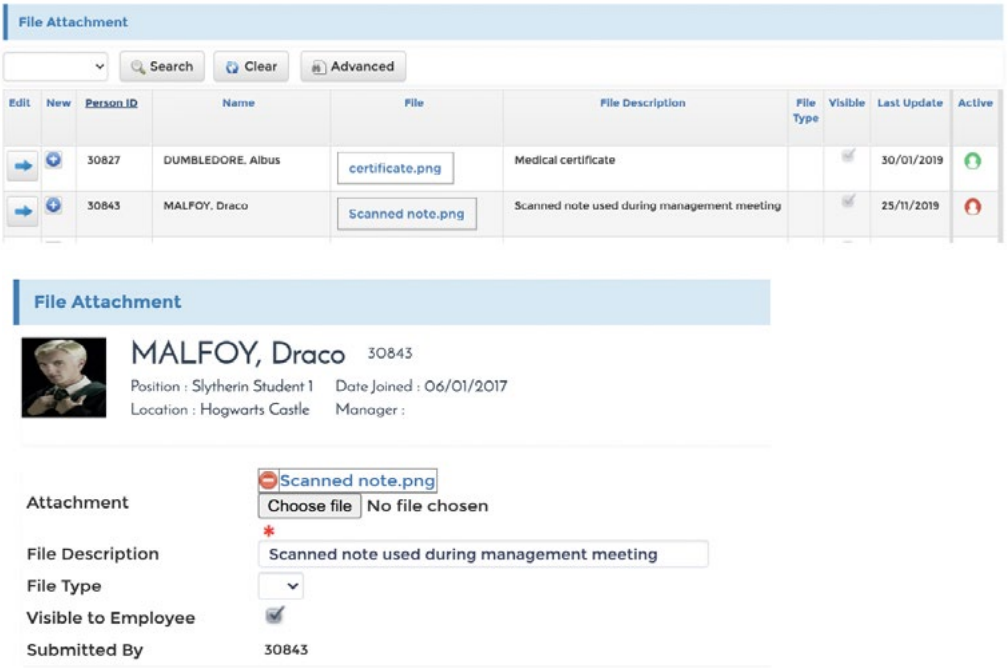


To view or make changes to an employee's resume or cover letter information, use the CV report.

- Click → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to upload a resume or cover letter for an employee that does not have any such information already on file

FILE ATTACHMENTS

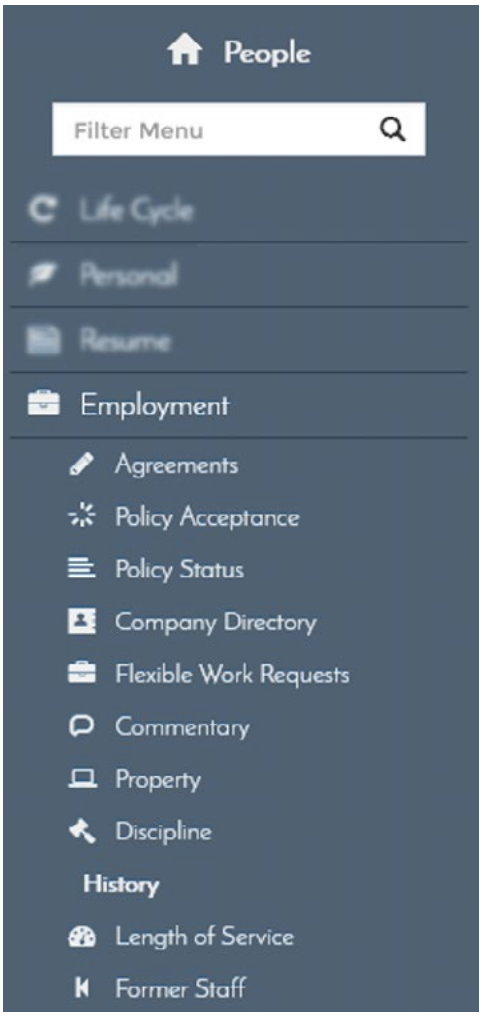




To view or upload miscellaneous files to an employee's profile, use the File Attachment report.

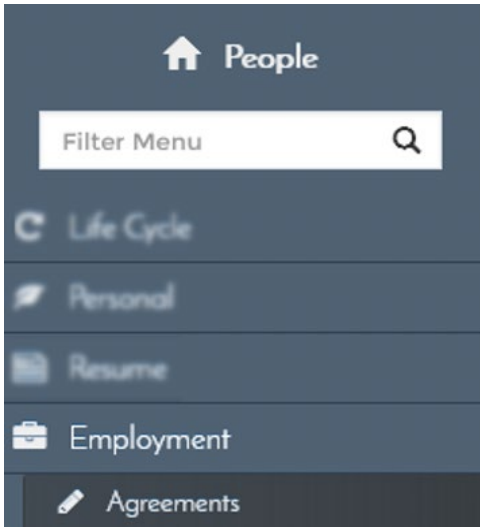
- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to upload an additional miscellaneous file

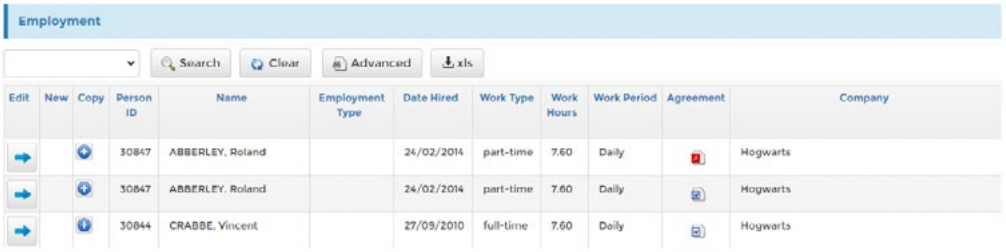
EMPLOYMENT MENU

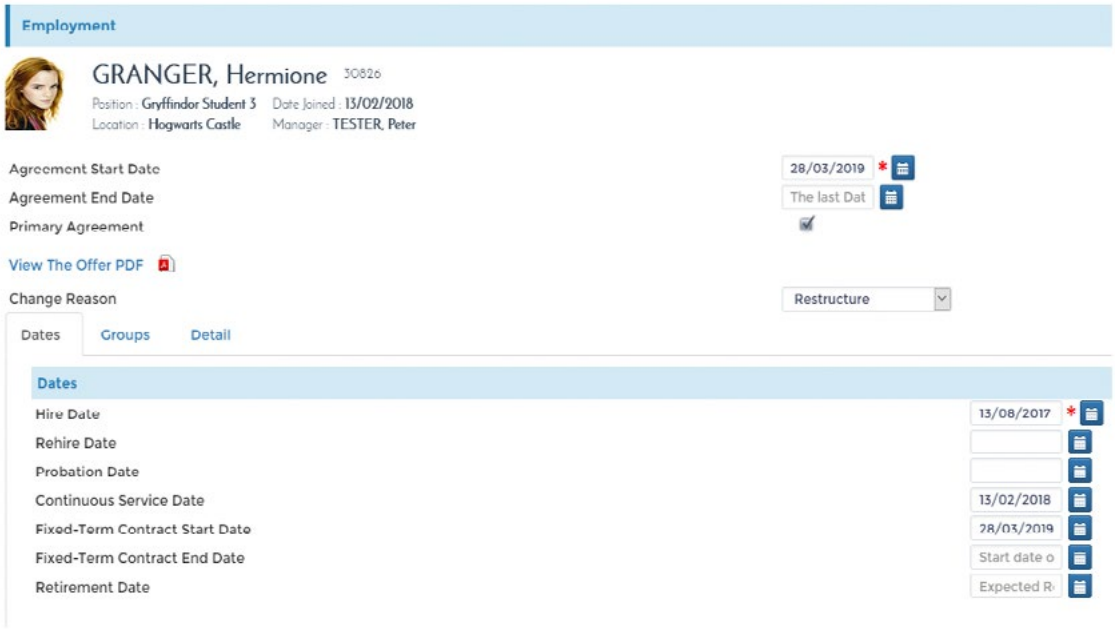


The Employment menu allows you to view and make changes to employees' information, including their employment agreements, policy acceptance, company directory details, flexible work requests, commentary, assigned property, and disciplinary events. The Employment menu also allows you to view employees' length of service and a list of former staff.

AGREEMENTS



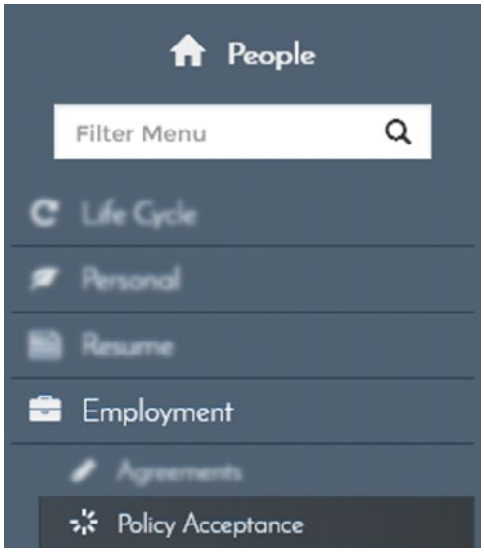


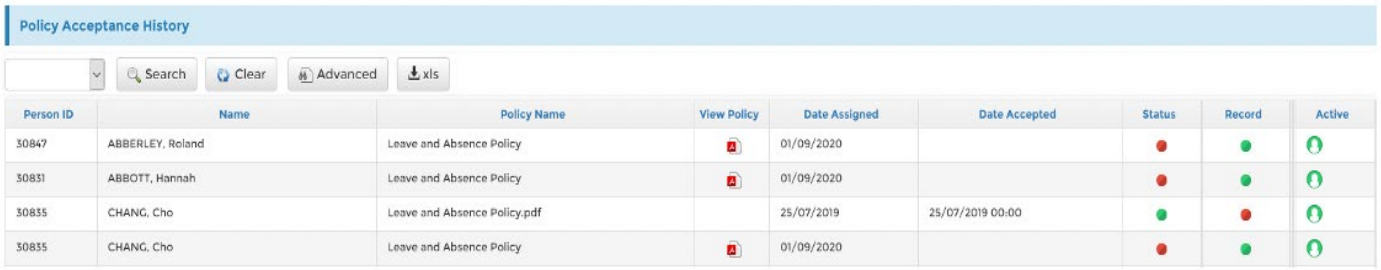


To view or make changes to an employee's employment agreement information, use the Agreement report.

- Click → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add agreement information for an employee that does not have any such details already on file
- Click the ⊕ icon under the 'Copy' column to copy an existing agreement

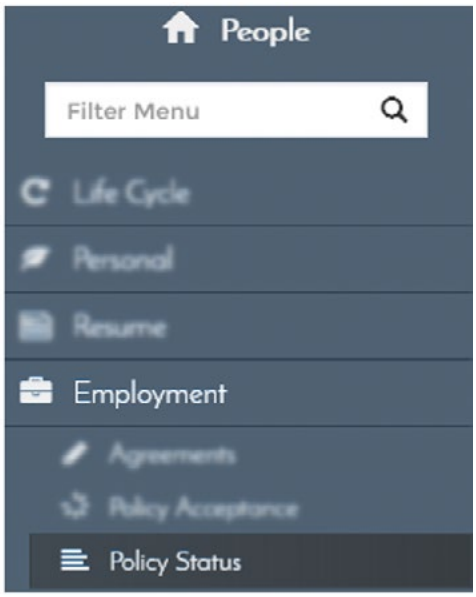
POLICY ACCEPTANCE





The 'Policy Acceptance' report allows you to view the status of employees having accepted required policies. You can easily filter the report to view acceptance per employee, or per policy.

POLICY STATUS



Policy Acceptance Status

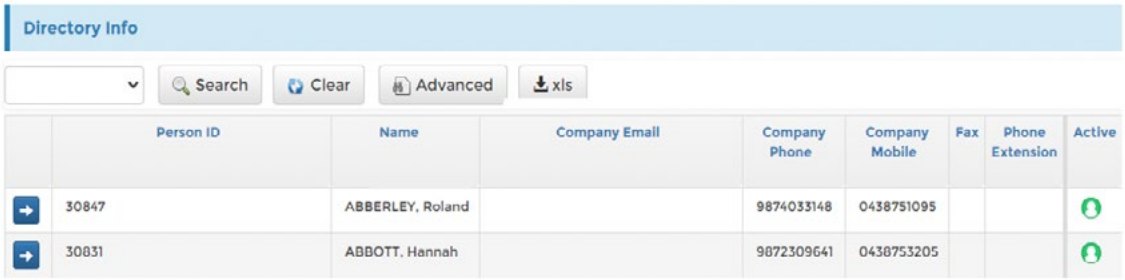
Search | Clear | Advanced | xls

View Policy	Policy Name	Assigned	Accepted	No Response	Record	Policy Start Date
	Leave and Absence Policy	21	1	20		01/09/2020
	DVT file	2	0	2		
	DVT file	2	0	2		
	Leave and Absence Policy	21	1	20		01/09/2020

Rows 1 to 4 of 4

The 'Policy Status' report shows a more detailed breakdown of all of your required policies, how many employees have been assigned to them, accepted them, and how many have not responded yet.

