Web Kiosk for CSCS Supervisors
Division of Human Resources User Guide

Charles Sturt University

Contents

**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 Web Kiosk for Staff, so please click on the *Web Kiosk for Supervisors* chapter at 0:31:17.

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 for CSCS Supervisors
**Division of Human Resources User Guide**

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*.
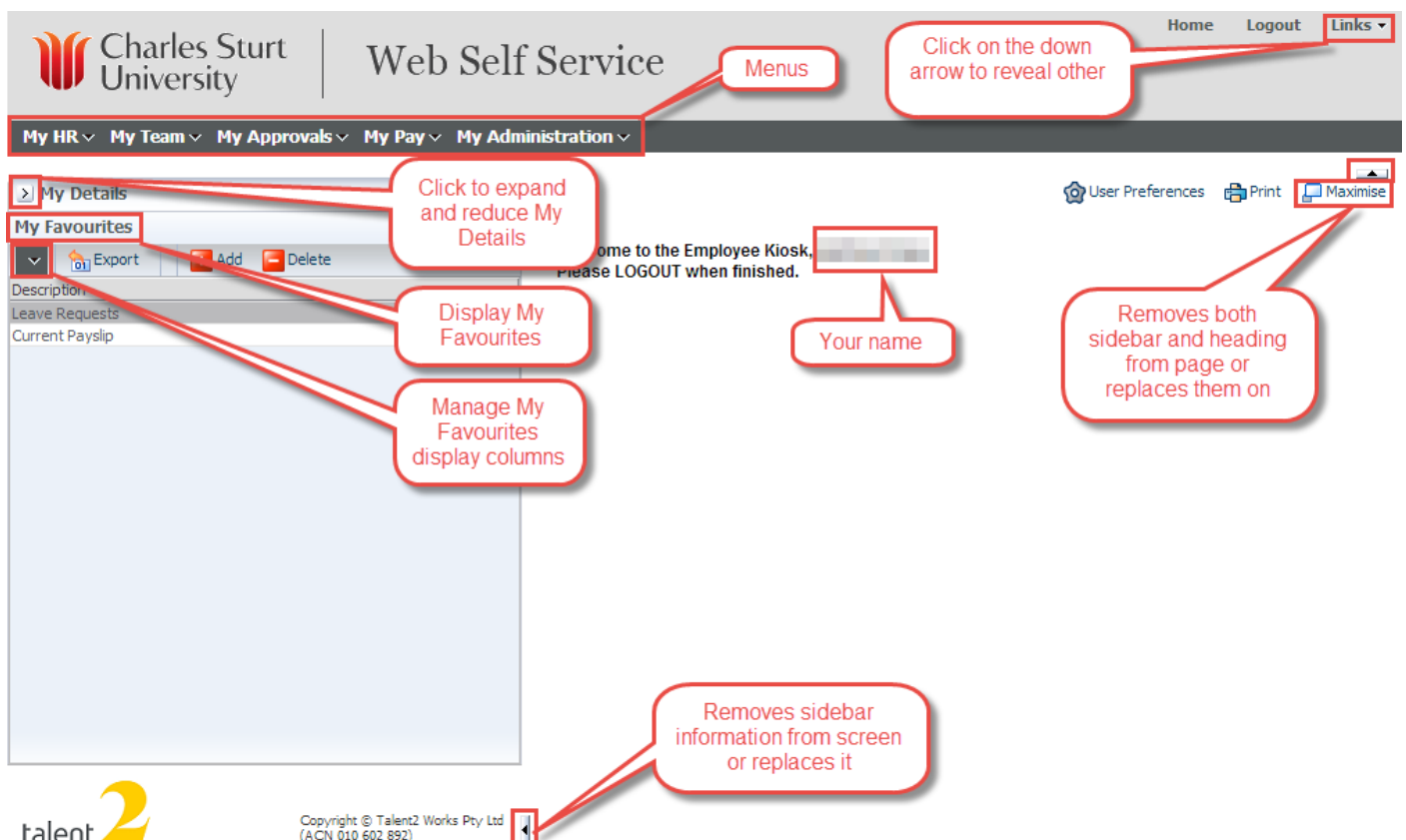
Logging in to Web Kiosk

