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**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

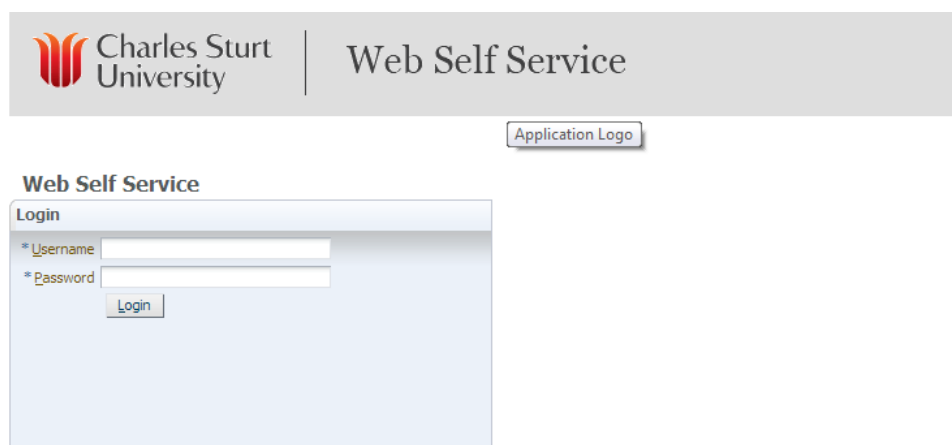
The Human Resources website contains lots of information to assist you with the functions of Web Kiosk.

<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*.

