Please note:
Web Kiosk only displays information from 23 August 2013 for casual employees
or 30 August 2013 for ongoing employees of CSCS.

Web Kiosk Training Session Recording

The recording of the training session held on 2 September 2013 is available for viewing via the link below.

http://connect.csu.edu.au/p8ykgb8fh47/

The first section of the recording covers the staff layout of Web Kiosk, with the second section from 0:31:17 covering
the additional functions for supervisors.

Chapters and bookmarks have been set up throughout the recording in line with this user guide so you can go straight
to the area you are interested in.
Web Kiosk Website

The Human Resources website contains lots of information to assist you with the functions of Web Kiosk.

http://www.csu.edu.au/division/hr/web-kiosk

This site contains quick reference guides, user guides and instructions to assist you with navigating Web Kiosk. Those relevant to CSCS staff can be found under Charles Sturt Campus Services (CSCS) User Guides.

Logging in to Web Kiosk

Enter your CSU username and password into the login screen and click the Sign On button.

Web Kiosk Layout

This is the standard Web Kiosk set up for CSCS staff who are not supervisors.
Navigating Web Kiosk

The Web Kiosk uses a cascading menu approach to get to the functions.

Click on a tab on the top line of Web Kiosk

For frequently used functions, you can set these up as favourites (which is explained in a later section).

In this user guide, the navigation will be explained as “Click on Step 1, then Step 2 and Step 3”.

My Details

When you click to expand the My Details sidebar, you will see the following details. Clicking on the + beside your name will display any team members you currently have.

Global Menu

The global menu reflects the frequently used functions of Web Kiosk.
• **Home**  
  o Return to the homepage of Web Kiosk

• **Print**  
  o Print Web Kiosk data (e.g. pay slip) in a more printer friendly format in place of choosing the print option from the web browser.

• **My Requests**  
  o Not applicable at this stage for CSCS staff.

• **User Preferences**  
  o Customise Web Kiosk as detailed in a [later section](#).

• **Change Kiosk Password**  
  o Updating a password through staff.csu does not carry across to Web Kiosk so if it needs to be changed, click on this button and follow the prompts

• **Logout**  
  o Logout of Web Kiosk

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**My HR**

There are two options available under *My HR* for CSCS staff, being Personal Details and Leave.

**Personal Details**

Here you can view and change your personal contact details as well as your emergency contact details, both of which are important to keep up to date should your supervisor need to contact you or your nominated contact.

**Personal Contacts**

Click on *My HR*, then *Personal Details* and *Personal Contacts*. Key details will appear on the initial screen, however to view and/or change all of the information, click on the *Contact Details* link.

**Personal Contact**

<table>
<thead>
<tr>
<th>Contact Details</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Mobile Phone</th>
<th>Street Address 1</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2640</td>
</tr>
</tbody>
</table>
Alter any of the necessary fields and click on Update to save the changes. Please note, you are not able to change your name as this has to be updated by the HR Service Centre.

Emergency Contacts

In the event of an emergency, it is important that details of your emergency contact be available should someone from the University need to contact them.

To view your existing emergency contacts, click on My HR, then Personal Details and Emergency Contacts.

Emergency Contacts

No Records returned

Add new Emergency Contact record

To add a new record, click on the link saying Add new Emergency Contact record and fill in the details.
Emergency Contacts

<table>
<thead>
<tr>
<th>Priority</th>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
<th>Relationship</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Email Address</th>
<th>Address</th>
</tr>
</thead>
</table>

Click **Insert** to save the details.

**Emergency Contacts**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Priority</th>
<th>Relationship</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
</table>

Should the details of your emergency contact change, or you wish to delete them, click on their name from the initial screen which will appear as a hyperlink. You can then make any changes to their name, phone numbers etc and click on the **Update** button. If you need to delete them completely, click on the **Delete** button to remove them.

Please ensure there is at least one person listed as an emergency contact.

**Leave**

Under Leave, you can view your leave balances for any date in time (therefore allowing you to forecast how much leave you will have) as well as being able to view your leave history.

**Leave Balances**

To calculate how much leave you will have at any particular date, click on **My HR**, then **Leave** and **Leave Balances**. Select the date from the calendar and then click on the **Calculate Balances** button.

**Leave Balances**

<table>
<thead>
<tr>
<th>Enquiry Date</th>
<th>Calculate Balances</th>
</tr>
</thead>
</table>

Web Kiosk will then show the number of days you have available to user under **Actual Balance**.
Please note, until you are eligible to take long service leave, your actual balance will show as “0” but you can see how much you have accrued so far by looking at the amount listed under *pro-rata balance*.