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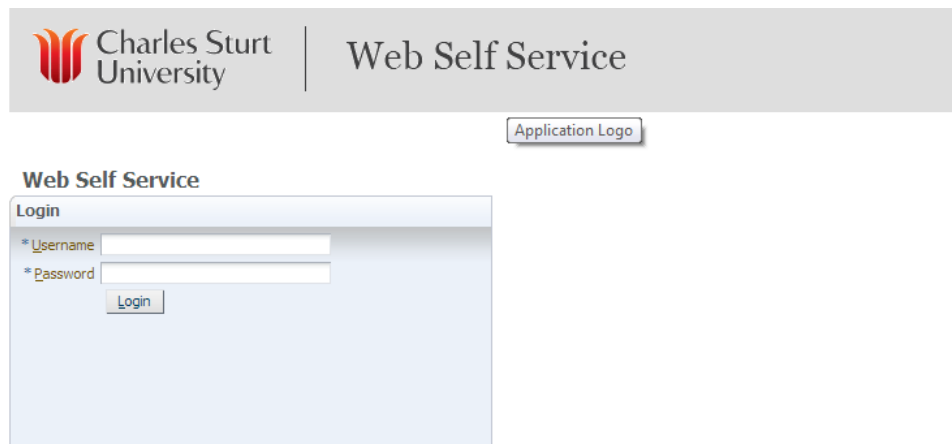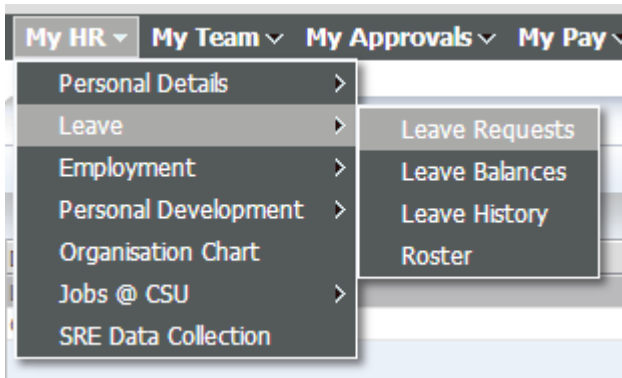

Web Kiosk Layout

This is the standard Web Kiosk set up for CSCS staff who are 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*".

User Panel

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.
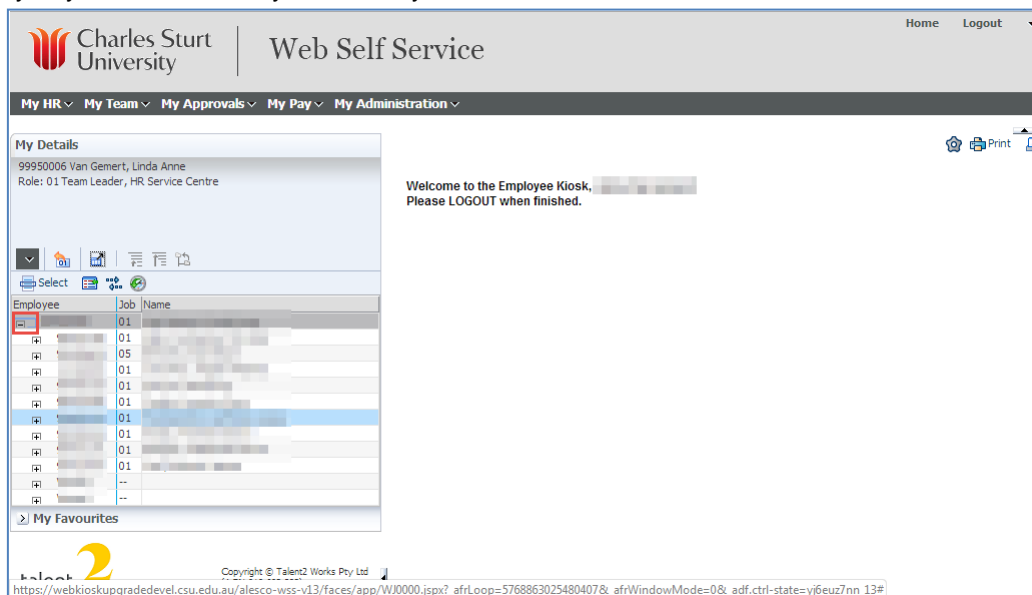
Global Menu