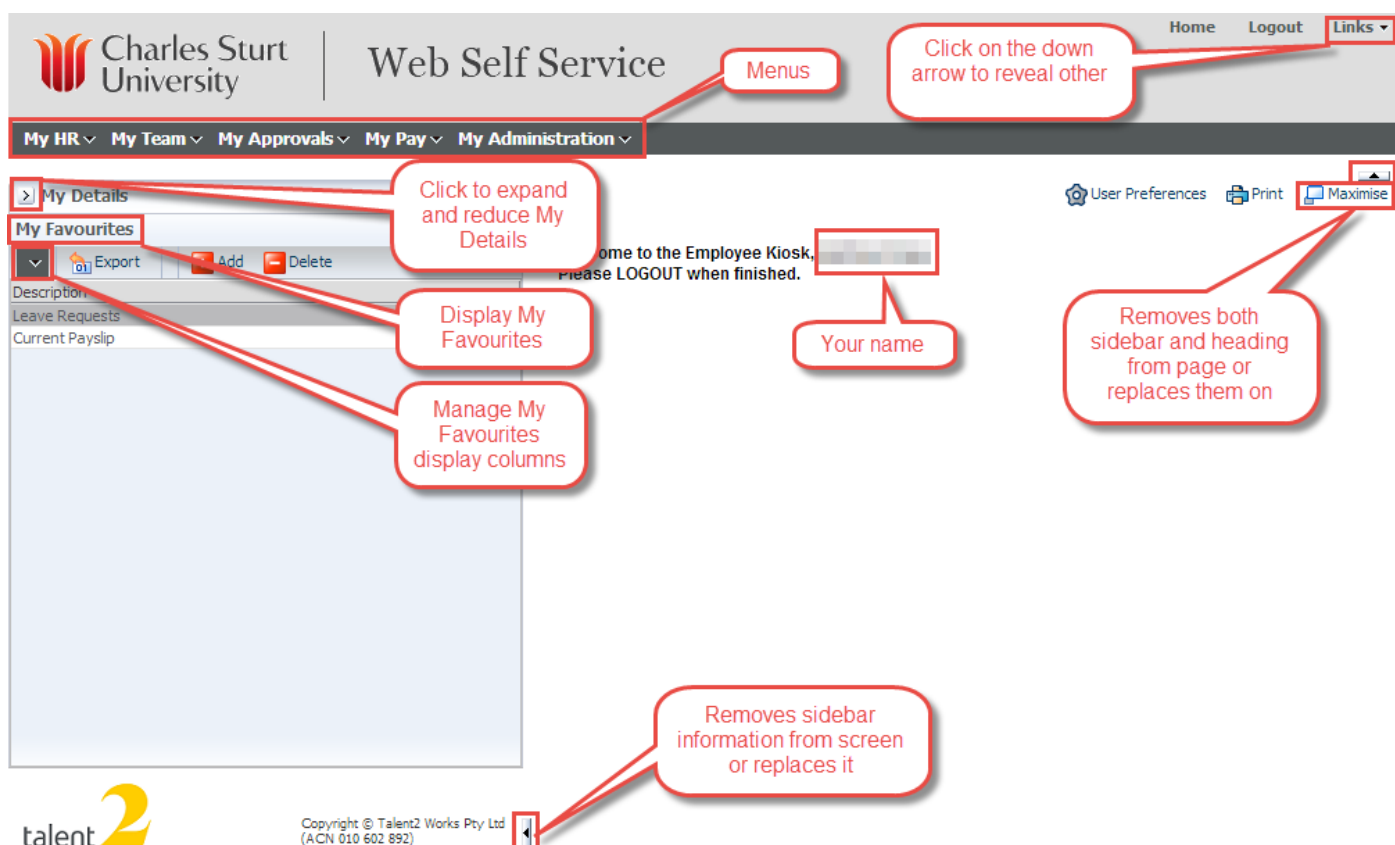
### Logging in to Web Kiosk

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



### Web Kiosk Layout

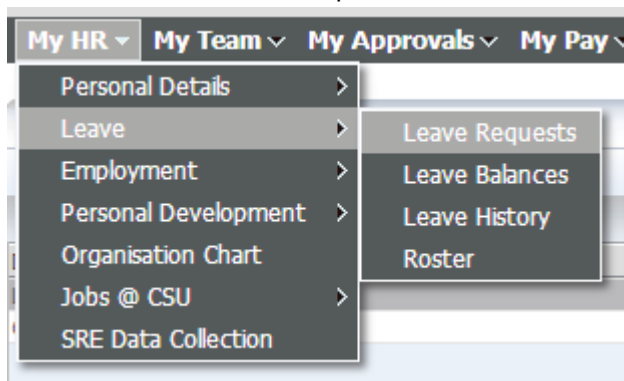
This is the standard Web Kiosk set up for CSCS staff who are not supervisors.



### 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

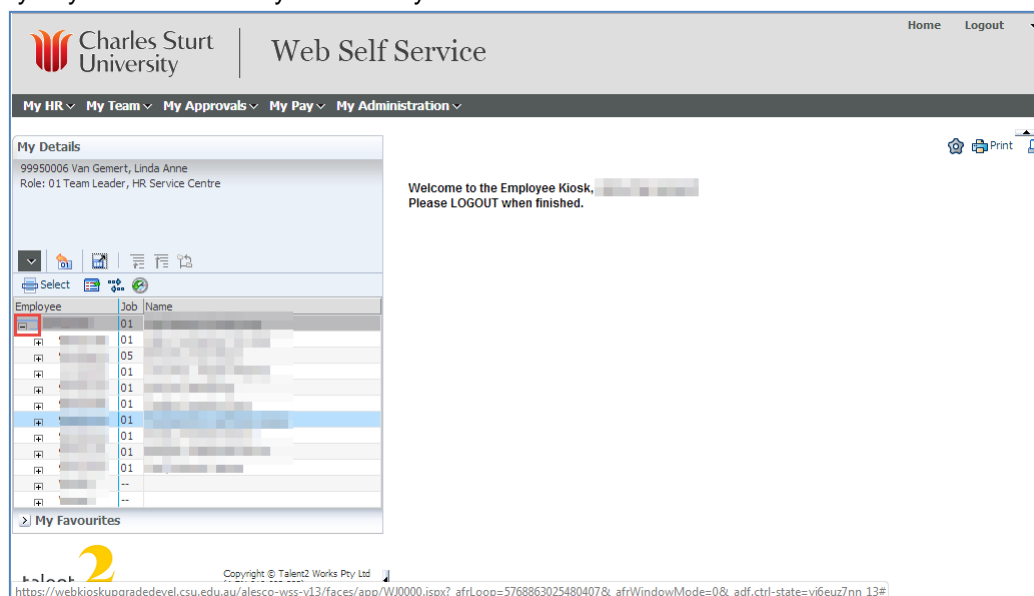


For frequently used functions, you can set these up as favourites (which is explained in a [later section](#)).

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**
  - Return to the homepage of Web Kiosk
- **Print**
  - 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**
  - Not applicable at this stage for CSCS staff.
- **User Preferences**
  - Customise Web Kiosk as detailed in a [later section](#).
- **Change Kiosk Password**
  - 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**
  - Logout of Web Kiosk

### 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

Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code
<a href="#">Contact Details</a>					2640

Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Home Address	
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
Suburb/Town	<input type="text" value="Bathurst"/>
State	<input type="text" value="NSW - New South Wales"/>
Post Code	<input type="text" value="2795"/>
Country	<input type="text"/>
<input type="button" value="Copy Home Address to Postal Address"/>	
Postal Address	
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
Suburb/Town	<input type="text" value="Bathurst"/>
State	<input type="text" value="NSW - New South Wales"/>
Post Code	<input type="text" value="2795"/>
Country	<input type="text"/>

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

Priority	<input type="text"/>
Title	<input type="text"/>
Surname	<input type="text"/>
First Name	<input type="text"/>
Relationship	<input type="text"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Email Address	<input type="text"/>
Address	<input type="text"/>

Click *Insert* to save the details.

### Emergency Contacts

Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
	1					

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

Enquiry Date	<input type="text"/>	<input type="button" value="Calculate Balances"/>
--------------	----------------------	---

Web Kiosk will then show the number of days you have available to user under *Actual Balance*.

Balances at enquiry date 07-AUG-2013

Leave Type	Calculation Date	Next Accrual Date	Actual Balance	Pro-rata Balance	Total Balance	Unit
Annual Leave	07-AUG-2013	08-AUG-2013	1.862	0	1.862	Days
Long Service Leave	07-AUG-2013	08-AUG-2013	0	.568	.568	Calendar days
Personal/Carers Leave	07-AUG-2013	08-AUG-2013	.931	0	.931	Days

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

Enter query criteria

Start Date	05-JUL-2013	to	18-JUL-2013
Leave Code			
Description			
<input type="button" value="Find"/> <input type="button" value="Clear"/>			

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).

## Leave Booking Enquiry

Action	Start Date	End Date	Leave Code	Amount	Unit	Medical Cert	Adv Pay	Salary %	Booking ID	Comment	Leave Reason
	17-JUN-2013	02-JUL-2013	AL - Annual Leave	12.00	Days						

## 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.



Charles Sturt  
University

**Employee:**  
Job: 01,



**Payslip**

Company	Period End	Admin Location	Paypoint	Paygroup	Pay Date	Payslip Dest
---------	------------	----------------	----------	----------	----------	--------------

Job	Duty	Award	Class	Clevel	Location	Salary PA\$	Hourly Rate
01	SUB						

Paycode	Date From	Date To	Duty	Job	Type	Units	Rate	Amount
---------	-----------	---------	------	-----	------	-------	------	--------

Gross

Deduction	Date From	Date To	Job	Amount
-----------	-----------	---------	-----	--------

Total Deductions

Net Pay

Pay Disbursement Details:

Method	Institution	Details	Amount
--------	-------------	---------	--------

Subsidy	Paycode	Super No	Super Fund	Amount
---------	---------	----------	------------	--------

Leave Code	Type	Unit	Actual
AL	Annual Leave	Days	
LSL	Long Service Leave	Calendar days	
SPEC	Special Leave	Days	
SICK	Sick Leave	Days	

Messages:

Please include your staff number on any correspondence

1 Tax, banking and deduction enquiries can be emailed to [payroll@csu.edu.au](mailto:payroll@csu.edu.au)

Visit the staff benefits page: <http://www.csu.edu.au/jobs/benefits/>

2 Salary and leave enquiries can be emailed to [hr@csu.edu.au](mailto:hr@csu.edu.au)

Sustainability - your actions count! Visit <http://www.csu.edu.au/csgreen>

## 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.



### Payslip History

Period End	Pay Date	Company	Gross	Tax	Super	Deductions	Employer Super	Net	Disburse
Year to Date	-	-							
<a href="#">29-AUG-2013</a>	29-AUG-2013								
<a href="#">15-AUG-2013</a>	15-AUG-2013								
<a href="#">01-AUG-2013</a>	01-AUG-2013								
<a href="#">18-JUL-2013</a>	18-JUL-2013								
<a href="#">04-JUL-2013</a>	04-JUL-2013								

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*.

#### Bank Accounts

Action	Pay Method	Bank	Account Name	Account#	BSB#	Percent	Fixed Amt	Reference
<a href="#">1. Edit</a>	Bank							

[Add new record](#)

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.

#### Bank Accounts

Pay Method	B - Bank ▼
BSB#	<input type="text"/>
Bank	<input type="text"/>
Account#	<input type="text"/>
Account Name	<input type="text"/>
Reference	<input type="text"/>
Fixed Amount	<input type="text"/>
Percent Amount	<input type="text"/>
NB: The account name must be the same as the account name recorded with your Financial Institution	
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>	

### 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



Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
<a href="#">4648</a>	2013							
<a href="#">4646</a>	2012							
<a href="#">4644</a>	2011							
<a href="#">4642</a>	2010							

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

Start Date   to  

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

#### Employee Payment History Display

Start Date 1-Jul-2013 End Date 30-Jun-2014

Earnings	Units	Amount
Misc Paid Leave		
Basic Salary		
Sick Leave		
Annual Leave (rec)		
<b>Gross</b>		

Deduction	Amount
Repayments to Accounts	
ATO - PAYG (NAT1004)	
<b>Total Deductions</b>	
<b>Net Pay</b>	

Superannuation	Amount

### Customising Web Kiosk

### User Preferences

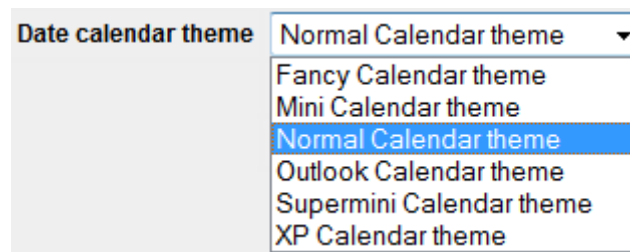
User preferences can also be accessed at the bottom of most pages in Web Kiosk and will only show the options relating to that particular page.

Accessing from the menu bar will show all available options.



### Calendar Themes

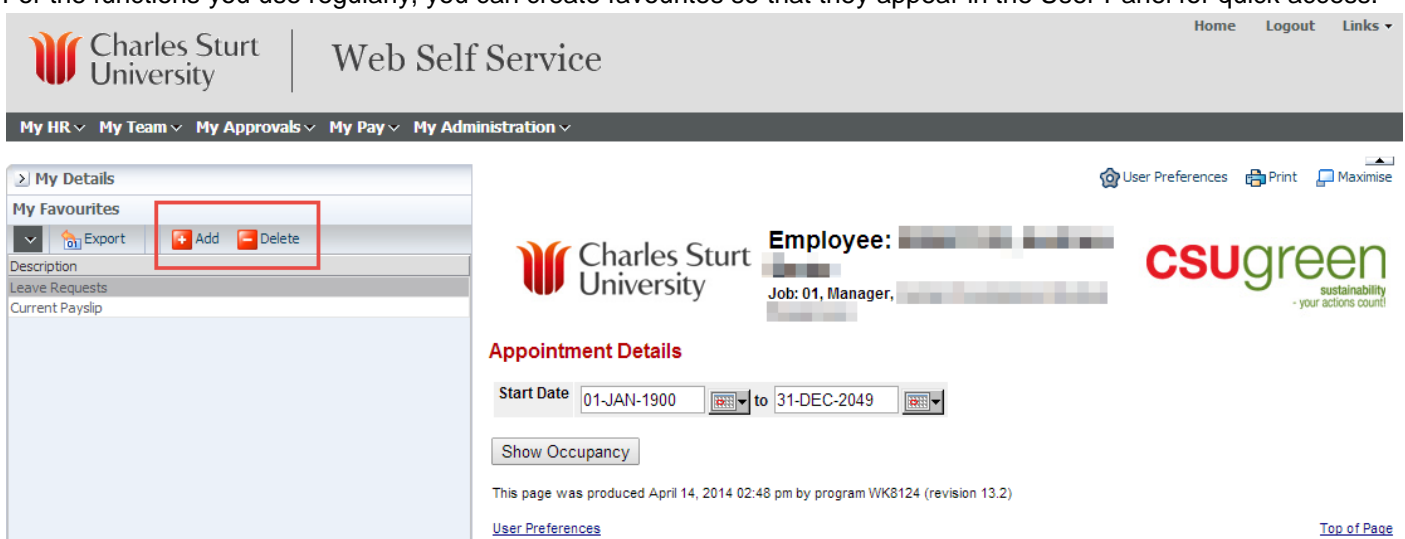
There are six different types of calendar themes you can choose from under the global preferences, with the default being "Normal"



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"