

Academic Workload HORUS Quick Guide

This Quick Guide will provide users with the steps required to view, update or approve Academic Workloads in HORUS.

HORUS login: <https://selfservice.horus.anu.edu.au/>

Section 1: How to view existing Academic Workloads and Add a new Workload.

Section 2: How to Review and Approve Academic Workloads as a Supervisor.

Section 2.1: Review and Approve Academic Workloads via automated Approval Email.

Section 2.2: Review and Approve Academic Workloads manually via HORUS.

For technical assistance in relation to HORUS please contact HR Systems.

Email: hrcsystems@anu.edu.au

Phone: +61 2 6125 9622

Website: [HR Systems - Staff Services - ANU](#)

For general IT enquires please contact the ANU Service Desk.

Email: servicedesk@anu.edu.au

Phone: +61 2 612 54321

Website: [Service Portal - ANU](#)

For general Human Resources advice or queries please contact the relevant team below.

College of Arts & Social Sciences: hr.cass@anu.edu.au

College of Asia & the Pacific: cap.hradvisory@anu.edu.au

College of Engineering, Computing and Cybernetics: hradvisory.cecc@anu.edu.au

College of Health and Medicine: hr.chm@anu.edu.au

College of Science: hr.cos@anu.edu.au

HR Business Partners – P&C (Central Portfolios): hrbp.pc@anu.edu.au

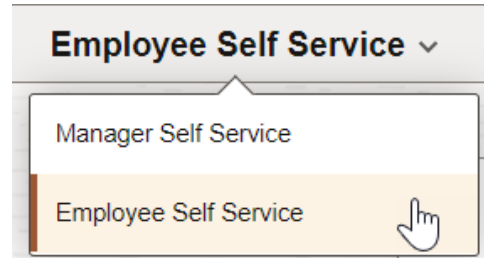
Remunerations & Conditions (Pay Roll): employment.services@anu.edu.au

Section 1:


How to view existing Academic Workloads and Add a new Workload.

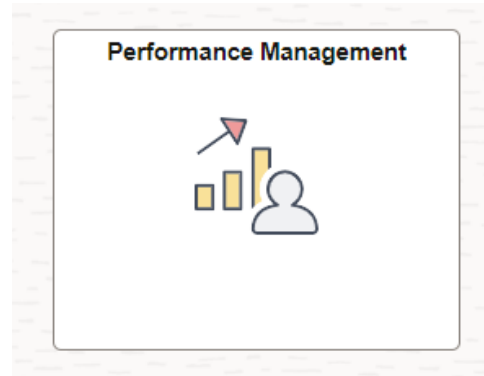
Step 1 - Navigation

- 1.1 Login to HORUS:
<https://selfservice.horus.anu.edu.au/>
- 1.2 Select Employee Self Service from the drop down menu at the Top Left of HORUS. Only relevant if you are a Supervisor, non-supervisors will be in Employee Self Service by default.
- 1.3 Select the Performance Management tile.
- 1.4 Once the Performance Management (ESS) page opens select Edit Academic Workload.




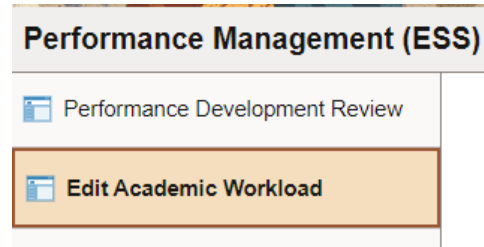
Employee Self Service ▾

- Manager Self Service
- Employee Self Service** 



Performance Management





Performance Management (ESS)

- Performance Development Review
- Edit Academic Workload**



Step 2 - View Existing Workloads

This page will allow you to view existing submitted academic workloads, their start date, the workload percentage split, the current status of the workload and any comments that have been added.

FirstName LastName Empl ID: Empl Rec:

Academic Workload - Summary

Reports To: Postdoctoral Fellow (Level A), HR Systems, ManagerSurname,ManagerForename

Find | View All |  |  First 1-2 of 2 Last

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments	
01/08/2023	72	5	23	Approved	None	Delete
23/06/2023	50	25	25	Approved	View	Delete

[Add new Workload split](#)

Step 3 – Submit new Workload

3.1 To add a new Academic Workload, select Add new Workload split This will create a new blank row for you to complete.

3.2 Enter in the Workload Start Date.

3.3 Enter in the percentages for Research, Education and Service/Leadership/Public Policy ensuring they add up to 100%.

3.4 Add in any comments, if required.

3.5 Once ready for submission select “Submit for Approval”.

Note 1: If you choose to add a comment a new box will pop up to enable comments to be entered. Once done select OK.

Note 2: If your workload does not add up to 100% an error message will be displayed when you select Submit for Approval. If this occurs please adjust your percentages and select “Submit for Approval” again.