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

My HR and My Pay

Details of the Web Kiosk functions available in *My HR* and *My Pay* can be found in the CSCS User Guide for Staff.

My Team

Within *My Team*, you can access information about birthdays, look at the team calendar which shows what leave has been booked, view length of service as well as team members leave balances and history.

Team Details

Team Details covers the appointment details of staff reporting to you.

Team Calendar

Click on *My Team*, then *Team Details* and *Team Calendar*. This calendar is the same as the *Team Leave Calendar* and you will notice that Web Kiosk now shows you as being under *Leave* rather than *Team Details*.

Team Leave Matrix

Start Date	12-AUG-2013	to 08-Sep-2013	Display

Display Options: ☑ Training ☑ Holidays ☑ Leave --- All Leave Codes ---

Person Id	Name	AUGUST 12 M	13 T	14 W	15 T	16 F	17 S	18 S	19 M	20 T	21 W	22 T	23 F	24 S	25 S	26 M	27 T	28 W	29 T	30 F	31 S
	1.																				
	2.																				
	3.																				
	4.																				
	5.																				
	6.																				
	7.																				
	8.																				
	9.																				
	10.																				
	11.																				

Any days booked as leave will appear in the calendar, and you are able to click on them for more details. Should you have any team members who are part time with a specific roster, their days of work will be shown.
You can alter the period that you are looking at by changing the start date and clicking on *Display*. The calendar can also be refined to only show a certain type of leave by selecting it from the drop down menu and the calendar will automatically refresh.

Further customisation of the leave calendar can be made through *User Preferences* as described in a .

Team Birthdays

You are able to view the birthdays (day and month only) of all members of your team via Web Kiosk. To do so, click on *My Team*, then *Team Details* and *Team Birthdays*. To show all members of your team, leave the dates blank and click on the *Find* button.

Birthdays Report

Enter query criteria

Start Date	(DD-MON only)
End Date	(DD-MON only)

Find   Clear

Birthdays Report

Person Id	Name	Birthday
		15 October
		19 July
		10 July

Records 1 to 3 of 3

If you wish to refine your search by a smaller period, enter the relevant start and end dates (e.g. 01-JUL and 31-JUL) then click *Find* for only birthdays in that period to be displayed.

Team Length of Service

To view the total length of service of your team, not just from August 2013, click on *My Team*, then *Team Details* and *Team Length of Service*. This report generates automatically and will show the years and months a team member has been employed for.

Team Length of Service

Audit ID	Employee No	Name	First Commence	Years	Months
			19-MAR-2004	9	5
			02-FEB-1994	19	7
		.	31-JAN-1994	19	7

Records 1 to 3 of 3

First   Previous   Next   Last

Leave

As a supervisor, you are able to view details regarding your teams leave including current balances and history.

Team Leave Calendar

This is the same as the Team Calendar as previously described and shows what leave your team has booked in one easy view.

Team Leave Balances

You are able to view the current calculated leave balance for each person in your team by going to *My Team*, then *Leave* and *Team Leave Balances*. To show all types of leave, do not alter the search options and click *Find.* If you wish to only view a certain type of leave, e.g. annual leave, select it from the drop down under *Leave Code* and then click *Find*.

Leave Balances Report

Enter query criteria

| Leave Code | --- All Leave Codes --- ▼ |
| Leave Description | |

[Find] [Clear]

A summary will appear showing the amount of leave available to each team member. Please note, until a team member is eligible to take long service leave, the actual balance will show as "0" but you can see how much they have accrued so far by looking at the amount listed under *pro-rata balance*.

