PRECEDA

EMPLOYEE SELF SERVICE

PORTAL USER GUIDE

Employee Self Service Portal (ESS)

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What is Preceda?

It is the Hungry Jack's payroll system that provides the business with a cloud based solution to managing employee payroll information and record keeping.

Preceda is used to manage the following business processes:

Preceda can be accessed via an online portal. Employee Self Service (ESS).

Accessing Preceda

Access to Preceda Self Service is through the web address:

https://www.preceda.com.au/logon

It can be accessed on personal computers and mobile devices.

The ESS portal can be accessed across multiple devices and web browsers.

Note: Not all portal functions can be completed on mobile devices.

If accessing Preceda on a restaurant computer, please use Microsoft Edge Browser located in the Windows Menu

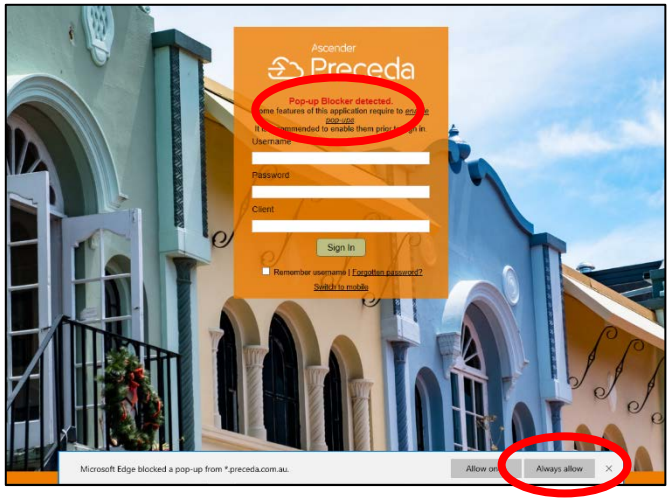
Logging on for the First Time

Preceda will automatically send you an email with your username and password. This will be sent to your personal email address.

Please check your junk or spam folders if you have not received your login details.

The first time you access the ESS portal you will be required to change your password and set security questions.

Allowing Pop-Ups



When completing functions and process in Preceda Pop-Up windows will trigger and open in your web browser. A lot of devices have a security setting which prevents pop-ups from opening.

Before entering your login details for the first time, ensure you enable you web browser security settings to allow for pop-up windows to open.

There will be a message below the Preceda Logo on login details box if your security settings will prevent pop-ups from opening. Click on the message for instructions on how to enable pop-ups in the security settings of your web browser.

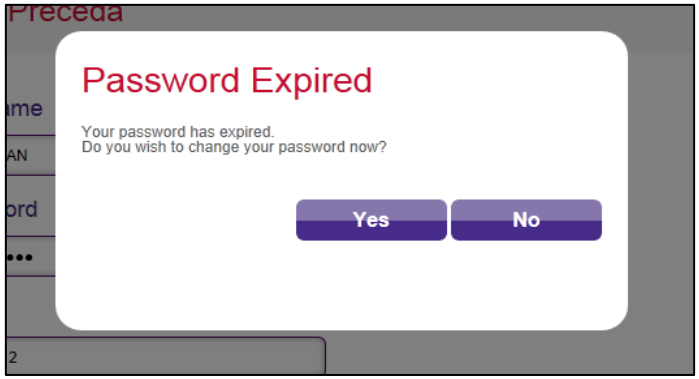
Alternatively, you may see a message bar at the bottom of your screen. If this appears select '*Always allow'.*

Initial Setup Up

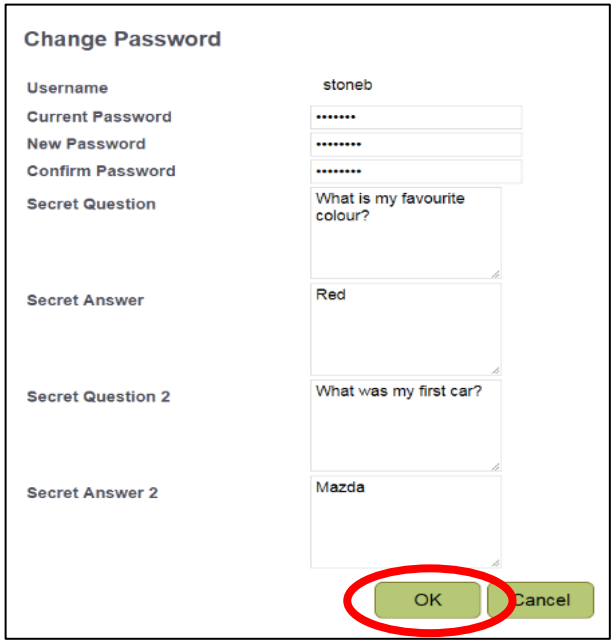
Step 1: Enter your username, password and client ID.

The client ID is HJS.

Step 2: You will be prompted to change your password and update your security questions.