Note: Rework

If your supervisor pushes back your submitted workload you will receive an email informing you as such. This email will contain a link that will take you directly to the Academic Workload page in HORUS. If this link does not work please proceed to Step 1 of this guide to navigate to the workload

FirstName LastName Empl ID: Empl Rec:

Academic Workload - Summary

Reports To: Postdoctoral Fellow (Level A), HR Systems, ManagerSurname,ManagerForename

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments	
01/08/2023	72	5	23	Approved	None	Delete
23/06/2023	50	25	25	Approved	View	Delete

Add new Workload split

FirstName LastName Empl ID: Empl Rec:

Academic Workload - Summary

Reports To: Postdoctoral Fellow (Level A), HR Systems, ManagerSurname,ManagerForename

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments	
01/08/2023	72	5	23	Approved	None	Delete
23/06/2023	50	25	25	Approved	View	Delete
15/09/2023				New		Delete

Add new Workload split

Save for Later **Submit for Approval**

Academic Workload Comments

Comment

As Discussed

OK Cancel

The total percentage does not add to 100% (26000,81)

The total percentage does not add to 100%

OK

Subject The Academic Workload Split Needs To Be Reviewed

The following Academic Workload Split has been pushed back by your Manager and needs to be reviewed:

Employee ID: 1234567 - LastName,FirstName
 Department: HR Systems
 Job Title: Postdoctoral Fellow
 Start Date: 15-09-2023

Please use the following link to view the transaction: https://selfservice.horus.anu.edu.au/psc/hrprod/EMPLOYEE/HRMS/Page=ANU_ACAD_LOAD_SS&Action=U&EMPLID=1234567&EMPL_RCD=0&START_DATE=15-09-2023

When viewing your workload, the status will now indicate Rework. Adjust the workload as per your supervisor's comments and select Submit for Approval again.

FirstName LastName Empl ID: Empl Rec:

Academic Workload - Summary

Reports To: Postdoctoral Fellow (Level A), HR Systems, ManagerSurname,ManagerForename

Find | View All | [Print] | [Refresh] First 1-3 of 3 Last

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments	
15/09/2023	25	50	25	Rework	View/Edit	Delete
01/08/2023	72	5	23	Approved	None	Delete
23/06/2023	50	25	25	Approved	View	Delete

Save for Later Submit for Approval

Note: Approved

Once your Academic Workload has been approved you will receive an approval email.

This email will contain a link that will take you directly to the Academic Workload page in HORUS. If this link does not work please proceed to Step 1 of this guide to navigate to the workload.

Subject: This Academic Workload Split Has Been Approved

The following academic workload split has been approved:

Employee ID: 1234567 - LastName,FirstName
 Department: HR Systems
 Job Title: Postdoctoral Fellow
 Start Date: 15-09-2023

Please use the following link to view the transaction: https://selfservice.horus.anu.edu.au/psc/hrproPage=ANU_ACAD_LOAD_SS&Action=U&EMPLID=1234567&EMPL_RCD=0&START_DATE=2023-09-15

If you require further assistance please refer to the user documentation at the following link: <https://services.anu.edu.au/information-technology/software-systems/hr-management-system>

Section 2:

How to Review and Approve Academic Workloads as a Supervisor.

Section 2.1:

Review and Approve Academic Workloads via automated Approval Email.

Step 1 – Approval Email

Once a workload has been Submitted by a staff member you will receive an email requesting review and approval.

Please click on the link in the email and login to HORUS.

Subject: This Academic Workload Split Has Been Submitted

The following Academic Workload Split has been submitted for your approval:

Employee ID: 1234567 - LastName,FirstName
 Department: HR Systems
 Job Title: Postdoctoral Fellow
 Start Date: 15-09-2023

Please use the following link to view the transaction: https://selfservice.horus.anu.edu.au/psc/hrproPage=ANU_WLD_EMP_SEL&Action=U&EMPLID=1234567&EMPL_RCD=0&START_DATE=2023-09-15

Step 2 – Review and Approve

2.1 The link above will take you to the Select Employee page. Click on the relevant job title in the Job Title column against the relevant staff member.

ManagerForename ManagerSurname [?Help](#)

Select Employee

Job Information

Job Title	Job Code	Empl ID	Empl Record	Name
Research Fellow (Level B)	ABRF			LastName,FirstName
Postdoctoral Fellow (Level A)	AAPD			LastName,FirstName
Level A (PDF Ext. Funded)	AAPDX			LastName,FirstName

2.2 Select the relevant start date in the Start Date column against the relevant workload.

ManagerForename,ManagerSurname [?Help](#)

Select Workload

Academic Workload Split Personalize Find View All First 1-2 of 2 Last

Empl ID	Name	Empl Record	Workload Status	Start Date
	LastName,FirstName		Submitted	19/9/2023
	LastName,FirstName		Approved	17/8/2020

2.3 Once the selected Workload has opened, you will be able to review the details.

[Return to Employee Selection page](#)

2.4 To approve the workload, select Approve Workload.

ManagerForename,ManagerSurname [?Help](#)

Approve Academic Workload

Name: LastName,FirstName Empl ID:
 Job Title: Postdoctoral Fellow (Level A) Empl Record:
 Department: HR Systems Eligibility Group:ACADEMIC

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments
19/09/2023	10	10	80	Submitted	Add Rework

Approve Workload

2.5 To push the workload back to the staff member FIRST select Add in the Comments column to provide a reason why and then select Rework. This will trigger an automated email to the staff member informing them to review the workload.