Leave Balances Report

Person Id	Name	Job	LV Code	Description	Actual Balance	Pro-rata Balance	Total Balance	Unit	Accrued To
11		01	AL	Annual Leave	-2.467	0	-2.467	Days	01-AUG-2013
		01	LSL	Long Service Leave	0	.468	.468	Calendar days	01-AUG-2013
		01	PERS	Personal/Carers Leave	-.233	0	-.233	Days	01-AUG-2013
99		03	AL	Annual Leave	-1.467	0	-1.467	Days	01-AUG-2013
		03	LSL	Long Service Leave	0	.468	.468	Calendar days	01-AUG-2013
		03	PERS	Personal/Carers Leave	.767	0	.767	Days	01-AUG-2013
99		03	AL	Annual Leave	1.533	0	1.533	Days	01-AUG-2013
		03	LSL	Long Service Leave	0	.468	.468	Calendar days	01-AUG-2013
		03	PERS	Personal/Carers Leave	.767	0	.767	Days	01-AUG-2013

Records 1 to 9 of 9

[First] [Previous] [Next] [Last] [ReQuery] [Count]

Team Leave History

If want to view the leave taken by your entire team across a certain period, or if you are unsure if they have submitted a form for leave you know they have taken you can view the team leave history by clicking on *My Team*, then *Leave* and *Team Leave History*.

Enter the start and end date of the period, and if you only wish to look for a certain leave type, select it from the drop down list under *Leave Code*, otherwise you can leave it blank to show everything. Click *Find*.

Leave Bookings Report

Enter query criteria

Start Date	19-Aug-2013 ▦ to 27-Sep-2013 ▦
Leave Code	--- All Leave Codes --- ▾
Leave Description	

[Find] [Clear]

All leave booked in the HR system will then appear, and will be grouped by employee (in the event they have taken multiple periods of leave in the nominated period).

Leave Bookings Report

Person Id	Name	Job	LV Code	Description	Start date	End date	Amount	Unit	Med Cert	Leave Reason
99		03	AL	Annual Leave	02-SEP-2013	04-SEP-2013	3	Days		
11		01	AL	Annual Leave	16-SEP-2013	19-SEP-2013	4	Days		
		01	PERS	Personal/Carers Leave	30-AUG-2013	30-AUG-2013	1	Days		

Records 1 to 3 of 3

[First] [Previous] [Next] [Last] [ReQuery] [Count]
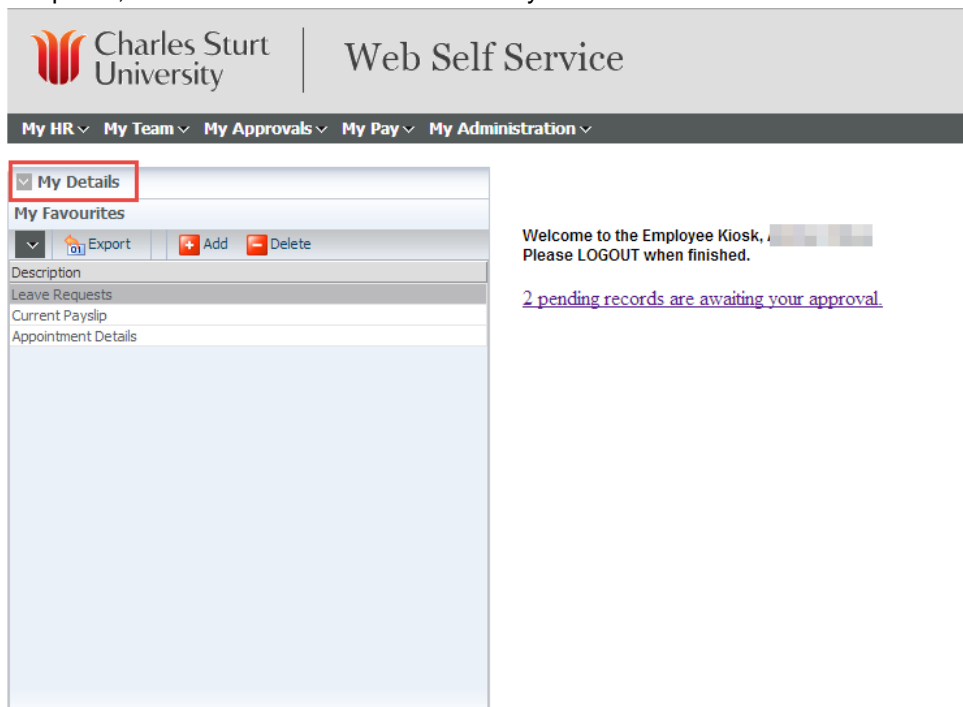
To only view the leave history of a certain team member, you will need to be "in context" of the employee as explained in the next section.

