Employee’s Jumpstart Guide for enableHR

Information for employees

Contents

Welcome to enableHR

enableHR is cloud-based software designed to help businesses make HR simple.

Your company has selected enableHR because it will speed up and simplify a lot of routine HR administration, make record-keeping easier, empower you to drive your professional development and provide you with immediate access to important HR documents.

As an employee, you can access the Employee Self-Service (eSS) portal via any internet connected device using a web browser, where you will be able to:

- **View and update your personal details** – for example, your address and bank account – as well as access select documents stored against your HR file, such as your signed employment contract.
- **View and action HR tasks** – These tasks are assigned by management or HR, such as acknowledging policies and electronically signing documents.
- **View company policies**.
- **Set and track your personal and professional goals** to discuss and review with your managers.

The information in this guide will show you how to use the software and get the best out of it.

! WATCH THIS VIDEO: Welcome to the enableHR Self Service (Employee portal)

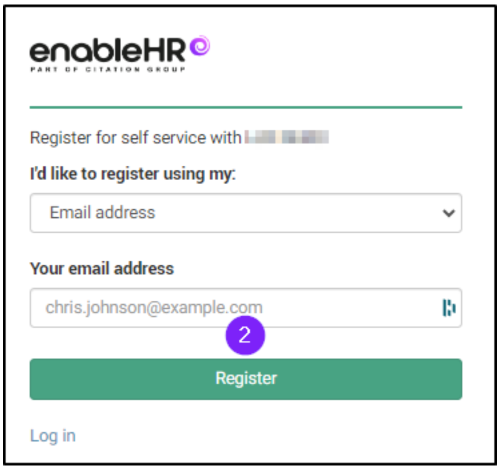
Logging into Employee Self Service (eSS)

How to register for eSS using the registration link

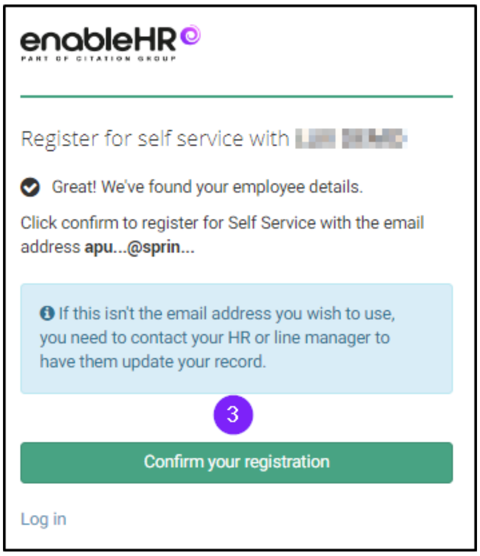
! Your HR / Management team should have sent you an email containing a registration link for you to register for your eSS account. The registration process is straightforward.

1. Click on the ***Registration Link*** in the email.

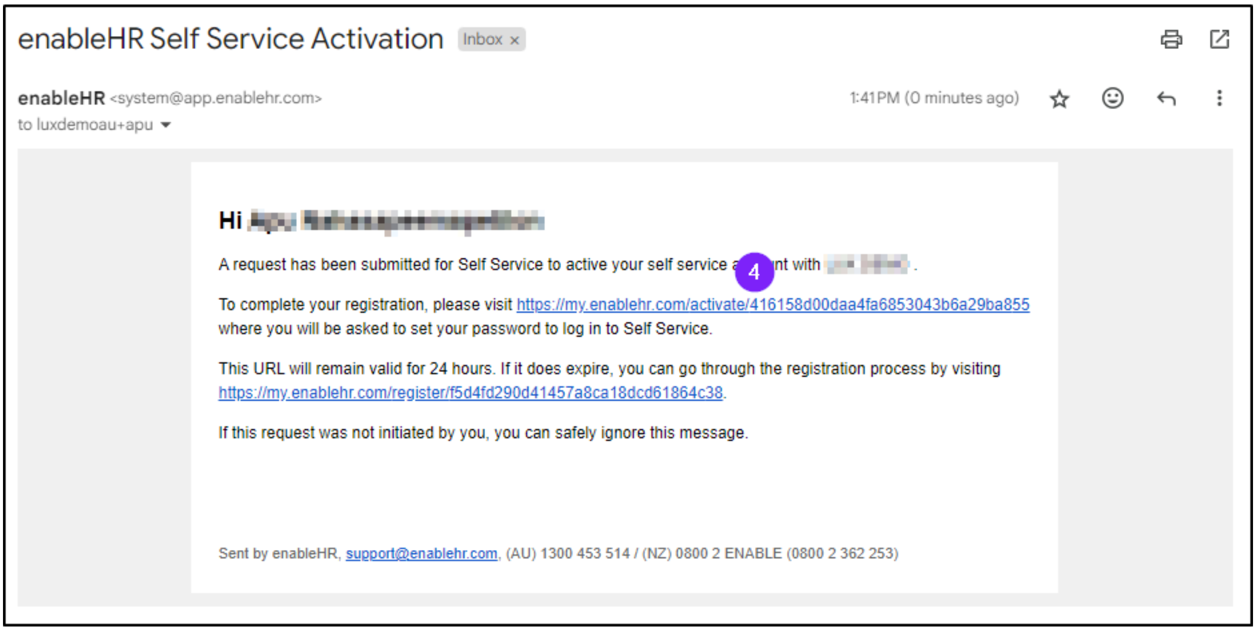
2. Register with your ***Email address***. Complete the field and then click ***Register***.