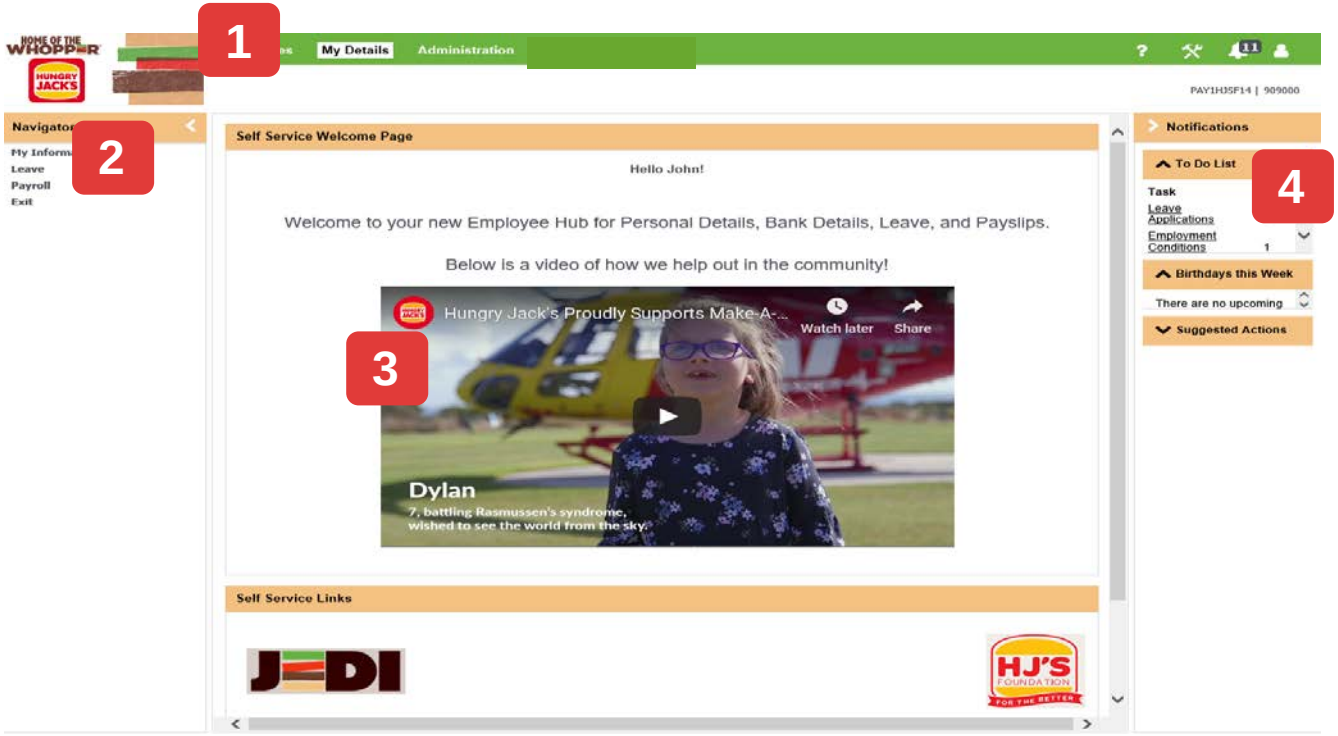
Step 3: Fill out the *'Change Password Screen*'. You will need to enter two questions and their answers. Then click 'OK'.



Navigating the ESS Portal

The ESS portal is user friendly and simple to navigate. It is broken into 4 main sections:

1. Task Bar
2. Navigation Bar
3. Information
4. Notifications



Account Setup

When logging in for the first time some of your personal information will already be displayed in your ESS portal. There is some additional setup and entering of personal information that needs to be completed when you initially login in.

1. Review that all personal information already pre-populated in your ESS portal is correct and amend as required.
2. Enter in your emergency contact details.
3. Enter in your bank account details.

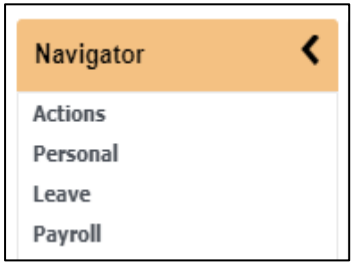
Getting Started – Task Bar/Navigator

Action – Initate resignation

Personal – Personal details, contact details, emergency contact details, bank details, position and classification.

Leave – My leave, leave history and entitlements. This is where you submit leave applications.

Payroll – Payslips.



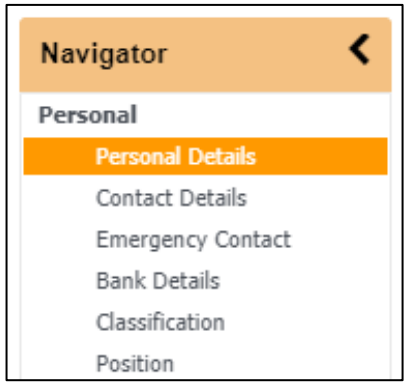
Click on each of the headings in the navigator bar to drill down and reveal more menu headings.

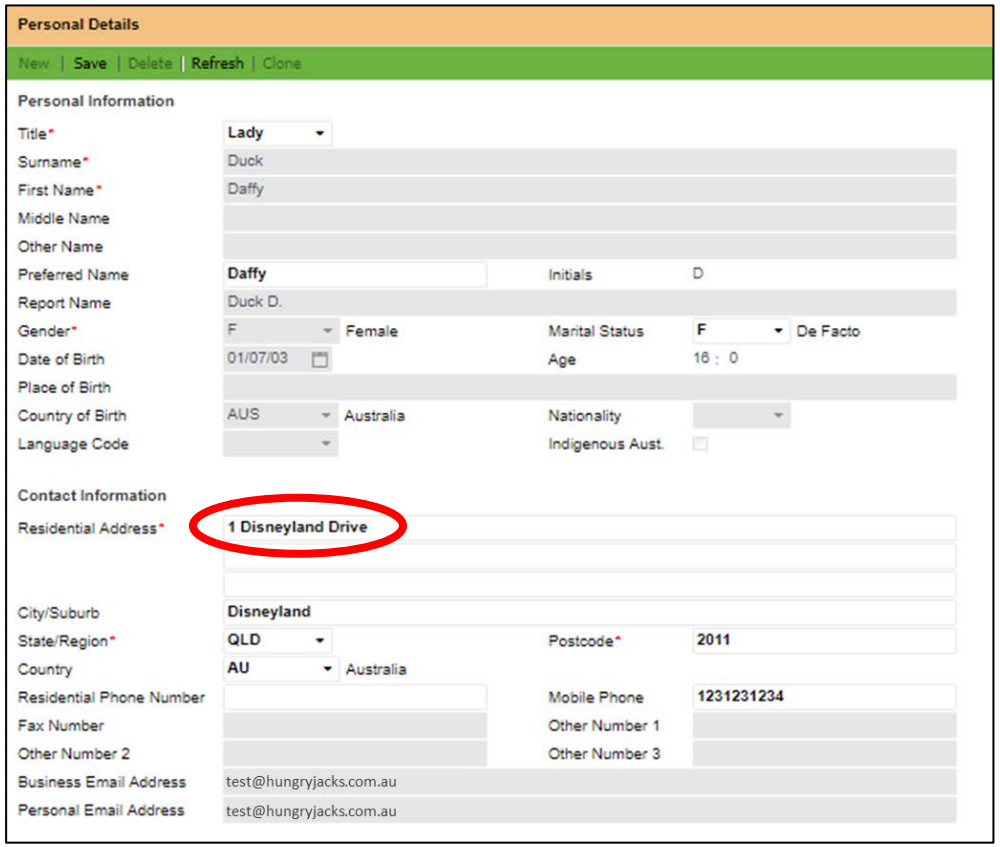
My Details – My Information

Personal Details

- Task Bar select ‘My Details’. Navigator Bar select ‘Personal’ then ‘Personal Details’.
- You can update and change a lot of the fields in the ‘Personal’ section of the portal. On the day that payroll is being processed, you will be blocked from making changes to your information.

*After making any changes to your personal details click on ‘**Save**’ before selecting a new menu in the navigation bar.*





Fields in **WHITE** can be amended.
Fields in **GREY** cannot be changed.

If your **NAME** or **DATE OF BIRTH** are incorrect please contact the Payroll Department to have this amended. Please include supporting documents for the change.

To change your email address this can be completed in **Contact Details.**

Contact Details

- Task Bar select *'My Details'*. Navigator Bar select *'Personal'* then '*Contact Details'*
- You can amend all fields in Contact Details.
- On the day that payroll is being processed, you will be blocked from making changes to your information.

*After entering any information to your contact details click on '**Save**' before selecting a new menu in the navigation bar.*

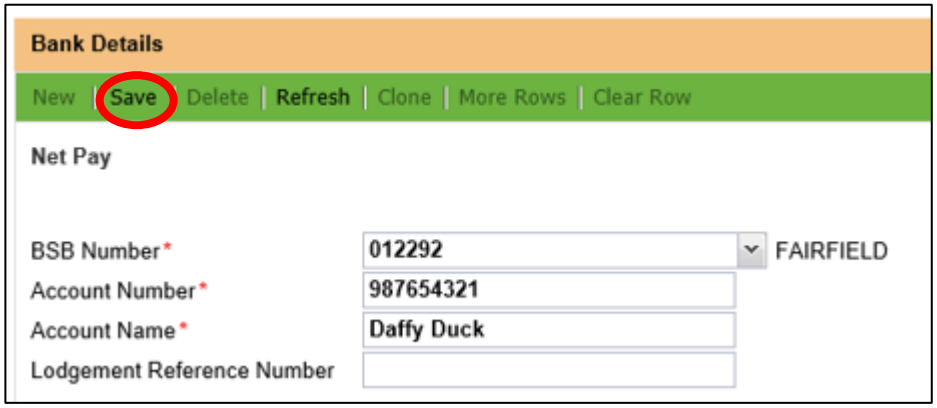
Emergency Contact

- Task Bar select *'My Details'*. Navigator Bar select *'Personal'* then '*Emergency Contact'*
- The first time you login there will be no information pre-populated. Enter in the details of your emergency contact.
- Ensure you update this information if your emergency contact person changes or their contact information changes.

*After entering any information in Emergency Contact click on '**Save**' before selecting a new menu in the navigation bar.*

Bank Account details

- Task Bar select *'My Details'*. Navigator Bar select *'Personal'* then *'Bank Details'.*
- It is your responsibility to ensure that the bank account information entered in this section is correct.



At initial go live – all existing employees will have their bank account details pre-populated. Please review this information and make any amendments as required.
New employees after go live will need to enter their bank details when logging in for the first time.

*After entering any information in 'Bank Details' click on '**Save**' before selecting a new menu in the navigation bar.*

Setting up Bank Splits

- Bank Splits can be setup to have a **dollar amount portion** of you pay automatically sent to separate accounts.
- There is a limit of two extra accounts, ontop of your main bank account, that your pay can be split into.
- The remainder of your wages will go into the main bank account listed at the top of the *Bank Details* section.

Bank splits are not for you to pay bills. They need to be personal bank accounts. Please note that funds will go to the bank splits first.

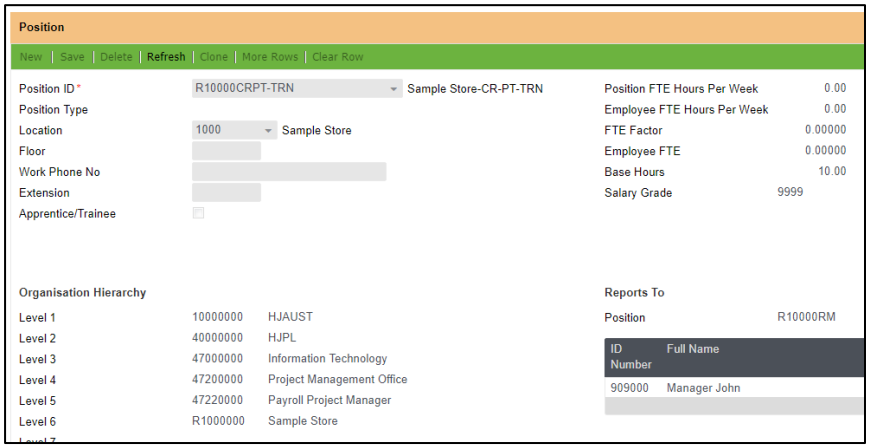
Bank Splits

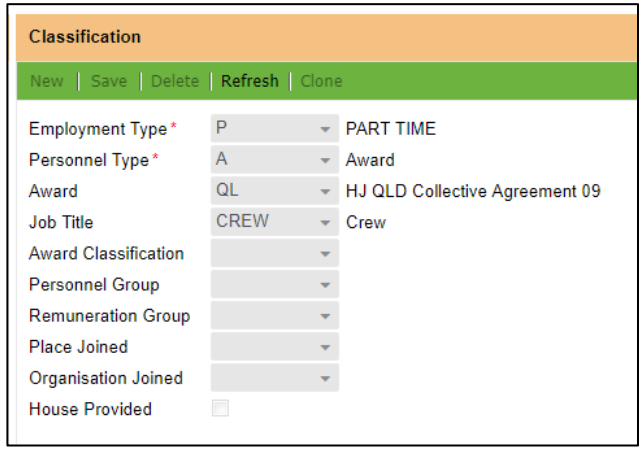
Bank Split Code *	BSB Number *	Account Number *	Account Name *	Type	Standard Amount
B1 BANK DEDUCTION 1	012292 FAIRFIELD	89903042	DAFFY DUCK	A	20.00

- Complete all fields in the Bank Split section. Ensure that the bank account information is correct.
- **Standard Amount** – This is the dollar amount to be paid into the nominated account.

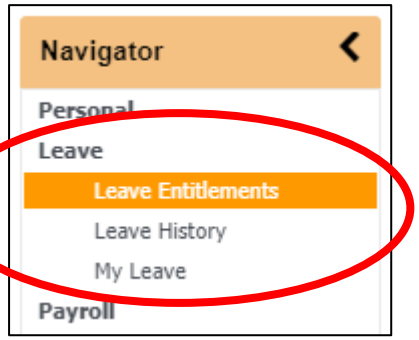
Position & Classification

- Both of these menus relate to your employment information.
- You do not have access to updated the information found in these screens.
- Review this information to confirm that is correct and advise your manager of errors that require updating.





My Details – LEAVE



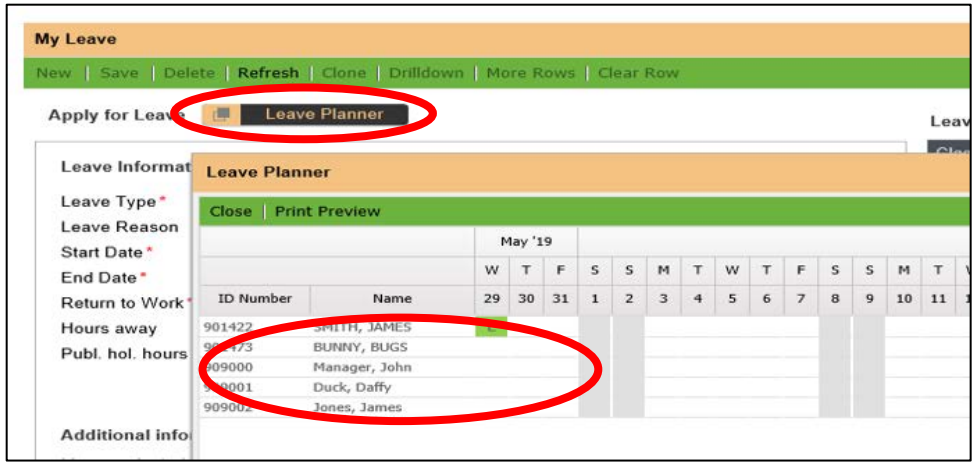
- All requests for leave must be entered into Preceda via the ESS portal. This will ensure that a record is kept of the leave and it is paid by payroll.
- All leave must be both ENTERED and APPROVED before Tuesday 4:45am.
- Leave balances and history can be found in this section.
- Speak to your manager before submitting a request for any extend periods of leave.

Leave History

- Provides you with a record of all leave applications that have been processed by payroll. Review this record along with your payslip to ensure correct payment of leave requests.

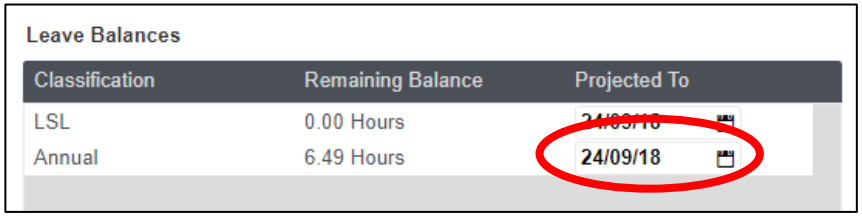
Applying for Leave – Leave Planner

- Task Bar select '*My Details*'. Navigator Bar select '*Leave*' then '*My Leave*'.
- Then click on the 'Leave Planner' icon. This will show all employees in your team/department who have requested leave at that time.
- This is will allow you to see if another employee is away at the same time you want to apply for leave. You may have to change the dates when you want leave.
- You can select **PREVIOUS** or **NEXT** to move the calendar to the next month.
- It will not tell you what type of leave has been requested for your fellow employees.

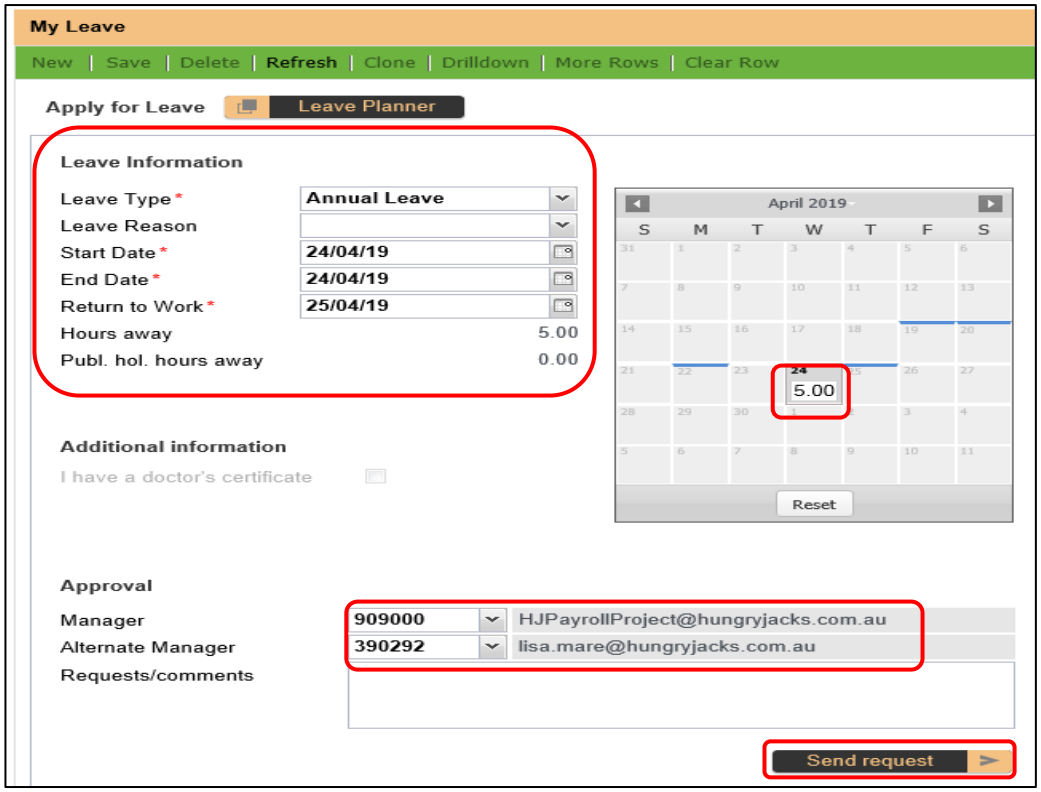


Applying for Leave – Leave Balances

- Task Bar select 'My Details'. Navigator Bar select 'Leave' then 'My Leave'.
- You can change the date to see the amount of annual leave you will have accrued at a future point in time.
- Contact your manager if you require your sick leave balance.



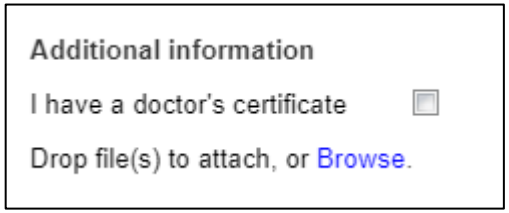
Applying for Leave



- Task Bar select '*My Details'*. Navigator Bar select '*Leave*' then '*My Leave'*.
- Select the '*Leave Type'* from the drop down menu
- Select the '*Leave Reason'* from the drop down menu (Not required for Long Service Leave, Annual Leave and Personal Leave).
- Enter the start date and end date. Return date will automatically populate when you enter the start and finish date.
- Hours away will automatically populate with your standard work hours for that day or your agreed work pattern. For **casual employees** you will need to enter the number of hours of leave you are applying for in the calendar for each day of leave taken.
- You can reduce the hours away by clicking on the day on the calendar and entering the new number of hours to be taken as leave.
- EG: Work pattern is 8 hrs, but you are only applying for 5 hours of leave. Adjust the number of hours on the specific calendar day/s that you are applying for leave.
- Approval – Your managers will automatically populate in this section.
- Include a comment to provide detail of why you are requesting that leave.
- Click *'Send Request'.*
- The approving manager will then receive an email notification of your request.

Doctors's Certifcates: If applying for sick leave for two or more consecutive days leave, you are required to provide a doctor's certifcate.

Attach you doctor's certifcate by clicking on the checkbox and attaching the certifcate.



Leave Types

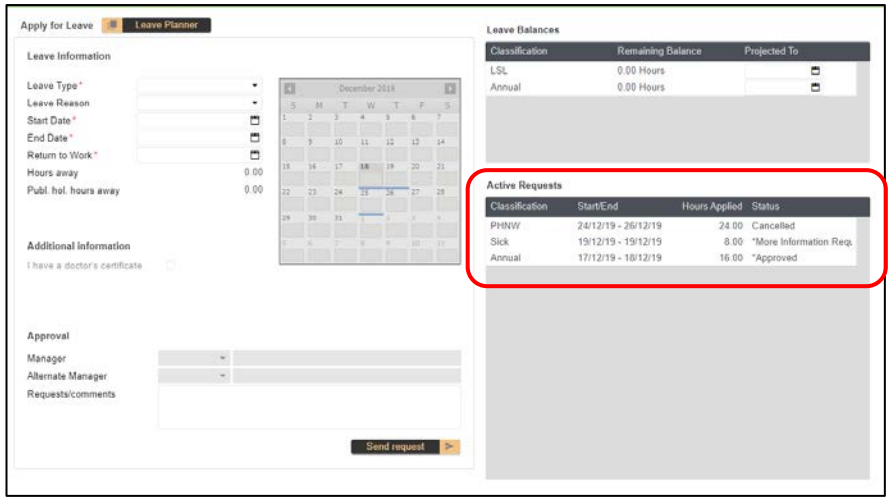
When selecting your leave type there are a number of options that appear in the drop-down menu. Below is a list of the options and their descriptions.

Leave Type Code	Description	Who Can Submit
ANNL - Annual Leave	Used for holidays or when requesting time off that is not sick/personal leave.	Full Time and Part Time employees only
BER - Bereavement Leave	Used for leave taken for the death of an immediate family member or member of their household OR an immediate family or member of your household suffers a serious illness or injury that poses a serious threat to their life.	Full Time and Part Time employees only
CARE – Sick – Carer's Leave	Used when you require to take leave to provide care and support to an immediate family or household member who is ill, injured or is affected by an unexpected emergency.	Full Time and Part Time employees only
CRCM – Team Meet WDay Cas	Used for when you attend a 1 hr team meeting on a weekday	Casual Employees
CRCW – Team Meet Wend Cas	Used for when you attend a 1 hr team meeting on a weekend	Casual Employees
CRPM – Team Meet WDay Perm	Used for when you attend a 1 hr team meeting on a weekday	Full Time and Part Time employees only
CRPW – Team Meet Wend Perm	Used for when you attend a 1 hr team meeting on a weekend	Full Time and Part Time employees only
COMM – Community Service	Used for when an employee engages in a voluntary emergency management activity	All Employment Types - Unpaid
NDIS – Nat Disaster Paid	Used when unable to attend work for up to **two** day's due to a yellow alert or a state of emergency is declared, or where flooding, earthquake or bushfires occur, or are imminent, an employee shall be allowed to leave work to care for their family and/or property where there is a genuine risk.	Full Time and Part Time employees only
NDUP – Nat Disaster Unpaid	Used when unable to attend work due to a yellow alert or a state of emergency is declared, or where flooding, earthquake or bushfires occur, or are imminent, an employee shall be allowed to leave work to care for their family and/or property where there is a genuine risk. Unpaid leave	Full Time and Part Time employees only - Unpaid
JURY – Jury Duty	Used for when called for Jury Duty.	Full Time and Part Time employees only
LEUP – Left Early Unpaid	Used for when leaving a shift early but not sick.	All Employment Types
LSL – Long Service Leave	Used for when taking accrued long service leave.	All Employment Types with LSL accrued
LSUP – Late Show Unpaid	Used for when you have shown up late for a shift	All Employment Types
MAT – Unpaid Maternity Leave	Used for when taking Maternity leave	Full Time and Part Time employees only
PAT – Unpaid Paternity Leave	Used for when taking Paternity leave	Full Time and Part Time employees only
NSUP – No Show Unpaid	Used for when you have not shown up for your shift	All Employment Types
PERS – Personal Leave	Used for when you have a personal illness or injury and unable to attend work	Full Time and Part Time employees only
PERSUP – Sick/Per Lve Unpaid	Used for when you have a personal illness or injury and unable to attend work	Casual Employees
PHNW – Phol Not Worked	Used for when a public holiday falls on your rostered day on but you will **NOT** be working that day	Full Time and Part Time employees only
STUDY – Study Leave	Used for when you have agreed unpaid leave to undertake study	Full Time and Part Time employees only
TRAIN – Training	Used for when you attend a training session that does not take place in your restaurant	All Employment Types
DOMV – Dom Violence	Used when required to take leave to deal with family and domestic violence	Full Time and Part Time employees only
DVUP – Dom Violence Unpaid	Used when required to take leave to deal with family and domestic violence	All Employment Types

MORE INFORMATION REQUIRED

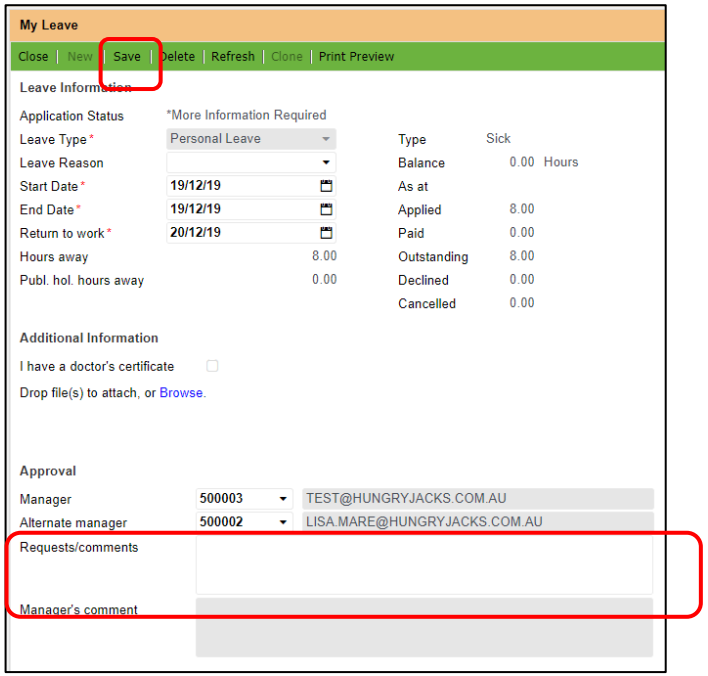
When actioning your leave request, your manager has an option to select '*More Information Required'.* If requested by your manager, you will receive an email notification asking you to provide more information in the leave request.

- Task Bar select '*My Details'*. Navigator Bar select '*Leave*' then '*My Leave'*.
- Double click on the leave request with the status 'More Information Req' found in the bottom right side of the screen in Active Requests.
- The request will now open. Enter more information to support your leave application in the *'Request/comments'* box and click on '*Save'*

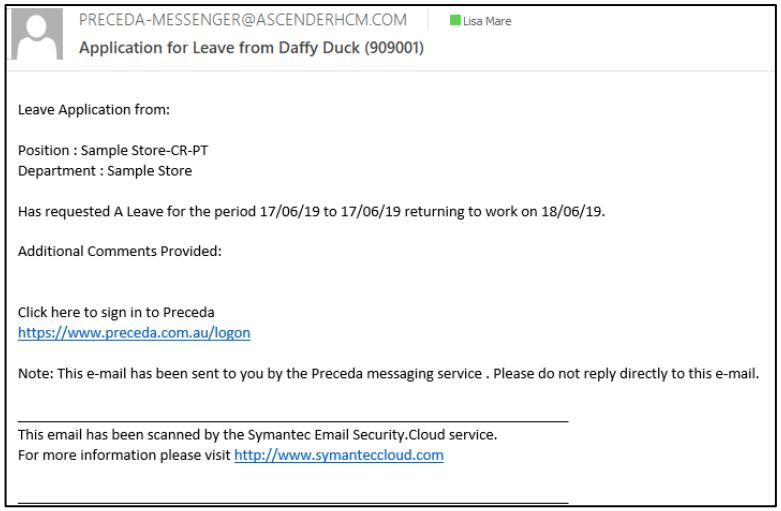


Your manager will receive a notification that you have replied, and they will now be able to action your request.

Once the request has been approved by your manager you will receive an email notification.



Reviewing and Amending leave request


PRECEDA-MESSENGER@ASCENDERHCM.COM Lisa Mare

Application for Leave from Daffy Duck (909001)

Leave Application from:

Position : Sample Store-CR-PT
Department : Sample Store

Has requested A Leave for the period 17/06/19 to 17/06/19 returning to work on 18/06/19.

Additional Comments Provided:

Click here to sign in to Preceda
https://www.preceda.com.au/logon

Note: This e-mail has been sent to you by the Preceda messaging service . Please do not reply directly to this e-mail.

This email has been scanned by the Symantec Email Security.Cloud service.
For more information please visit http://www.symanteccloud.com

- Once your leave request has been actioned by your manager you will receive an email notification.
- You can only amend those with the following status;

*Request Submitted – you can amend dates or delete application
*Approved – you can only delete application

To amend or cancel your request whilst status is REQUEST SUBMITTED

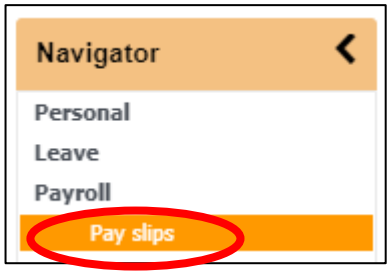
- Open the leave request you wish to amend by double clicking the line in your ESS portal under Active Requests
- Click on delete to cancel the application.
- Or amend the dates/hours by clicking into the date field and changing to correct dates.
- Your manager will be notified of these changes.

To cancel your request whilst status is APPROVED

- Open the leave request you wish to delete by double clicking the line in your ESS portal under Active Requests
- Click on delete to cancel the application.
- Your manager will be notified of these changes

If your leave has “PROCESSED” in the status, then you cannot cancel this leave. You need to advise your manager to notify the payroll department to cancel the leave.

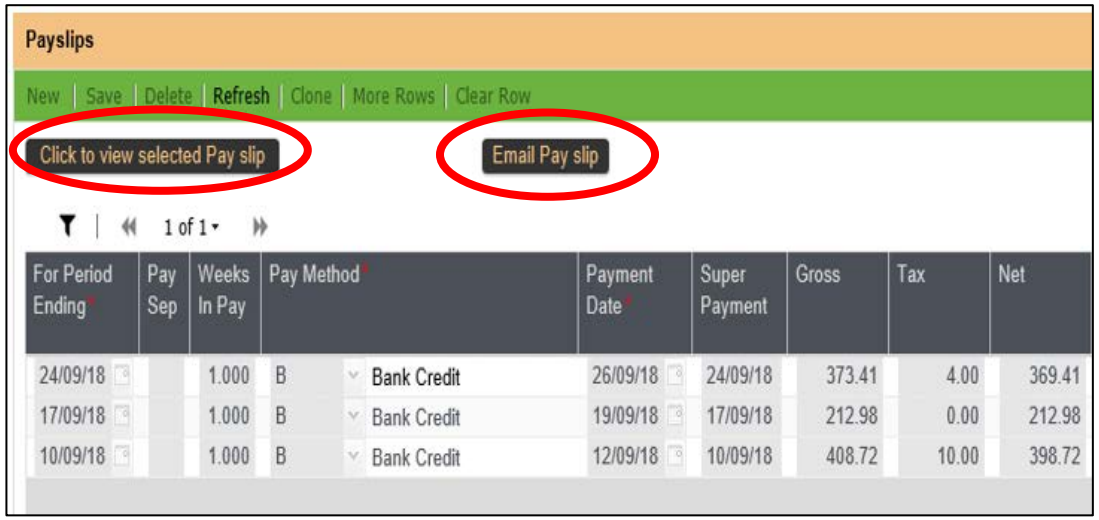
My Details – PAYROLL / PAYSLIPS



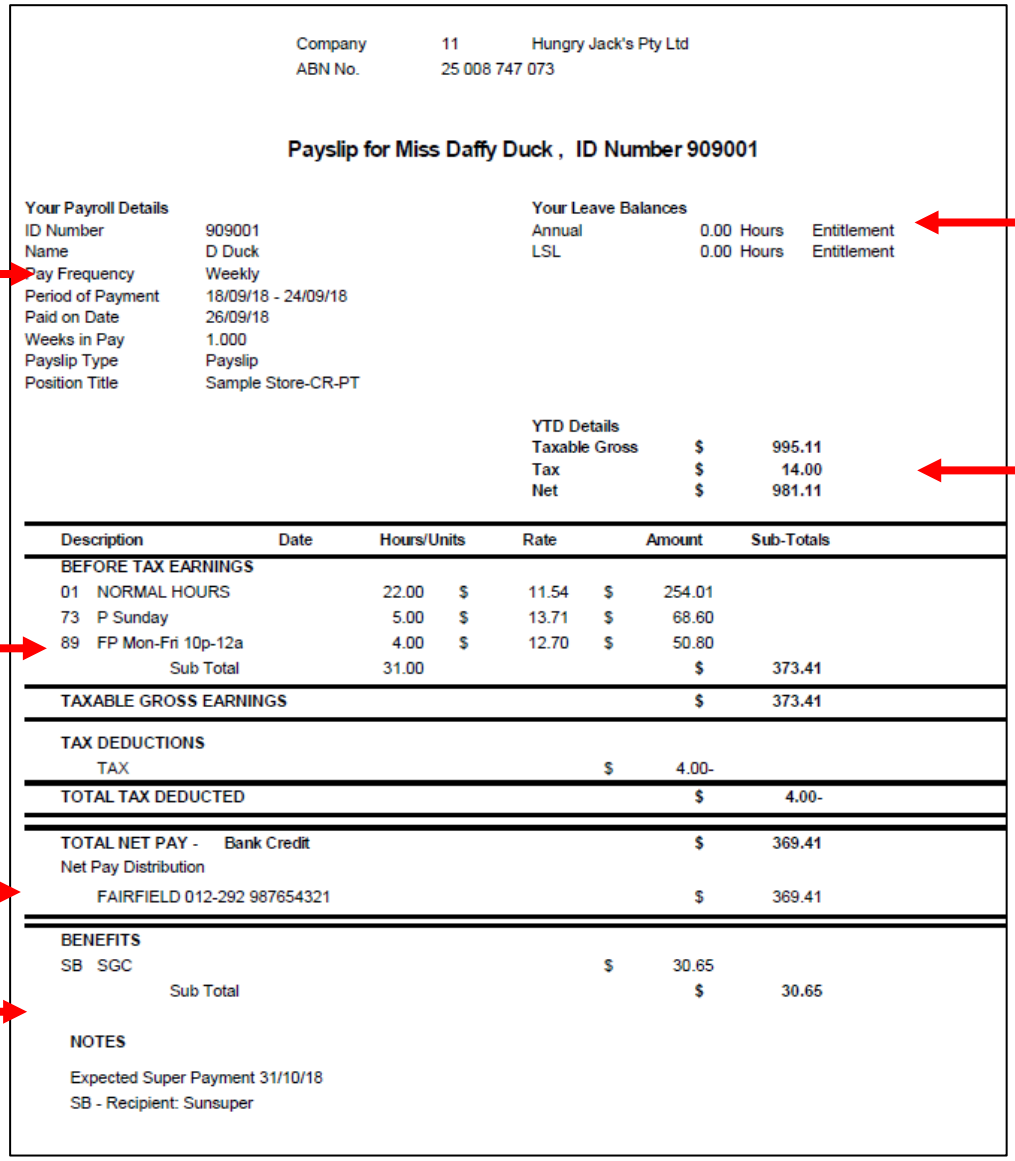
- Your payslips will now be stored and accessed in your ESS portal.
- They can be downloaded and emailed or printed if required.
- Your payslip will be stored in your ESS portal for the length of your employment. Upon resignation from the organisation your will no longer have access to your ESS and should download all previous payslips prior to your last day in the business.

Accessing and Reviewing Your Payslip

- You can see a summary of your pay slip information in the payslips section.
- To view your actual payslip click on the line you would to view.
- Select '*Click to view selected Pay slip'*
- Your payslip will now open in a new window.
- To email your payslip select '*Email Pay Slip'* and enter the email address you would like to send it to.



Example Payslip



Company 11 Hungry Jack's Pty Ltd
ABN No. 25 008 747 073

Payslip for Miss Daffy Duck , ID Number 909001

Your Payroll Details

ID Number	909001
Name	D Duck
Pay Frequency	Weekly
Period of Payment	18/09/18 - 24/09/18
Paid on Date	26/09/18
Weeks in Pay	1.000
Payslip Type	Payslip
Position Title	Sample Store-CR-PT

Your Leave Balances

Annual	0.00 Hours	Entitlement
LSL	0.00 Hours	Entitlement

YTD Details

Taxable Gross	$	995.11
Tax	$	14.00
Net	$	981.11

Description	Date	Hours/Units	Rate	Amount	Sub-Totals
BEFORE TAX EARNINGS					
01 NORMAL HOURS		22.00	$ 11.54	$ 254.01	
73 P Sunday		5.00	$ 13.71	$ 68.60	
89 FP Mon-Fri 10p-12a		4.00	$ 12.70	$ 50.80	
Sub Total		31.00		$	373.41
TAXABLE GROSS EARNINGS				$	373.41
TAX DEDUCTIONS					
TAX				$ 4.00-	
TOTAL TAX DEDUCTED				$	4.00-
TOTAL NET PAY - Bank Credit				$	369.41
Net Pay Distribution					
FAIRFIELD 012-292 987654321				$	369.41
BENEFITS					
SB SGC				$ 30.65	
Sub Total				$	30.65

NOTES

Expected Super Payment 31/10/18
SB - Recipient: Sunsuper

Pay Run Details

Leave Balances

Year to Date Summary Information

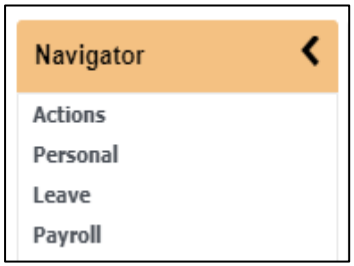
Break Down of Hours and Pay Rate (includes penalty rates and overtime if applicable).

Net Pay

Superannuation

My Details – Actions

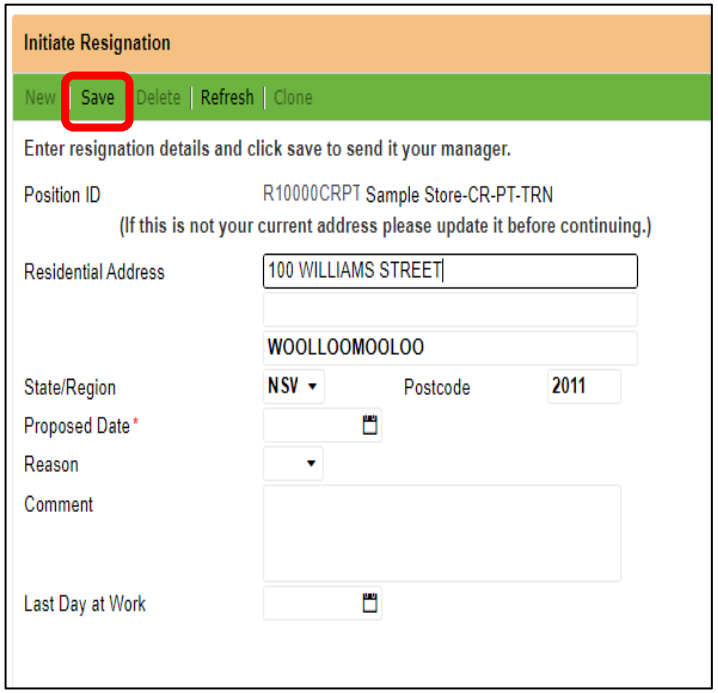
Initiate Resignation



Resignations can be submitted through this function of Preceda.

Speak to your manager before completing your resignation as you will need to confirm with them your final date of work.

- Review the residential address that is prepopulated and update if this is not your current address.
- Click on the calendar icon to select the proposed date that you will be finishing.
- Select a reason for leaving from the drop-down menu.
- Enter more details of your reason for leaving in the comment section.
- Click *'Save'* to submit your resignation.



If you submit your resignation in Preceda and require this to be changed or cancelled please have your manager contact the payroll department.

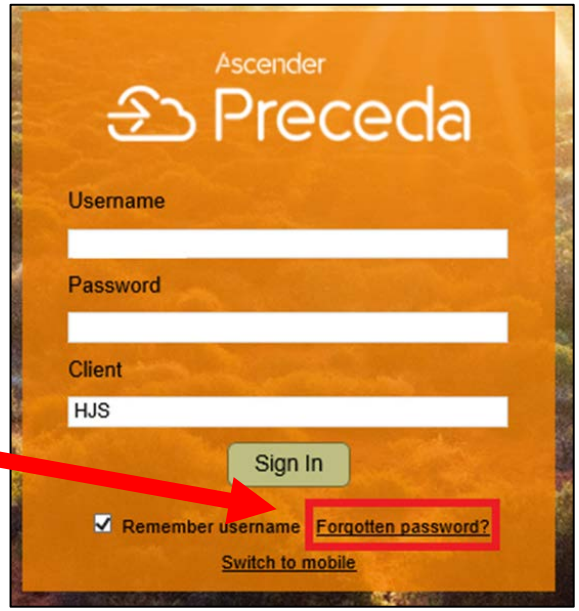
Forgot your Password?

To prevent being locked out of your account click on the ‘Forgotten Password?’ link.

This will allow you to reset your password by answering your secret questions.

The number of incorrect login attempts is set to 4.

After your 4th unsuccessful attempt your account will be disabled, and you will need to email payroll at the address below.



System Support

For Preceda support or if you disabled your account please contact payroll via this email address below.

Precedahelp@hungryjacks.com.au

Please include your Preceda username along with screen shots if possible to assist the payroll team in trouble shooting.