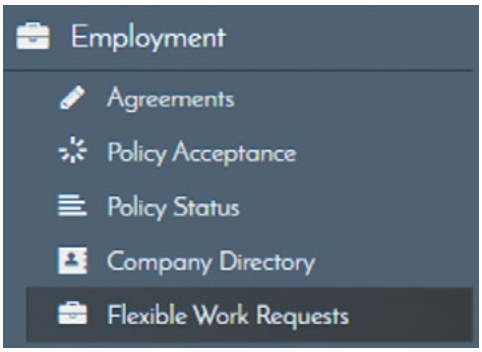
COMPANY DIRECTORY

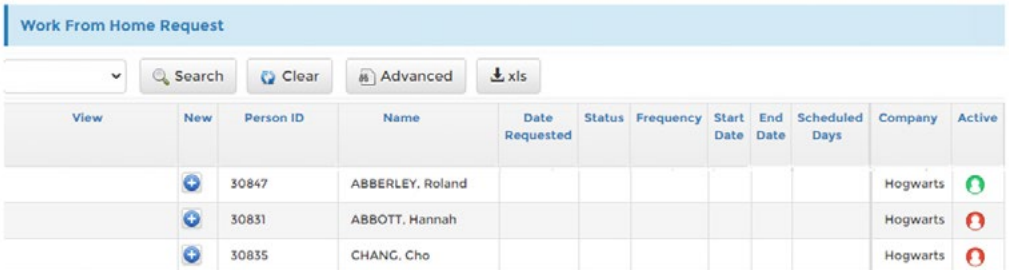


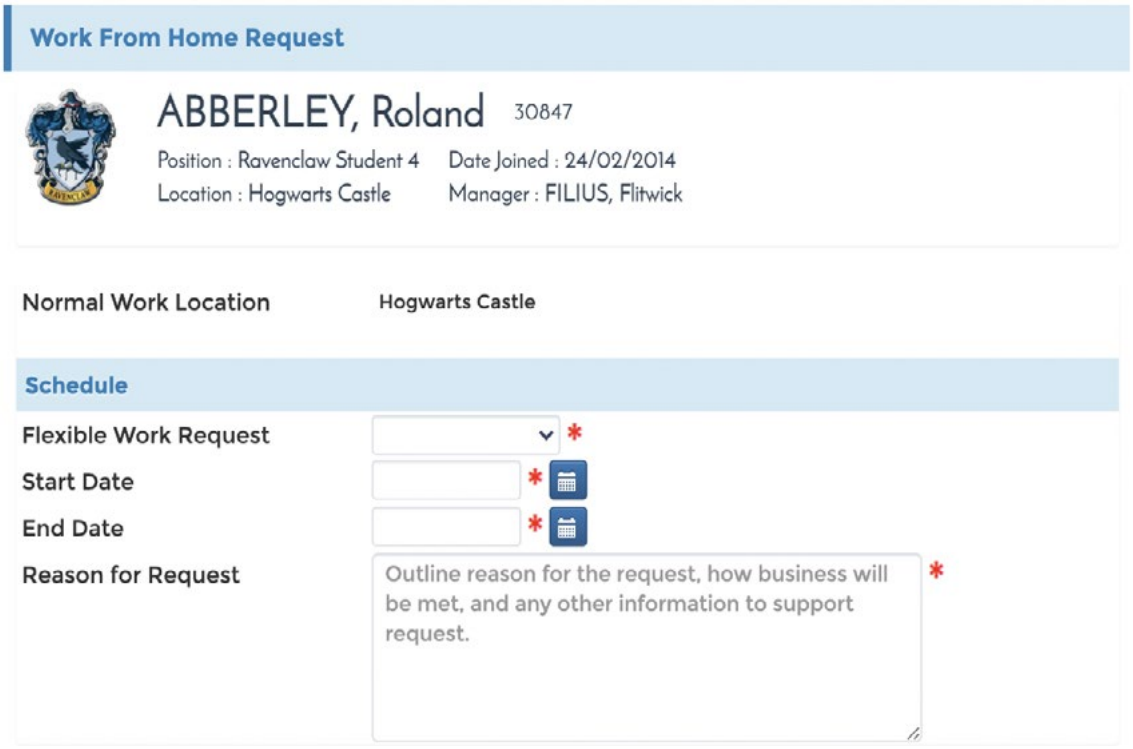
To view or make changes to an employee's company directory information, use the Company Directory report.

- Click icon to make relevant changes
- Click the icon to save your changes

FLEXIBLE WORK REQUESTS



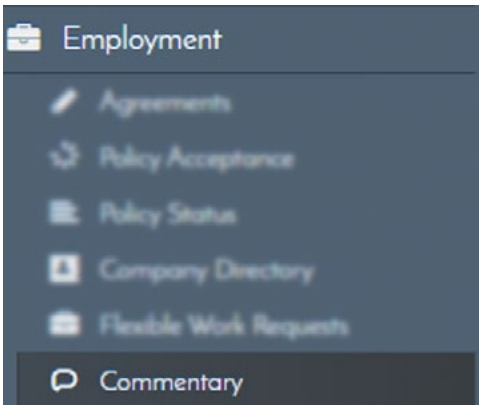


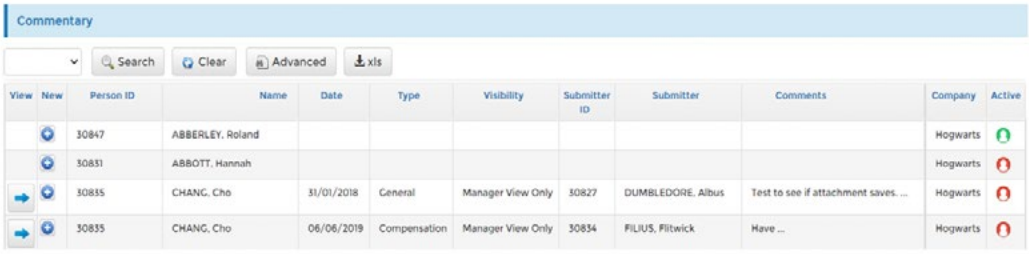


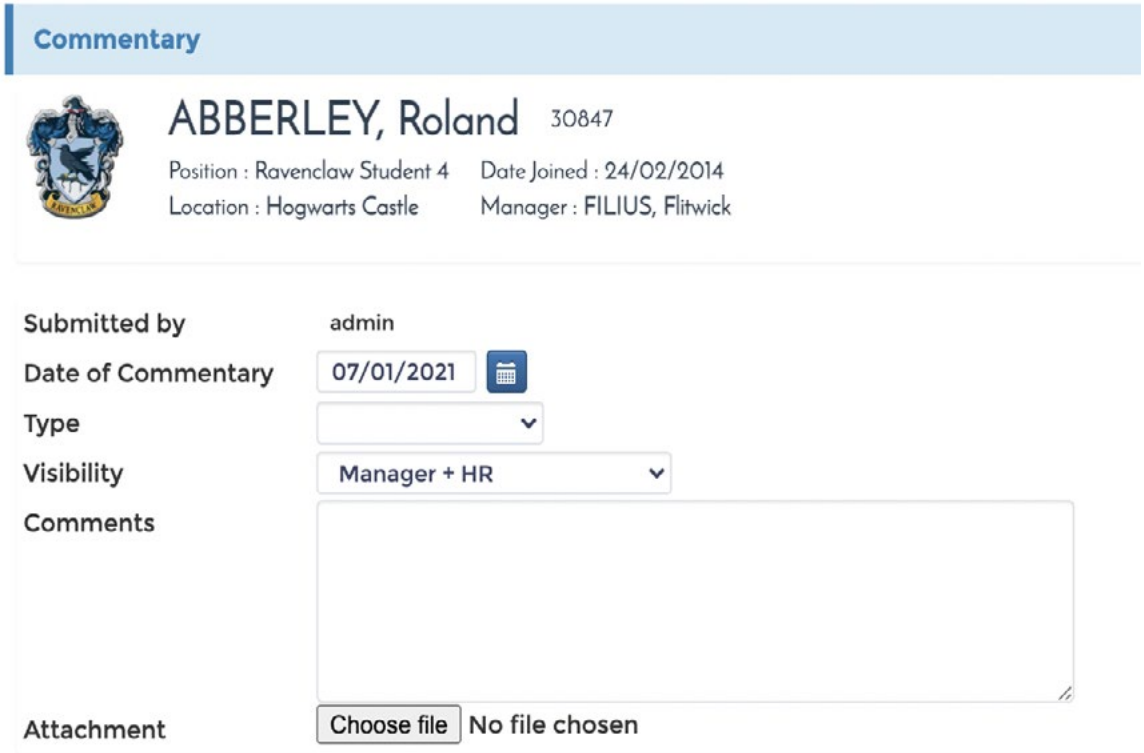
To view, add, or make changes to an employee's flexible work request information, use the Flexible Work Requests report.

- Click the icon under the 'New' column to open the form and add a new flexible work request on behalf of an employee
- Click the icon under the 'View' column to view historical flexible work requests

COMMENTARY





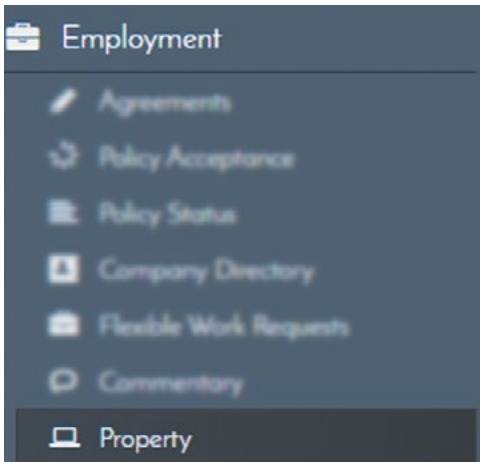


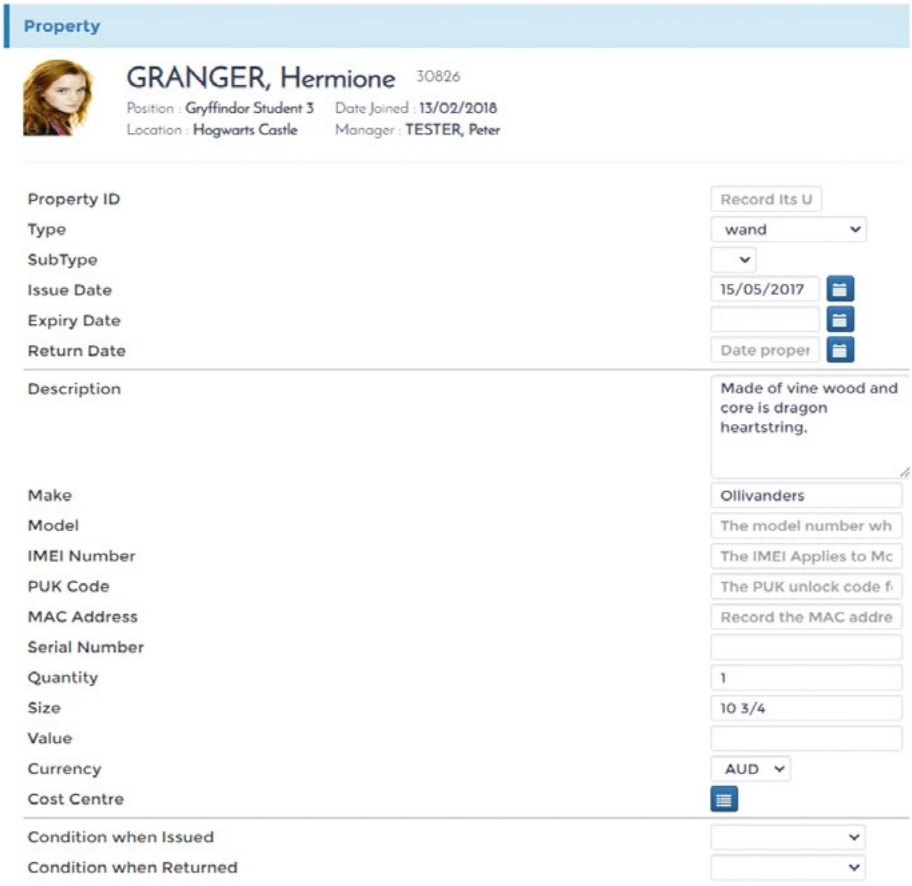
To view or make changes to an employee's commentary information, use the Commentary report.

Note: Depending on which 'Visibility' option is selected on the form will determine whether the specific commentary record is visible to the particular employee, management and HR, or just management and HR.

- Click the → icon under the 'View' column to view historical commentary records, or make relevant changes
- Click the ⊕ icon under the 'New' column to add commentary for an employee that does not have any such details already on file

PROPERTY

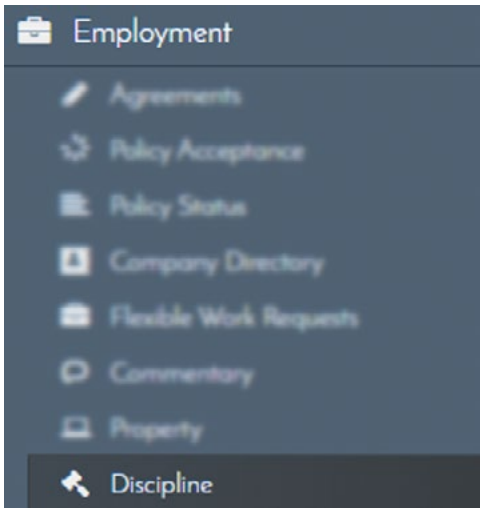


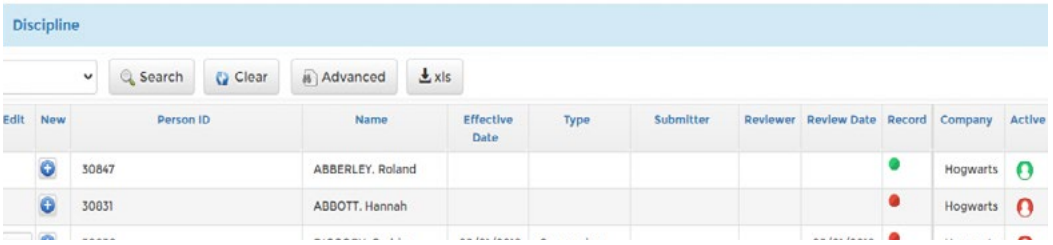


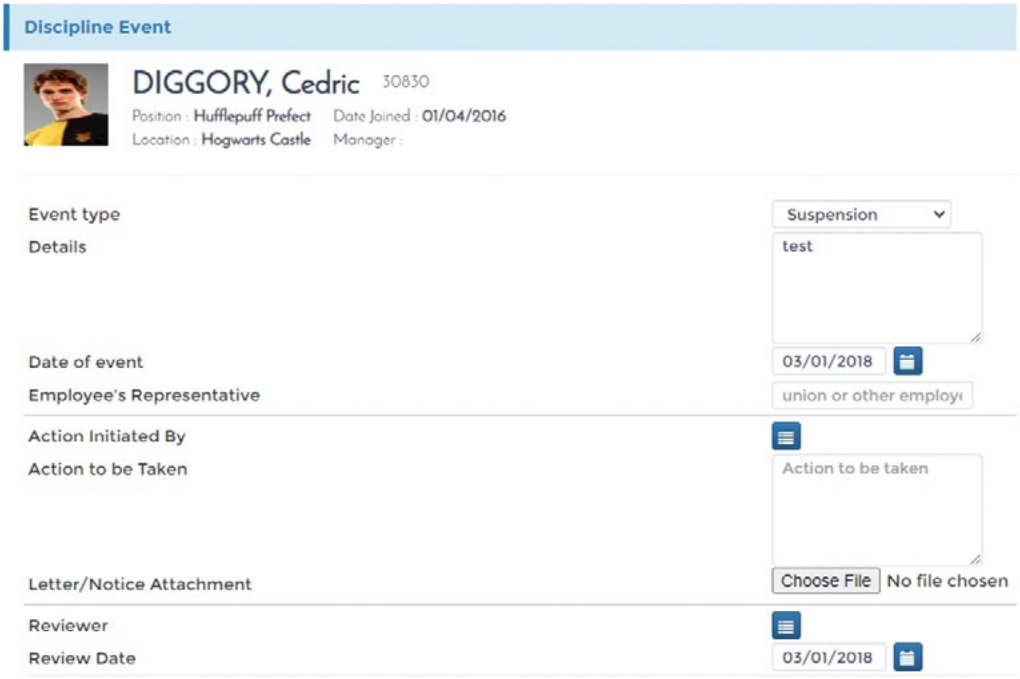
To view or make changes to an employee's property information, use the property report.