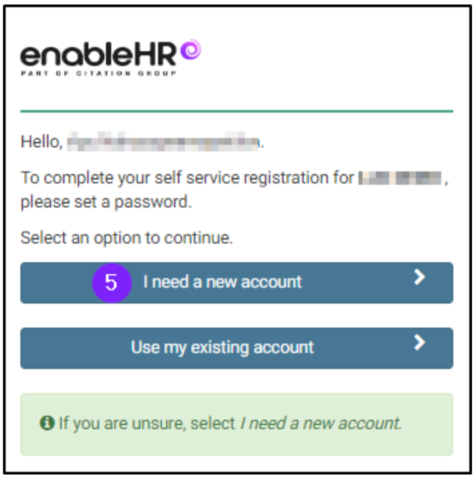
3. Click on ***Confirm your registration***.



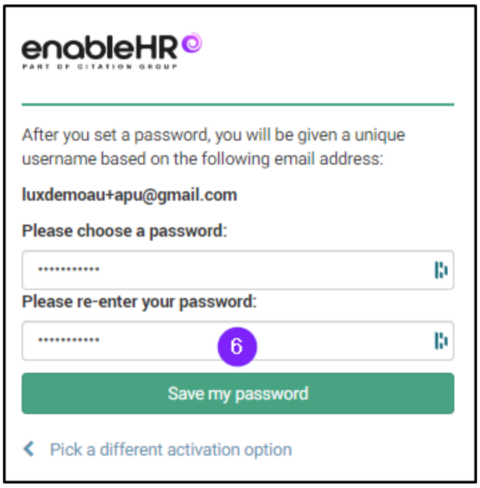
4. Go to your email inbox and click the ***Activation Link*** to complete the registration process.



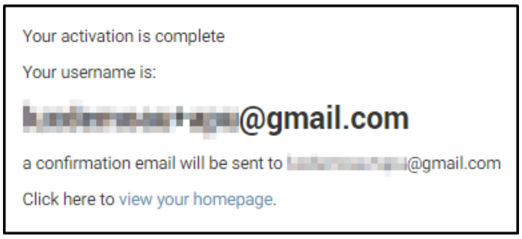
5. A new browser window will open. Click ***I need a new account***.



6. Enter your preferred password. Click ***Save my password***.



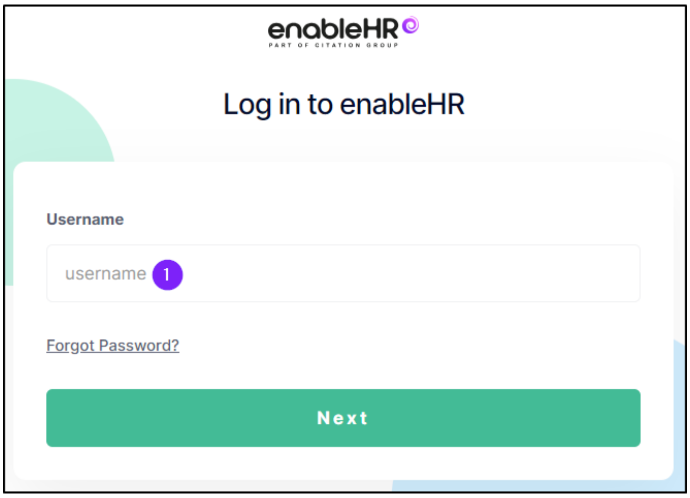
7. You have now successfully activated your eSS account.



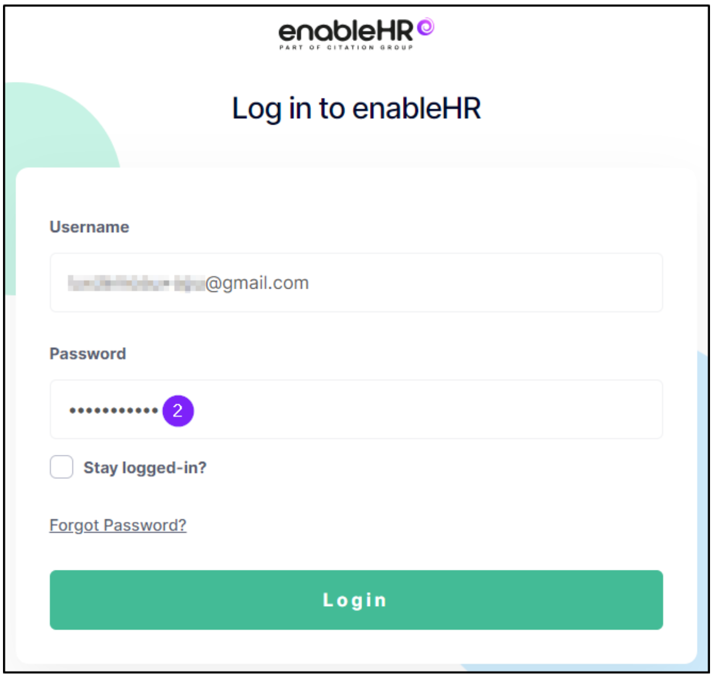
How to log into eSS

1. Go to login.enablehr.com/login

   Enter your ***Username*** and click ***Next***.



2. Type in your ***Password*** and click ***Login***.



TIP :

- Passwords are case sensitive.
- Make sure there are no spaces before the first character and after the last character of your username and password.

Need to reset your password? Go to login.enablehr.com/login and select 'Forgot Password?'

