

Southern Health Employee Self Service Online



integrity • compassion • accountability • respect • excellence

Southern Health

Better Health in Our Community

Overview

- What is Employee Self Service (ESS)?
- Of what use is it to me?
- How to access and login to ESS?
- Finding your way around ESS.
- Understand ESS menu items.
- How to access your payslip?
- Where to find help?
- Further questions.

What is Employee Self Service?

- It's an online portal that enables staff to access a range of information related to their employment.
- Information is provided in real time via the web. It is an online link between the ESS interface HR21 and Human Resources/Payroll Information System (Chris21).
- Your information is shown exactly as it is recorded in Chris21.

How does ESS works for me?

- Enables you to view your current and past position details.
- View your payroll information including current and past pay details, pay slips, superannuation details, allowances and deductions.
- You can view your leave balances and leave taken.
- View your training history and professional registrations.

How to access and login to ESS

Access from anywhere on the internet via the 'Staff Login' link on the Southern Health Internet site:

The image shows a sequence of steps to access the Employee Self Service (ESS) portal. It starts with a browser window displaying the Southern Health website. A callout box points to the 'STAFF LOGIN' link in the top navigation bar. A blue arrow points from this link to the 'Employee Self Service' link in the Staff Portal. Another callout box points to the 'Enter' button on the 'Employee Self Service' card in the Staff Portal. A final callout box points to the 'Employee Self Service' link in the Staff Portal, indicating the next step to access ESS.

Or Type in this address: <http://staff.southernhealth.org.au/> into the address bar of your browser and press enter

Access to ESS via SH Intranet site

ESS can also be accessed via the 'Quick Links' on Southern Health Intranet site:



The screenshot shows the Southern Health Intranet website in a Windows Internet Explorer browser. The page features a navigation menu on the left with categories like 'About Us', 'Quality Library', 'Career Vacancies', 'Human Resources', and 'Phone Directory'. The main content area includes sections for 'iSuggest', 'iNotice', 'iNews', 'Latest News', 'Events and Programs', and 'Quick Links'. A blue arrow points from the text 'Click here for ESS Logon' to the 'Employee Self-Service - ESS' link in the 'Quick Links' section.



Icon on your desktop at Southern Health

How to access and login to ESS

See ESS login page below:

Southern Health

Login ID

Password

Enter

Forgotten your password? After 3 unsuccessful attempts, your password will be automatically reset overnight and emailed to you the following day. Please do not contact IT or Human Resources

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← ESS login page

Please note:

Login ID: Your employee Id No.

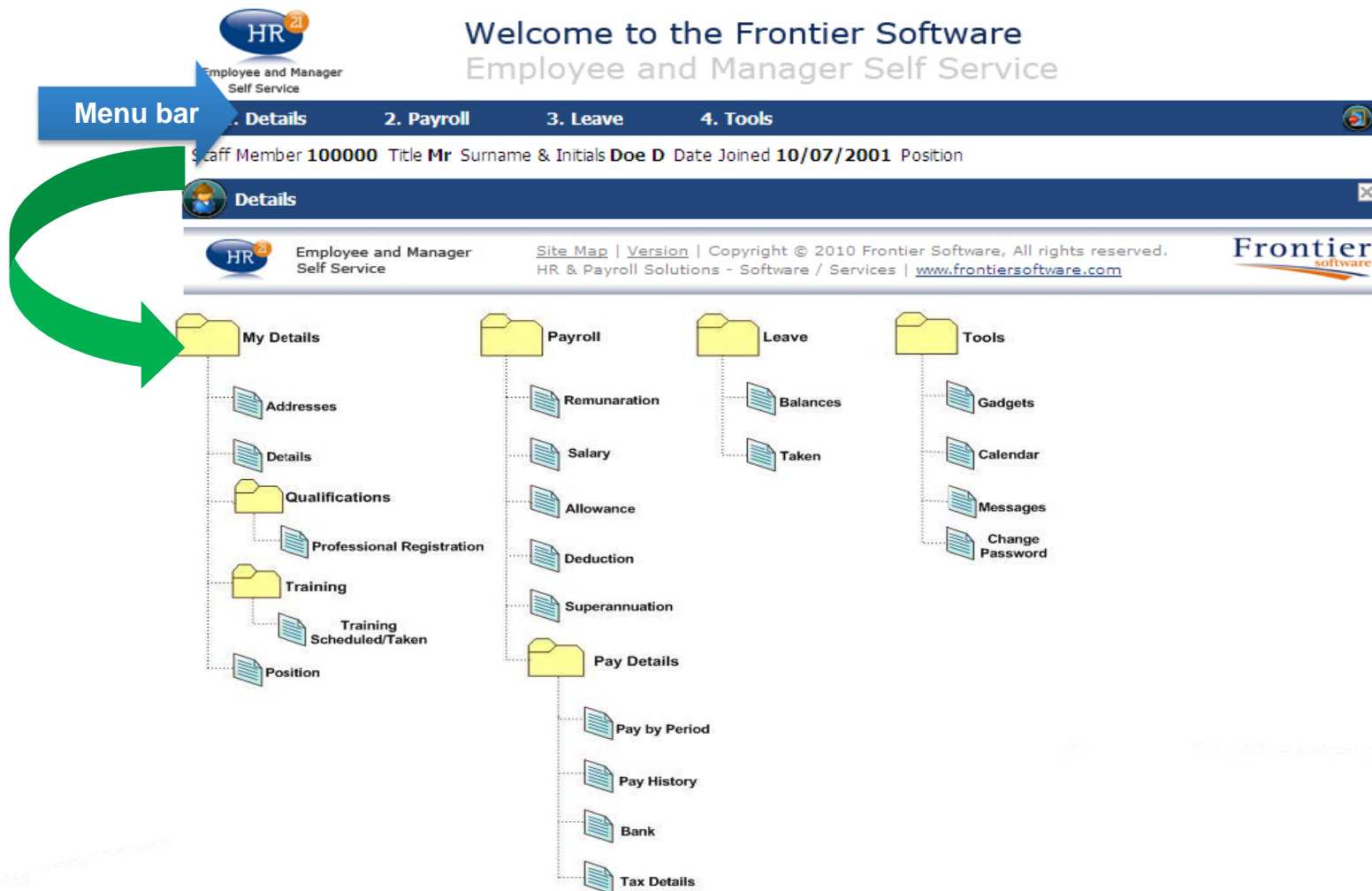
Password: *(In your payslip)*

For privacy reasons make sure you change your password on your initial visit .

Your login details to ESS

- Your Login ID is your actual employee Id number and for the initial login you will receive your Password in your Payslip.
- You will need to change your Password as you'll be prompted on your subsequent visit to do so.
- *For help with your Username or Password contact our helpdesk on ess@southernhealth.org.au*

Site Map



How to change your Password?

On your initial login if your are not prompted to change your password, please click on 'Tools' on the menu bar and click on 'Change Password'.

The screenshot displays the Frontier Software HR Self Service interface. At the top, it says "Welcome to the Frontier Software Employee and Manager Self Service". A navigation menu includes "1. Details", "2. Payroll", "3. Leave", and "4. Tools". The "Tools" menu is expanded, showing options like "Gadgets", "Calendar", "Messages", and "Change Password", with "Change Password" circled in red. A blue arrow points from this option to a "Change Password" dialog box. The dialog box contains three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom of the dialog are two buttons: "Change Password" and "Cancel".

How to log out of ESS?

Please make sure you **ALWAYS** log out if you are going to be away from the computer, especially on shared computers.

Click on the icon at the top right hand side of the Menu Bar.

HR 21
Employee and Manager
Self Service

Welcome to the Frontier Software
Employee and Manager Self Service

1. Details 2. Payroll 3. Leave 4. Tools

Staff Member **100000** Title **Mr Surname & Initials Doe D** Date Joined **10/07/2001** Position



Details

HR 21 Employee and Manager
Self Service

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Frontier
software

Opening and Closing Menu Items

- To open menu items, click on selection from drop down list on the menu bar at the top.
- Menu items can be expanded or minimised by clicking on the coloured icon  on the left side of the menu item.
- Close items, by clicking on the  tab on the right side of the menu item.



The screenshot shows the HR Self Service interface. At the top, there is a logo for HR 21 and the text "Welcome to the Frontier Software Employee and Manager Self Service". Below this is a menu bar with four items: "1. Details", "2. Payroll", "3. Leave", and "4. Tools". A blue arrow labeled "Menu bar" points to this bar. Below the menu bar, there is a user profile section with fields for "Staff Member 100000", "Title Mr", "Surname & Initials Doe D", "Date Joined 10/07/2001", and "Position". Below this are two menu items: "Position" and "Addresses". A blue arrow labeled "Menu items" points to the "Position" item. To the right of the "Position" item is a close icon (a square with an 'X'). A blue arrow labeled "Close item" points to this icon. At the bottom of the page, there is a footer with the HR 21 logo, the text "Employee and Manager Self Service", a "Site Map" link, a "Version" link, copyright information for 2010 Frontier Software, and the Frontier Software logo.

Menu Items functionality

When you open a menu item, the set of icons on top the menu bar offers different functions but please note that at this stage:

- *Not all of the functions will work for each item*



Menu Items with split screen

For menu items with split screen, details of your selection in the bottom split will appear in the top of the split.



Welcome to the Frontier Software
Employee and Manager Self Service

1. Details 2. Payroll 3. Leave 4. Tools

Staff Member **100000** Title **Mr** Surname & Initials **Doe D** Date Joined **10/07/2001** Position

Deduction

Deduction Type: Salary Package Direct
Start Date:
End Date:
Amount:

Bank Details

Deduction Type	Start Date	End Date	Amount
Salary Package Direct	19/04/2010		375.00
Meal and Entertainment	19/04/2010		54.04
Salary Package Direct	5/04/2010	18/04/2010	363.80
S/P McM Admin Fee	5/04/2010		10.40
S/P SH Admin Fee	5/04/2010		2.88

Page 1 of 1 (5 items)

My Details Menu Item




Employee and Manager
Self Service

Welcome to the Frontier Software
Employee and Manager Self Service

1. Details	2. Payroll	3. Leave	4. Tools
Addresses	Title Mr Surname & Initials Doe D Date Joined 10/07/2001 Position		
Training	Training Scheduled/Taken		
Details			
Qualifications	Professional Registrations		
Position			

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My Details	
Details	Names, birth date, phone number and email address
Address	Address details and emergency contact details
Position	Position, employment and cost centre details
Qualifications	Professional registration details
Training	Details of course completed

Payroll Menu Item



Payroll	
Remuneration	Current salary and super
Salary	Current and past classifications and pay rates
Allowances	Current and past allowances
Deductions	Current and past deductions
Superannuation	Fund details and contributions
Pay Details	Pay by period, Pay history, bank and tax details

Leave Menu Item

HR 21
Employee and Manager Self Service

Welcome to the Frontier Software Employee and Manager Self Service

1. Details 2. Payroll 3. Leave 4. Tools

Staff Member 100000 Title Title Date Joined 10/07/2001 Position

Details

HR 21 Employee and Manager Self Service

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Frontier software

Leave	
Balances	Total hours accrued for ADO's, sick leave and annual leave
Taken	Leave type and dates of all leave taken in the past

Tools Menu Item

HR 21
Employee and Manager Self Service

Welcome to the Frontier Software Employee and Manager Self Service

1. Details 2. Payroll 3. Leave 4. Tools

Staff Member **100000** Title **Mr. Surname & Initials Doe D** Position

Details

HR 21 Employee and Manager Self Service

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Frontier software

Tools	
Gadgets	Useful links related to HR
Calendar	Past events/dates relevant to user, such as pay and leave dates. Does not show future events/dates
Messages	Errors, warnings or information specific to using ESS

Access to Payslip

Click on the Payslip button available on the 'Pay by Period' & 'Pay History' menu items to view & print a payslip

HR
Employee and Manager Self Service

Welcome to the Frontier Software
Employee and Manager Self Service

1. My Details 3. Leave 2. Payroll 4. Tools

Staff Member 6083 Title Mr Surname & Initials Smith T Date Joined 8/02/2010 Position Community Development

Pay by Period

Your pay details. For example, you may view your last pay or year to date information.

Period: Last Pay

Base Pay		Base Pay Hours		Last Payrun	1112
Overtime		Overtime Hours	0.00	Date Paid-Up-To	3/04/2011
Allowances Before Tax		Benefit	0.00		
Gross		Leave Loading	0.00		
Taxable Salary		HELP Debt			
		SFSS Debt			
Tax		Variance Hours	0.00		
Extra Tax Total		Variance Amount	0.00		
Staff Superannuation		Company Super			
Deductions Before Tax		Shifts Worked	0.00		
Deductions After Tax					
Nett					

Payslip

Click here to view Payslip

Information

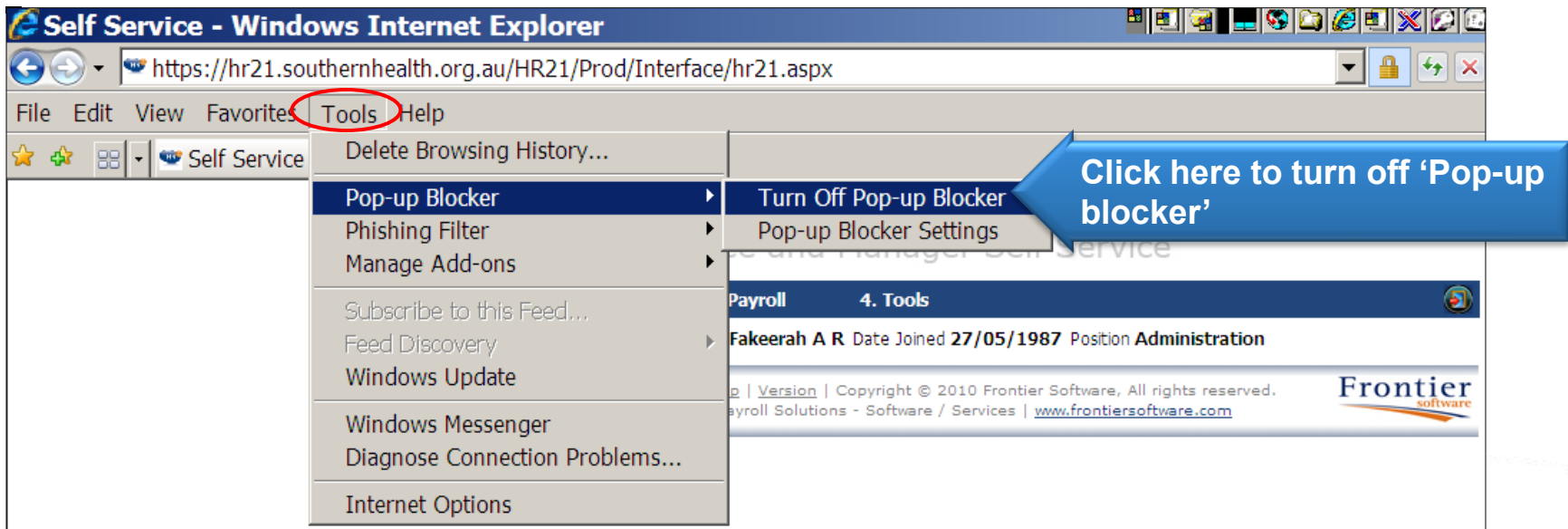
Report submitted to be run.

OK


On prompt Click on 'OK' to view payslip in a new internet window

Access to Payslip

Note: If you are unable to view the Payslip Pop-up please make sure that 'Pop-up' is turned ON by clicking on 'Turn off Pop-up Blocker' from the 'Tools' menu in Internet Explorer browser.



View & Print Payslip


Click here on printer icon to print payslip


Pay Location: C Human Resources
Staff Number:

Pay Date: 06/04/2011
Pay Period: 21/03/2011 to 03/04/2011
Pay Run Number: 001112

Annual Salary

Description	Hours	This Pay	Year to Date
Accrued Day Off			
Auto Accrued Day Off			
Sick Leave with Cert			
Sick W/O Cert			
Annual Leave			
Leave Loading - Other %			
Salaries			
Allowance			
Admin Off Over Awd Auto			
Deductions			
HELP DEBT			
Salary Package Direct			
S/P MCM Admin Fee			
S/P SH Admin Fee			
Meal and Entertainment			
B/Tax Parking			
B/Tax Gym Clayton			
Extra Bank Deduction			
Extra Bank Deduction			
Hlth Sup			
Gross			
Taxable			
Tax			
Net Pay			
Superannuation			
Hlth Sup D/Ben Supplemnt			
Hlth Super			
Leave Balances		HOURS	Bank Information
Sick Leave with Cert-ENTITLEMENT			BSB:
Annual Leave-TOTAL			Account:
Accrued Day Off-TOTAL			Account Name:
Messages			

Official Copy of Southern Health Payslip
ABN

Payslip template. To print payslip, please click on the printer icon  on the top left corner of payslip.

Assistance with ESS

For help with your Username or Password contact our helpdesk on ess@southernhealth.org.au

For any questions regarding pay or leave data, please contact our Payroll Enquiries on 9265 2700 or alternatively our Customer Service Co-ordinator Lorraine Devlin on 9265 2788

We hope that you will find Southern Health Employee Self Service – ESS useful and convenient.