- Click ➡ icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add property information for an employee that does not have any such details already on file

DISCIPLINE



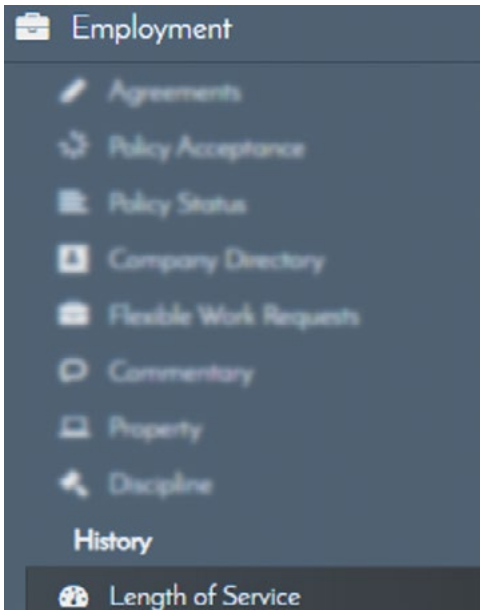




To view or make changes to an employee's disciplinary information, use the Discipline report.

- Click ➡ icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add disciplinary information for an employee that does not have any such details already on file

LENGTH OF SERVICE



Length of Service

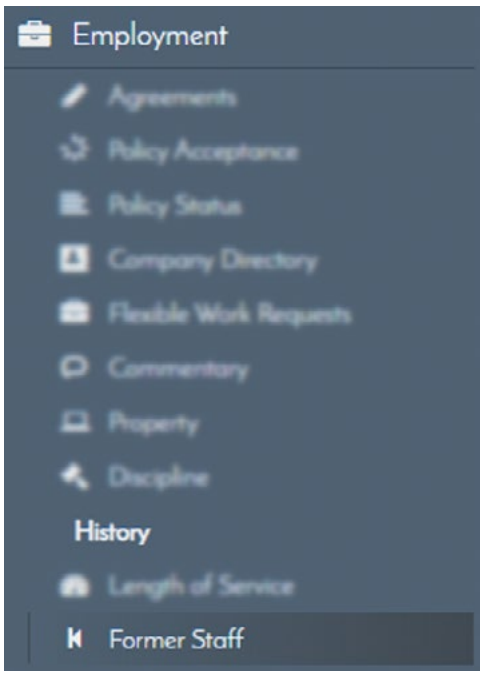
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All | Active

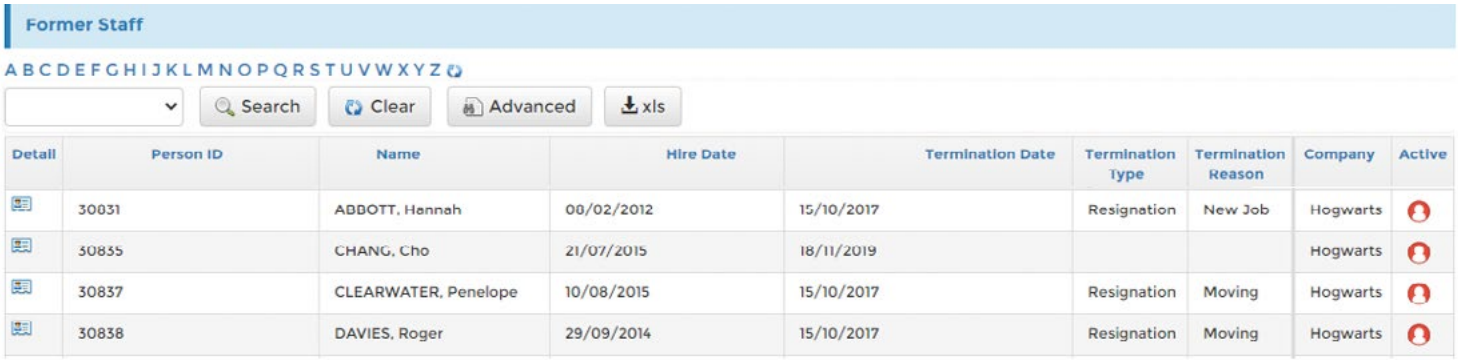
Search | Clear | Advanced | xls

Person ID	Name	Work Type	Date Hired	Continuous Service Date	Length of Service	Years	Parent Position ID	Parent Position	Company	Active
30847	ABBERLEY, Roland	part-time	24/02/2014		6 years 5 months	6.4422	HTEACHR	Ravenclaw Head Teacher	Hogwarts	
30831	ABBOTT, Hannah	full-time	08/02/2012		8 years 5 months	8.4873			Hogwarts	
30835	CHANG, Cho		21/07/2015		4 years 3 months	4.3285			Hogwarts	
30837	CLEARWATER, Penelope	full-time	10/08/2015		5 years 0 months	4.9856			Hogwarts	
30844	CRABBE, Vincent	full-time	27/09/2010		9 years 10 months	9.8535	PREFS	Slytherin Prefect	Hogwarts	

The Length of Service report shows a breakdown of staff tenure, displaying employees' work type, the date they were hired and how many months and years they have been employed.

FORMER STAFF

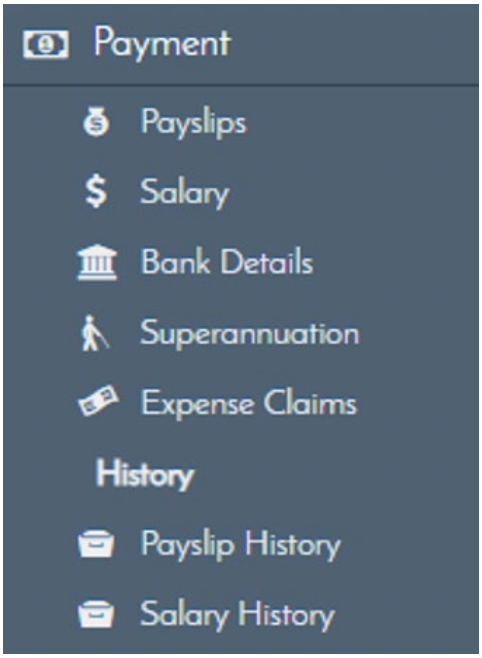




Detail	Person ID	Name	Hire Date	Termination Date	Termination Type	Termination Reason	Company	Active
	30031	ABBOTT, Hannah	08/02/2012	15/10/2017	Resignation	New Job	Hogwarts	
	30835	CHANG, Cho	21/07/2015	18/11/2019			Hogwarts	
	30837	CLEARWATER, Penelope	10/08/2015	15/10/2017	Resignation	Moving	Hogwarts	
	30838	DAVIES, Roger	29/09/2014	15/10/2017	Resignation	Moving	Hogwarts	

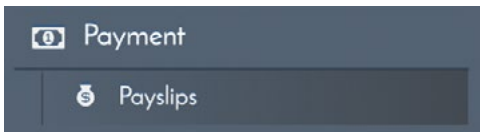
The Form Staff report shows a list of all inactive employees in the system, irrespective of whether they have been formally off-boarded, or manually made inactive via an integrated payroll system.

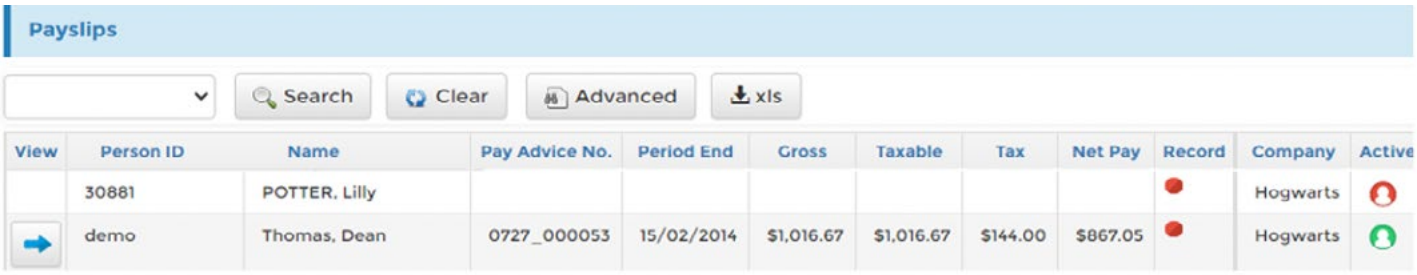
PAYMENT MENU



The Payment menu allows you to view and make changes to employees' information, including their payslips, salary, bank details, superannuation, and expense claims. The Payment menu also allows you to view historical payslip and salary data.

PAYSLIPS



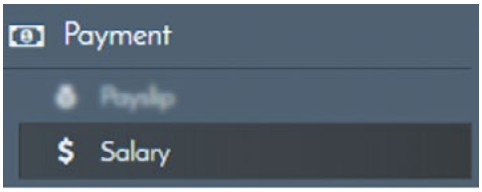


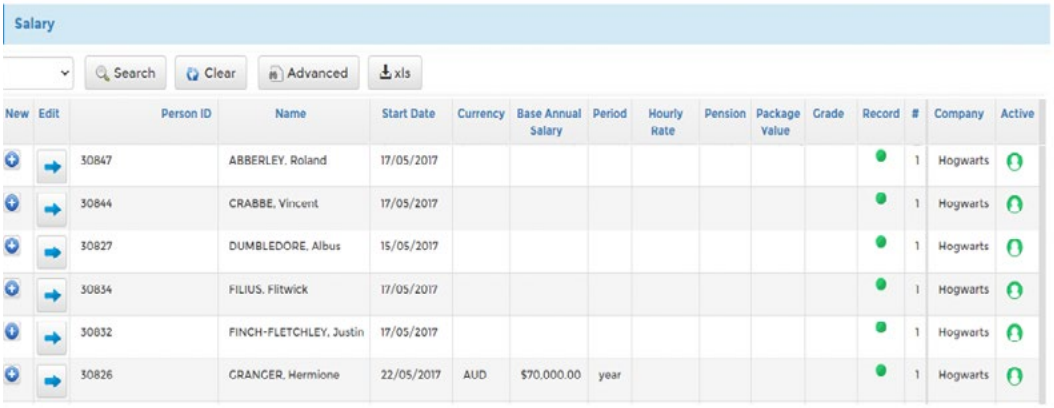
View	Person ID	Name	Pay Advice No.	Period End	Gross	Taxable	Tax	Net Pay	Record	Company	Active
	30881	POTTER, Lilly								Hogwarts	
	demo	Thomas, Dean	0727_000053	15/02/2014	$1,016.67	$1,016.67	$144.00	$867.05		Hogwarts	

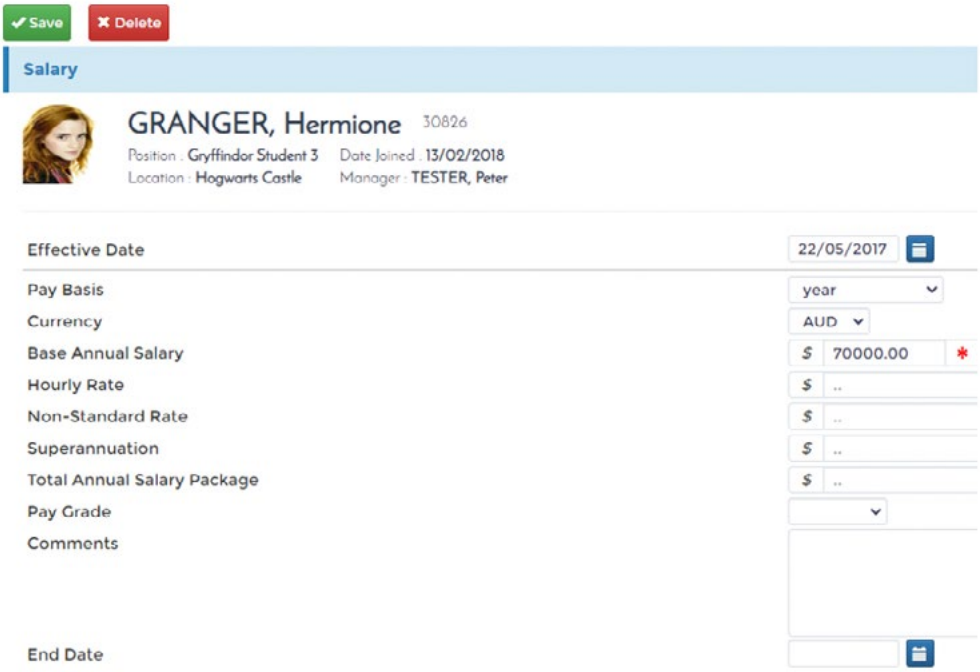
To view an employee's most recent payslip information, use the Payslips report.

- Click the icon under the 'View' column to view a payslip

SALARY



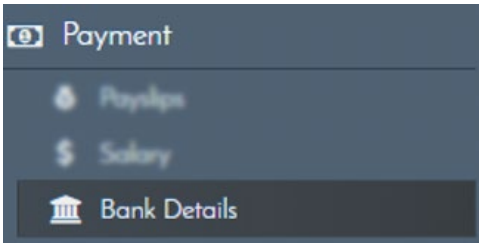


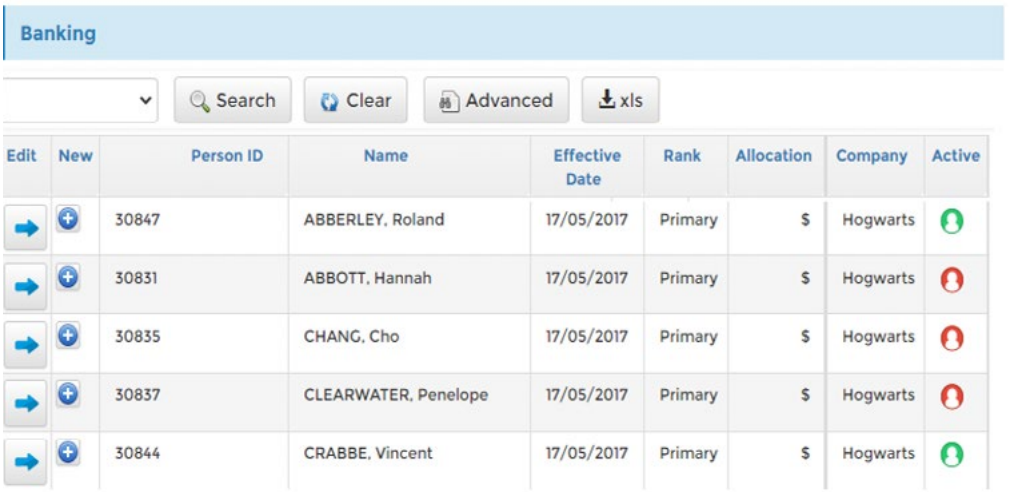


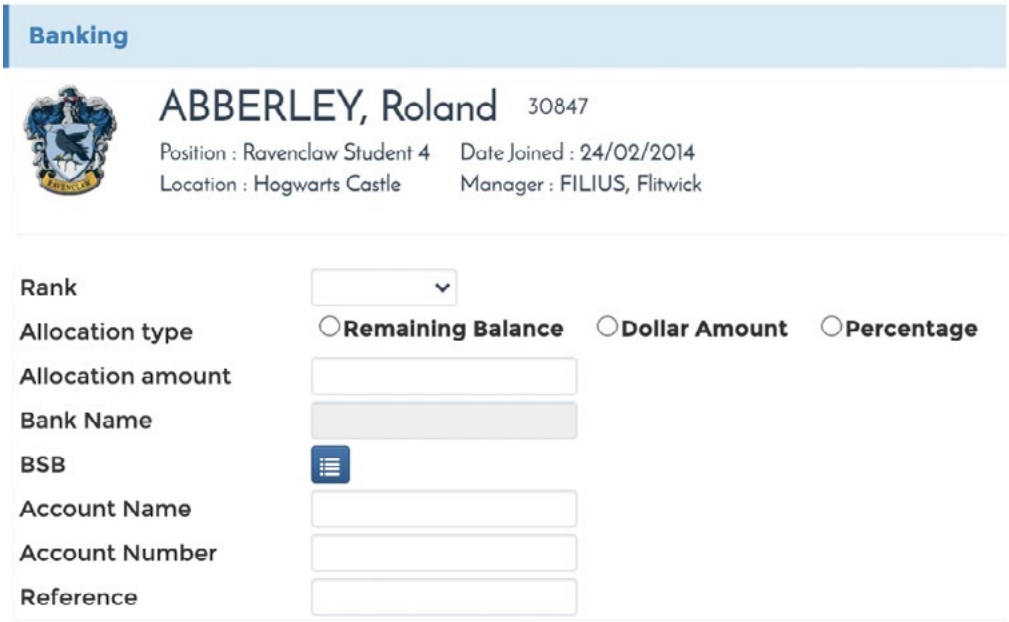
To view or make changes to an employee's current salary information, use the Salary report.