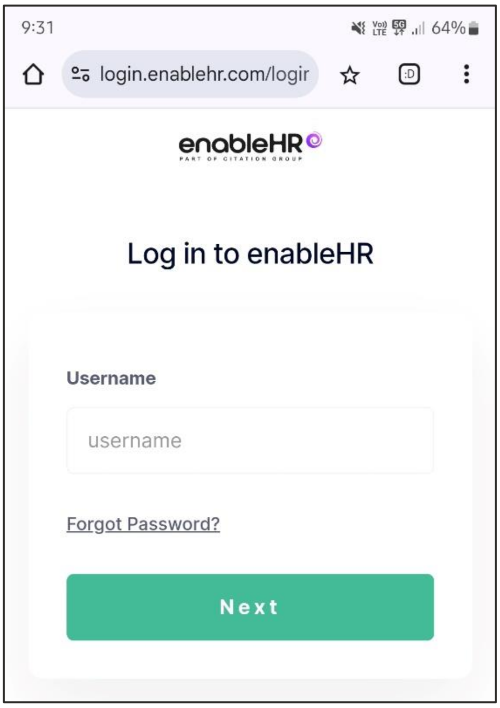
How to save eSS URL link to home screen of mobile/iPad

As an example, see the below steps to add the URL link to your home screen.

Please note, your phone may differ slightly from the steps below.

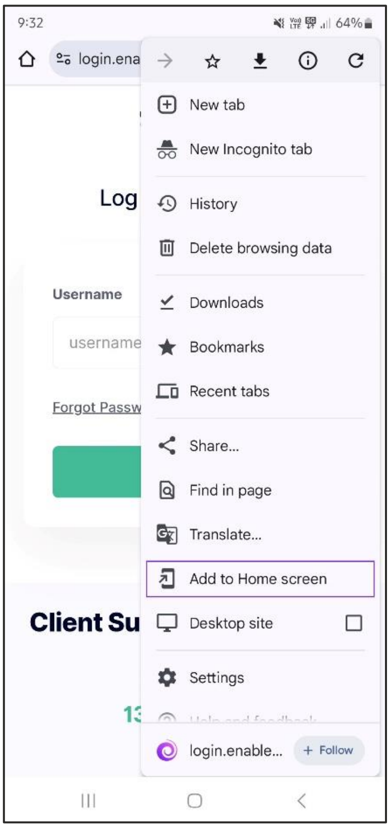
1. Open the ***Chrome*** app in your device.

   Enter the following URL address: *https://login.enablehr.com/login*

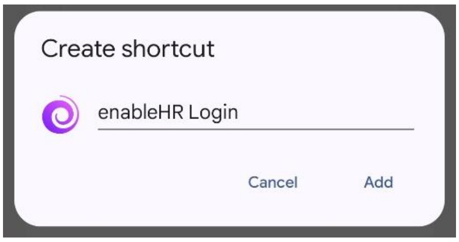


2. Once the page has loaded, tap the ***menu icon*** (3 dots in upper right-hand corner).

3. Select ***Add to Home Screen***.



4. Enter in a name for this shortcut (for example: *enableHR Login*) and click Add.



5. Go to the home screen on your device.

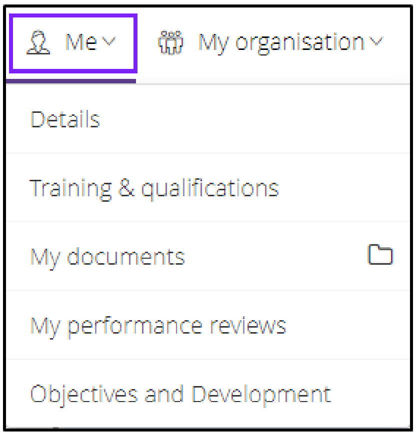
You should now see an enableHR icon. This provides you with shortcut access to your eSS account.

Exploring and navigating eSS

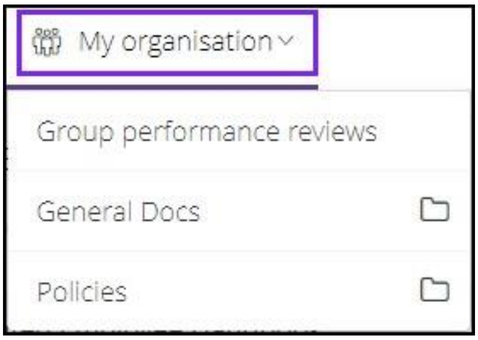
The ***Home*** button takes you to your ***Noticeboard***, which displays outstanding messages from HR and/or your Manager.

Your ***Inbox*** displays messages and tasks that require your attention and action. The number of items needing your attention is shown in the numbered red circle.

You can access key documents and update personal details under your ***Me*** file.

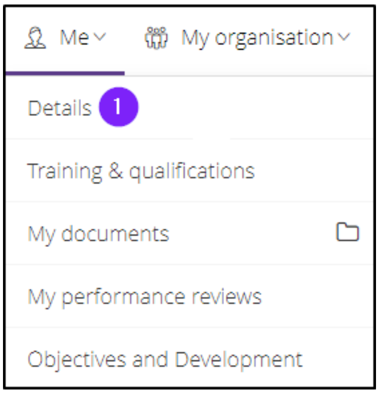


You can view your company's ***General Documents, Performance Reviews*** and ***Policies*** in the ***My Organisation*** folder.

