

Staff Connect Self Service User Guide Separation Online Form

Date Last Updated	<i>October 2018</i>
Document Version	<i>1.0</i>

Contents

1.	THE SEPARATION FORM	3
	Common Information.....	3
	Raise the Form Supervisors	4
	Raise the Form Employees.....	4
	Completing the Form.....	6
	Process the Form.....	6
	Form Sign Off.....	7
	Form Executive Sign Off.....	8
2.	TRACKING PARTIALLY AND COMPLETED FORMS	9
	Ensuring the form is saved at each step	9
	Retuning to a Saved form	9
	Checking the Progress of Forms (Workflow)	10
	Supervisors Raising a Form on Behalf of their Staff.....	11

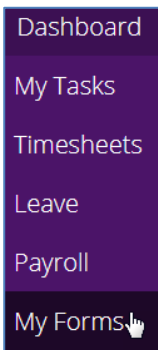
1. THE SEPARATION FORM

Common Information

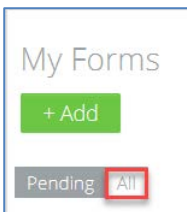
For information regarding separation, including period of notice, please refer to the [Notice of Resignation or Retirement policy](#).

On completion of this form an email will notify you, your supervisor of your separation from ACU. Following the submission and approval the information also flows to Human Resources for processing your final and termination pay.

In Staff Connect The **My Forms** page displays all pending Forms that you can commence.



To switch the view between **Pending** and **All** Forms (including completed forms or forms that are in transit), click between the **Pending** and **All** tabs.

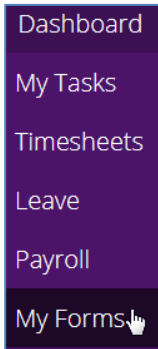


Raise the Form Supervisors

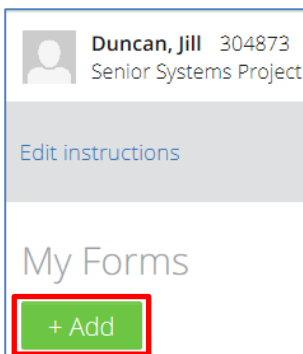
Supervisors raising a form on behalf of a staff member should read this section titled '[Supervisors Raising a Form on Behalf of their Staff](#)' first.

Raise the Form Employees

To open the Employee Separation (SEP.1) form click on **Dashboard > My Forms**

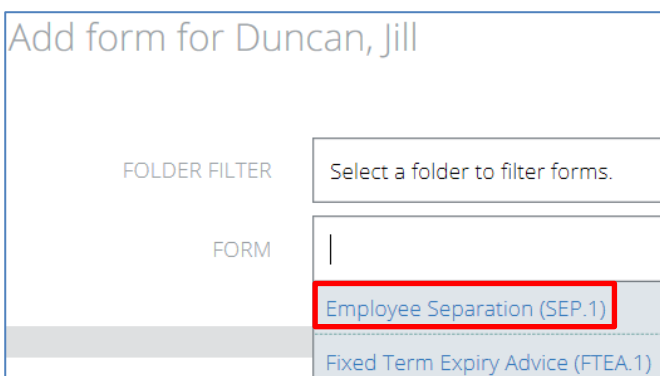


Click the **Add** button.



In the **Add form** screen:

- 1) click the form search button and
- 2) select the **Employee Separation (SEP.1)** form and click the **Next** button.



The Form Details are now displayed

- 1) Please read all page **INSTRUCTIONS** before commencing the form.
- 2) You can cancel a form at any time by using the **Cancel** button.
- 3) You can print the current page at any time by using the **Print** button.

Form [Summary](#)

[Cancel](#) [Print](#)

Form Details - Employee Separation (Duncan, Jill 304873)

i This Form is with you for completion.

INSTRUCTIONS

This form notifies your supervisor and Human Resources of your separation from ACU. Following submission and approval the information flows to the payroll team for processing your final and termination pay.

For further details please refer to the [Employee Separation User Guide](#).

