

## EXTERNAL ACCESS

### FREQUENTLY ASKED QUESTIONS

Employee Self Service and Manager Self Service functions are available via HRMIS external access.

HRMIS will be available at all times except when essential pay processing is in progress. Generally this will take place every weeknight from 12.01am – 3.00am with additional processing taking place every second weekend prior to pay day. If HRMIS is unavailable a message will display on the sign on screen.

The scheduled maintenance window for online services occurs each Thursday between 7:00pm and 4:00am the next morning. HRMIS may not be accessible during scheduled maintenance windows.

#### **For HRMIS Processing Issues**

Contact Personnel and Payroll on 9264 8383

#### **For HRMIS Access issues**

Contact the Customer Service Centre

Ph: 9264 5555 or 1800 012 828 (regional callers)

E-mail [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au)

For Hours of Operation [Click Here](#)

## How do I Login to the HRMIS Externally?

- Navigate to <http://portal.det.wa.edu.au>

The screenshot shows the Department of Education HRMIS portal. The top left features the Department of Education logo. The main content area is divided into several sections: 'Notifications' with a 'Scheduled Change Window' link; 'Online documents' with links to 'User Guide' and 'Browser Support'; 'Portal' with an 'Adobe Reader' icon; and 'Corporate framework' with a 'Focus 2015' banner. The central 'Portal Services' section includes a 'Log in' button, which is highlighted by a black arrow. To the right, there are three promotional banners: 'ARE YOU BUSHFIRE READY?' with a link to 'areyouready.wa.gov.au', 'Student-centred funding and one line budgets', and 'PUBLIC EDUCATION BUDGET 2015-16'.

- Login using your Single Sign on details

Department of Education

Notifications

[Scheduled Change Window...more](#)

Password Maintenance

[Change Password](#)

[Change User Validation Question](#)

Application List

- [A-E Exemplars](#)
- [Corporate Reporting](#)
- [DOE Account Manager \(DAM\)](#)
- [Education Criminal Record Check](#)
- [HRMIS System](#)
- [My Service Call Status](#)
- [Schools Online](#)

- Select the HRMIS System from the Application List on the left side of screen
- Login to the HRMIS using your Single Sign on details again

Government of Western Australia  
Department of Education

HRMIS

E

Password ?

Sign In

November 17, 2015

HRMIS is available.

# What HR transactions can I do through Employee Self Service?

The screenshot displays the 'Self Service External' interface. On the left, a sidebar lists several options: Personal Information Summary, Travel Allowance, Motor Vehicle Allowance, Absence Request, Absence Request History, and Electronic Payment Summary. The main content area is divided into two sections. The top section, titled 'Payslip', shows a table with columns for Position, Rcd#, and Date, listing two entries for 'Registrar' with dates 2014/07/03 and 2014/06/19. Below this is a 'View History' link and a '<Show Amounts>' link. The bottom section, titled 'Absence Balances', shows a table with columns for Position, Rcd#, Leave Type, Last Entitlement Date, Current Balance (Days), Next Entitlement Date, and Projected Balance (includes current balance, in Days). It lists one entry for 'Registrar' with Rcd# 2, Leave Type 'Personal Leave', Current Balance 0.16, Next Entitlement Date 08/09/2014, and Projected Balance 3.64. A note below the table states: '\* Balance projected to your next anniversary date. These credits are available to use now but if you terminate your employment before your next anniversary date you will be required to pay them back.'

- View your current or past payslips
- View your past payment summaries
- Request Absences
- View absence balances and absence history
- View Absence Yearly Calendar
- Update address information and telephone numbers
- Make a travel or motor vehicle allowance claim
- Submit a change of name request
- Submit new qualifications
- View your personal information
- Update emergency contacts and diversity details

## What processes trigger workflow to my line manager?

The following requests will workflow to your line manager for approval:

- Absence requests
- Change of name
- Travel and motor vehicle allowance claims
- Qualification updates

## How do I View a Payslip?

- Click on the **View History** link on the home page

This screenshot shows the 'Payslip' view history page. It features a table with columns for Position, Rcd#, and Date. Two entries are listed: 'Registrar' with Rcd# 2 and date 2014/07/03, and 'Registrar' with Rcd# 2 and date 2014/06/19. Below the table, there is a 'View History' link on the left and a '<Show Amounts>' link on the right.