- Click the → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add current salary information for an employee that does not have any such details already on file

BANK DETAILS





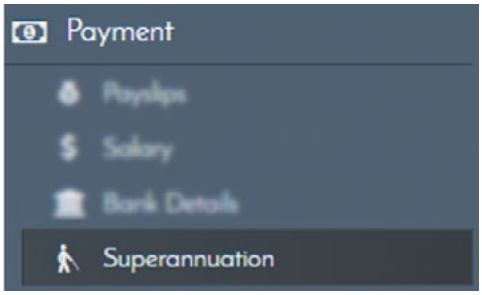


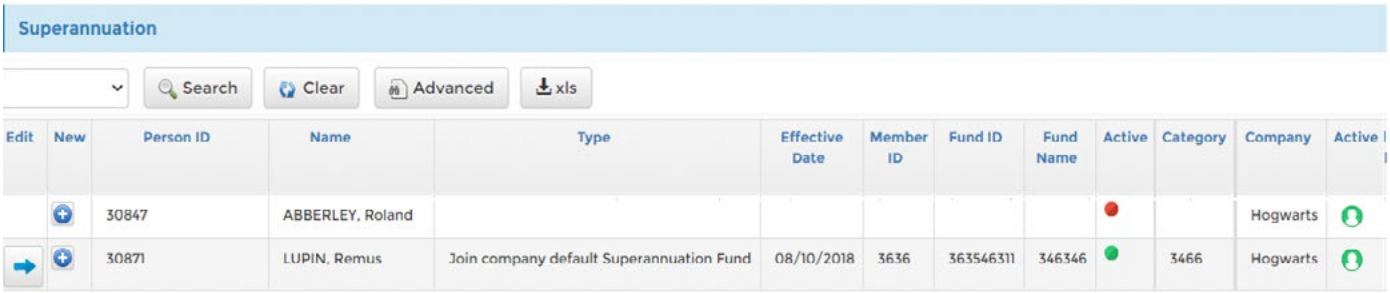
To view or make changes to an employee's banking information, use the Bank Details report.

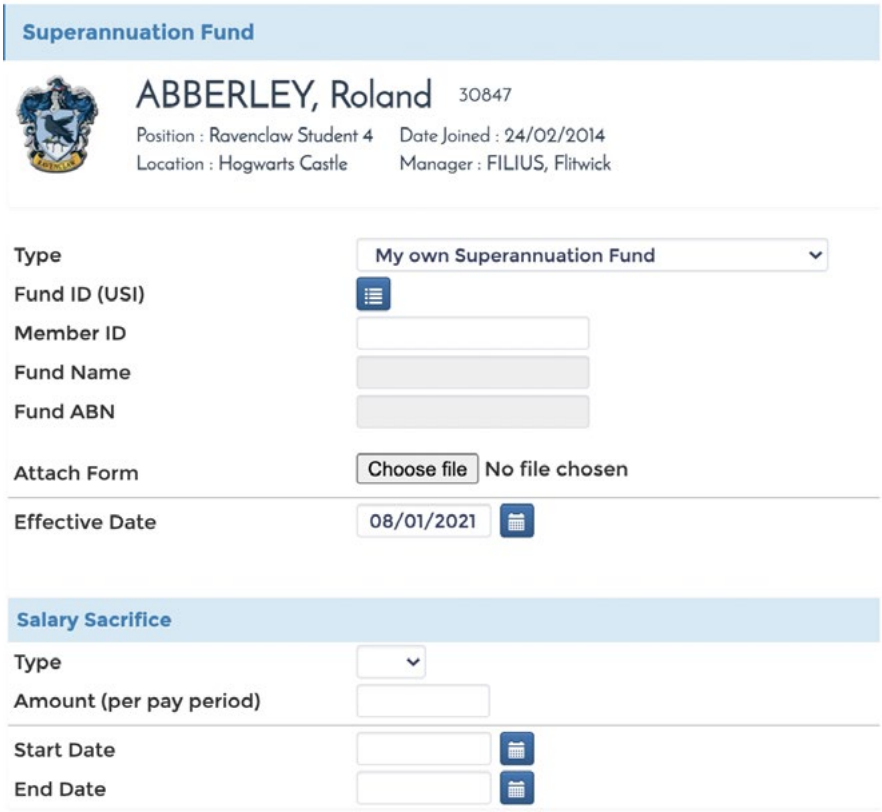
- Click the → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add banking information for an employee that does not have any such details already on file

Note: If an employee is to be paid into multiple bank accounts, you will need to create multiple bank records for that employee.

SUPERANNUATION



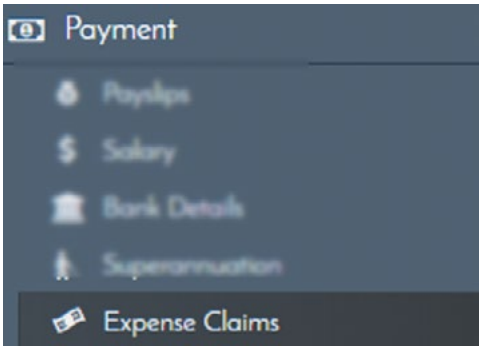


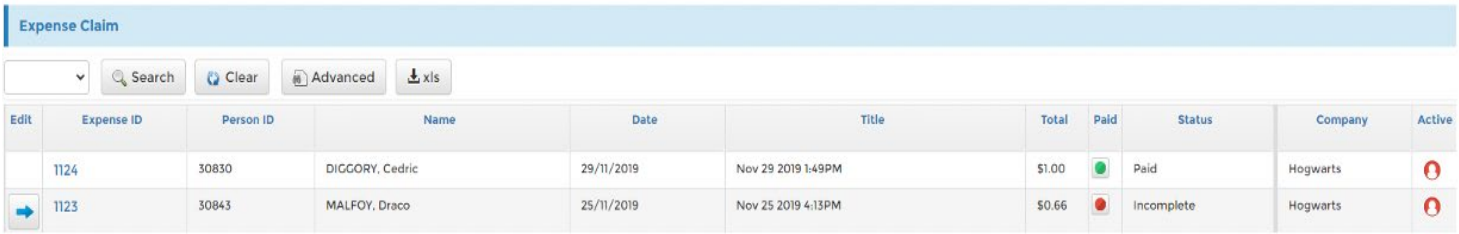


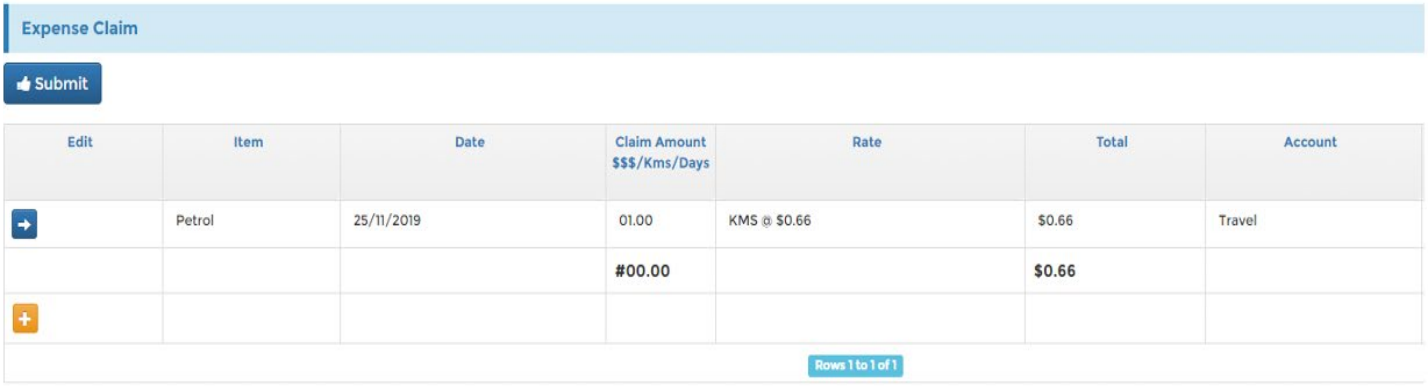
To view or make changes to an employee's superannuation information, use the Superannuation report.

- Click the → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add superannuation information for an employee that does not have any such details already on file

EXPENSE CLAIMS





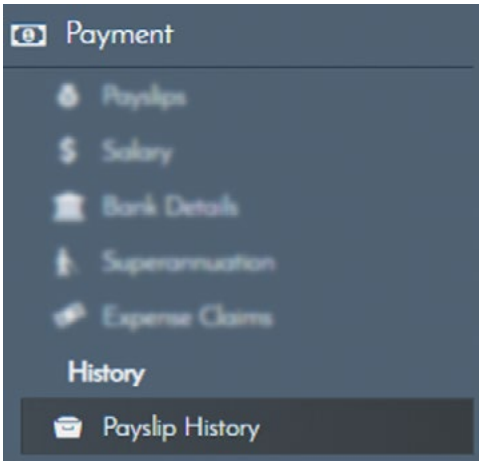


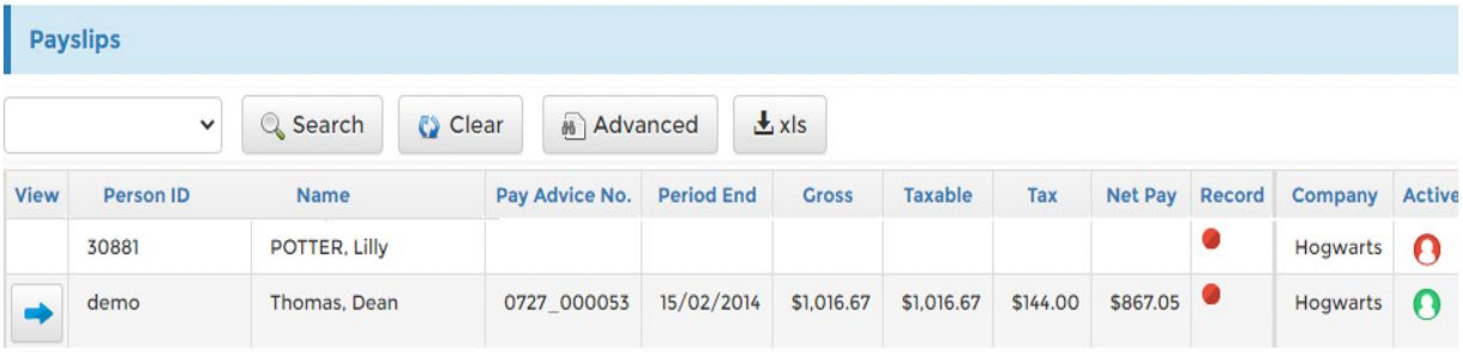
To view or make changes to an employee's pending expense claim information, use the Expense Claim report.

- Click the → icon under the 'Edit' column to make relevant changes
- Click the number under the 'Expense ID' column to print a summary of the expenses

Note: You cannot initiate a brand-new expense claim on behalf of employees, you can only edit or submit existing expense claims that are pending approval and have not been marked as 'Paid'. You can toggle whether an expense claim has been paid or not using the ● icon under the 'Status' column.

PAYSLIP HISTORY

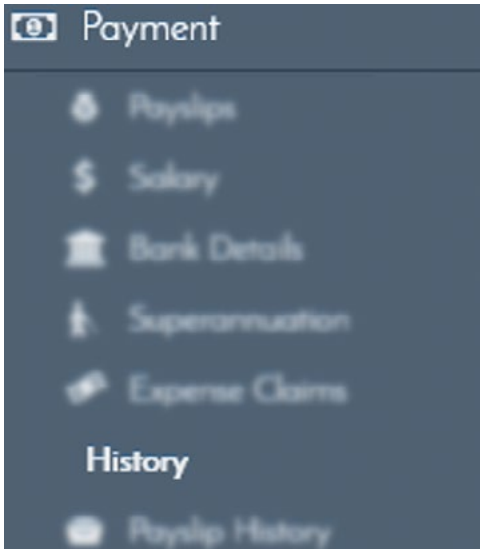


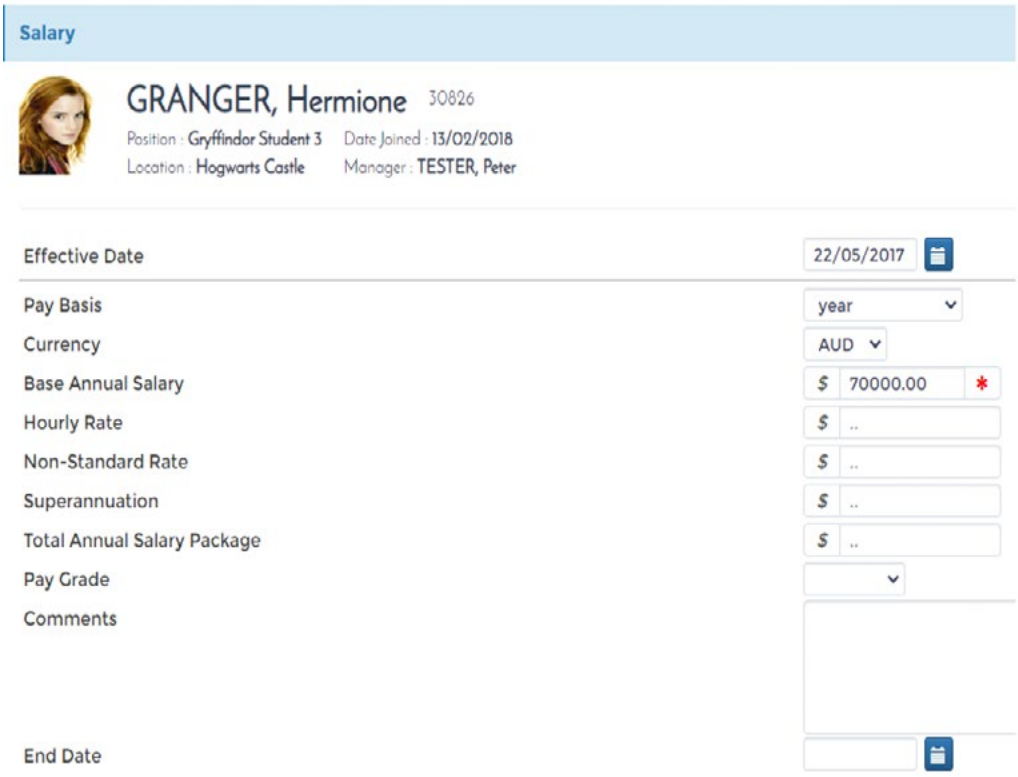


To view an employee's historical payslip information, use the Payslip History report.

