



GATHERING STAFF INFORMATION USING PEOPLESOFT ACTIVITY GUIDES

SESSION 6012
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ADU 7-9 NOVEMBER 2018

PRESENTER

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THE UNIVERSITY OF ADELAIDE

Established: 1874

Campuses: 4

Faculties: 5

Divisions: 3

Students: 22,000

Staff: 3,500 (excl casuals)



ORGANISATION & ORACLE

HCM, Campus & Finance
PeopleSoft HCM 9.2
PeopleTools 8.55, PUM #27
GP, Time & Labour, Profile
Mgmt, Partial Position Mgmt,
Contract Admin, Training
Admin

BACKGROUND

A gap was identified in the information gathered from staff regarding:

- Identity/Working rights
- Citizenship
- Academic Qualifications

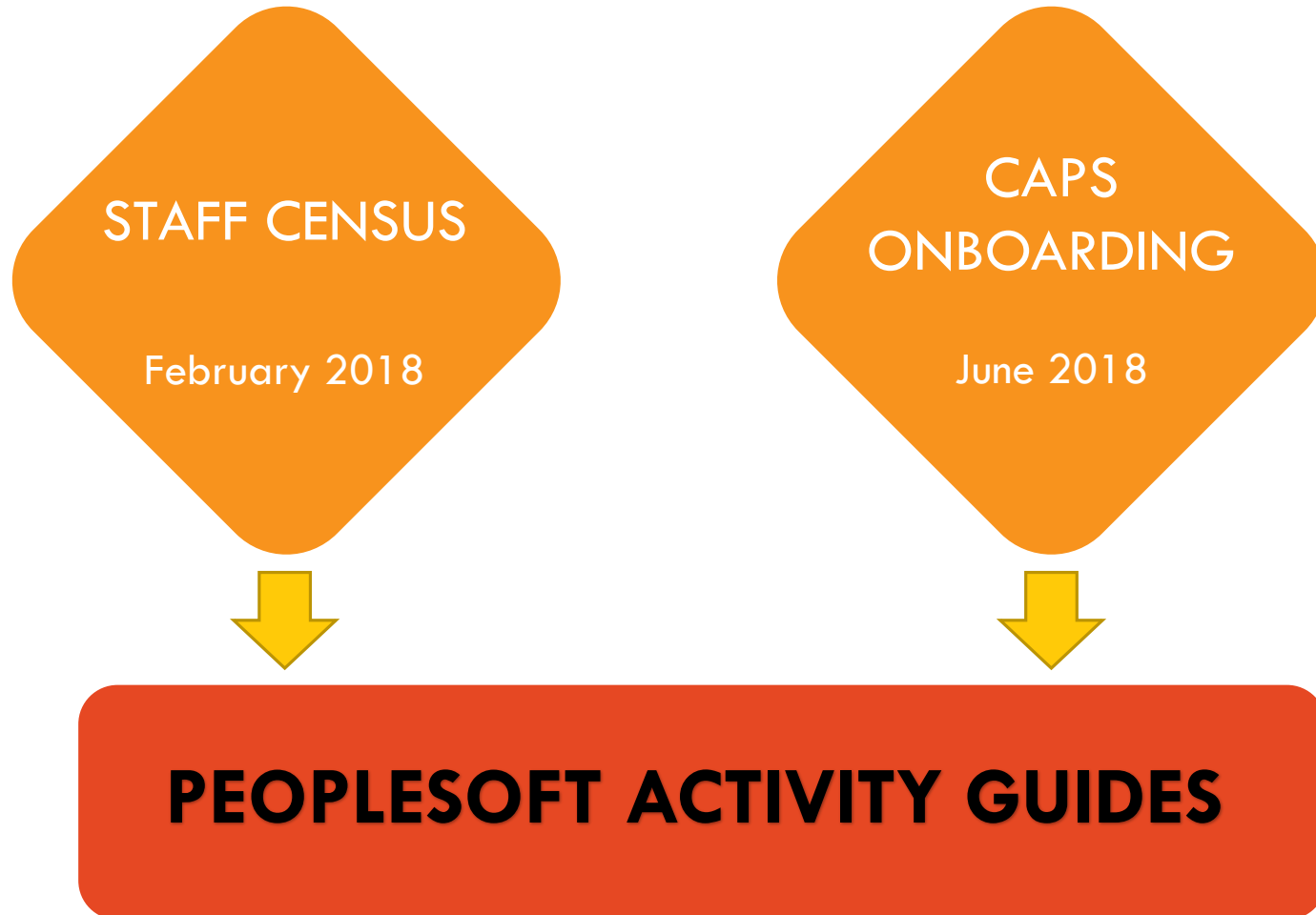
In order to be compliant with:

- **Tertiary Education Quality and Standards Agency (TEQSA)**
- **Education for Overseas Students Act 2000 (ESOS)**
- **Higher Educations Standards Framework (HESF)**

Also to provide:

- More accurate reporting for external ranking bodies

OVERVIEW



OVERVIEW

What is a PeopleSoft Activity Guide??