- The search results will show all the **Payment Dates**, with the latest pay date at the top of the list

**View Payslip**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Search by:

[Advanced Search](#)

**Search Results**

View All First 1-62 of 62 Last

Payment Date	Empl Record	Period Begin Date	Position Description
<a href="#">17/07/2014</a>	2	04/07/2014	Registrar
<a href="#">03/07/2014</a>	2	20/06/2014	Registrar
<a href="#">19/06/2014</a>	2	06/06/2014	Registrar
<a href="#">05/06/2014</a>	2	23/05/2014	Registrar
<a href="#">22/05/2014</a>	2	09/05/2014	Registrar
<a href="#">08/05/2014</a>	2	25/04/2014	Registrar
<a href="#">24/04/2014</a>	2	11/04/2014	Registrar
<a href="#">10/04/2014</a>	2	28/03/2014	Registrar

- Select the relevant pay date by clicking the date hyperlink
- The selected payslip will open up for you to view

Favorites | Main Menu > Self Service > Payroll and Compensation > View Payslip

SCHOOL\_REGISTRAR  
PO Box 555  
Perth WA 6000

Pay Period : 20/06/2014 To 03/07/2014  
Payment Date : 03/07/2014

Employee Id : XXXXXX / 2  
Pay Entity : DEPT OF EDUCATION  
Department : Primary School  
Location : Primary School  
Plan/Grade/Step : M3 / M3 / 3  
Pay Rate : 1,900.59 (Edu Frnht)  
Job Description : Ministerial Officer L3 75Hrs  
Company : Department of Education  
ABN : 69769481770

**Pay Summary**

	GROSS	TAX	NET
Current	1900.59	330.00	1570.59
YTD	1900.59	330.00	1570.59

**Payment Details**

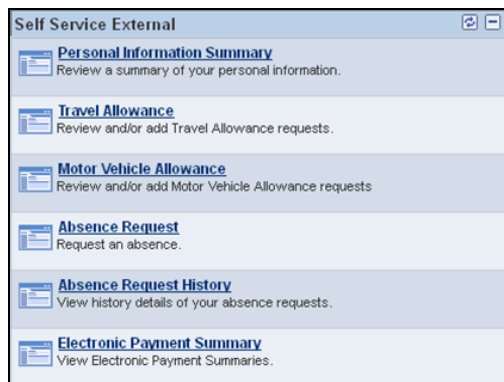
Description	Begin Date	End Date	Earnings		Rate	Units	Amount	Adj Amount	Adj Base	Adj Unit
			Base	Percent						
Regular Pay	20/06/14	03/07/14			237.573162	8.00	1900.59			
<b>Total</b>							1900.59			

Description	Begin Date	End Date	Tax		Rate	Units	Amount	Adj Amount	Adj Base	Adj Unit
			Base	Percent						
Marginal Tax							330.00			
<b>Total</b>							330.00			