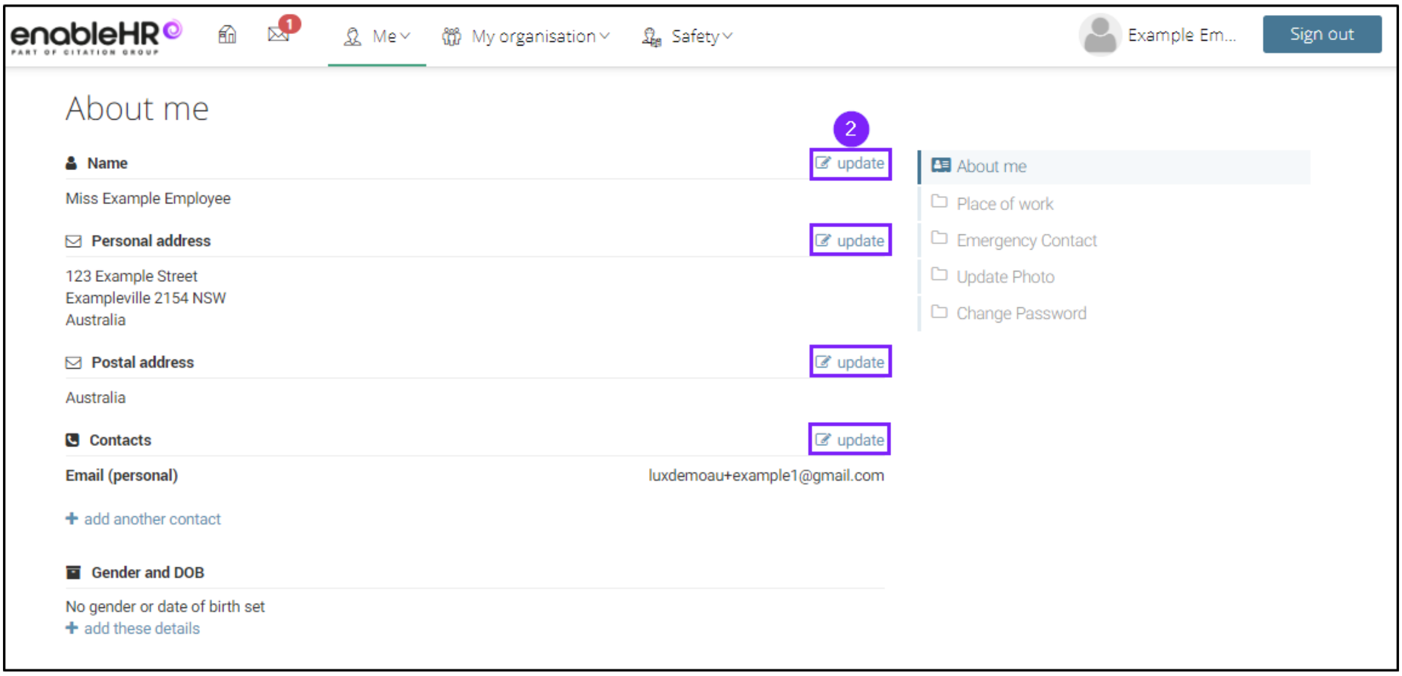


Update your personal details

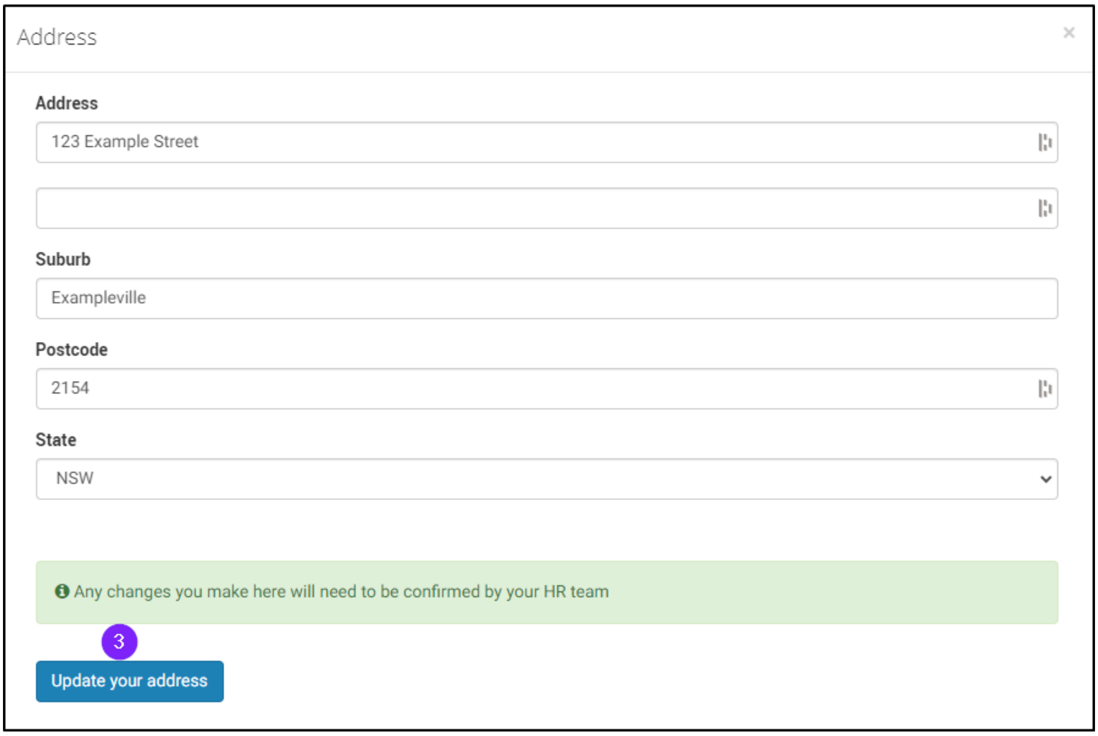
1. Go to ***Me*** and then select ***Details***.