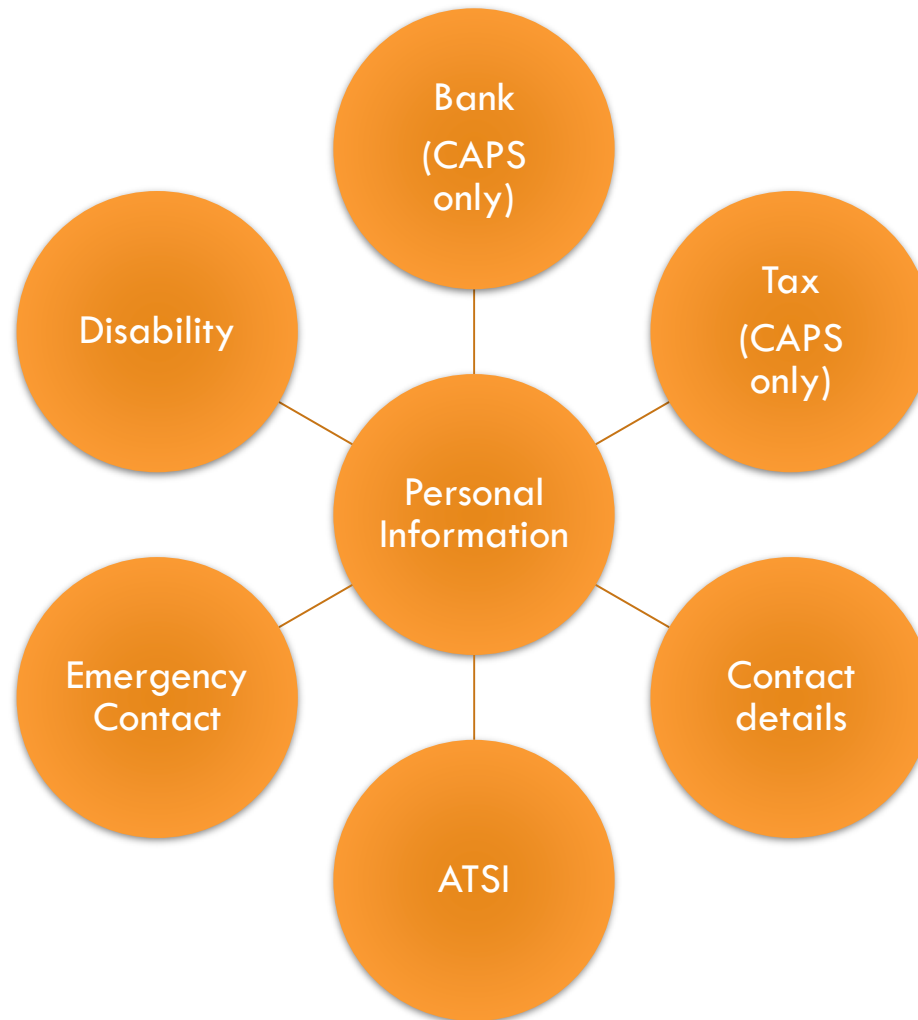
“Activity guides are a PeopleTools feature that allow you to define guided procedures for a user or group of users to complete. Users are presented with a list of actions, or tasks, that need to be completed to finish the procedure”

Examples of use:

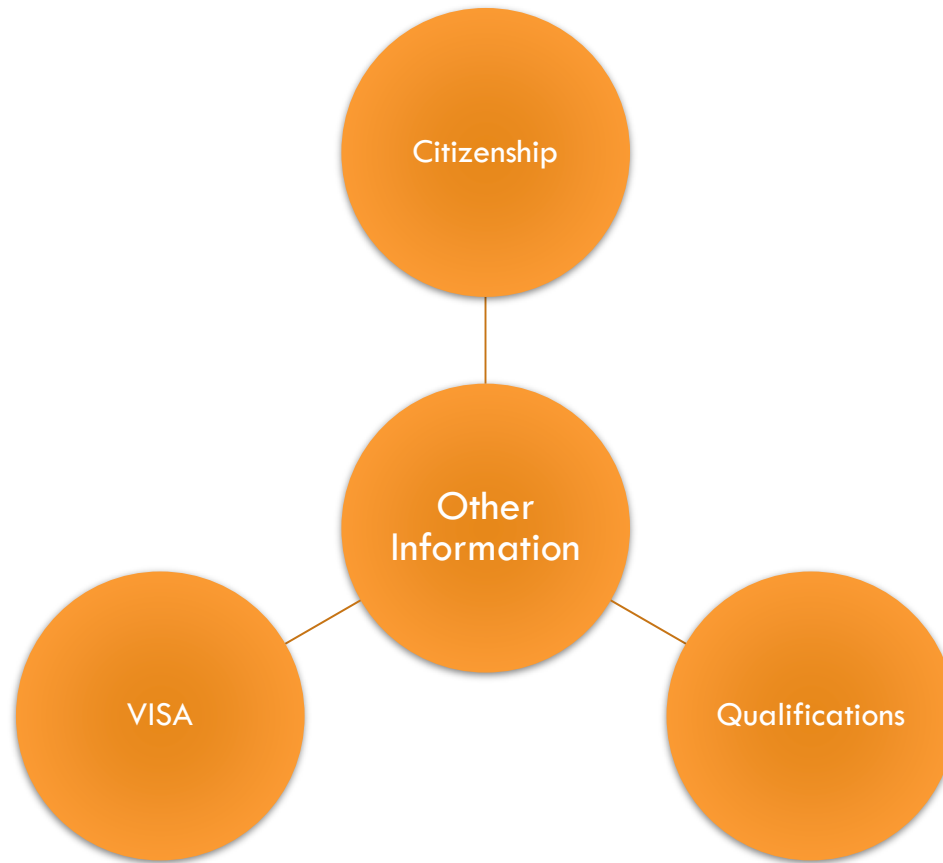
- The on-boarding of a new employee.
- Period end closing.
- System or feature configuration.

Source: PeopleSoft Online Help

INFORMATION GATHERED



INFORMATION GATHERED



STAFF CENSUS

Fixed Term and Continuing
Staff Information

STAFF CENSUS BACKGROUND

- Staff Census Campaign launched by the VC on 5 February 2018
- Census period 5-16 February 2018
- All Staff requested to complete (including casuals)
- Messaging from the VC:

Accurate information is required for compliance with the reporting requirements of the Higher Education Standards Framework and may also improve our ranking outcomes through the provision of better quality data to external ranking bodies.

I recognise that this may cause inconvenience and apologise in advance, however the outcomes will benefit our university.

I thank you in anticipation for your support.

STAFF CENSUS FINDINGS

- 82% completion amongst fixed term and continuing staff
 - 87% Professional
 - 76% Academic
- 1 200 Academic staff provided their formal Qualifications
- ATSI identification numbers doubled
- No previously recorded data around disability

STAFF CENSUS FINDINGS

Citizenship/Birth Country

Academic

- 49% have a birth country other than Australia.
- 7.2% have identified having dual citizenship


Professional

- 32% have a birth country other than Australia.
- 3.7% have identified having dual citizenship

SSO

▼ Staff Census

Staff Census



[Click Here to begin.](#) Completion required by : 16/02/2018

CAPS ONBOARDING

Casual Staff Information

CAPS ONBOARDING BACKGROUND



**Important
Information**

- All casuals required to complete their onboarding
- Provide information they have not had to provide before
- Change in process – first accept then complete onboarding. Unable to submit timesheet until onboarding complete
- Complete whenever there is a break of service greater than 30 days
- Qualifications new requirement – compliance requirements

CAPS ONBOARDING BACKGROUND

Offer Created

- Academic – confirm qualification or Equivalence

Offer Approved

- Delegated Authority

Offer accepted

- Accepting terms of offer only

Onboarding Completion

- Provide relevant information

SSO

Onboarding



[Click here to begin](#)

ACTIVITY GUIDE DEMONSTRATION

CAPS Onboarding
Demonstration

ADU 7-9 NOVEMBER 2018



DEMONSTRATIONS

Demo

DEMONSTRATIONS

Onboarding



[Click here to begin](#)

DEMONSTRATIONS

✕ Exit

Onboarding

Next >

Welcome

☐ Visited

▶ Personal Details

☐ Not Started

▶ Qualifications


☐ Not Started

Further Information

☐ Not Started

Summary

☐ Not Started



Welcome to the University of Adelaide casual onboarding activity.

To ensure your smooth transition to working at the University and a prompt payment for your services, you are required to complete onboarding activities in full before commencing work. You are asked to provide personal, contact and payroll information, as well as evidence of your qualifications and working rights.