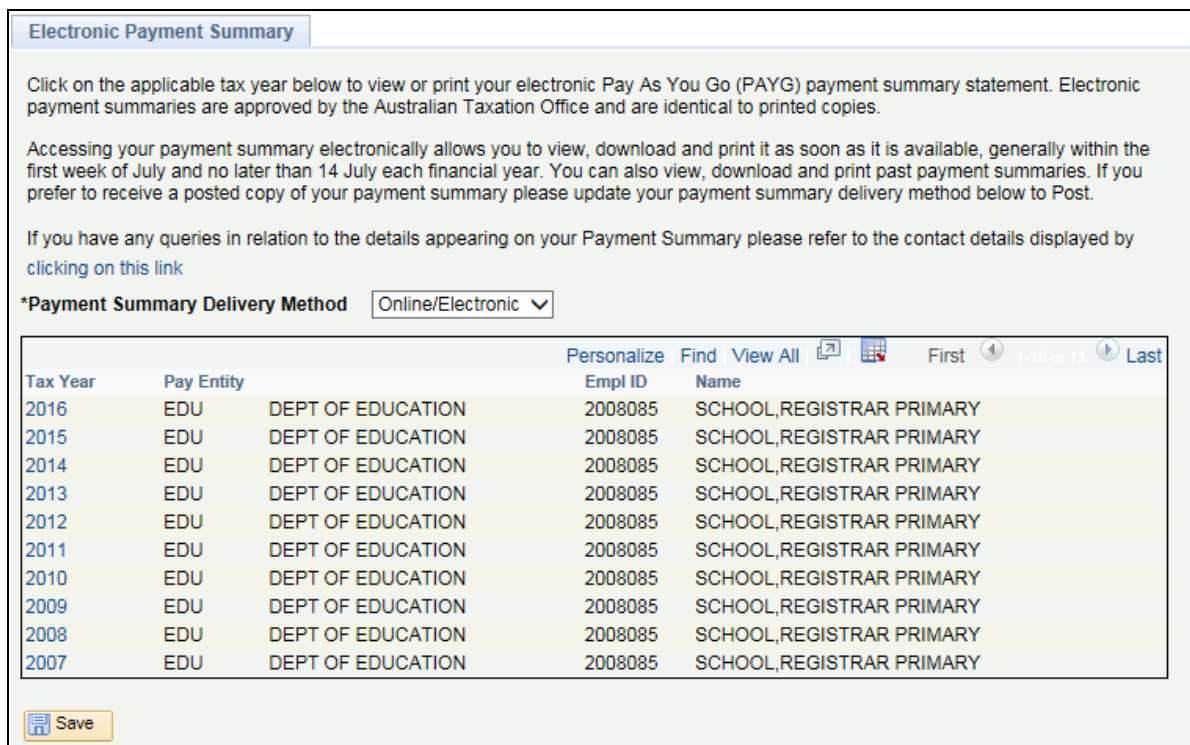
- To print, click the printer icon

## How do I View an Electronic Payment Summary?

- Click on the **Electronic Payment Summary** link in the Self Service External menu



- A list of confirmed payment summaries organised by financial year is displayed.
- A dropdown box is available to specify how the employee wishes to receive their payment summaries the options for this are either Online/Electronic or the option to receive your Payment Summary via Post.



The screenshot shows the "Electronic Payment Summary" page. It contains a dropdown menu for "Payment Summary Delivery Method" set to "Online/Electronic". Below this is a table of payment summaries with columns for Tax Year, Pay Entity, Personalize, Find, View All, and Name. The table lists summaries for the years 2007 to 2016, all for the entity "EDU DEPT OF EDUCATION" and employee "2008085 SCHOOL, REGISTRAR PRIMARY".

Tax Year	Pay Entity	Personalize	Find	View All	Name
2016	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2015	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2014	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2013	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2012	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2011	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2010	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2009	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2008	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		
2007	EDU DEPT OF EDUCATION	2008085	SCHOOL, REGISTRAR PRIMARY		

- Select the relevant **Tax Year** by clicking the hyperlink

- The selected payment summary will open up for you to view

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Favorites Main Menu > Self Service > Payroll and Compensation > Payment Summary

### PAYG payment summary - individual non-business

Payment summary for year ending 30 June 2013

**Payee details**  
REGISTRAR SCHOOL  
Australia WA 6000

**NOTICE TO PAYEE**  
If this payment summary shows an amount in the total tax withheld box you must lodge a tax return. If no tax was withheld you may still have to lodge a tax return.  
For more information on whether you have to lodge, or about this payment and how it is taxed, you can:  
• visit [www.ato.gov.au](http://www.ato.gov.au)  
• phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday.

Period of Payment Day/Month/Year To Day/Month/Year Payee's Employee Id  
01/07/2012 To 30/06/2013

Payee's Tax File Number

**TOTAL TAX WITHHELD**

	Lump Sum Payments	Type
Gross Payments	A \$0	<input type="checkbox"/>
CDEP payments	B \$0	<input type="checkbox"/>
Reportable Fringe benefits amount FBT year 1 April to 31 March	D \$0	<input type="checkbox"/>
Reportable employer superannuation contributions	E \$0	<input type="checkbox"/>

Total Allowances \$0 Total allowances are not included in Gross payments above. This amount needs to be shown separately on your tax return.

**Payer details**  
Payer's ABN or withholding payer number Branch Number 1  
Payer's Name DEPT OF EDUCATION

Signature of authorised person Date 03/07/2013

[Print](#)

- To print, click the **Print** hyperlink

## How do I update my address details?

- Click on **Personal Information Summary** on the home page

Self Service

[Personal Information Summary](#)  
Review a summary of your personal information

[Personal Bank Accounts](#)  
Add or update Payee Bank Account information

[Absence Request](#)


- The **Personal Information Summary** page will open

▼ **Home/Mailing Addresses**

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	01/07/2013	AUS	21 Sovereign Ave Willetton WA 6155

[Change home/mailling addresses](#)

- To change the address, select the **Change home/mailling addresses** button
- The **Home and Mailing Address** page will open

Addresses						
Address Type	Status	As Of	Country	Address	Edit	
Home	Current	01/07/2013	AUS	21 Sovereign Ave Willetton WA 6155		<a href="#">Delete</a>

\*Address Type:  [Add](#)

\* Required Field

[Return to Personal Information](#)

- Click the **Edit** icon, **Change As Of** date defaults to today's date. Change this date as required. A past or future date can be used.

