Foreword

StaffLink Employee Self Service (ESS) can be used at work or remotely to access personal, employment and payroll information. This User Guide contains information to assist Health Employees to access and navigate the system.

*Please note: Images in this training guide may vary from your live system, as visibility and functionality depend on your user permissions.*
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</tr>
</tbody>
</table>
Log into StaffLink

1. Enter StaffLink User Name (Assignment Number)
2. Click Continue

3. Check Image and Phrase
4. Enter Password
5. Click Enter
StaffLink Functions

Setting View Preference

The StaffLink Home Page can be set up with different ‘looks’ or ‘views’, depending on your preference.

The default view is called ‘Framework Simplified’ and displays icons. The view can be changed to the ‘Framework Tree’ view that shows a list of options in ESS.

While the overall processes are the same, relevant screenshots for the default and tree views will be incorporated into this guide for each step.

Framework Simplified View
Framework Tree View

Change Homepage View

1. Click Settings
2. Click Preferences
3. Scroll to Visual – Home Page Style drop down
4. Select Framework Tree
5. Click Apply
6. Click Home
Personalise StaffLink Menu

**Default View:**

![Employee Self Service (ESS) User Guide](image)

**Framework Tree View:**

![Employee Self Service (ESS) User Guide](image)

Searching in StaffLink

![Employee Self Service (ESS) User Guide](image)

Blank fields, the Go button and the magnifying glass can be used to search. If you wish to conduct a search using incomplete details, use the percentage % symbol as a wildcard.

<table>
<thead>
<tr>
<th>Search</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>Returns all available Records</td>
</tr>
<tr>
<td>%smi%</td>
<td>Returns all records with the information between the percent signs. Eg. anything containing ‘smi’</td>
</tr>
</tbody>
</table>
### Employee Self Service (ESS) User Guide

<table>
<thead>
<tr>
<th>Smi%</th>
<th>Returns all records <strong>beginning</strong> with the information <strong>before</strong> the percent sign. Eg. anything <strong>beginning with ‘smi’</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith%Joh%</td>
<td>Returns all records <strong>beginning</strong> with the information <strong>before and after</strong> the percentage sign. Eg. anything <strong>beginning</strong> with ‘smi’ &amp; <strong>containing ‘joh’</strong></td>
</tr>
</tbody>
</table>

**Calendar**

The calendar 📅 icon is used to select dates in StaffLink

1. Click Calendar Icon

2. Use Arrows or Month and Year drop down to change dates
3. Click the relevant date on the calendar

4. The date selected will populate
View Employee Self Service Functions

1. Click NSWH Employee Self Service

**Default View:**

**Framework Tree View:**

2. Select the relevant option and move to the corresponding section of this guide for further instruction
View eSigned Documents

If you were employed through the Human Capital Management (HCM) recruitment system, your Letter of Offer and Job Demands list can be accessed through ESS.

Personal Details

This screen allows you to view and update your personal details such as address, phone numbers and emergency contacts.

Main Address

1. Click Personal Details
2. Click Update
3. Select the relevant Change option
4. Click Next
5. Click the Calendar Icon and select Effective date
6. Enter Address into required fields marked with (*)
7. Click Next

8. Review changes by looking at the Current and Proposed

9. Click Back if you need to edit
10. Click Submit to proceed with the change

Phone Numbers

1. Click Personal Details
2. Click Update

3. Enter the Phone Number
4. Click the Bin to Delete a Phone Number
5. Click Add Another Row to Add an Additional Phone Number
6. Click Next
7. Review changes by looking at the Current and Proposed

8. Click Back if you need to edit

9. Click Submit to proceed with the change

---

**Emergency Contacts**

1. Click Personal Details

2. Click Update, Remove or Add

3. Enter Personal Information required into the fields marked with (*)

4. Click Next

5. Review changes by looking at the Current and Proposed

6. Click Back if you need to edit
7. Click Submit to proceed with the change

Next of Kin

1. Click Personal Details
2. Click Update, Remove or Add

Next of Kin

Note: People you enter here become dependants or beneficiaries only after you complete Benefits Enrollment.

3. Enter Personal Information into required fields marked with (*)
4. Click Next
5. Review changes by looking at the Current and Proposed

6. Click Back if you need to edit
7. Click Submit to proceed with the change
Employment Information

This screen allows you to view your Employment and Absence history with Health NSW based on your assignment number.

**Employment**

The following section displays the summary as of today's date.

**Absence**

The following section displays the summary as of today's date.
Bank Details

This screen allows you to view, add or update and delete bank account/s for payment purposes.

Update

1. Click Update
2. Update required fields marked with (*)

3. Click Apply
4. Click Continue
5. Review changes by looking at the Current and Proposed

6. Click Back if you need to edit
7. Click Submit to proceed with the change
Add Deposit

1. Click Add Deposit Payment
2. Select Amount Type

3. Enter Amount
4. Add BSB, Account Number and Name
5. Click Apply

6. Click Continue
7. Review changes by looking at the Current and Proposed
8. Click Back if you need to edit
9. Click Submit to proceed with the change

**Payslip Delivery Preferences**

This screen allows you to update how you receive your Payslip.

1. Click Update

2. Enter Override Email Address
3. Click Apply

4. Click Next
Leave Accrual

This screen allows you to view your current leave entitlements and prorata balances; as well as project future leave entitlements.

Long Service Leave: If you have submitted LSL for a date in the future, the leave will not have been deducted from your entitlement yet.

View Leave – Entitlements and Prorata

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Entitlement</th>
<th>Prorata</th>
<th>Unit of Measure</th>
<th>Amalgamated Assignment Balance</th>
<th>Related Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA. ADO in Days</td>
<td>0</td>
<td>-1</td>
<td>Days</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. ADO in Hours</td>
<td>0</td>
<td>0</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. Annual Leave</td>
<td>0</td>
<td>0</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. Annual Leave No Loading</td>
<td>0</td>
<td>0</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. E/DU Leave</td>
<td>0</td>
<td>0</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. PACS Leave</td>
<td>0</td>
<td>-10</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. SL. Duration AWD</td>
<td>40</td>
<td>0</td>
<td>Days</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. LS. FTE AWD</td>
<td>30</td>
<td>0</td>
<td>Days</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. Public Holiday Credit</td>
<td>0</td>
<td>0</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. Public Holiday Leave</td>
<td>0</td>
<td>0</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>LA. Sick Leave in Hours</td>
<td>155.458</td>
<td>0</td>
<td>Hours</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

Tip: Future leave bookings will not be reduced from the projected leave if the projected date is not inclusive of the future booked leave.

*Tip: All leave types are displayed, your entitlement will be based on your award.

*Tip: Amalgamated balances for leave accruals are only available to certain awards/conditions where the employee works on multiple assignments in the same award and same LHC.

Click here for the Long Service Leave Factsheet.
**Projecting Leave**

You can project leave balances by entering a future date.

1. Select Date by Clicking on Calendar (See Page 8)
2. Click Go

**Payslip**

This screen allows you to view and print Payslips from the list available.
Online Pay Transactions

Online Pay Transactions displays hours paid and allowances paid per shift.

Suspended Actions

Suspended Actions is where changes you have not yet submitted are saved for completion and submission at a later time.
Worklist

Worklist is a list of notifications sent to you from StaffLink that require actioning or are for your information.

Leave Election

This screen allows you to select either payment or additional accrued leave (money or time) for working public holidays or Sundays, and to cash-out additional leave entitlements.

1. Select Assignment
2. Click Next
3. Select Leave Election
4. Click Next
5. Select Start Date on the Calendar
6. Click Next

7. Select Time or Money on Public Holiday Credit Election and Extra Leave Election

8. Click Next
10. Click Back if you need to make edits.  
11. Click Submit to proceed.

**Cash Out Request**

1. Select Assignment  
2. Click Next

3. Select Cash Out Request  
4. Click Next
5. Select Start Date on the Calendar
6. Click Next

7. Select Time or Money on Public Holiday Credit Election and Extra Leave Election

8. Click Next
9. Review changes by looking at the Current and Proposed
10. Click Back if you need to make edits
11. Click Submit to proceed

**Separation eForm**

Use a Separation eForm to request, amend or withdraw/reverse a separation.

1. Select Assignment
2. Click Next

3. Select Separation Option
4. Click Next
5. Select relevant options for fields marked with (*)
6. Separation Date
7. Separation Reason
8. Working VISA Status
9. Leaving for another Health Service or Agency
10. Address

Note: Complete other fields as required by Local Health District Process

11. Click Next

12. Review changes by looking at the proposed Separation Form

13. Click Back if you need to make edits
14. Add Attachments if required
15. Click Submit to proceed
**Employee Self Service (ESS) User Guide**

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### Separation: Review

**Request for Separation**

**Current Assignment Details**

- **Employee Name**
- **Assignment Number**
- **Position**: Health Mgr Lvl 1_204301
- **Grade**: Health Mgr Lvl 1_Health Managers_Health Employees

**Separation Details**

- **Employee Name**
- **Employee Number**
- **Assignment Number**
- **Separation Date**: 02-Sep-2018
- **Separation Reason**: Resignation
- **Does employee hold a working VISA?**: Yes
- **Taking up Service in another HS or Agency**: Yes
- **Select Appropriate Name**: NSW Health Service - Hunter New England Local Health District
- **Expected Start Date**: 03-Sep-2018
- **Comments**
- **Annual Leave**: 0
- **Long Service Leave**: 0
- **Do you wish to be in the secondary workforce?**: No
- **Remain as Casual?**: No

**Correspondence Address**

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address Line 1</strong></td>
<td>123 Health Road</td>
</tr>
<tr>
<td><strong>Address Line 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address Line 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Health City</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>NSW</td>
</tr>
<tr>
<td><strong>Postal Code</strong></td>
<td>2000</td>
</tr>
</tbody>
</table>

### Additional Information

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to the action.

**Approvers**

<table>
<thead>
<tr>
<th>Details Line No</th>
<th>Approver</th>
<th>Approver Type</th>
<th>Order No</th>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HR People</td>
<td>1</td>
<td>Approver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NSWH HSS LHD Approver - HealthShare</td>
<td>FND Responsibilities</td>
<td>2</td>
<td>Approver</td>
<td></td>
</tr>
</tbody>
</table>

**Add Adhoc Approver**

- **Approver Type**: HR People
- **Category**: Approver

**Comments to Approver**
Performance Review

This screen allows you to view when your last Performance Review was completed and when the next is due.

<table>
<thead>
<tr>
<th>Status</th>
<th>Last Performance Review Date</th>
<th>Next Performance Review Date</th>
<th>Performance Plan Developed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22-Feb-2017</td>
<td>22-Feb-2018</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Opt Out of Leave Apportioning**

Staff who have multiple assignments covered by Nurses and Midwives Association, Health Services Union (HSU) and the Australian Salaried Medical Officers Federation (ASMOF) at the same LHD can share leave balances across assignments. You can also elect for apportioning not to occur.

1. Click Add

2. Select Yes or No from drop down

3. Click Apply

4. Click Next
5. Review Selection
6. Click Submit to proceed

**Opt Out of Leave Apportioning: Review**

Review your changes.

<table>
<thead>
<tr>
<th>Status</th>
<th>Option of Leave Apportioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

---

**Update**

1. Click Update

**Opt Out of Leave Apportioning: Extra Information**

Select Object: [Delete] [Update] [Add] [Remove]

<table>
<thead>
<tr>
<th>Status</th>
<th>Option of Leave Apportioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

*Leave Apportioning will happen automatically for employees under awards covered by Nurses and Midwives Association (NMA), Health Services Union (HSU) and Australian Salaries/Medical Officers Federation (ASMOF) except for exclusions when they start a new assignment. The assignment must also be in the same conditions of employment. The assignment will be in a different LHD from any existing assignments. If you do NOT want the leave apportioning to happen, please select “No” in the Opt-Out of Leave Apportioning. This option will remain in effect until a further change is made. Note this flag is only used for future new assignments - it does not work retrospectively. If you have already had leave apportioned and would like to reverse this process, please contact the Services Centre.*

2. Select Yes or No from drop down
3. Click Apply

**Opt Out of Leave Apportioning**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

<table>
<thead>
<tr>
<th>Option of Leave Apportioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

4. Click Next
5. Review Selection
6. Click Submit to proceed

**Opt Out of Leave Apportioning: Review**

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Addition Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

---

**Tax Declaration**

This screen allows you to update your Tax Declaration.

1. Click the down arrow and select either Yes or No
2. Answer Yes/No to each question
3. Click Submit

---

Note: The ‘Working Holiday’ question now appears on the Tax Declaration form when completing the form. It is the responsibility of the candidate or employee to advise HealthShare that they are on a Working Holiday, either 417 or 462 subclasses. The election can be updated at any time.
Other Personal Information

Default View:

Framework Tree View:

Licence Information

This screen allows you to view details of the licences required for your job such as type, number and expiry date.
Professional Registration

This screen allows you to view your Australian Health Practitioner Regulation Agency (AHPRA) registration, if applicable for your role. This is automatically updated from AHPRA.

Equal Employment Opportunity

This screen allows you to add, update and delete EEO details such as Aboriginal, Torres Strait Islander, racial, ethnic, and religious status, and language first spoken.

1. Click Add

2. Search for Responses (See Page 7)
3. Complete:
   - Aboriginal person or Torres Strait Islander
   - First Language as a child
   - Racial ethnic or ethno-religious group
4. Click Apply
5. Click Next

Equal Employment Opportunity: Special Information

Please ensure only one record exists, if there is an existing record, click Update, if you add another record you will receive an error when submitting the form.

Are you an Aboriginal person or a Torres Strait Islander? What language did you first speak as a child? Are you from a racial ethnic or ethno-religious group? Start Date End Date Status

Aboriginal Yes 10-Jan-2011

English

No

85-Aug-2010

New

6. Review Proposed changes

7. Click Submit to proceed

Equal Employment Opportunity: Review

Review your changes.

Special Information Types

Equal Employment Opportunity

Proposed

Are you an Aboriginal person or a Torres Strait Islander? Aboriginal

What language did you first speak as a child? English

Are you from a racial ethnic or ethno-religious group? N

Start Date 06-Aug-2010

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

Update

1. Click Update

Equal Employment Opportunity: Special Information

Please ensure only one record exists, if there is an existing record, click Update, if you add another record you will receive an error when submitting the form.

Are you an Aboriginal person or a Torres Strait Islander? What language did you first speak as a child? Are you from a racial ethnic or ethno-religious group? Start Date End Date Status

Aboriginal Yes 10-Jan-2011

English

No

85-Aug-2010

New

2. Search for Responses using the Look up Value Tool (See Page 7)

3. Complete

- Aboriginal person or Torres Strait Islander
- First Language as a child
- Racial ethnic or ethno-religious group
4. Click Apply

Equal Employment Opportunity

Are you an Aboriginal person or a Torres Strait Islander? Aboriginal: 
What language did you first speak as a child? English: 
Are you from a racial ethnic or ethno-religious group? No: 
Start Date 10-Jan-2011
End Date

5. Click Next

Equal Employment Opportunity: Special Information

Please ensure only one record exists, if there is an existing record, click Update, if you add another record you will receive an error when submitting the form.

Equal Employment Opportunity

Select Object: Delete Update Add

Equal Employment Opportunity

Are you an Aboriginal person or a Torres Strait Islander? What language did you first speak as a child? Are you from a racial ethnic or ethno-religious group? Start Date End Date Status

6. Review changes by looking at the Current and Proposed
7. Click Submit to proceed

Equal Employment Opportunity: Review

Review your changes:
Special Information Types

Equal Employment Opportunity

Current Proposed
Are you an Aboriginal person or a Torres Strait Islander? Aboriginal
What language did you first speak as a child? English
Are you from a racial ethnic or ethno-religious group? No
Start Date 10-Jan-2011 End Date 10-Jan-2011

Addition Information
Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to the action.

Delete

1. Click Delete
2. Click Next

Equal Employment Opportunity: Special Information

Please ensure only one record exists, if there is an existing record, click Update, if you add another record you will receive an error when submitting the form.

Equal Employment Opportunity

Select Object: Delete Update Add

Equal Employment Opportunity

Are you an Aboriginal person or a Torres Strait Islander? What language did you first speak as a child? Are you from a racial ethnic or ethno-religious group? Start Date End Date Status

10-Jan-2011
3. Click Submit to proceed

**Person Screening Check**

This screen allows you to view your employment screening statuses such as Working with Children, Aged Care Check, and National Police Check. Your Workforce unit can update these if required.
Payment Summary

This screen allows you to view and print your current and past Payment Summaries.

**Default View:**

1. Click AU View Payment Summary
2. Check Financial Year from drop down
3. Search using the Look Up Value Tool (See Page 7)
4. Click Go

**Framework Tree View:**

1. Click AU View Payment Summary
2. Check Financial Year from drop down
3. Search using the Look Up Value Tool (See Page 7)
4. Click Go

**Self Printed Payment Summary**

* Indicates required field

* Year 2016/2017

Please select a prior financial year for your Payment summary

* Selected Payment Summary - 2 - HealthShare NSW

Please add the Assignment Number for the Payment summary you require

Note: Some employees may need to print out several payment summaries if they have multiple assignments
Superannuation

This screen allows you to view your pay and job history relating to superannuation. It also provides several useful tips.

**Default View:**

**Framework Tree View:**

![Framework Tree View](image)

**View Payment History**

1. Click View History
2. Click on Tabs to view payments:
- Base Pay
- Overtime Pay
- Commissions
- Bonus
- Stock Options
- Other Compensation
- Job

---

**Employee Name:** [Redacted]

**Organization Unit Address:** [Redacted]

**Manager:** [Redacted]

**Employee Number:** [Redacted]

**Department:** HealthShare NSW Statewide Training

**Job:** 500411 Human Resource Clerk

---

### History

**Effective Date:** 06 Aug 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Starting Salary</th>
<th>Change Amount</th>
<th>Change %</th>
<th>New Salary</th>
<th>Frequency</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-Jul-2017</td>
<td>73854.43</td>
<td>1973.81</td>
<td>2.5</td>
<td>85928.24</td>
<td>Annual</td>
<td>AUD</td>
</tr>
<tr>
<td>27-Feb-2017</td>
<td>77028.7</td>
<td>1925.72</td>
<td>2.5</td>
<td>87954.42</td>
<td>Annual</td>
<td>AUD</td>
</tr>
<tr>
<td>04-Jul-2016</td>
<td>81878.7</td>
<td>1145.84</td>
<td>1.45</td>
<td>93324.63</td>
<td>Annual</td>
<td>AUD</td>
</tr>
<tr>
<td>06-Jul-2016</td>
<td>93400.17</td>
<td>1844.19</td>
<td>2.5</td>
<td>95244.36</td>
<td>Annual</td>
<td>AUD</td>
</tr>
<tr>
<td>07-Jul-2016</td>
<td>94305.00</td>
<td>1499.17</td>
<td>1.67</td>
<td>95804.17</td>
<td>Annual</td>
<td>AUD</td>
</tr>
</tbody>
</table>

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Return to Individual Compensation Distribution: Overview