2. Click on the ***Update*** button next to the details that you need to update.



3. Enter your changes and click on ***Update your details***.



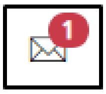
4. Your changes will be sent to your HR team and/or manager to be reviewed and approved (or rejected).

While your changes are being reviewed, your updated details will be clearly identified by the broken lines below them. You will get an email when your changes have been approved or rejected.

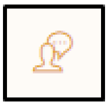
Tasks and messages in your inbox

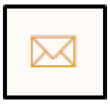
View and open messages and tasks

1. Go to the ***Inbox*** tab by clicking on the envelope icon.



2. There will be different types of items displayed in your inbox that will need to be read and acknowledged. These items are sent by your HR team and may be ***Tasks*** which are things you need to do or ***Messages*** with information to be read.



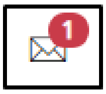


3. To open messages or tasks, click on the appropriate button in your Inbox. You can then action them accordingly, as per the instructions in the following sections.

4. All completed messages and tasks are stored in the ***Archived*** folder.

Acknowledge a message or document

1. Go to the Inbox tab by clicking on the envelope icon.

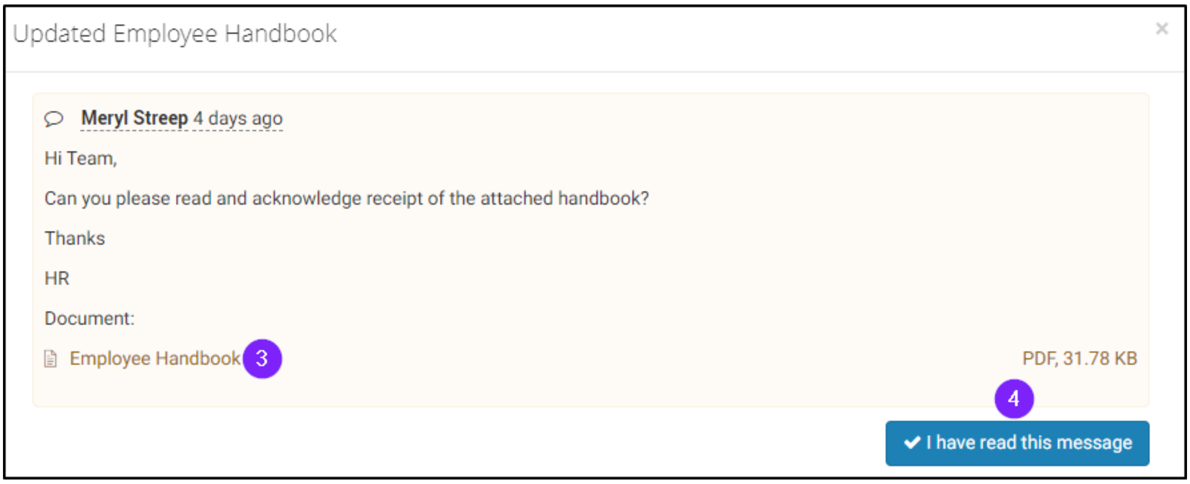


2. Open the relevant message or task.

3. You'll need to read the message.

   If a document is included in the message, you'll need to download the document by clicking on the link in the message.

4. Once you've read the message, click on ***I have read this message***. Your HR team and/or manager will have a record of the date and time you acknowledged the message or task.

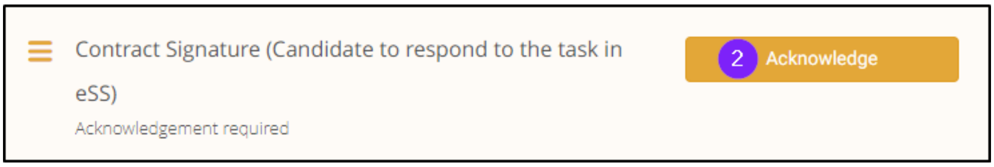


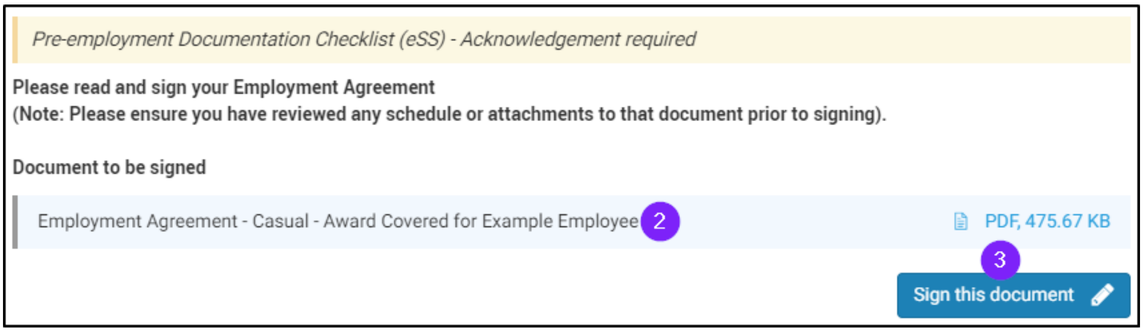
Electronically sign a document

WATCH THIS VIDEO: [Welcome to the enableHR Self Service (Employee portal)]

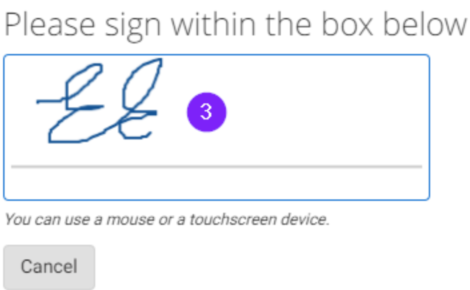
1. Go to the ***Inbox*** tab by clicking on the envelope icon. Open the relevant message or task.