View an Employee's Details
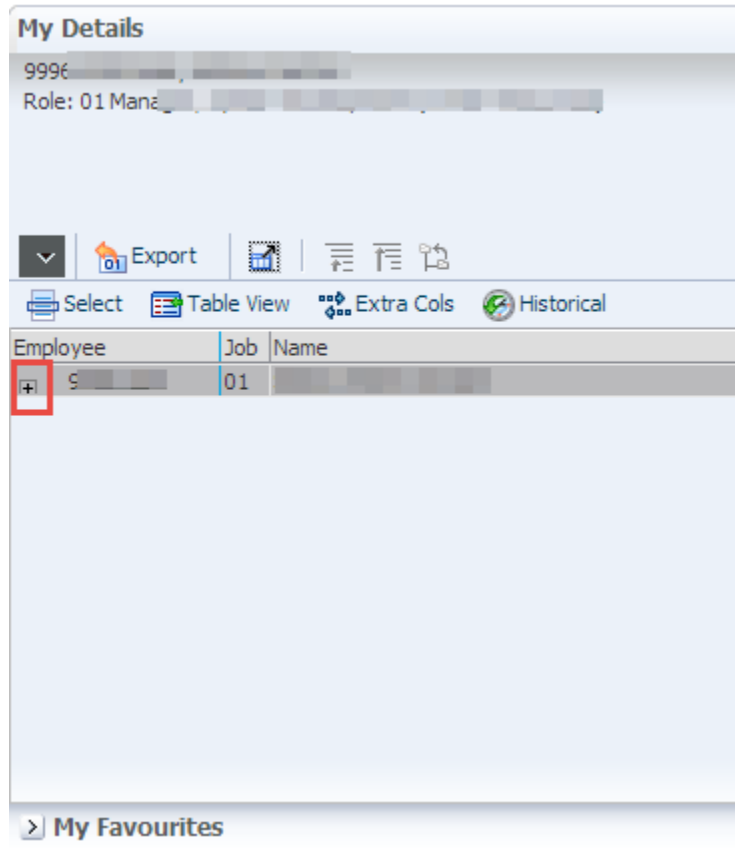
Viewing a team member's details can be done simply. You will be able to view certain details as if you were logged into their Web Kiosk. These things include personal/emergency contact details (should you need to contact them and do not have a current phone number) as well as leave balances (able to be calculated at a particular date in time) and their leave history.