- Click the → icon under the 'View' column to view a payslip

SALARY HISTORY

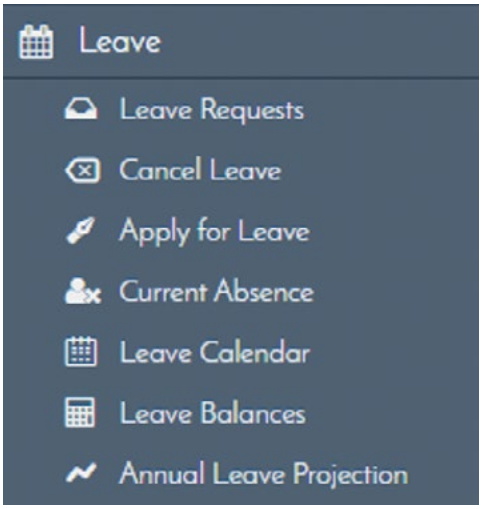




To view or make changes to an employee's historical salary information, use the Salary History report.

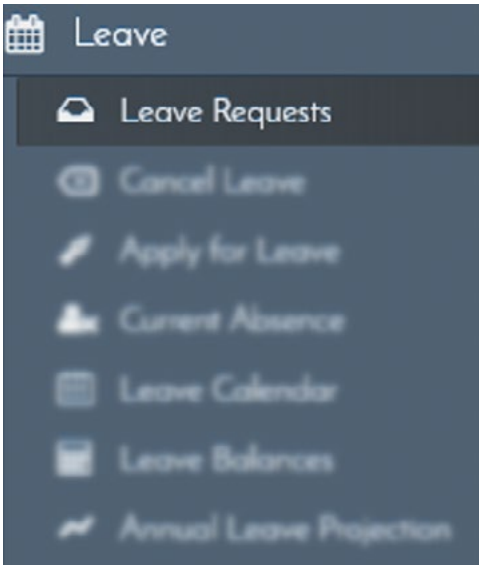
- Click the → icon under the 'Edit' column to make relevant changes
- Click the ⊕ icon under the 'New' column to add historical salary information for an employee that does not have any such details already on file

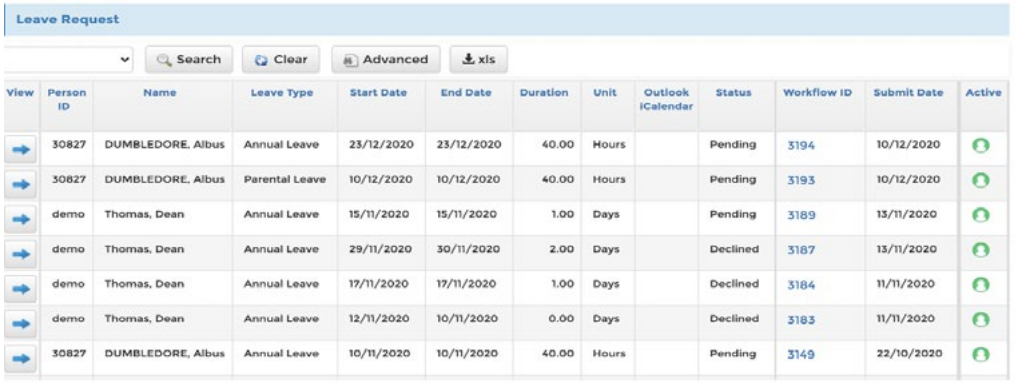
LEAVE MENU



The Leave menu allows you to view and make changes to employees' existing leave requests, cancel pending leave requests, apply for leave on behalf of an employee, view who is currently absent and on leave, view leave balances, and project future annual leave balances.

LEAVE REQUESTS





View	Person ID	Name	Leave Type	Start Date	End Date	Duration	Unit	Outlook iCalendar	Status	Workflow ID	Submit Date	Active
→	30827	DUMBLEDORE, Albus	Annual Leave	23/12/2020	23/12/2020	40.00	Hours		Pending	3194	10/12/2020	
→	30827	DUMBLEDORE, Albus	Parental Leave	10/12/2020	10/12/2020	40.00	Hours		Pending	3193	10/12/2020	
→	demo	Thomas, Dean	Annual Leave	15/11/2020	15/11/2020	1.00	Days		Pending	3189	13/11/2020	
→	demo	Thomas, Dean	Annual Leave	29/11/2020	30/11/2020	2.00	Days		Declined	3187	13/11/2020	
→	demo	Thomas, Dean	Annual Leave	17/11/2020	17/11/2020	1.00	Days		Declined	3184	11/11/2020	
→	demo	Thomas, Dean	Annual Leave	12/11/2020	10/11/2020	0.00	Days		Declined	3183	11/11/2020	
→	30827	DUMBLEDORE, Albus	Annual Leave	10/11/2020	10/11/2020	40.00	Hours		Pending	3149	22/10/2020	

Leave Request

ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014

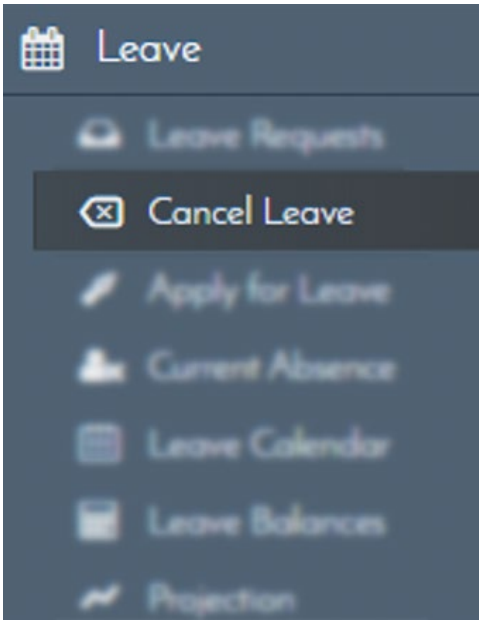
Location : Hogwarts Castle Manager : FILIUS, Flitwick

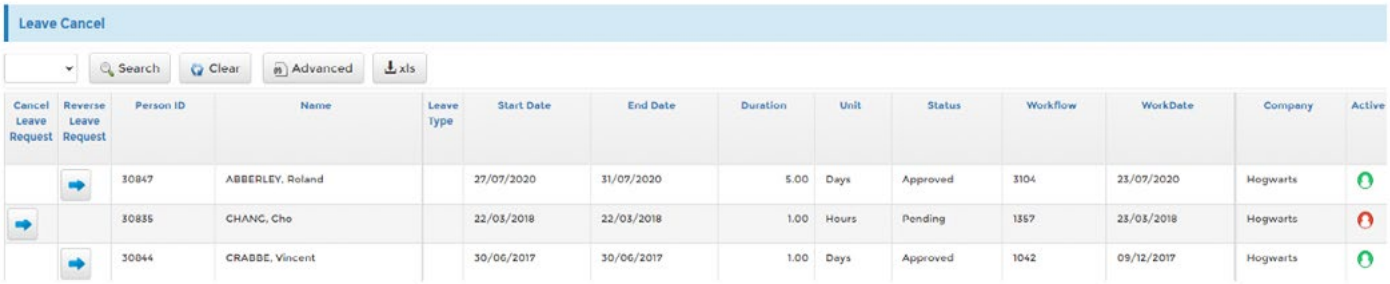
Leave Request ID	13373
Leave Type	Annual Leave
Start Date	27/07/2020
End Date	31/07/2020
Leave Unit	Days
Leave Taken	5.0000
Comments	Test
Certificate Provided	False
Attachment	
Submit date	23/07/2020 12:25

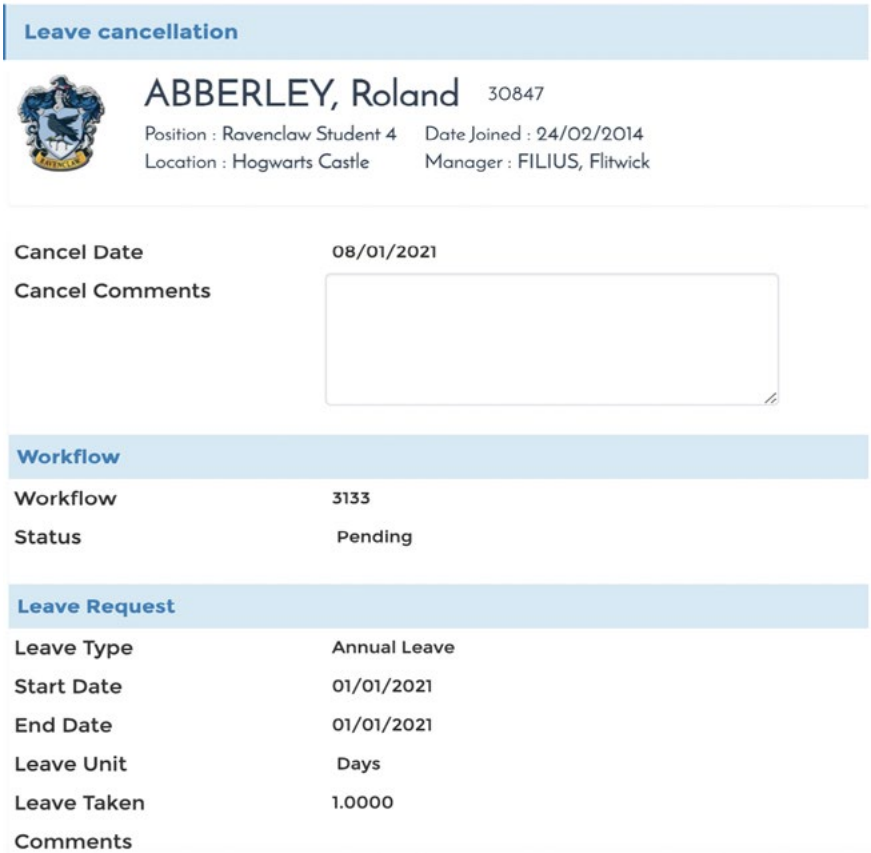
To view an employee's leave request information, use the Leave Requests report.

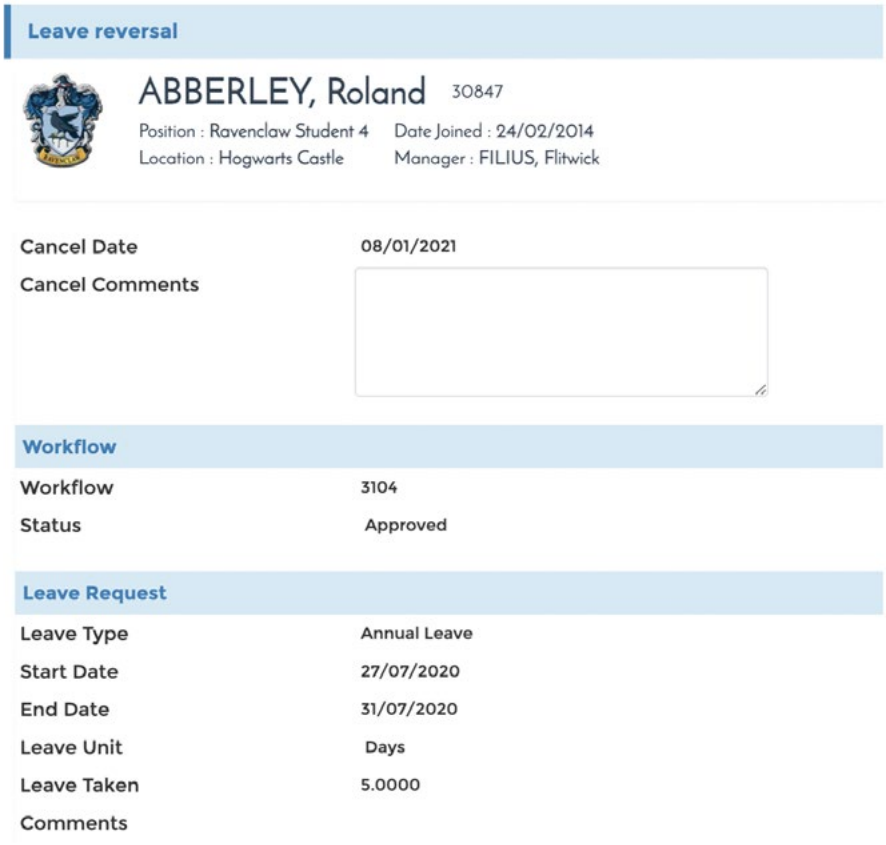
- Click the → icon under the 'View' column to view a leave request

CANCEL LEAVE







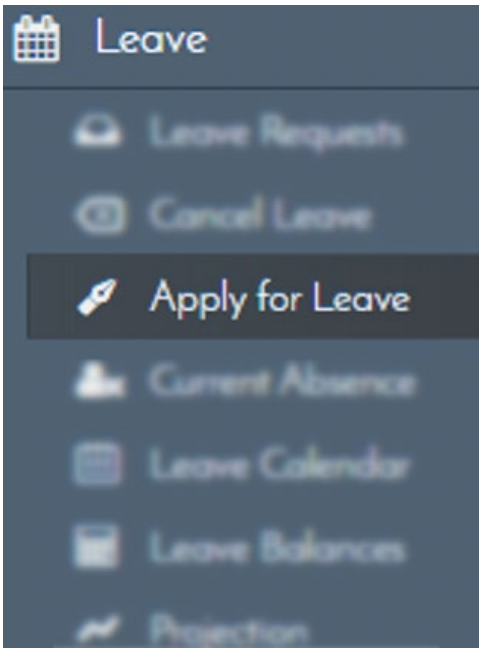


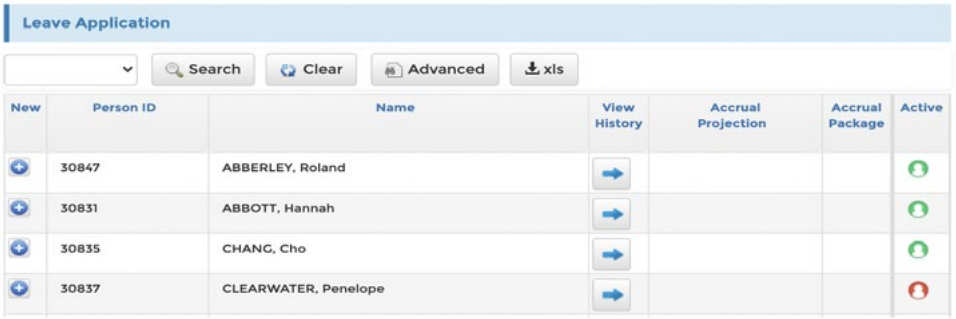
To view and either cancel or reverse an employee's leave request, use the Cancel Leave report.