**Edit Home Address**

Change As Of:   (example: 31/01/2000)


Country:  [Change Country](#)

*Start typing your address e.g. 151 Royal Street*

[Save](#) [Cancel](#)

- Enter the street number and name, the predictive field will show a list of possible addresses.

**Edit Home Address**

Change As Of:   (example: 31/01/2000)


Country:  [Change Country](#)

- 1 Money Street, BUREKUP WA, 6227
- 1 Money Street, PERTH WA, 6000
- Unit 1 1 Money Street, BUNBURY WA, 6230
- Unit 2 1 Money Street, BUNBURY WA, 6230
- Unit 3 1 Money Street, BUNBURY WA, 6230
- Unit 4 1 Money Street, BUNBURY WA, 6230
- Unit 5 1 Money Street, BUNBURY WA, 6230
- Unit 1 6 Money Street, BUNBURY WA, 6230
- Unit 1 34-44 Money Street, PERTH WA, 6000

\*\*\* My address is not listed \*\*\*

- Select your preferred option from the list of addresses shown.

**Edit Home Address**

Change As Of:   (example: 31/01/2000)

Country: Australia

Update Mail Address

Address 1:


Address 2:

City:  State:  Western Australia DPID: 54182088


Postcode:

- If your address isn't listed, select the bottom option from the list that reads **\*\*\* My address is not listed\*\*\*** to enter your address manually.

**Edit Home Address**

Change As Of:   (example: 31/01/2000)


Country: Australia

 We couldn't find your address. Please try again or enter your address in the form below.

Update Mail Address


Address 1:

Address 2:

City:  State:   Western Australia DPID:

Postcode:

- Click the **Save** button

Addresses						
Address Type	Status	As Of	Country	Address	Edit	
Home	Current	03/10/2017	AUS	1 money street Perth WA 6000		<input type="button" value="Delete"/>

\*Address Type:

\* Required Field



# What HR transactions can I do through Manager Self Service?

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HRUAT - V9.1 HRMIS UAT

Home | Help | Sign out

Favorites | Main Menu

My Page | **Manager Dashboard**

**Reports**

- [Payroll Certification](#)
- [Casual Input vs Leave](#)
- [Establishment Report](#)
- [Staffing Level Report](#)
- [Salaries by Project/Cost](#)
- [School Salary Pool Allocation](#)
- [School Salary Pool Expenditure](#)
- [School Salary Expend Summary](#)

**Manage Delegations**

You have no delegates assigned [Manage Delegations](#)

**Absences**

- [Approve Absence Requests](#)  
Approve, deny or push back an employee's absence request.
- [Leave Liability Chart](#)  
Leave Liability Chart
- [Request Absences](#)  
Request an employee absence
- [Absence Request History](#)  
View an employee's absence request history.
- [Absence Balances](#)  
View an employee's absence balances.

**Processing**

- [Screening Status Check](#)  
Check payees Screening status
- [Electronic Advices](#)  
Create update or submit an electronic advice

**Allowances**

- [Travel Allowance](#)
- [Motor Vehicle Allowance](#)
- [Cost Centre Delegation](#)  
Assign a user access to approve Travel and Motor Vehicle Claims on your behalf

- Create and Submit Electronic Advices for
  - Commencements
  - Movements
  - Variations
  - Terminations
- Manage absences for your staff including
  - Approve absence requests from your staff
  - Process absence requests on behalf of your staff
  - View Absence Request History
  - View Manager Absence Balance Pagelet
  - View Manager Absence Monthly Calendar
  - View Employee Absence Yearly Calendar
- Manage Delegations including
  - Alternate User
  - Delegate Manager
  - Cost Centre Delegation (where applicable)
- Screening Status Check to check the screening status of employees
- Approve Travel Allowance and Motor Vehicle Allowance claims from your staff
- Run and view the following reports (reports will be emailed to your work email account)
  - Payroll Certification
  - Casual Input vs Leave
  - Establishment report
  - Staffing Level Report
  - Salaries by Project/Cost
  - School Salary Pool Allocation
  - School Salary Pool Expenditure
  - School Salary Expend Summary

**NOTE:** When working through HRMIS External Access, managers will not have access to their Worklist, however they will be able to navigate through the menu to approve absences and allowances.