## Leave History

Should you need to enquire on what leave you have taken previously, whether it be a particular type of leave (e.g. sick leave), or your overall history, you are able to view this in Web Kiosk.

Click on *My HR*, then *Leave* and *Leave History*. Enter the start date and the end date of the period you are enquiring about and if you want to see your entire history for this time, click *Find*. If you want to refine it further by only looking for a particular type of leave, select it from the drop down menu under *Leave Code* and then click on *Find*.

### Leave Booking Enquiry

The results will appear and you will be able to sort them by clicking on any of the column headings (e.g. to sort by leave type, click on *Leave Code* to group each type of leave together).

## My Pay

All options regarding your pay are contained within *Payroll Details* within *My Pay* in Web Kiosk.

### Payroll Details

### Current Payslip

Payslips are delivered electronically to Web Kiosk and you view the most recent one by clicking on *My Pay*, then *Payroll Details* and *Current Payslip*. 
Should you wish to print the payslip, click the *Print* button located at the top of Web Kiosk in the global menu (near the logout button) rather than the print button of your web browser. Printing this way means the payslip will print in an easy to read format.

An example payslip follows showing the layout.

![Payslip Layout](image)

**Payslip History**

When you need to go back to look at one of your previous payslips, you can easily do this as Web Kiosk stores all of the previous payslips under *Payslip History*. Click on *My Pay*, then *Payroll Details* and *Payslip History*. A list of all of your payslips will appear and you can click on the relevant period end date to view the payslip in full.
A year to date figure will appear at the top of the list for each column so you can easily see the totals.

## Bank Accounts

You can have to five bank accounts listed for your pay to be disbursed into, and you can either set a fixed amount (i.e. $100 per fortnight) or a percentage amount (i.e. 5% per fortnight) to go into up to four of the accounts. Your primary account will receive the balance of your net salary.

To view your bank accounts, click on My Pay, then Payroll Details and Bank Accounts.

To change the details of the bank account, click on the Edit link against the relevant record. If you have only one account, there will not be a value shown under Percent or Fixed Amount. Alter any of the details, and click on Update. Please note, you cannot delete your primary bank account, but you can delete any accounts receiving a portion of your salary.

## Payment Summary

At the end of the financial year, your payment summary will be made available in Web Kiosk for you to print to complete your tax.
To obtain the payment summary click *My Pay*, then *Payroll Details* and *Payment Summary*. Click on the serial number against the relevant year to be taken to another screen which will specify how the payment summary is to be printed to meet with ATO guidelines. Click on *PAYG Payment Summary* at the bottom of this screen to open the payment summary for printing.

### Payment Summary

<table>
<thead>
<tr>
<th>Serial#</th>
<th>Tax Year</th>
<th>Period Start</th>
<th>Period End</th>
<th>Gross Amount</th>
<th>Tax Amount</th>
<th>Date Issued</th>
<th>ATO Income Type</th>
<th>Payment Summary Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>4543</td>
<td>2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4544</td>
<td>2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4544</td>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4542</td>
<td>2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous years payment summaries are also available for you to view by clicking on the applicable serial number.

### Payment History

Another avenue to view your year to date information is via *Payment History*. Click on *My Pay*, then *Payroll Details* and *Payment History*. The default dates are for the current financial year, and you can click *Submit*. You are able to change the dates if you wish to enquire on a previous period of time.

#### Employee Payment History Display

![Employee Payment History Display](image)

A detailed list will then be displayed for the period selected.

#### Employee Payment History Display

<table>
<thead>
<tr>
<th>Start Date</th>
<th>1-Jul-2013</th>
<th>End Date</th>
<th>30-Jun-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings</td>
<td>Units</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Misc Paid Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Leave (rec)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduction</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayments to Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATO - PAYG (NAT1004)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Deductions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superannuation</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Customising Web Kiosk
User Preferences

User preferences can also be accessed at the bottom of most pages in Web Kiosk and will only show the options relating to that particular page.

Accessing from the menu bar will show all available options.

Calendar Themes

There are six different types of calendar themes you can choose from under the global preferences, with the default being “Normal”

If you aren’t happy with any of the changes you have made, simply click on “Restore System Defaults for These Preferences”. You are not going to break anything if you play around with the customisation and can always reset to defaults.

Adding Favourites

For the functions you use regularly, you can create favourites so that they appear in the User Panel for quick access.

- Go to the menu and click on the page that you want to add to your favourites
- Click on Add button immediately under the My Favourites heading
- Page will be added immediately to your favourites
- To delete an existing favourite, highlight the favourite you wish to delete
- Click on the Delete button.
• Enter a keyword you are looking for (e.g. Leave) then click “Search”
• Select the radio button next to the applicable function and click “Select”