2. You'll need to first read the message and then download the document included in the message. You can download the document by clicking on the link in the message.





3. Once you've read the document, you can electronically sign it by clicking on the ***Sign this document*** button. Hold down your left mouse button and sign your name inside the box. You may also be able to sign using your finger or a stylus (e.g. an Apple pencil) if you're on a touchscreen or tablet.

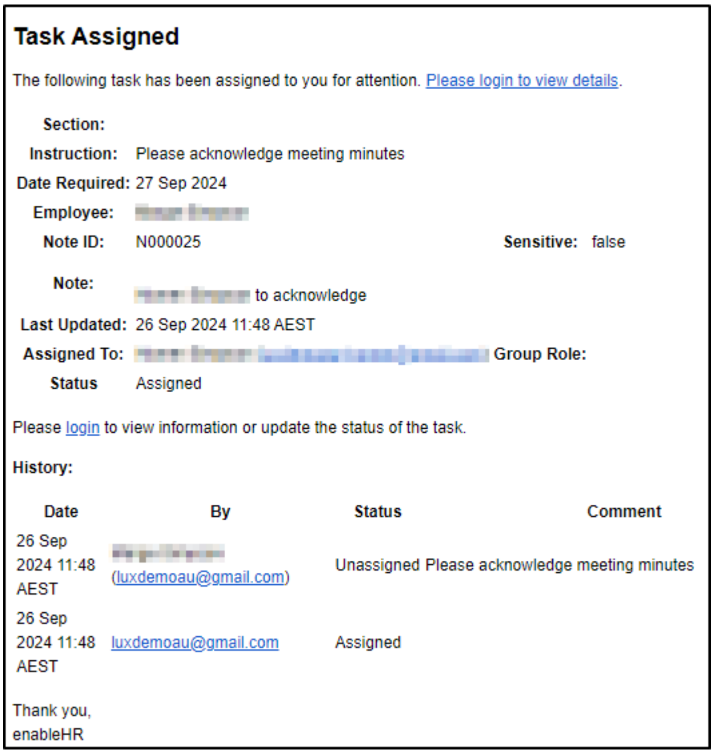


Click on the ***Add my signature*** button and your e-signature will be inserted into the document, which will be saved against your employee file.

TIP: Using a mouse to sign your name may make your signature look rougher than signing with a real pen, but it's still legally acceptable.

Reply to an individual task or message

1. You'll get an email when your HR team and / or manager have assigned an individual task or message to you.



Task Assigned

The following task has been assigned to you for attention. Please login to view details.

Section:			
Instruction:	Please acknowledge meeting minutes		
Date Required:	27 Sep 2024		
Employee:			
Note ID:	N000025	**Sensitive:**	false
Note:	to acknowledge		
Last Updated:	26 Sep 2024 11:48 AEST		
Assigned To:	**Group Role:**		
Status	Assigned		

Please login to view information or update the status of the task.

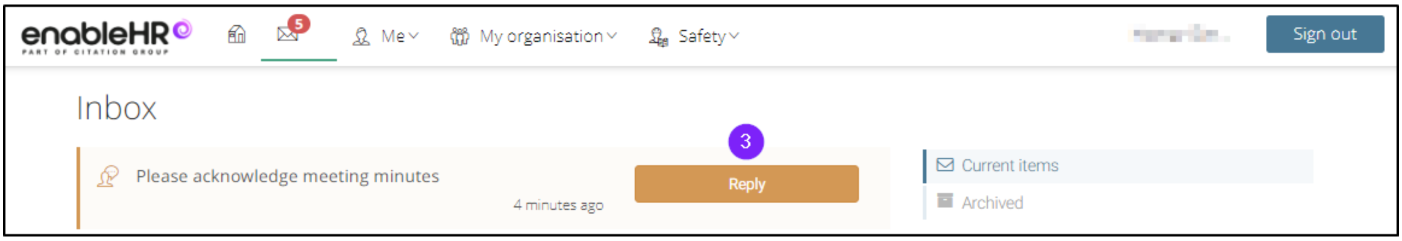
History:

Date	By	Status	Comment
26 Sep 2024 11:48 AEST	(luxdemoau@gmail.com)	Unassigned	Please acknowledge meeting minutes
26 Sep 2024 11:48 AEST	luxdemoau@gmail.com	Assigned	