For any questions or queries relating to this form it is recommended that you contact your supervisor or alternatively HR on Ext **4222** or hr@acu.edu.au.

STAFF MEMBERS DETAILS

Employee Details


EMPLOYEE	POSITION	CLASSIFICATION	LOCATION	ORGANISATIONAL UNIT	COMMENCEMENT DATE
Duncan, Jill (304873)	Senior Administrative Officer (10600327)	HEW 9 Increment 3 (HEW93)	North Sydney (5)	Workforce Sys Processes (116)	25/05/2016

Note: that at any time the form can be saved by clicking the **Save** button and returned to at a later time for finalisation. Clicking the **Next** or **Previous** buttons also automatically saves the form. To return to a saved form at a later time or to track where a form is up to in its workflow please read section [2\) Tracking Partially and Completed Forms](#).

Completing the Form

1. If a contract expiry date is in place it will be displayed and cannot be changed.
2. Select the **Separation Date**. If you plan on taking leave (subject to the approval of your Supervisor) as part of your notice period, the separation date will be the last day of the paid leave. This leave must be applied for through Staff Connect as normal.
3. Select the **Reason** for the separation, either **Resignation** or **Retirement**.
4. Add any comments relating to the resignation or retirement. Note this is a mandatory field, so please enter N/A if you do not have any comments.
5. In **Document** section attach your resignation letter.


Contract Expiry Date

RESPONSE 25 Nov 2018 


SEPARATION DETAILS

Separation Date

If you plan on taking leave (subject to the approval of your supervisor) as part of your notice period, the separation date will be the last day of your paid leave. You must apply for this leave through Staff connect as normal.

RESPONSE 26 Oct 2018 

Reason

RESPONSE Resignation 

Comments




Write any comments relating to your resignation and/or attach your resignation letter .

Enter "N/A" in the comments area if your resignation letter is sufficient.

RESPONSE My resignation

Document

Attach your resignation letter here.

ATTACHMENT  My Resignation.docx  

Process the Form

Select the **Submit** check box and click **Save**.

PROCESS

Submit

SUBMIT

The **Submit** button can now be clicked for the next step in the workflow. A custom message can be added to the submission.

Employee Separation

i This Form will be sent to the recipient

DETAILS Form: Employee Separation
For: Duncan, Jill (Employee No 304873, Senior Systems Project & Change Lea, Workforce Sys Processes Unit, North Sydney)

SEND TO Karen Simpson (kysimpson)

MESSAGE My resignation

Submit

Form Sign Off

The form recipient will receive a new form in their **My Tasks > Forms**. The body of the form can be clicked to see the form detail.

Forms

Latest (2) Archived (7)

Jill Duncan
For: Duncan, Jill (304873) - Senior Systems Project & Change Lea, Workforce Sys Processes Unit, North Sydney
Employee Separation
hours ago

After reviewing the details of the form the sign-off manager can either check **Finalise** and **Save** at the bottom of the form or the **Return** button at the top of the page if they require a change or more detail.

Approve

APPROVE

Finalise Save

The form can now be finalised by clicking the **Finalise** button at the bottom of the page. At any time the form can be saved by clicking the **Save** button and returned to at a later time for finalisation.

Finalise Save

The final authorising recipient will now be displayed. A message can be added. Click the **Submit** button.

i This Form will be sent to the recipient

DETAILS Form: Employee Separation
For: Duncan, Jill (Employee No 304873, Senior Systems Project & Change Lea, Workforce Sys Processes Unit, North Sydney)

SEND TO Diana Chegwidden (dichegwidden)

MESSAGE Resignation for Jill Duncan

Submit

Form Executive Sign Off

The Separation form requires Executive sign off as defined in the Delegation of Authority Policy and Register. However if a separation form has been raised at that level it will progress to the next line of authority in the delegation.

The form recipient will receive a **Mail** notification on their **My Task** page under their **Dashboard**. A new form will also be present in **My Tasks > Forms**. The body of the form can be clicked to see the form detail.

2 Forms

Latest (2) Archived (8)

Karen Simpson
For: Duncan, Jill (304873) – Senior Systems Project & Change Lea, Workforce Sys Processes Unit, North Sydney
Employee Separation
just now

The form content should be checked.
The form can be **Returned** and a message sent back to the line manager if necessary.
Otherwise check the **Approve** checkbox and click the **Save** button.
The **Finalise** button then becomes available and can be clicked.

PROCESS

Approve

APPROVE

Save

Click the **Finalise** button.

PROCESS

Approve

APPROVE

Finalise Save

The approver will now be returned to their **Dashboard > My Tasks** page in Staff Connect.

The form is now received by HR for processing.

2. TRACKING PARTIALLY AND COMPLETED FORMS

Ensuring the form is saved at each step

At any time during form completion you can click the **Save** button. This will ensure that if the form is not complete at any given time it is saved for future editing. Clicking the **Next** or **Previous** buttons also takes a snapshot save of the form at that point in time. If a **Save** has been taken then the user can safely log out of Staff Connect and resume the form completion at a later time.

Retuning to a Saved form

Log into Staff Connect:

- 1) select the **Dashboard** menu
- 2) select **My Forms**
- 3) click on **Pending** (it is the default selected)
- 4) any form in progress is then available to be chosen

ACU AUSTRALIAN CATHOLIC UNIVERSITY

Dashboard Employee Talent Workforce Robert James

My Tasks Timesheets Leave Payroll My Forms My Performance Plans

James, Robert J 301898 Associate Director (Workforce Syste, Workforce Sys Processes Unit, North Sydne

Edit instructions

My Forms + Add

Robert James x Load forms

Pending All

SHOW 10 ENTRIES FILTER:

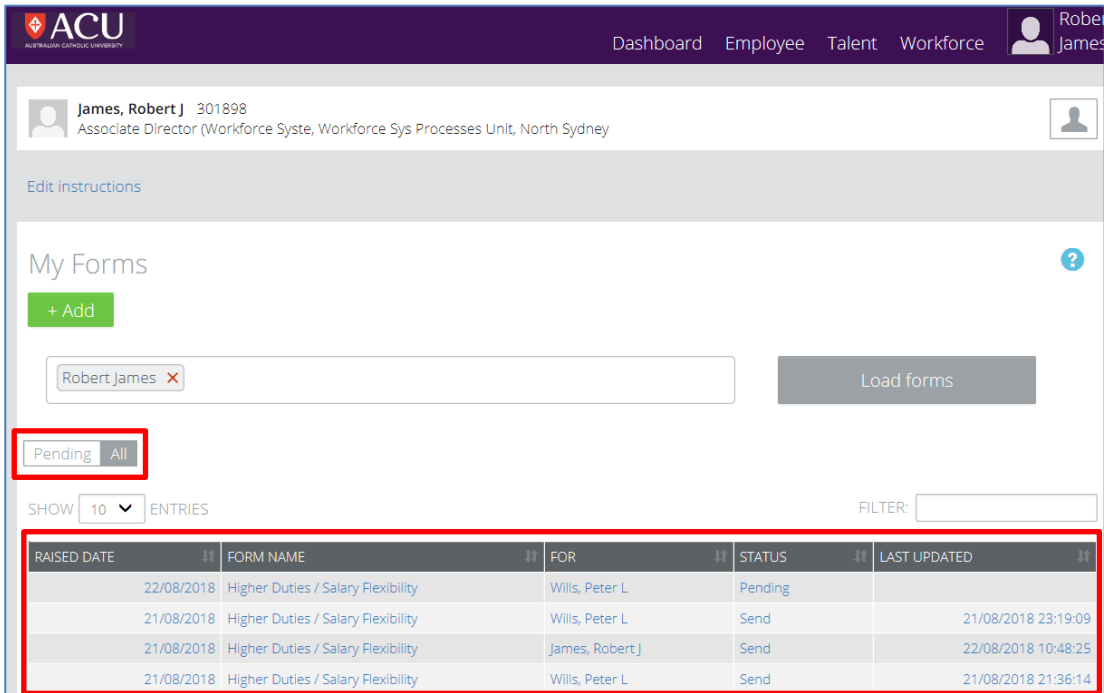
RAISED DATE	FORM NAME	FOR	STATUS	LAST UPDATED
22/08/2018	Higher Duties / Salary Flexibility	Wills, Peter L	Pending	