On the Left hand side panel, click on the down arrow beside My Details
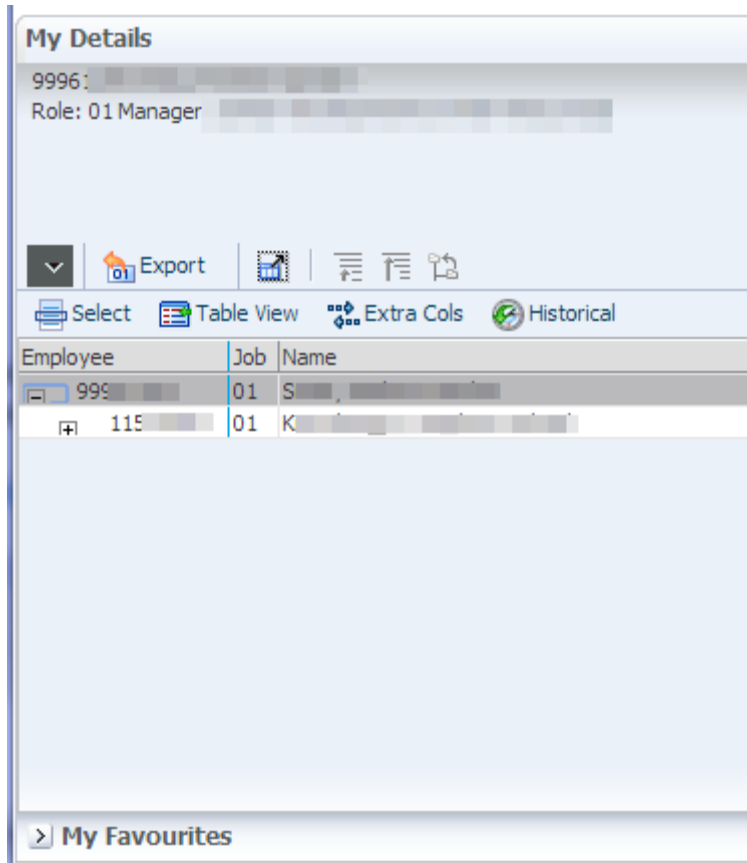
Charles Sturt University | Web Self Service

My HR ⌄   My Team ⌄   My Approvals ⌄   My Pay ⌄   My Administration ⌄

☑ My Details

My Favourites

⌄   ▦ Export   ➕ Add   ➖ Delete

Description
Leave Requests
Current Payslip
Appointment Details

Welcome to the Employee Kiosk, ▒▒▒▒
Please LOGOUT when finished.

2 pending records are awaiting your approval.

Next click on the "+" sign beside your name

This will open up your current team list
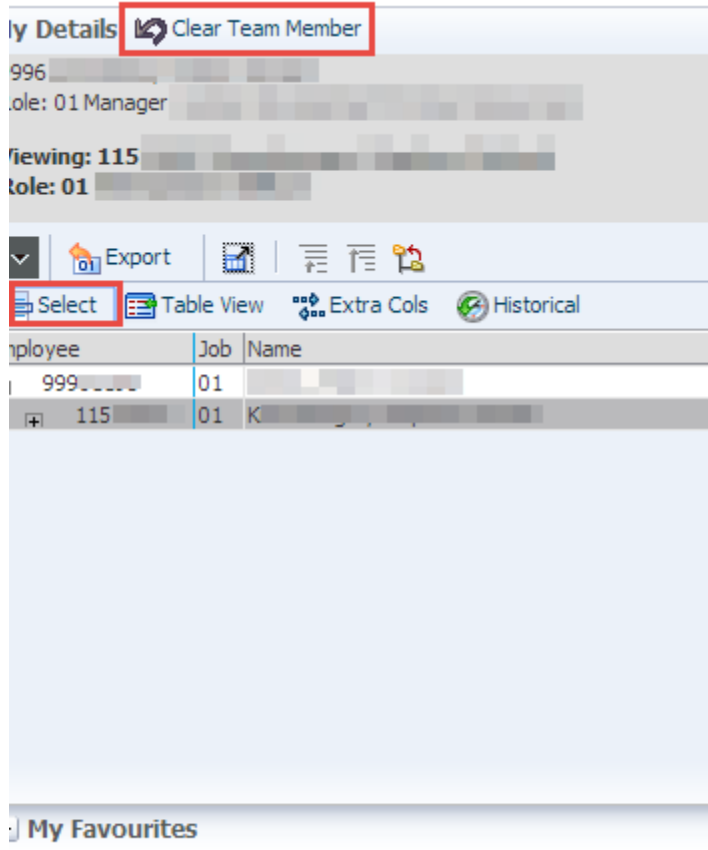
Highlighting the team member then clicking on Select will allow you to view the team member details
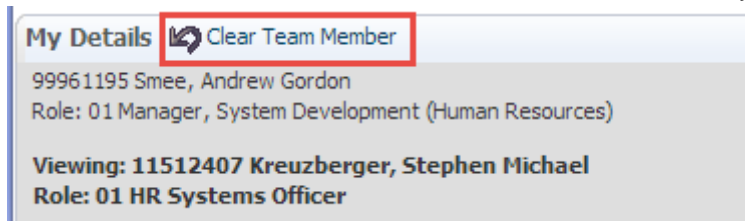
You are now able to view their information as if you were in the Web Kiosk per the [Web Kiosk for Staff user guide](#). There is certain information you are unable to see, e.g. payslips, due to the sensitive information it displays, i.e. bank account details.