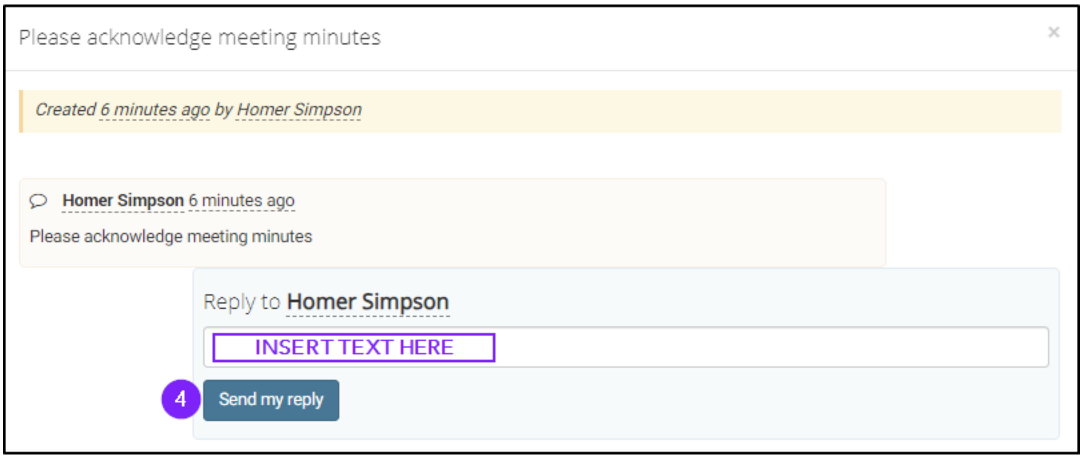
Thank you,
enableHR

2. Go to the ***Inbox*** tab by clicking on the envelope icon. Open the relevant message or task.

3. Review the task or message and click "***Reply***". The message will be displayed in a pop-up window box. Type your response in the ***Reply*** to field. You can upload documents as part of your reply (see Section 5.5, for how to do this).

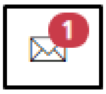


4. Once complete, click ***Send my reply***. This will send the reply back to the person that sent you the message or assigned you the task.

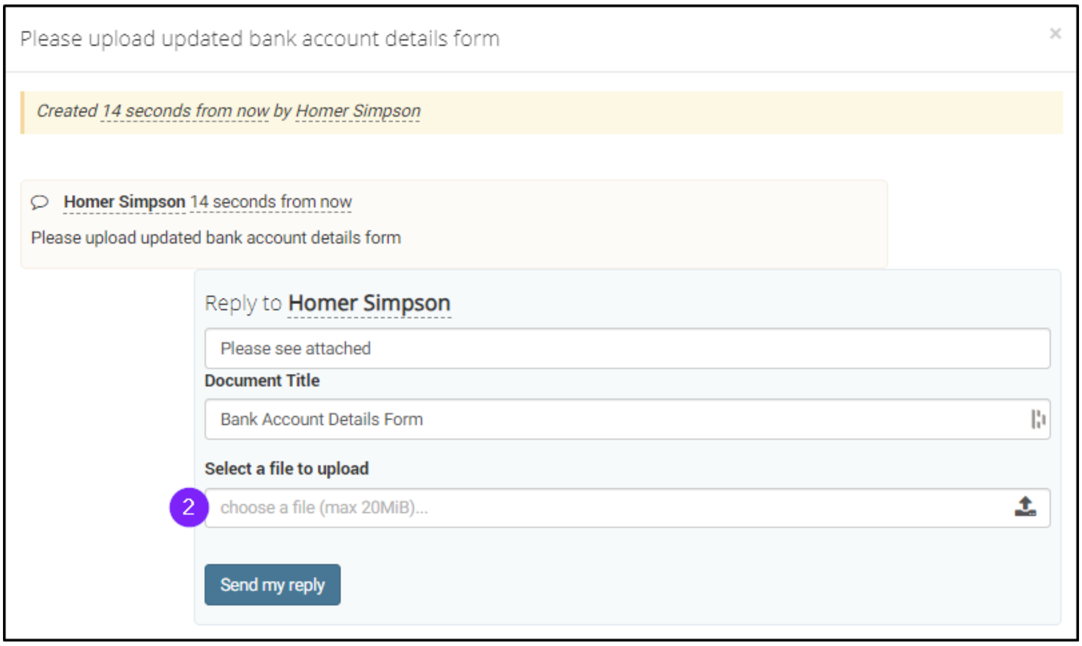


Upload document

1. Some messages or tasks will require you to upload a document. Go to the ***Inbox*** tab by clicking on the envelope icon. Open the relevant message or task.



2. If you need to upload a document, select ***choose a file (max 20MiB)*** then find the file you want to upload and select it. If you need to upload multiple documents, repeat the process for each additional file you want to upload.

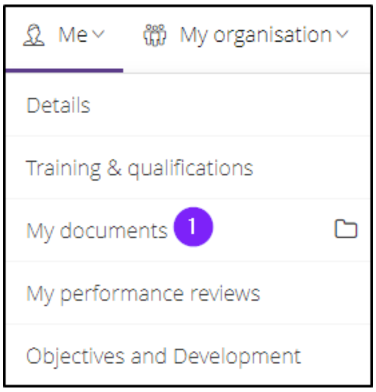


3. When you've selected all the files you want to upload from your local device, then click ***Send My Reply*** to complete the upload.

4. A notification will be sent to your manager and they will complete the task.

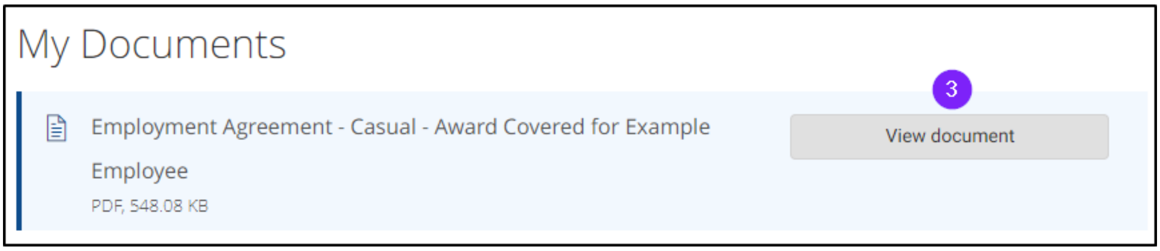
View documents against my employee file

1. Go to ***Me*** and then select ***My Documents***.



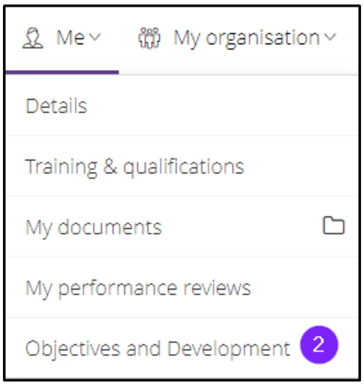
2. In this tab, you'll only be able to view certain types of documents. Contact your manager if you can't find the document you are looking for.

3. Once you've found the required document, select ***View Document***. This will automatically download the document for you to open and view.

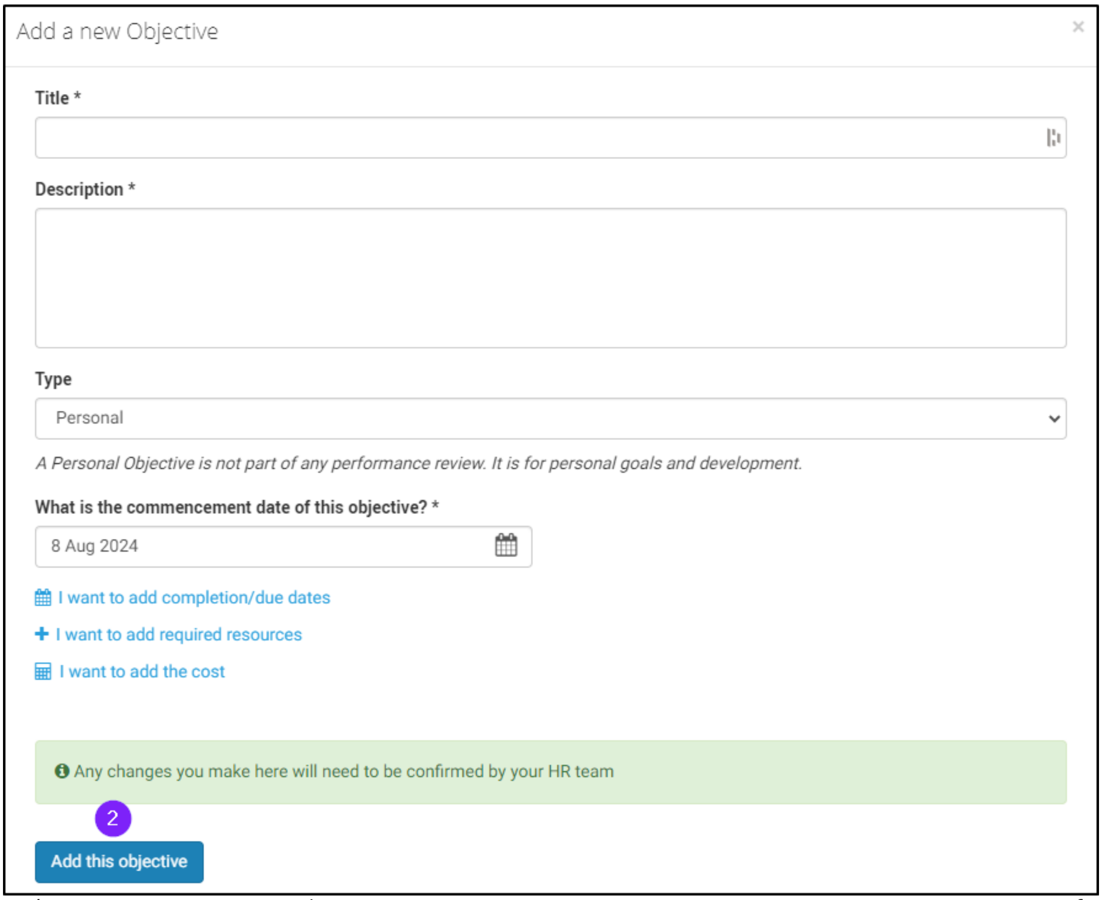


Track your professional development goals and objectives

1. Go to ***Me*** and then select ***Objectives & Development***.



2. You can then click on ***Add an objective*** and fill out the title, description, and commencement date of your objective. Your manager or HR team member will tell you what type of objective it is: **Personal**, **Operational**, or **Strategic**. Once completed, click ***Add this Objective.***



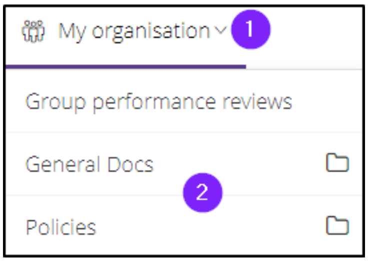
3. Your objectives will be sent to your HR team and/or manager to be reviewed and approved (or rejected). While your objectives are being reviewed, they will be marked as ***Changes Pending.***

4. You'll get an email when your objectives have been approved or rejected.

Accessing company HR documents

1. Go to the ***My organisation*** tab.

2. Go to the relevant tab: ***General Documents*** or ***Policies***.



3. In the desired tab, search for the relevant document using the ***Filter*** search bar.

4. Once you've found the required document, select ***View Document*** or ***Open link***. This will automatically download the document for you to open and view.