Showing 1 to 1 of 1 entries

Checking the Progress of Forms (Workflow)

As per the above screen shot select the:

- 1) **All** filter next to the **Pending** filter
- 2) Forms with a **Status** of **Pending** or **Send** will be displayed



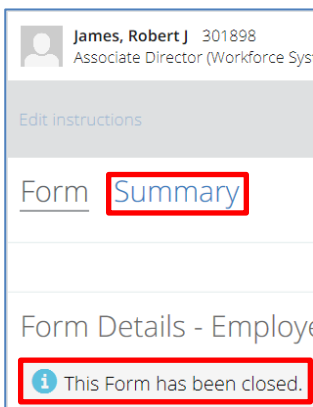
The screenshot shows the ACU Staff Connect Online Forms User Guide interface. The user is Robert James, an Associate Director. The 'My Forms' section is active, showing a list of forms. The 'Pending' filter is selected, and the table below displays the results.

RAISED DATE	FORM NAME	FOR	STATUS	LAST UPDATED
22/08/2018	Higher Duties / Salary Flexibility	Wills, Peter L	Pending	
21/08/2018	Higher Duties / Salary Flexibility	Wills, Peter L	Send	21/08/2018 23:19:09
21/08/2018	Higher Duties / Salary Flexibility	James, Robert J	Send	22/08/2018 10:48:25
21/08/2018	Higher Duties / Salary Flexibility	Wills, Peter L	Send	21/08/2018 21:36:14

To check the **STATUS** of a sent form, click on it.

The status of the form can then be checked by:

- 1) reading the information at the top of the form and
- 2) clicking on the **SUMMARY** link.



The screenshot shows the 'Form Summary' page for a form. The 'Summary' link is highlighted, and a message indicates the form has been closed.

Form **Summary**

Form Details - Employee

This Form has been closed.

The summary of the form provides a **Workflow Tracking** feature with date and time stamps.

Form **Summary**

Form Details

For: James, Robert, J
Raised Date: 18/07/2018
Last Action Date: 18/07/2018
Workflow Ruleset: SEP - SELF Separation C1

Workflow Tracking


ACTIONED DATE / TIME	USER	ACTION
18/07/2018 18:26:19	Diana Chegwidzen	Approve
18/07/2018 14:33:01	Robert James	Send
18/07/2018 14:31:10	Robert James	Initiate


Exit the **Summary** by clicking on the **Dashboard** and **My Forms** menu.

Supervisors Raising a Form on Behalf of their Staff

To select the staff member, log into Staff Connect.


In the same way that a paper based form has the name of the staff member written at the top, the electronic form requires the same process. The way to identify which staff member the form is for is to click on the **Staff Selector**.

 **Simpson, Karen** 306268
Associate Director (Workforce System, Workforce Sys Processes Unit, North Sydney)



In the **Change Employee** screen the staff member can be found by either scrolling through the listed names or typing the name into the search field at the top of the screen. If typing the name of the staff member, entering surname and then first name appears to provide the quickest search return. First name, surname also works. Click on the staff member's name that the form is being raised for.

Search field: jill du


Search result:  **Duncan, Jill** 304873
Senior Systems Project & Change Lea
Workforce Sys Processes Unit
North Sydney


The Staff Connect screen now displays:


- the manager name in the top right hand corner
- the selected staff member's name in the body of the screen and
- the **Employee Selector** icon has now changed colour to orange with an exclamation mark.

ACU AUSTRALIAN CATHOLIC UNIVERSITY

Dashboard Employee Talent Workforce

 **Karen Simpson**

 **Duncan, Jill** 304873
Senior Systems Project & Change Lea, Workforce Sys Processes Unit, North Sydney



The same instructions in the section titled '[Raise the Form Employees](#)' on page 3 can now be followed to complete the form on behalf of the employee.

Document ends. This page intentionally blank.