To return to your details in Web Kiosk, click on the Clear Team Member button beside My Details
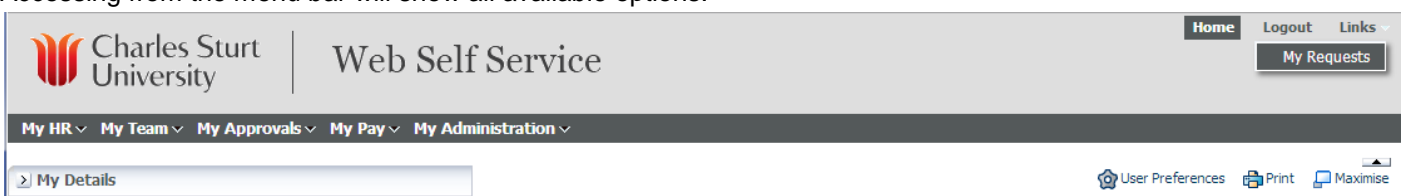
Customising Web Kiosk

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.

Hierarchy

Hierarchy in Web Kiosk refers to the levels of staff who report to you. Level 1 will only show staff directly reporting to you, level 2 onwards will then show staff who report to your direct reports and so on.

Click on *User Preferences* then scroll down to *Team List* and select the appropriate level under *No. of Hierarchy Levels to Drill Down*.

No of Hierarchy Levels to Drill Down   5 Hierarchy Levels Down ▾

This can also be changed as you are looking at a report in Web Kiosk, by clicking on the *User Preferences* hyperlink at the bottom of the web page.

Changing the levels for one report will then apply the change to all other areas of Web Kiosk.

Expanding the Team Calendar

If you have a large team, you can expand the number of rows that will appear on the team calendar. The default is 50 but if you have 181 in your team, change the value to a greater value (e.g. 200) for all to appear on the one screen. You are also able to identify the number of days you wish to display on the matrix (e.g. 365 to view the coming year).
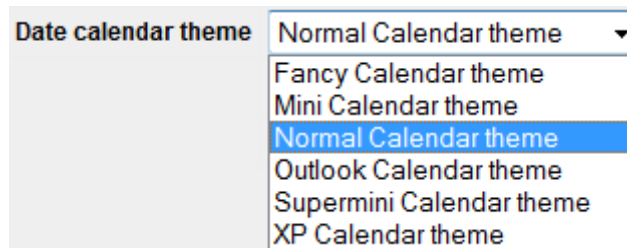
Matrix Days Displayed   365
Matrix Rows per Page   50

The higher these values are, the longer the report will take to run. However increasing the number of rows to show your team on one page may offset having to scroll through a number of pages of data.

Calendar Themes

There are six different types of calendar themes you can choose from under the *global preferences*, with the default being "Normal".
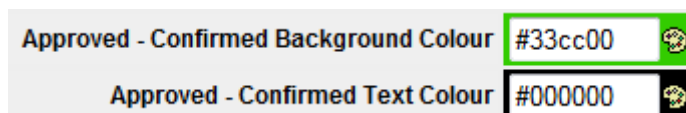
Date calendar theme   Normal Calendar theme   ▾
Fancy Calendar theme
Mini Calendar theme
Normal Calendar theme
Outlook Calendar theme
Supermini Calendar theme
XP Calendar theme

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).

Customise Colours

You can also customise the colour of some of the reports by clicking on the palette icon

Approved - Confirmed Background Colour   #33cc00
Approved - Confirmed Text Colour   #000000

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"