It will be useful to have the following documents before you begin (if applicable):

- Passport
- Visa
- Qualifications

Please note: Your employment will not be activated, and you will not be able to submit timesheets or receive payment, until you have completed all Onboarding tasks and selected "**Complete**" button on the **Summary** page.

(Note, individual tasks may appear as *Visited* or *Completed* in the meantime, but will change to *Completed* once you have finalised the Onboarding via the Summary page)

If you require assistance in completing your onboarding activities, please visit the [CAPS website](#) to view the support materials.

If you have any further enquiries, please contact the HR Service Centre on (08) 8313 1111 or hrservicecentre@adelaide.edu.au.

DEMONSTRATIONS

✕ Exit

Onboarding

Welcome

○ Visited

Personal Details

○ Visited

Name

○ Visited

Addresses

○ Not Started

Contact Details

○ Not Started

Indigenous Aus Identification

○ Not Started

Emergency Contacts

○ Not Started

Additional Info

○ Not Started

Disability

○ Not Started

Citizenship/Passport Details

○ Not Started

Visa Details

○ Not Started

Personal Details - Name

Primary Name

Do Not Use3 Heug Demo

Current

Preferred Name

Do Not Use3 Heug Demo

Cancel

Primary Name

Save

Change As Of

05/11/2018

Name Prefix

*First Name

Do Not Use3

Middle Name

*Last Name

Heug Demo

Name Suffix

Display Name

Do Not Use3 Heug Demo

Formal Name

Do Not Use3 Heug Demo

Name

Heug Demo,Do Not Use3

DEMONSTRATIONS

✕ Exit

Onboarding

Welcome

○ Visited

Personal Details

○ Visited

Addresses

○ Visited

Contact Details

○ Not Started

Indigenous Aus Identification

○ Not Started

Emergency Contacts

○ Not Started

Additional Info

○ Not Started

Disability

○ Not Started

Citizenship/Passport Details

○ Not Started

Visa Details

○ Not Started

Personal Bank Accounts

○ Not Started

Personal Details - Addresses

Note

If you are an international student

Home

No data exists.

Add Home Address

Mailing

No data exists.

Add Mailing Address

Cancel

Address

Save

Change As Of

05/11/2018

Address Type

Home

Country

Australia

Address 1

Address 2

Address 3

Address 4

City

State

Post Code

DEMONSTRATIONS

✕ Exit

Onboarding

Welcome

○ Visited

Personal Details

○ Visited

Name

○ Visited

Addresses

○ Visited

Contact Details

○ Visited

Indigenous Aus Identification

○ Not Started

Emergency Contacts

○ Not Started

Personal Details - Contact Details

Please provide a personal email address if you have not done so already.

Phone

+

Number	Extension	Type	Preferred
812312312		Home	✓ >

Email

+

Email Address	Type	Preferred
Test@testing.com.au	Home	✓ >

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DEMONSTRATIONS

 Exit

Onboarding

Welcome

○ Visited

Personal Details

○ Visited

Name

○ Visited

Addresses

○ Visited

Contact Details

○ Visited

Indigenous Aus Identification

○ Visited

Emergency Contacts

○ Not Started

Additional Info

☐ Not Started

Disability

Personal Details - Indigenous Aus Identification

Nominate one of the following: Australian Aboriginal ; Aboriginal and Torres Strait Islander ; Other or Torres Strait Islander.

No data exists.

Add an Identity

Celebrate your Identity

Voluntary identification for Australian Aboriginal and Torres Strait Islander employees

The University of Adelaide acknowledges that the Kaurna people are the original custodians of the Adelaide Plains and the land on which the University's campuses at North Terrace, Waite, Thebarton and Roseworthy are built.

The University of Adelaide regards Australian Aboriginal and Torres Strait Islander people's knowledge and cultures and is committed to the principles of Social Justice and Reconciliation and "Closing the Gap between Indigenous and non-Indigenous Australians". In pursuing its goals, the University is dedicated to develop policies and practices that regard and value Australian Aboriginal and Torres Strait Islander experiences, perspectives and intellectual diversity.

The term "Australian Aboriginal and/or Torres Strait Islander" is defined as any person who:

Is of Australian Aboriginal and/or Torres Strait Islander descent;

Identifies as an Australian Aboriginal and/or Torres Strait Islander; and

Is recognised by the Australian Aboriginal and/or Torres Strait Islander community in which he or she lives or has lived as an Australian Aboriginal and/or Torres Strait Islander.

If you identify yourself as an Australian Aboriginal and/or Torres Strait Islander, you can celebrate your identity by following the 3 steps below. Please note that your identity status will be used in statistical reporting by the University – (eg. Federal government funding grants).

To celebrate your identity:

Click the '>' icon to update your identification.

Click the 'Search' icon to change the identity value.

Click the 'Save' button.

DEMONSTRATIONS

Onboarding

Cancel

Lookup

Search for: *Identity

▼ Search Criteria

[Show Operators](#)

Ethnic Group
(begins with)

Description
(begins with)

Search

Clear

▼ Search Results



4 rows

Description ▾

Australian Aboriginal

Aboriginal and Torres Strait Islander

Other

Torres Strait Islander

DEMONSTRATIONS

The screenshot displays a web application interface. On the left is a sidebar with a list of navigation items, each with a radio button and a 'Visited' status. The items are: 'Welcome' (Visited), 'Personal Details' (Visited), 'Name' (Visited), 'Addresses' (Visited), 'Contact Details' (Visited), 'Indigenous Aus Identification' (Visited), 'Emergency Contacts' (Visited), 'Additional Info' (Not Started), 'Disability' (Not Started), and 'Citizenship/Passport Details' (Not Started). The 'Emergency Contacts' item is highlighted with a green background. The main content area is titled 'Personal Details - Emergency Contacts' and shows 'No data exists.' with an 'Add Emergency Contact' button. A modal form titled 'Emergency Contact' is open, featuring a 'Cancel' button, a 'Save' button, and input fields for '*Contact Name', '*Relationship' (a dropdown menu), and a 'Preferred' checkbox. Below these fields are three sections: 'Address' with 'No data exists.' and an 'Add Address' button; 'Phone Numbers' with 'No data exists. At least one phone number is required.' and an 'Add Phone Number' button.

Welcome
☐ Visited

Personal Details
☐ Visited

Name
☐ Visited

Addresses
☐ Visited

Contact Details
☐ Visited

Indigenous Aus Identification
☐ Visited

Emergency Contacts
☐ Visited

Additional Info
☐ Not Started

Disability
☐ Not Started

Citizenship/Passport Details
☐ Not Started

Personal Details - Emergency Contacts

No data exists.

Add Emergency Contact

Emergency Contact

Cancel

Save

*Contact Name

*Relationship

Preferred ☒

Address

No data exists.

Add Address

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

DEMONSTRATIONS

×

Exit

Onboarding

Welcome

○ Visited

▲ Personal Details

○ Visited

Name

○ Visited

Addresses

○ Visited

Contact Details

Personal Details - Additional Info

*Birth Country

*Gender

*Language Spoken at Home

Save

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DEMONSTRATIONS

Welcome
○ Visited

▲ Personal Details
○ Visited

Name
○ Visited

Addresses
○ Visited

Contact Details
○ Visited

Indigenous Aus Identification
○ Visited

Emergency Contacts

Personal Details - Disability

The University of Adelaide is committed to principles of equal opportunity and diversity.

Your disability status will be used for statistical reporting and in workforce planning by the University.

Disability is part of human diversity. Although some people are born with disability, many people acquire disability.

The definition of disability in the *Disability Discrimination Act 1992* (Cth) includes:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological, and
- Learning disabilities, as well as
- Physical disfigurement, and
- The presence in the body of disease-causing organisms.

Please select one of the below and click 'Submit':

☐ Yes, I currently have a disability

☐ No, I don't currently have a disability

Submit

DEMONSTRATIONS

 Exit

Onboarding

Welcome

○ Visited

Personal Details

○ Visited

Name

○ Visited

Addresses

○ Visited

Contact Details

○ Visited

Indigenous Aus Identification

○ Visited

Emergency Contacts

○ Visited

Additional Info

○ Visited

Disability

○ Visited

Citizenship/Passport Details

○ Visited

Visa Details

☐ Not Started

Personal Bank Accounts

☐ Not Started

Tax File Number Declaration

Personal Details - Citizenship/Passport Details

- a. This engagement is subject to the Staff Member obtaining and retaining a legal entitlement to work in Australia as granted by the Australian Department of Immigration and Border Protection, to enable them to carry out the prescribed duties for the term of this engagement.
- b. It is the Staff Member's responsibility to ensure they obtain and retain a valid visa and a legal entitlement to work in Australia for the term of this engagement.
- c. The Staff Member is obliged to fully assist the University with any of its enquiries concerning the Staff Member's visa and residency status and work entitlements' status.
- d. The Staff Member is obliged to advise the University if the Staff Member's right to lawfully work in Australia is varied or ceases.
- e. Failure by the Staff Member to retain the legal entitlement to work in Australia will result in immediate termination of the Staff Member's employment by frustration.
- f. The Department of Immigration and Border Protection requires the University to obtain the Staff Member's consent to perform a Visa Entitlement Verification Online (VEVO) check to confirm the Staff Member's visa status and work entitlements.
- g. By entering into this engagement, the Staff Member confirms they consent to a VEVO check being undertaken by the University should one be required and they understand:
 - i. the purpose of the inquiry;
 - ii. that the personal information detailed on their passport will be used for VEVO checking purposes; and
 - iii. that if the Staff Member is not entitled to be in Australia, the Commonwealth may use the information collected as part of the VEVO check to locate the Staff Member.

By completing this task, you:

1. acknowledge that you have read, understood and agree to the information provided above;
2. confirm your consent to a VEVO check.

Enter all your citizenship statuses below. Identify all countries which you currently hold citizenship, including Australia.

If you joined the University prior to 24th November 2017 the data held in this section may reflect your visa status rather than your country of citizenship. If you have become an Australian citizen since joining the University please update the field below and attach the evidence which is requested.

Please also add details of any other citizenships you hold.

If you have any questions about requirements please contact visa@adelaide.edu.au

No data exists.

Add Citizenship Details

DEMONSTRATIONS

nsibility to ensure they obtain and retain a valid visa and a legal entitlement to work in Australia for t

Cancel

Add Citizenship Details

Save

*Citizenship Country

Passport Details (if available)

Passport details for above citizenship

Passport Number

Issue Date

Expiration Date

Add Another Passport ▶


Upload Supporting Documents

Upload a Passport Bio Page as a proof of this citizenship and for each newly added passport.

If you are an Australian Citizen, other acceptable evidence is:

- Your Citizenship Certificate, or.
- Your Birth Certificate, but only if you were born prior to **20 August 1986**.

Please upload a scanned copy, noting that only .jpeg, .jpg and .pdf files up to 10 MB are accepted.

View or Upload Documents 

DEMONSTRATIONS

✕ Exit

Onboarding

Welcome

○ Visited

Personal Details

○ Visited

Name

○ Visited

Addresses

○ Visited

Personal Details - Visa Details

Please add or update the details of your **current visa**, and provide all requested information and documentation, below.

If you have obtained a new visa since joining the University or your visa status has changed (e.g., you have become a permanent resident), please ensure you have added the details of that new visa below.

No data exists.

Add Visa Details

DEMONSTRATIONS

Visa Details

details of
w visa since
that new v

Cancel

Add Visa Details

Save

Country AUS

*Visa/Permit Type

Visa Details

*Issue Date

*Expiration Date

*Duration

*Type of Duration Months

*Visa Grant #

Upload Supporting Documents

Upload a Passport Bio Page (unless already provided) and a grant notice as a proof of this visa.

If you hold a Bridging Visa, you must upload:

- Letter from DIBP confirming grant of bridging visa; AND
- Letter from DIBP confirming type of visa applied for.

Please note that only .jpeg, .jpg and .pdf files up to 10 MB are accepted.

View or Upload Documents

DEMONSTRATIONS

✕ Exit

Onboarding

Welcome

○ Visited

Personal Details

○ Visited

Name

○ Visited

Addresses

○ Visited

Contact Details

○ Visited

Indigenous Aus Identification

○ Visited

Emergency Contacts

○ Visited

Additional Info

○ Visited

Disability

○ Visited

Citizenship/Passport Details

○ Visited

Visa Details

○ Visited

Personal Bank Accounts

Personal Bank Accounts

Do Not Use3 Heug Demo

This page is used to add or update your bank account details. At least one bank account must be recorded here to enable payment of your salary.

Instructions

- To change your current bank account override your existing BSB and bank account number with your new details. When you select SAVE the distribution below will automatically update
- To add an additional bank account Select Add a New Account and enter the BSB, Account Number and Account Name – then select Add a New Distribution below, complete the distribution row and then select SAVE
- To remove a bank account first delete the Payment Distribution below then select SAVE. The bank details will automatically be removed after you've saved and exited the page.

Personal Bank Accounts

*BSB	*Account Number	Bank Name	*Account Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add a New Account

Save

Cancel

Instructions

- All positions/roles must have at least one bank account associated with them though respective Payment Distribution below.
- Before populating Payment Distribution, at least one bank account needs to be added above.
- Only one account can be default, and the Percentage/Fixed Amount fields of the default account are to be left blank.
- If applicable, you must determine your remaining distributions by EITHER a percentage OR an amount.
- Deleting a Payment Distribution will automatically remove the bank details from the list above. This will occur after you've saved and exited the page.

Payment Distribution

Business Title Casual Non Tchg/Resch Academic
Activity Important Things
Department Dental
Supervisor Sasha MacGillivray
Record 0 Contract Number 0001

Distribution Order	Account Number	Bank Name	Account Name	Percentage	Fixed Amount	Default	Partial Allowed	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

Add a New Distribution

Save

Cancel

DEMONSTRATIONS

✕ Exit

Onboarding

○ Visited

▲ Personal Details

○ Visited

Name

○ Visited

Addresses

○ Visited

Contact Details

○ Visited

Indigenous Aus Identification

○ Visited

Emergency Contacts

○ Visited

Additional Info

○ Visited

Disability

Tax File Number Declaration Form

1. What is your tax file number (TFN)? (9 digits only)

OR

Are you claiming an exemption?

2. Are you:



3. Do you want to claim the tax-free threshold from this payer?



☐ Yes

☐ No

4. Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?



☐ Yes

☐ No

5. Do you have a Financial Supplement debt?



☐ Yes

☐ No

Save

DEMONSTRATIONS

✕ Exit

Onboarding

Welcome

☒ Visited

► Personal Details

☒ Visited

◄ Qualifications

☒ Visited

University of Adelaide

☒ Visited

Other Australian

☐ Not Started

Overseas

☐ Not Started

Qualifications - University of Adelaide

Please note that details of qualifications from the University of Adelaide post 1985 will be populated automatically. For degrees prior to 1985, please contact hrservicecentre@adelaide.edu.au who will manually update your record.

DEMONSTRATIONS

✕ Exit

Onboarding

Welcome

○ Visited

► Personal Details

○ Visited

▲ Qualifications

○ Visited

University of Adelaide

○ Visited

Other Australian

○ Visited

Overseas

○ Not Started

No Qualifications

○ Not Started

Further Information

○ Not Started

Summary

○ Not Started

Qualifications - Other Australian

No data exists.

Add

Cancel

Other Australian

Save

*Qualification Name

e.g. Bachelor of Arts

*Qualification Type

Q

*Completion Year

Q

Field of Education (Broad)


Q

Field of Education (Narrow)

Q

*Field of Education (Detailed)

Q




*Length of Program

Q

*Institution Name

Q



View / Upload Supporting Documents

DEMONSTRATIONS

The screenshot displays a web application interface for onboarding. The top navigation bar is orange and contains an 'Exit' button on the left and the word 'Onboarding' on the right. A left sidebar lists navigation items: 'Welcome' (Visited), 'Personal Details' (Visited), 'Qualifications' (Visited), 'University of Adelaide' (Visited), and 'Other Australian' (Visited). The main content area is titled 'Qualifications - No Qualifications' and includes the instruction 'Select Add and then choose Confirmed if you :'. Below this are two numbered steps: '1. Have a University of Adelaide qualification which is not displayed in the system and have emailed the HR Service Centre to get your record updated.' and '2. Have no qualifications'. An 'Add' button is located below the list. A modal dialog is open in the foreground, titled 'No Qualifications' in orange text. It features a 'Cancel' button on the left, a 'Save' button on the right, and a toggle switch between 'Confirmed' and 'No', with 'No' currently selected.

Exit

Onboarding

Welcome
○ Visited

Personal Details
○ Visited

Qualifications
○ Visited

University of Adelaide
○ Visited

Other Australian
○ Visited

Qualifications - No Qualifications

Select Add and then choose Confirmed if you :

1. Have a University of Adelaide qualification which is not displayed in the system and have emailed the HR Service Centre to get your record updated.

2. Have no qualifications

Add

Cancel

No Qualifications

Save

Confirmed ☐ No ☒

DEMONSTRATIONS

✕ Exit

Onboarding

< Previous

Next >

☰

Welcome

○ Visited

▶ Personal Details

○ Visited

▶ Qualifications


○ Visited

Further Information

○ Visited

Summary

○ Not Started



Further Information

Timesheet Submission

In order to receive payment for your services, you are required to submit a timesheet through [Staff Services Online \(SSO\)](#). For information on how to submit a timesheet and to view the submission deadlines, visit the [CAPS website](#).

Staff Services Online (SSO)

Staff Services Online (SSO) is the online, self-service tool which allows you to manage your casual timesheets and banking details, update your personal information and view your payslip and payment summary. Visit the [Staff Services Online \(SSO\)](#) website for further information.

Induction

As a new casual staff joining the University, your induction is an important aspect of your commencement. The Induction website contains a collection of useful links and information to help you to understand the University's way of operating to ensure a smooth transition into your new role and working environment. Resources are available to guide you through the activities that you will undertake during your first week and beyond, supported by your line manager and induction coordinator. Visit the [Induction website](#) for further information.

