

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 Payroll Services on 9264 8383

For HRMIS Access issues

Contact the Customer Service Centre

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

E-mail customer.servicecentre@education.wa.edu.au

How do I Login to the HRMIS Externally?

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

The screenshot shows the Department of Education Portal homepage. At the top left is the Department of Education logo. The main content area is divided into several sections: 'Notifications' with a 'Scheduled Change Window...more' link; 'Online documents' with 'Portal' sub-sections for 'User Guide' and 'Browser Support'; 'Corporate framework' with a 'FOCUS 2015' banner; 'WA EDUCATION AWARDS 2015' featuring a child's photo and a 'Finalists announced!' link; 'Portal Services' with a 'Log in' button; and 'Scheduled maintenance window' with details about weekly downtime. The right sidebar includes 'For attention' with a 'ARE YOU BUSHFIRE READY?' banner, 'Student-centred funding and one line budgets', and 'PUBLIC EDUCATION BUDGET 2015-16'. A black arrow points to the 'Log in' button in the 'Portal Services' section.

- Login using your Single Sign on detail

Note: Users at CCYP will log directly into HRMIS as they don't have access to DOE's portal. Googling HRMIS EDU will bring up the sign in page as the top result.

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

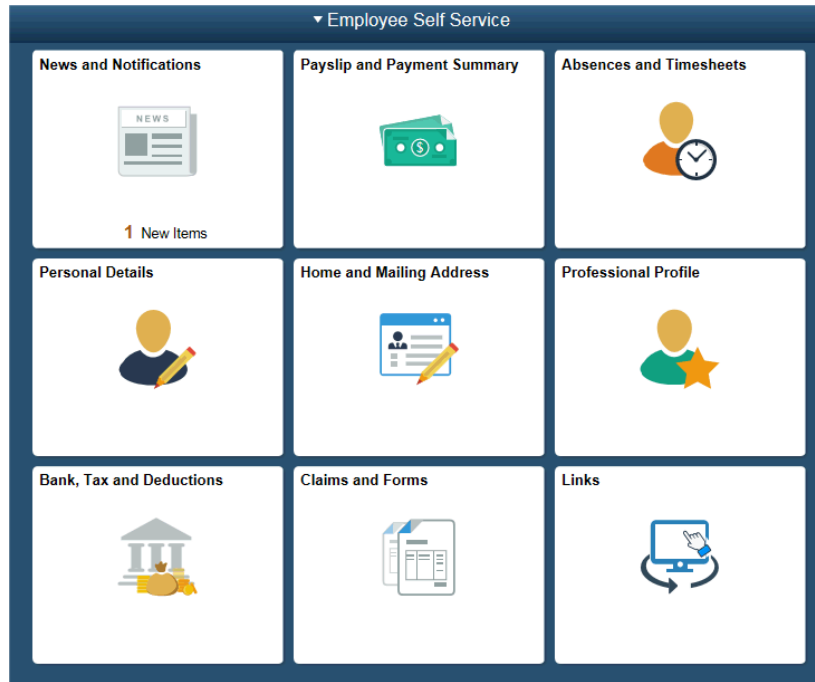
Password ?

Sign In

November 17, 2015

HRMIS is available.

What HR transactions can I do through Employee Self Service?



- 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 (not available on mobile)
- 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
- Complete and submit timesheets

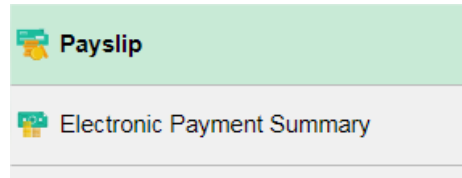
What processes trigger workflow to my line manager?

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

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

How do I View a Payslip?

- Click on the **Payslip and Payment Summary** link on the home page and click the Payslips in the submenu



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

Payslips

Pay Dt	Position	Rcd#	Seg#	Gross	Tax	Net
22/02/18	Tch Art/Cr Chrhd SHS	0	1	4105.65	1032.00	2600.32
08/02/18	Tch Art/Cr Chrhd SHS	0	1	4105.66	1032.00	2600.33
25/01/18	Tch Art/Cr Chrhd SHS	0	1	4105.65	1032.00	2600.32
11/01/18	Tch Art/Cr Chrhd SHS	0	1	4105.66	1032.00	2600.33
28/12/17	Tch Art/Cr Chrhd SHS	0	1	4105.65	1032.00	2600.32
14/12/17	Tch Art/Cr Chrhd SHS	0	1	4105.65	1032.00	2600.32

- Select the relevant pay date by clicking the row
- The selected payslip will open up for you to view with an option to print.
- Note:** On mobile devices the **mobile-friendly version** of the payslips is used, it also includes an option to **email** the payslip to you rather than print it.

Earnings

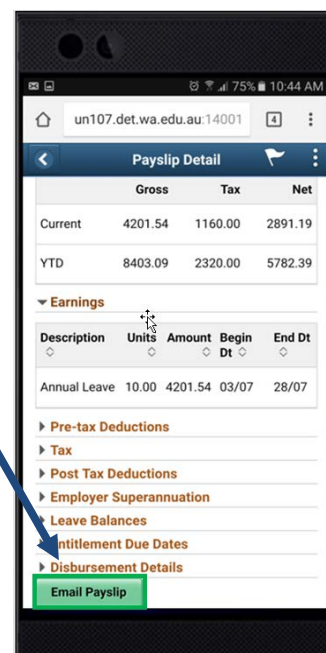
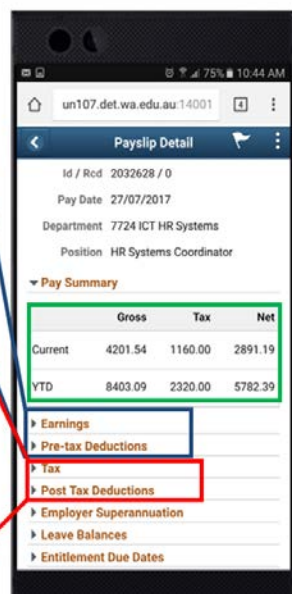
Description	Units	Amount	Begin Dt	End Dt
Annual Leave	10.00	4201.54	03/07	28/07

Tax

Description	Amount
Marginal Tax	1160.00

Post Tax Deductions

Description	Amount
GESB Weststate Employee Cont	60.00
Hospital Benefit Fund WA	50.35



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.

Click on the applicable tax year below to view or print your electronic Pay As You Go (PAYG) payment summary statement. Electronic payment summaries are approved by the Australian Taxation Office and are identical to printed copies.

Accessing your payment summary electronically allows you to view, download and print it as soon as it is available, generally within the first week of July and no later than 14 July each financial year. You can also view, download and print past payment summaries. If you prefer to receive a posted copy of your payment summary please update your payment summary delivery method below to Post.

If you have any queries in relation to the details appearing on your payment summary please refer to the contact details by clicking [here](#).

If you require a copy of a payment summary issued prior to 2004 please email contactcentrepp@education.wa.edu.au

*Payment Summary Delivery Method

Save

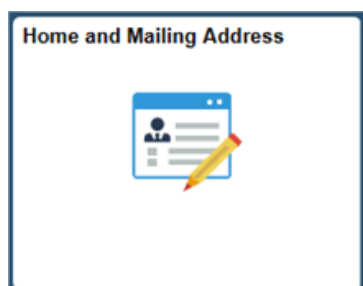
Payment Summary

Tax Year	Pay Entity	Empl ID	Name	View	Email	
2017	EDU	DEPT OF EDUCATION	0143387	School Person	View	Email
2016	EDU	DEPT OF EDUCATION	0143387	School Person	View	Email
2015	EDU	DEPT OF EDUCATION	0143387	School Person	View	Email

- Select the relevant **Tax Year** and click view to **View** an online version or **Email** to email the payment summary to your preferred email address.
- Note on **Mobile devices** you will only be able to email your payment summary to your preferred email address.

How do I update my address details?

- Click on **Home and Mailing address tile** on the Employee Self Service home page.





Home and Mailing Address

TEACHER.SCHOOL

Addresses

Address Type	Status	As Of	Country	Address	Edit	
Home	Current	26/09/2003	AUS	151 Royal St EAST PERTH WA 6004		<button>Delete</button>
Mailing	Current	26/09/2003	AUS	151 Royal St EAST PERTH WA 6004		<button>Delete</button>

- 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

Country: Australia

Change Country

Save

Cancel

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

Edit Home Address

Change As Of

Country: Australia

Change Country

151 Royal Street, EAST PERTH WA, 6004

151 Royal Street, YOKINE WA, 6060

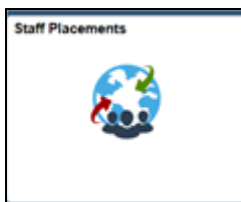
Unit 2 151 Royal Street, EAST PERTH WA, 6004

Ground Floor 151 Royal Street, EAST PERTH WA, 6004

*** My address is not listed ***

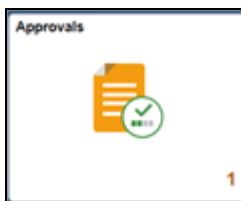
- Select your preferred option from the list of addresses shown.
- Click the **Save** button

What HR transactions can I do through Manager Self Service?



Staff Placements tile

- Create and Submit Electronic Advices for
 - Commencements
 - Movements
 - Variations
 - Terminations
 - Check suitability for rehire
 - View job summary for your staff.
 - Screening Status Check to check the screening status of employees



Approvals Tile

- Manage absences for your staff including
 - View absence Balances for your staff
 - 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

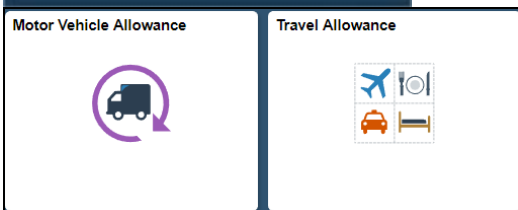
- Manage Delegations including
 - Alternate User
 - Delegate Manager
 - Cost Centre Delegation (where applicable)



and

- Run and view the following reports (reports will be emailed to your work email account)
 - Payroll Certification
 - Online Certification report (not available on Mobiles)
 - 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

▼ Cost Centre Manager



MotorVehicle and Travel Allowance tiles

- Approve Travel Allowance and Motor Vehicle Allowance claims from your staff