2.6 Once approved the workload approval button will disappear and no changes can be made to the workload.

Note 1: You can select Return to Employee Selection page to see all staff reporting to you and to select another staff member's Academic Workload.

Note 2: You can select Return to Workload Selection page to return to the same employee's Academic Workload overview.

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments	
19/09/2023	10	10	80	Approved	None	Rework

[Return to Employee Selection page](#)

[Return to Workload Selection page](#)

Section 2.2:

Review and Approve Academic Workloads manually via HORUS.

If you did not receive an approval email, and are certain there is a workload awaiting your approval.

Step 1 - Navigation

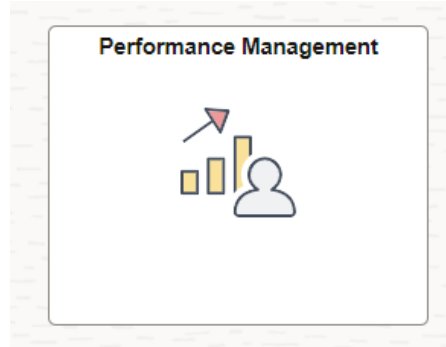
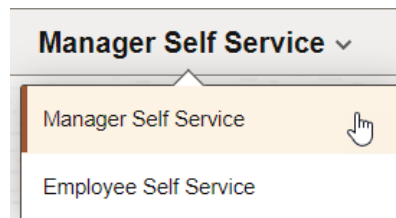
1.1 Login to HORUS:

<https://selfservice.horus.anu.edu.au/>

1.2 Select Manager Self Service from the drop-down menu at the Top Left of HORUS.

1.3 Select the Performance Management tile.

1.4 Once the Performance Management (MSS) page opens click on the relevant job title in the Job Title column against the relevant staff member.



Performance Management (MSS)

Academic Workload

ManagerForename ManagerSurname
Select Employee [Help](#)

Job Information

1-1 of 1 View All

Job Title	Job Code	Empl ID	Empl Record	Name
Job Title	AAPD			LastName, FirstName

Step 2 – Review and Approve

2.1 Select the relevant start date text in the Start Date column against the relevant workload.

2.2 Once the selected Workload has opened you will be able to review the details.

2.3 To approve the workload, select Approve Workload.

2.4 To push the workload back to the staff member FIRST select Add in the Comments column to provide a reason why and then select Rework. This will trigger an automated email to the staff member informing them to review the workload.

2.5 Once approved the workload approval button will disappear and no changes can be made to the workload.

Note 1: You can select Return to Employee Selection page to see all staff reporting to you and to select another staff member's Academic Workload.

Note 2: You can select Return to Workload Selection page to return to the same employee's Academic Workload overview.

Note – Reassigned Email

If a workload is reassigned from another supervisor to yourself, you will receive a Reassigned email. Please follow the steps from Section 2.2, Step 2 to review and approve the workload.

Select Workload

ManagerForename ManagerSurname [?Help](#)

Academic Workload Split				
Empl ID	Name	Empl Record	Workload Status	Start Date
	LastName,FirstName		Submitted	15/9/2023
	LastName,FirstName		Approved	1/8/2023
	LastName,FirstName		Approved	23/6/2023

Approve Academic Workload

ManagerForename ManagerSurname [?Help](#)

Name: LastName,FirstName Empl ID:
 Job Title: Postdoctoral Fellow (Level A) Empl Record:
 Department: HR Systems Eligibility Group: ACADEMIC

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments
15/09/2023	25	50	25	Submitted	Add

Approve Workload

Rework

Start Date	Research %	Education %	Service/Leadership/ Public Policy %	Workload Status	Comments
19/09/2023	10	10	80	Approved	None

[Return to Employee Selection page](#)

[Return to Workload Selection page](#)

Subject: Academic Workload Split Reassigned for Approval

The following Academic Workload Split has been reassigned for approval:

Employee ID: 1234567 – LastName,FirstName
 Department: HR Systems
 Job Title: Postdoctoral Fellow
 Start Date: 15-09-2023

Please use the following link to view the transaction: <https://horus.anu.edu.au/psp/sscsprod>

If you require further assistance please refer to the user documentation at the following link: