Quick List for MyHR Self Service

Logging in to ESS
- Log in using a web browser via: [https://my.unisa.edu.au/staff/myHR](https://my.unisa.edu.au/staff/myHR) (Mozilla Firefox and Internet Explorer are fully supported).
- If you are prompted for a password, use your standard university network username and password.

Personal Details
To update personal details
- Click on ‘Personal Details’ icon
- Click on each tab to view relevant details. Change details and select update

Leave Details
To view leave bookings, create new bookings and view balances
- Click on the ‘Leave Details’ button on the home page
- The leave details page will list leave balances, current bookings, leave requests and leave history details.
- To create a new leave request select the ‘New Request’ icon
- Enter type of leave, start date, end date, number of days, and reason for leave if applicable

Leave Balance
- Click on the ‘Leave Balance’ link to view your current leave balance and to calculate a future balance.
- On entry to the page, the leave balances displayed are as at today. Using the Search Filter, you are able to change the date (must be in the future) and the balances will then be calculated for the date selected.

Payslip
- Click on the ‘View Payslip’ button to view pay information. A printable payslip for the last pay date is returned.
- A previous 10 payslips may be viewed and printed via the payslips search tree located on the right.

Payments
- Click the request icon and select the ‘Payment’ button to view and change the accounts nominated for pay disbursements each pay period. You may request to change account information, insert a new account, delete an account (unless there is only one account).
- To begin making changes, select “Change Instructions”. When changes are complete select “Submit Request”. Payroll services will process the changes and an email will confirm their acceptance. Please be aware of the standard payroll cut off dates that apply to ensure your bank changes are processed when required.
- Quick menu items to change personal details, view and apply for leave, and view payslip.
- Item to request leave or change bank account details.
- Menu items to view and apply for leave, estimate future leave balance and view and print previous 10 payslips.
- Help menu that includes links to online multimedia demonstrations, feedback, and documentation.
- Actions to Do that require support/approval by supervisor/managers
- Location to track pending requests