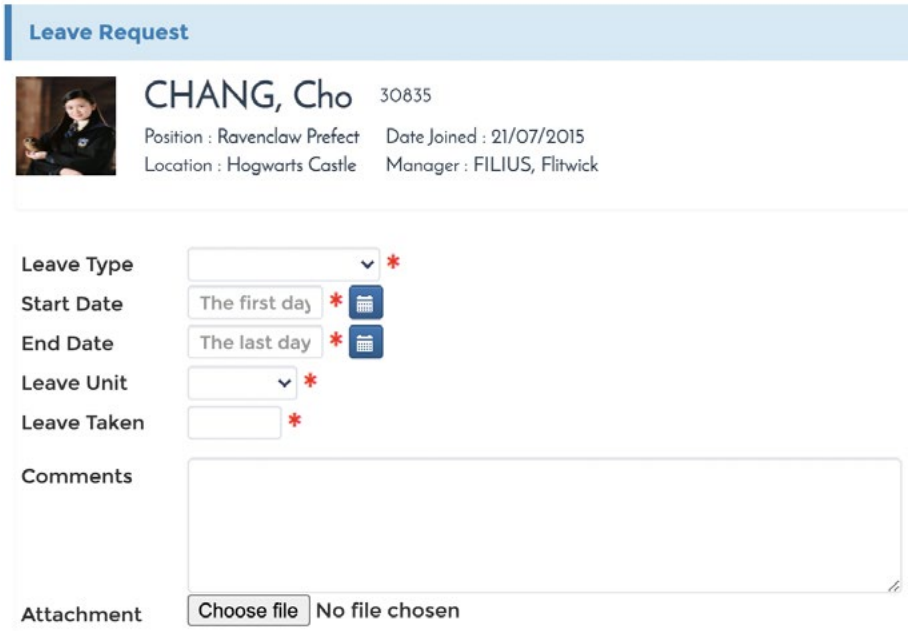
- Click the ➡ icon under the 'Cancel leave Request' column to cancel a leave request that is still pending approval via workflow
- Click the ➡ icon under the 'Reverse Leave Request' column to reverse a leave request that has been approved via workflow

Note: Leave requests that are cancelled do not trigger a workflow and require no balance reconciliation in payroll. Leave requests that are reversed trigger the leave reversal workflow and require manual balance reconciliation in payroll.

APPLY FOR LEAVE





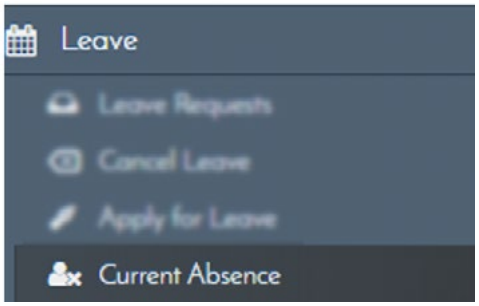


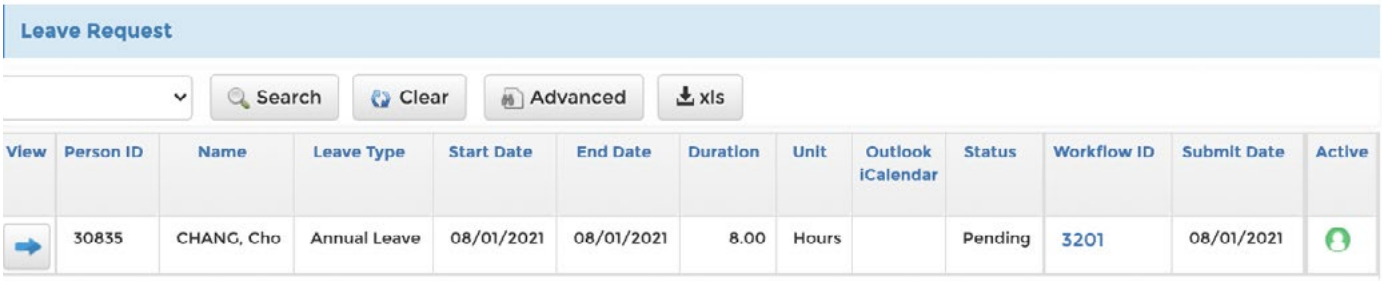
To apply for leave on behalf of an employee, use the Apply for Leave report.

- Click the icon under the 'New' column to apply for leave on behalf of an employee

Note: Submitting the form will trigger the leave action workflow.

CURRENT ABSENCE

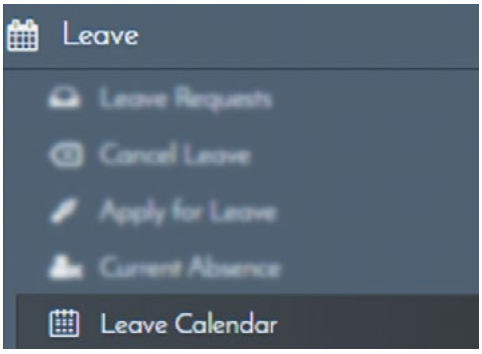




To view a list of employees that are on leave for the current date, use the Current Absence report.

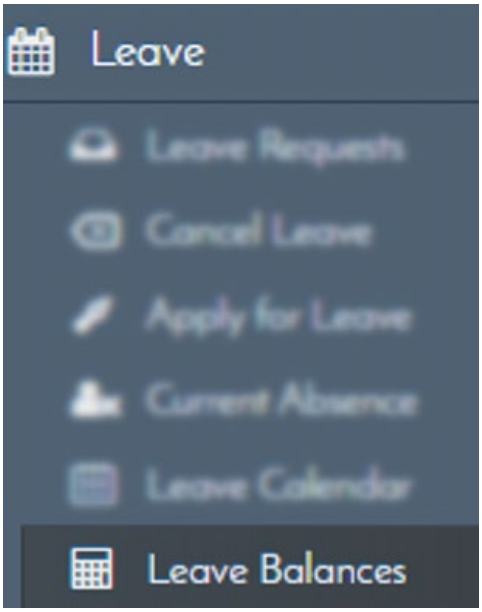
- Click the → icon under the 'View' column to view more detailed information about an individual leave request

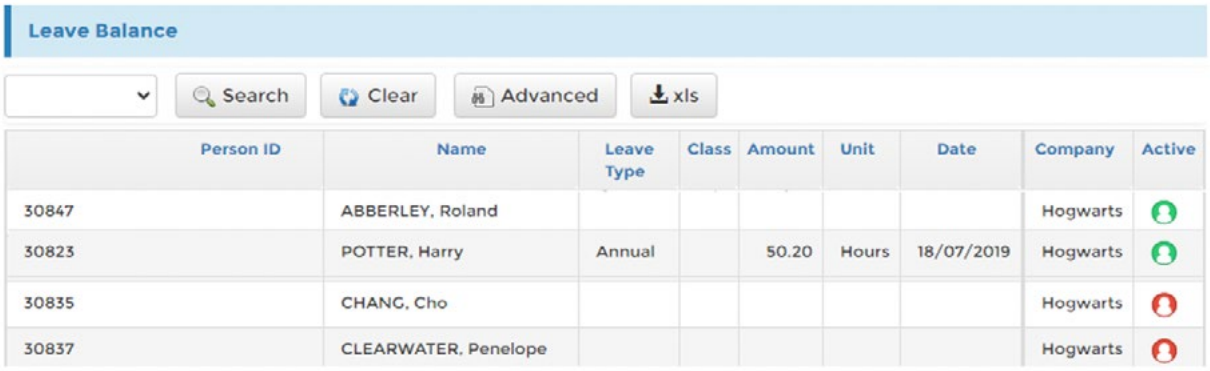
LEAVE CALENDAR



To view a breakdown of all employees's leave requests - colour coded per leave type - on a calendar, use the Leave Calendar.

LEAVE BALANCES



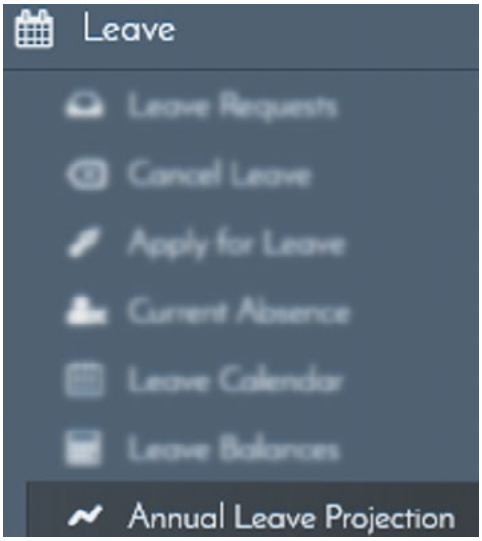


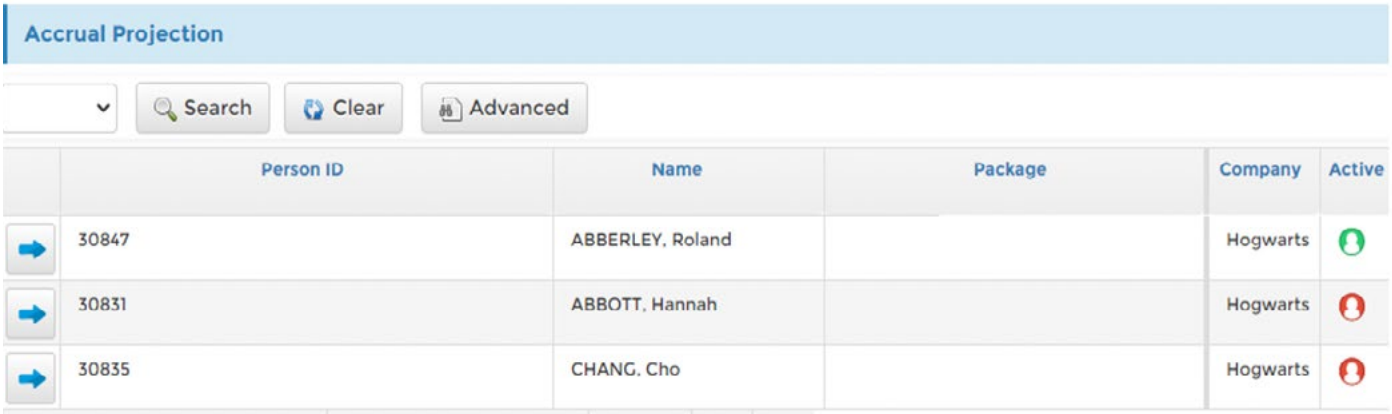
Person ID	Name	Leave Type	Class	Amount	Unit	Date	Company	Active
30847	ABBERLEY, Roland						Hogwarts	
30823	POTTER, Harry	Annual		50.20	Hours	18/07/2019	Hogwarts	
30835	CHANG, Cho						Hogwarts	
30837	CLEARWATER, Penelope						Hogwarts	

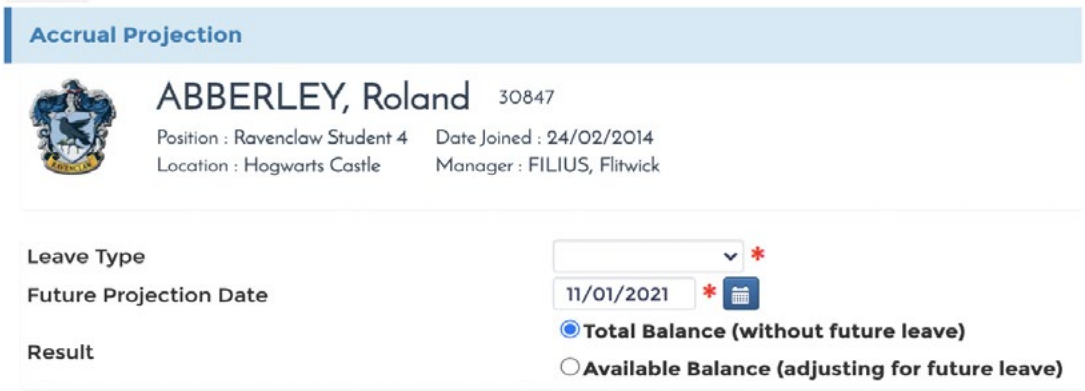
To view a list of all employees' leave balances, per leave type, use the Leave Balances report.

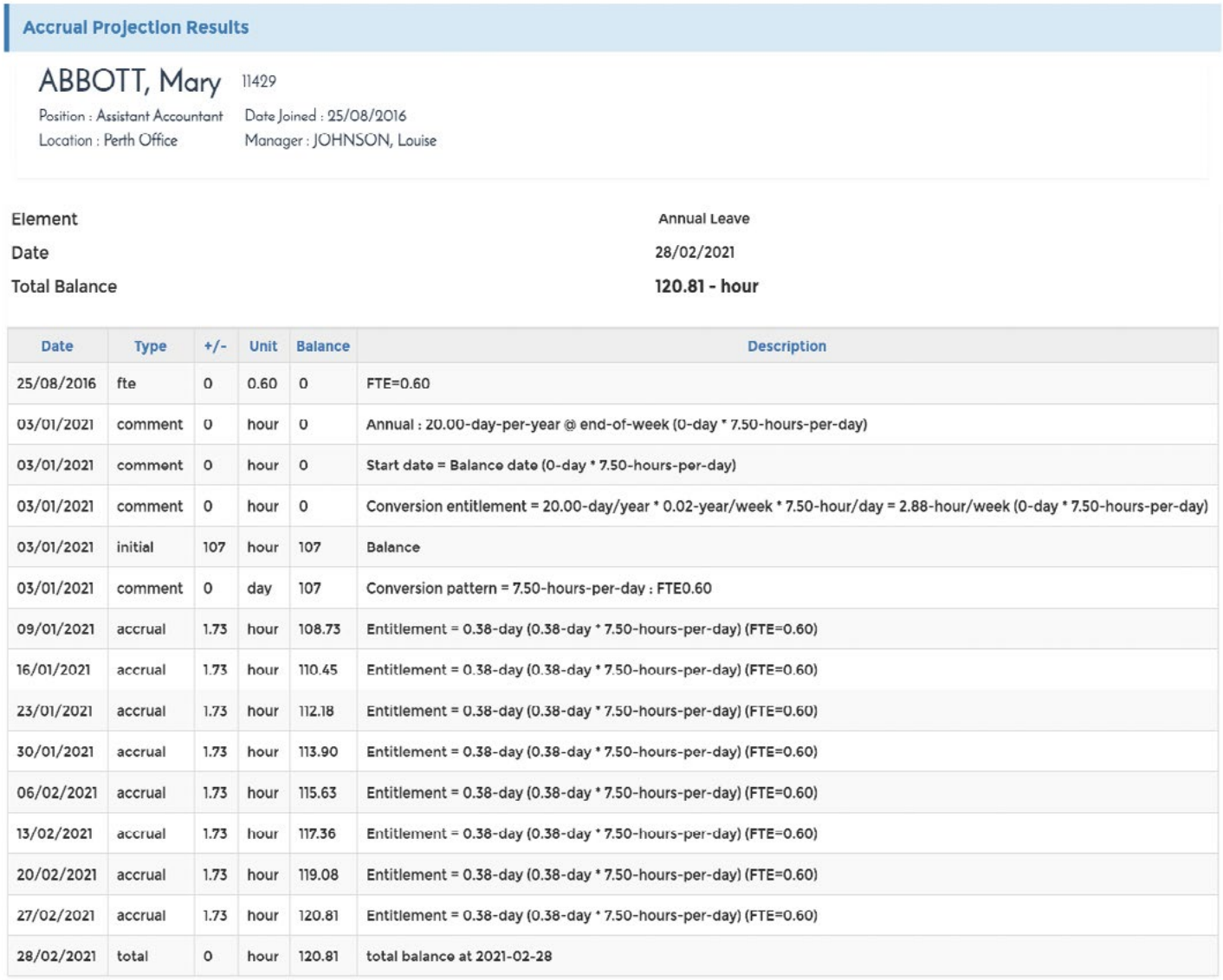
Note: Leave balance data is not generated in EmployeeConnect and needs to be imported via an integrated payroll system, or manually uploaded via a payroll export file.

ANNUAL LEAVE PROJECTION









Accrual Projection Results

ABBOTT, Mary 11429

Position : Assistant Accountant Date Joined : 25/08/2016

Location : Perth Office Manager : JOHNSON, Louise

Element	Annual Leave
Date	28/02/2021
Total Balance	**120.81 - hour**

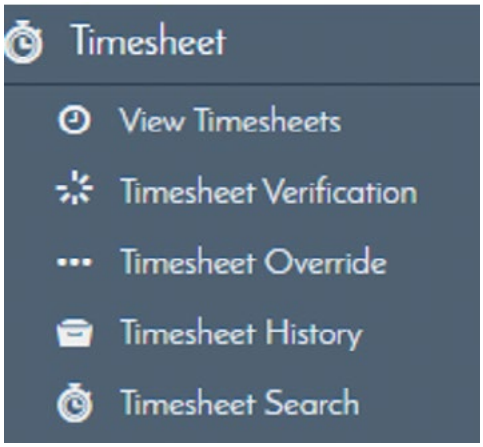
Date	Type	+/-	Unit	Balance	Description
25/08/2016	fte	0	0.60	0	FTE=0.60
03/01/2021	comment	0	hour	0	Annual : 20.00-day-per-year @ end-of-week (0-day * 7.50-hours-per-day)
03/01/2021	comment	0	hour	0	Start date = Balance date (0-day * 7.50-hours-per-day)
03/01/2021	comment	0	hour	0	Conversion entitlement = 20.00-day/year * 0.02-year/week * 7.50-hour/day = 2.88-hour/week (0-day * 7.50-hours-per-day)
03/01/2021	initial	107	hour	107	Balance
03/01/2021	comment	0	day	107	Conversion pattern = 7.50-hours-per-day : FTE0.60
09/01/2021	accrual	1.73	hour	108.73	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
16/01/2021	accrual	1.73	hour	110.45	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
23/01/2021	accrual	1.73	hour	112.18	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
30/01/2021	accrual	1.73	hour	113.90	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
06/02/2021	accrual	1.73	hour	115.63	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
13/02/2021	accrual	1.73	hour	117.36	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
20/02/2021	accrual	1.73	hour	119.08	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
27/02/2021	accrual	1.73	hour	120.81	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
28/02/2021	total	0	hour	120.81	total balance at 2021-02-28

To project an employee's future annual leave balance, use the Annual Leave Projection report.

- Click the ➡ icon for the employee you want to run the annual leave projection for
- Select the appropriate 'Leave Element' from the dropdown
- Select the future date you wish to project the employee's annual leave balance to
- The projected balance will be displayed at top of the page, accompanied by a breakdown of how the balance was reached underneath

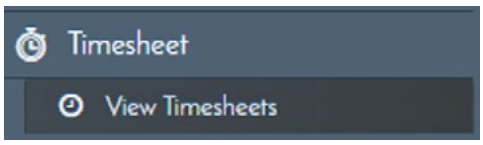
Note: Projecting employees' annual leave balance in EmployeeConnect is purely an estimate and dependent on accurate leave balance data being imported from Payroll.. Always refer to Payroll if you require an exact figure.

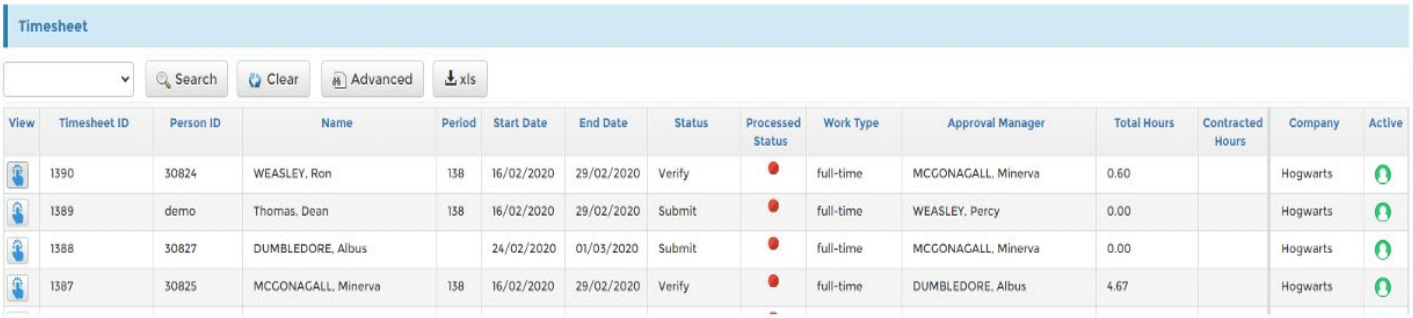
TIMESHEET MENU



The Timesheets menu allows you to view, verify and override employees' existing timesheets, as well as perform advanced searching of historical timesheet records.

VIEW TIMESHEETS

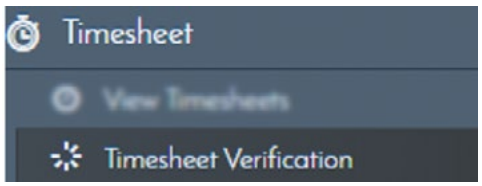


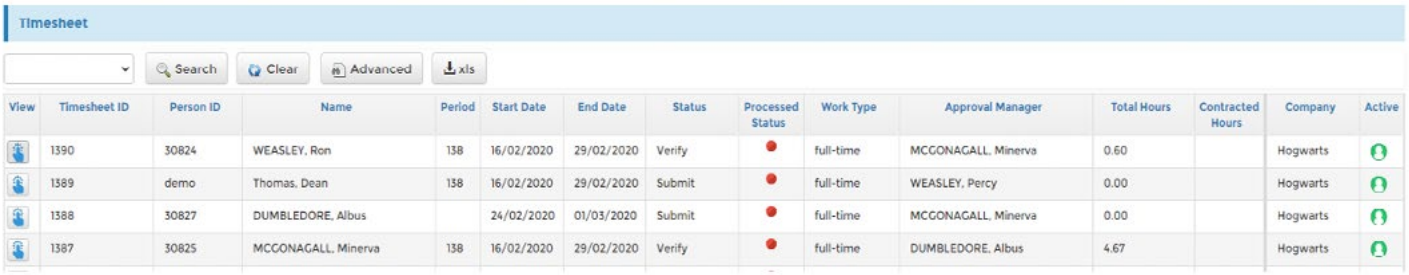


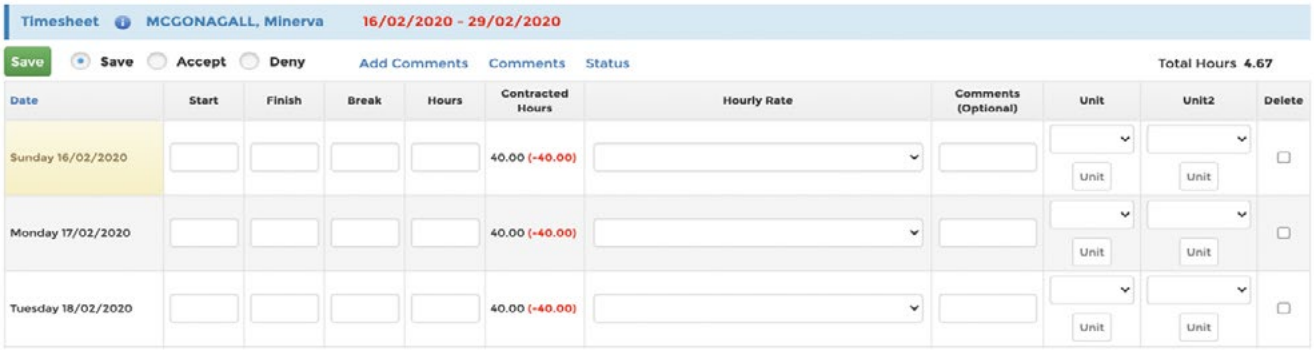
To view an employee's timesheets, use the View Timesheet report.

- Click the icon under the 'View' column to view the selected timesheet, which will open in a separate browser tab

TIMESHEET VERIFICATION





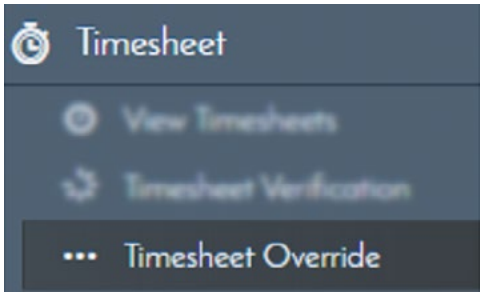


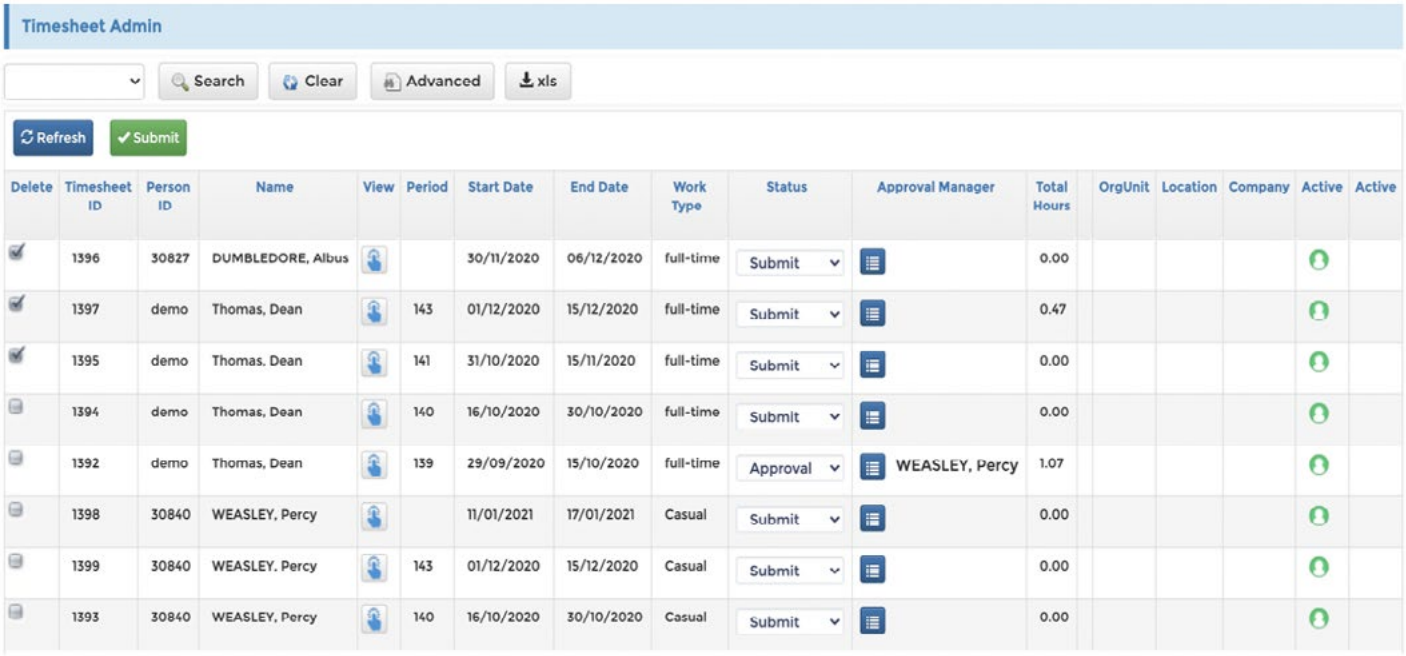
To verify an employee's timesheets, use the Verify Timesheet report.

- Click the icon under the 'View' column to verify the selected timesheet, which will open in a separate browser tab
- Make any applicable changes and use the applicable radio buttons:
  - 'Save' - allows you to make changes to the timesheet without approving/declining it
  - 'Accept' - allows you to approve the timesheet (with or without changes), marking the timesheet as 'Complete'
  - 'Deny' - allows you to decline the timesheet (with or without changes), pushing the timesheet back to the approver

Note: Whilst all admins can access the Timesheet Verification report, only users of the Timesheet Verification Group (defined in timesheet settings) can verify timesheet records. Users who are not part of the Timesheet Verification Group, will have view-only access to timesheet records.

TIMESHEET OVERRIDE



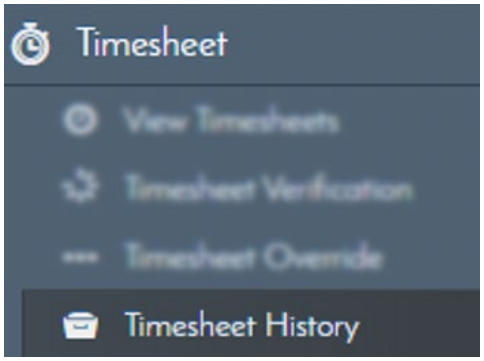


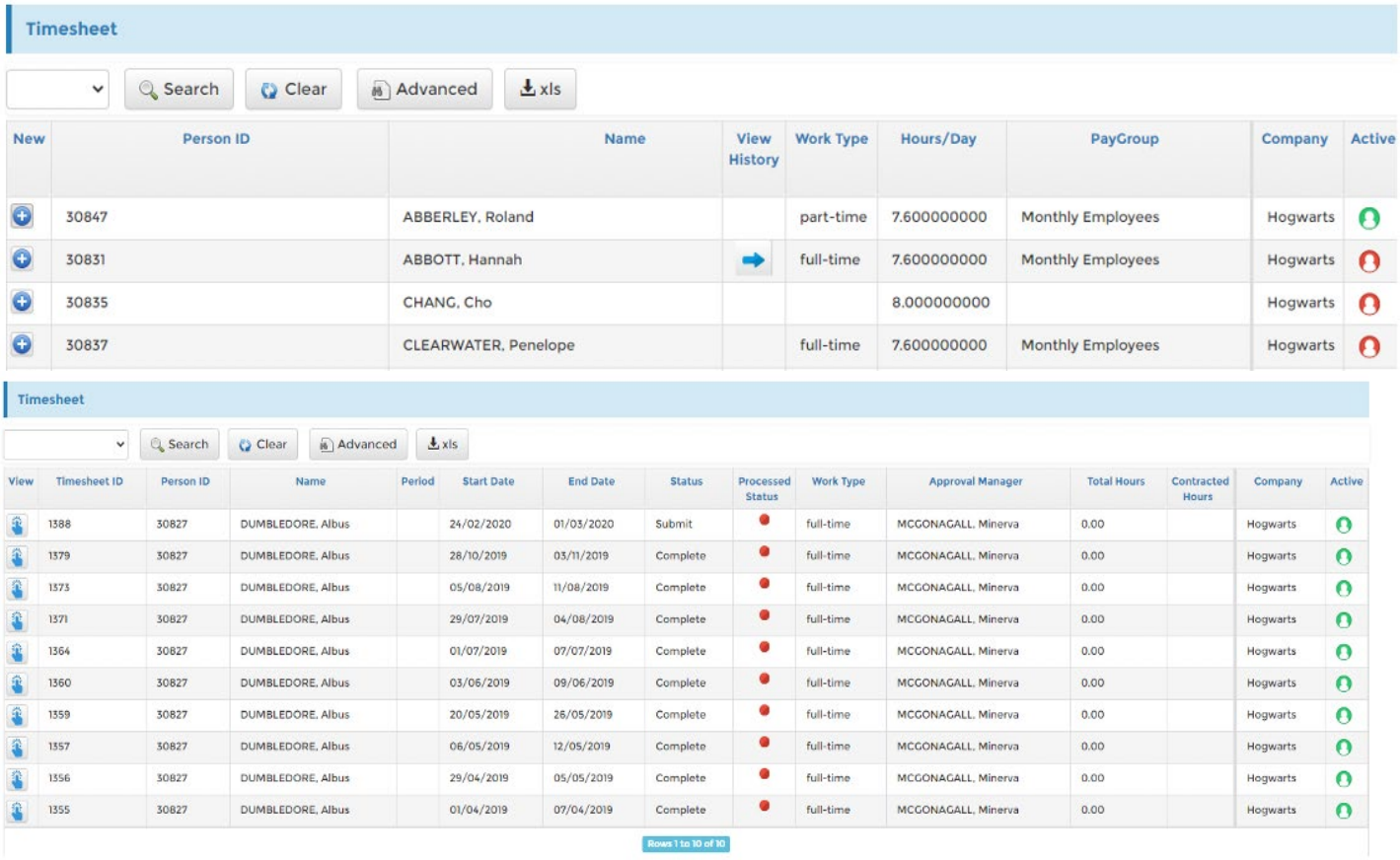
Delete	Timesheet ID	Person ID	Name	View	Period	Start Date	End Date	Work Type	Status	Approval Manager	Total Hours	OrgUnit	Location	Company	Active	Active
	1396	30827	DUMBLEDORE, Albus			30/11/2020	06/12/2020	full-time	Submit		0.00					
	1397	demo	Thomas, Dean		143	01/12/2020	15/12/2020	full-time	Submit		0.47					
	1395	demo	Thomas, Dean		141	31/10/2020	15/11/2020	full-time	Submit		0.00					
	1394	demo	Thomas, Dean		140	16/10/2020	30/10/2020	full-time	Submit		0.00					
	1392	demo	Thomas, Dean		139	29/09/2020	15/10/2020	full-time	Approval	WEASLEY, Percy	1.07					
	1398	30840	WEASLEY, Percy			11/01/2021	17/01/2021	Casual	Submit		0.00					
	1399	30840	WEASLEY, Percy		143	01/12/2020	15/12/2020	Casual	Submit		0.00					
	1393	30840	WEASLEY, Percy		140	16/10/2020	30/10/2020	Casual	Submit		0.00					

The Timesheet Override report allows you to view, as well as delete and override employees' timesheets in bulk.

- To view a timesheet, slick the icon under the 'View' column, which will open the timesheet in a separate browser tab
- To update the list of timesheets displayed in the report, click the Refresh icon
- To delete timesheets in bulk, click the icon under the 'Delete' column for each unwanted timesheet, and then click the Submit icon
- To change the status of timesheets in bulk, select the desired option from the dropdown list under the 'Status' column, and then click the Submit icon
- To change the assigned approval manager of timesheets in bulk, click the icon under the 'Approval Manager' column, and then click the Submit icon

TIMESHEET HISTORY

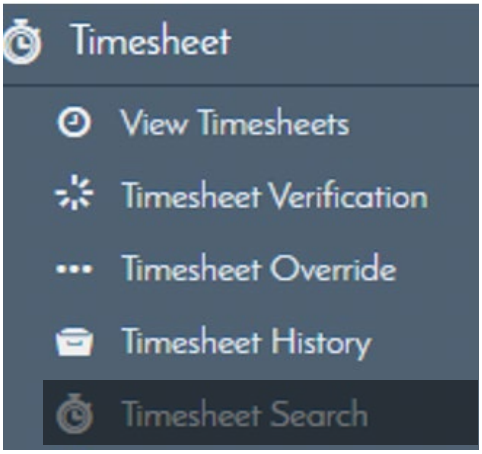


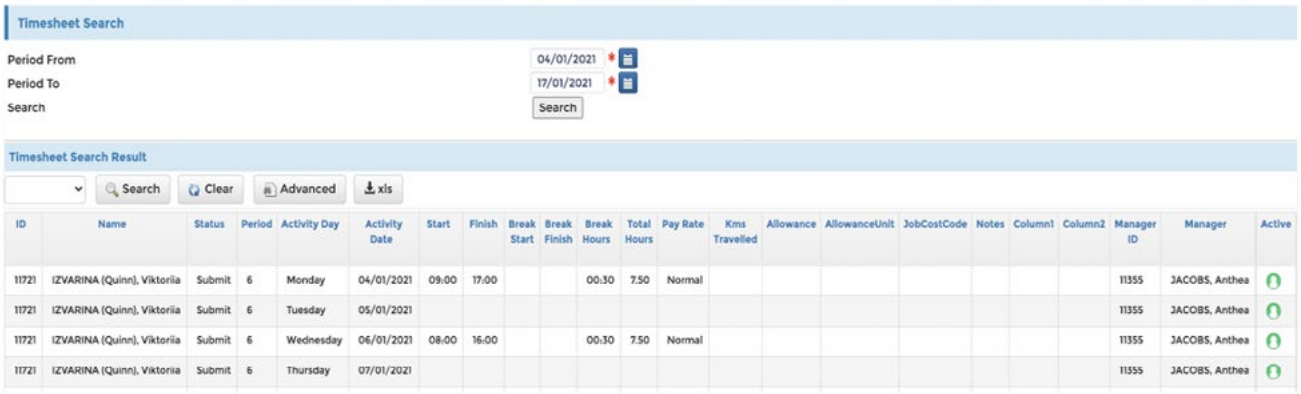


The Timesheet History report allows you to view all historical timesheet records for employees.

- Click the → icon under the 'View History' column to view a list of all historical timesheet records for a specific employee
- Click the icon under the 'View' column to view a specific timesheet record, which will open the timesheet in a separate browser tab

TIMESHEET SEARCH





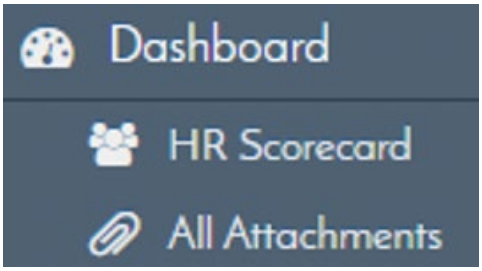
ID	Name	Status	Period	Activity Day	Activity Date	Start	Finish	Break Start	Break Finish	Break Hours	Total Hours	Pay Rate	Kms Travelled	Allowance	AllowanceUnit	JobCostCode	Notes	Column1	Column2	Manager ID	Manager	Active
11721	IZVARINA (Quinn), Viktoriia	Submit	6	Monday	04/01/2021	09:00	17:00			00:30	7.50	Normal								11355	JACOBS, Anthea	
11721	IZVARINA (Quinn), Viktoriia	Submit	6	Tuesday	05/01/2021															11355	JACOBS, Anthea	
11721	IZVARINA (Quinn), Viktoriia	Submit	6	Wednesday	06/01/2021	08:00	16:00			00:30	7.50	Normal								11355	JACOBS, Anthea	
11721	IZVARINA (Quinn), Viktoriia	Submit	6	Thursday	07/01/2021															11355	JACOBS, Anthea	

To search and download timesheets by pay period, use the Timesheet Search report.

- Click the icon to set the 'Period From' date
- Click the icon to set the 'Period To' date
- Click the Search icon

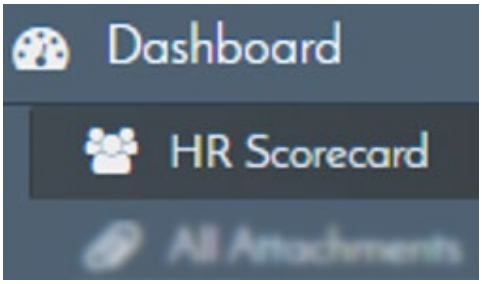
Note: No results will not be displayed if the period from/to dates do not exactly match your pay periods.

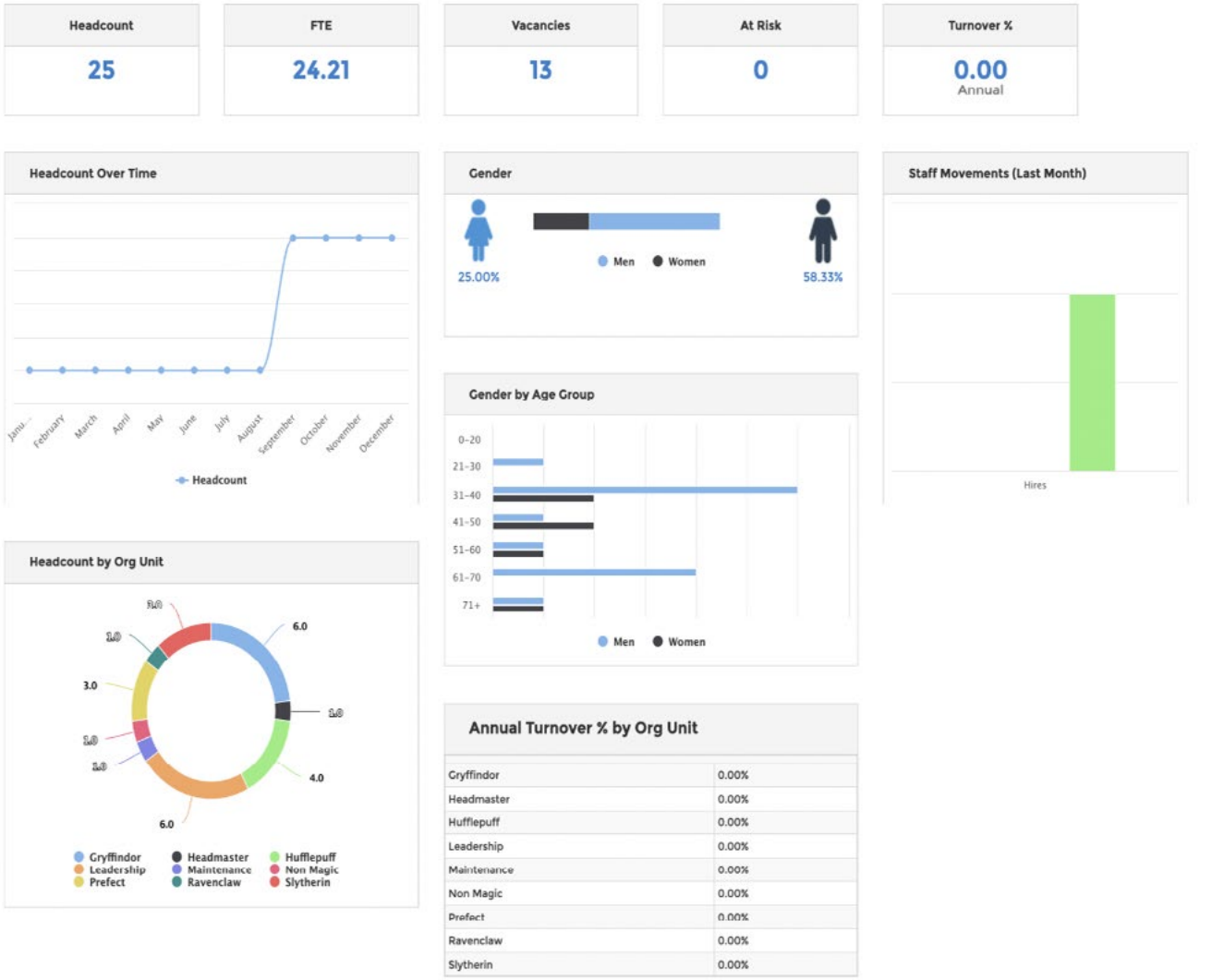
DASHBOARD MENU



The Dashboard menu provides access to the HR Scorecard, and all employees' various attachments.

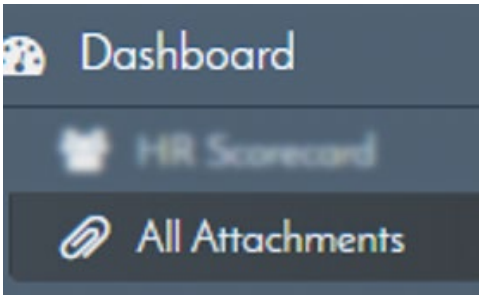
HR SCORECARD

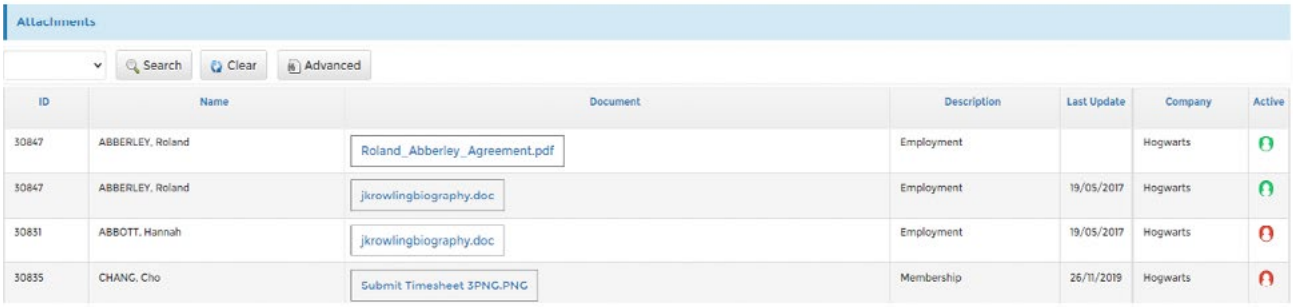




The HR Scorecard provides a visual representation of your data within EmployeeConnect.

ALL ATTACHMENTS





The All Attachments report aggregates employees' various attachments throughout the system - licences, qualifications, passports, employment contracts etc. - providing you easy access to them from one screen. Simply click the name of the file you wish to download to your computer.