



### ***HRSS (Human Resources Self-Service)***

Swan Christian Education Association (SCEA) is committed to providing staff with efficient, high quality service and support through the Human Resource and Payroll Office.

SCEA uses a web-based package HRSS to provide staff with ready access to a range of information including:

- Payslips
- Annual Payment Summaries
- Leave Balances
- Your contact and other personal details
- Details of next of kin
- Qualifications and Certificates (eg WACOT, WWC, First Aid).

The advantages of HRSS include:

- you can access HRSS from practically any computer connected to the internet;
- you can view up-to-date leave balances;
- you can view and modify some of your personal details;
- current and old payslips (up to two years) are always available – no more lost slips;
- Payment Summaries are always available.

### ***HR Username and Password***

When you first join SCEA you should receive an email advising you of your HR user name and your password for accessing HRSS.

It is important to note that your personal HR identity number which is also your **HRSS username** is **not** the same as your logon name for other SCEA ICT purposes. Your HR id usually consists of the first four letters of your surname, followed by the first two letters of your first name, and then the two-digit year that you joined SCEA. For example, if Jane Brown joined SCEA in 2008, her HR id and HRSS username would be BROWJA08.

Your **HRSS password** should have been emailed to you when you joined SCEA. Again, please note that this is different from your password to log on to other SCEA systems.

There are a couple of options if you have **lost or forgotten your password**:

- HRSS can automatically generate a new password for you, but you will need to enter your date of birth, bank account number and tax file number as they appear on your SCEA records. This can be quite a hassle, but is a workable option if you are desperate to access your records outside of office hours.
- Alternatively, you can email or phone the SCEA HR and Payroll Office (contact details below) and ask for a new password. If it's possible, we will endeavour to give you a new password immediately over the phone or by return email.

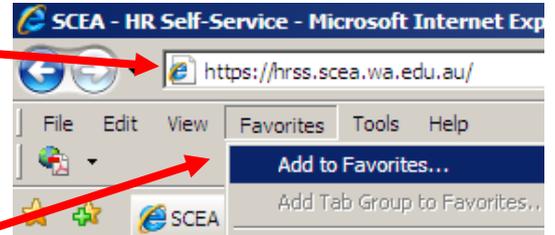
## Accessing HRSS

HRSS should be available from any computer connected to the internet.

To log on, you need to open Internet Explorer and type <https://hrss.scea.wa.edu.au> in the address box, then hit enter.

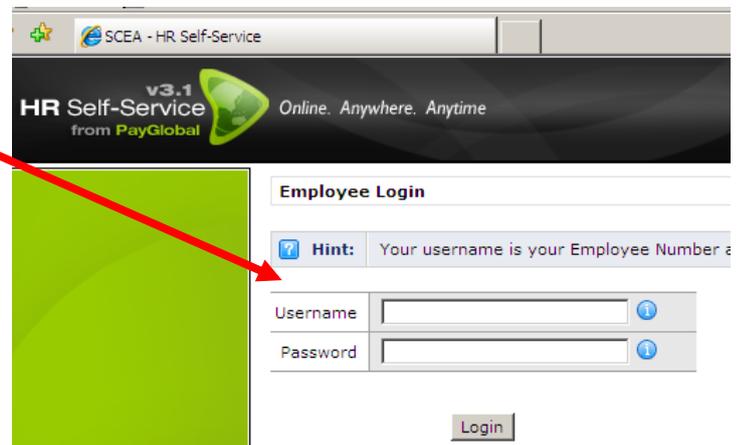
Ensure that you include the **s** in **https**.

Once you have accessed the **Employee Login** Screen, it is recommended that you save this webpage to your **Favourites** for future access.



Now enter your **Username** and **Password** as described above.

Please ensure that you use CAPITAL letters for your username and be aware that the password is case sensitive. (Be particularly careful to distinguish between uppercase i and lowercase L, and uppercase o and the numeral 0.)



Once you have logged onto HRSS you will be able to view your details that are on the system. These will include your

Leave balances

Payslips

Payment Summaries  
(under My Documents)

You also have the option of  
changing your password



## Your Details

You can also check your details by opening the **My Details** tabs shown below.

You can change some of the details yourself. Simply enter the relevant information in the white boxes and then press **submit** when complete.

HR Self-Service v3.0 from PayGlobal Online. Anywhere. Anytime

Navigation

- Home
- Active Items
- My Details
- My Leave
- My Payslips
- My Documents
- Change Password
- Logout

My Details

Employee:

Employee code:  
Current position:  
Location: SCEA

Details Next-of-Kin Training History

Personal (i) Personal (ii) Personal (iii) Contact Postal

Home phone  
Silent Number No  
Mobile phone  
Personal E-mail  
Work E-mail martinb@scea.wa.edu.au

Cancel Submit

You can modify your postal, phone, mobile and email details, as well as your Next of Kin.

You cannot modify your Bank Account number, drivers licence, WACOT, WWC, First Aid, Qualifications or Employment History. If these need to be amended, you need to contact the SCEA HR Office.

### Contact details

HR and Payroll matters are handled (in the first instance) by the HR and Payroll Officers who may refer your enquiry or request to the Chief Operations Officer.

HR Officer: Sarah Slater                      phone: 9374 5414                      email: [HR@scea.wa.edu.au](mailto:HR@scea.wa.edu.au)  
Payroll Officer: Erwin Wijaya                      phone: 9374 5404                      email: [PAY@scea.wa.edu.au](mailto:PAY@scea.wa.edu.au)

Whilst our commitment is to address your request or enquiry as soon as possible, please note that:

- our office hours are 8.30am – 4.30pm;
- HR and Payroll staff are part-time during 2010 (out-of-office emails will be used to advise of availability);
- certain activities, such as the fortnightly payrun and statutory obligations (eg tax and superannuation returns), will take precedence over individual enquiries.

Dr Martin Bent  
Chief Operations Officer  
(Updated April 2010)