Superannuation

The University will make superannuation contributions to your UniSuper account. If you are a new member, an account will be created for you. Existing or returning members will continue to have contributions deposited to existing account. Visit the [UniSuper website](#) for further information.

Help

For assistance with **Human Resources related matters**, please visit the HR website at <https://www.adelaide.edu.au/hr/>. Alternatively, contact the HR Service Centre on 8313 1111 or email hrservicecentre@adelaide.edu.au.

For assistance with **Technology related matters**, please visit the IT&DS website at <https://www.adelaide.edu.au/technology/>. Alternatively, contact the Information Technology & Digital Services Service Desk on 8313 3000 or email servicedesk@adelaide.edu.au.

DEMONSTRATIONS

✕ Exit

Onboarding

< Previous

Welcome

○ Visited

▶ Personal Details

○ Visited

▶ Qualifications

○ Visited

Further Information

○ Visited

Summary

○ Visited

Summary

By completing the activity guide, you confirm that you have read, understood and agree to the information provided in the guide.
Note, all tasks will change to *Completed* once you've clicked on the green **Complete** button.

If your engagement has already commenced, the timesheet will become available in SSO within an hour of you completing this onboarding. Otherwise, it will be available from the start date of your engagement until 30 days post the end date.

Steps

18 rows

Step	Status	Go to Step
Welcome	○ Visited	Go to Step
Name	○ Visited	Go to Step
Addresses	○ Visited	Go to Step
Contact Details	○ Visited	Go to Step
Indigenous Aus Identification	○ Visited	Go to Step
Emergency Contacts	○ Visited	Go to Step
Additional Info	○ Visited	Go to Step
Disability	○ Visited	Go to Step

Complete

DEMONSTRATIONS

Summary

Complete

By completing the activity guide, you confirm that you have read, understood and agree to the information provided in the guide.
Note, all tasks will change to *Completed* once you've clicked on the green **Complete** button.

If your engagement has already commenced, the timesheet will become available in SSO within an hour of you completing this onboarding. Otherwise, it will be available from the start date of your engagement until 30 days post the end date.

Steps

18 r

Step	Status	Go to Step	Errors
Welcome	○ Visited	Go to Step	
Name	○ Visited	Go to Step	Please provide a prefix to your name in Name section.
Addresses	○ Visited	Go to Step	Please provide at least one home address in the Addresses section.
Contact Details	○ Visited	Go to Step	
Indigenous Aus Identification	○ Visited	Go to Step	Please provide details of your identity in Indigenous Australian Identification section.
Emergency Contacts	○ Visited	Go to Step	Please provide an emergency contact in Emergency Contacts section.
Additional Info	○ Visited	Go to Step	Please provide additional personal details in Additional Information section.
Disability	○ Visited	Go to Step	
Citizenship/Passport Details	○ Visited	Go to Step	Please provide details and supporting documents for at least one citizenship before completing your onboarding.
Visa Details	○ Visited	Go to Step	Please provide details and supporting documents for your Australian work rights.
Personal Bank Accounts	○ Visited	Go to Step	Please enter required information in Personal Bank Accounts section.

THE BIG C.....

CUSTOMISATIONS

- Minimal Customisations for Activity Guides
- Uses SSO Pages – either Vanilla functionality or already customised.
- The 2 pages that did have heavy customisation were:
 - Citizenship
 - Completion page - Validation



KEY LEARNINGS

ANY QUESTIONS?

KEY LEARNINGS

Process:

- Staff Census Launch from VC was very effective
- Crashed SSO – don't send to entire uni at once. And ensure it only goes to those that are required to complete the Census
- Be clear on why the information needs to be captured
- Concerns about data breach
- Concerns about sharing disability – what was the data used for
- VISA/citizenship proof – explain why
- Confirmation of citizenship – Citizenship certificate vs Birth Certificate (Birth Certificate not acceptable if born after 20 August 1986)

KEY LEARNINGS

System:

- Visited vs Complete in the menu is confusing
- Unable to terminate an onboarding activity without technical team intervention
- Banking page for casuals – multiple records
- “Complete” slider bar confusing for users.
- UOA qualifications for CAPS only updated overnight. Therefore if someone accepted their offer and went to complete their onboarding on the same day their UOA quals don't appear.
- Pre 1985 UOA qualifications have to be manually updated

PRESENTER

Sasha MacGillivray

Manager, HR Systems and Change

The University of Adelaide

sasha.macgillivray@adelaide.edu.au

**ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR
DOWNLOAD FROM THE CONFERENCE SITE**



THANK YOU!



ADU 7-9 NOVEMBER 2018