

SEARCH THE DROP DOWN LIST

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SEARCH THE DROP DOWN LIST

Instead of scrolling through the drop down list, users are recommended to use the search box for efficient look up.

Example for GLC search:

Type department in the search box and filtered result will appear.

Click the Next button for other search results.

Department	Amount
TRAIN	16,093,899
TRAIN - PC - Pirates of the Caribbean	1,958
TRAIN - PC001 - History of the Caribbean	1,958
R.PC001.00.TRAINING	2,438,646
TRAIN - PC002 - Davey Jones Locker	929,900
R.PC002.00.TRAINING	215,310
TRAIN - PC003 - History of Port Royal	185,623
R.PC003.00.TRAINING	1,017,756
TRAIN - PC111 - Voodoo studies	89,966
R.PC111.5A.TRAINING	13,653,295
TRAIN - PC112 - Advanced Voodoo Studies	1,010,180
S.PC112.47.TRAINING	147,587
TRAIN - PC211 - The Pirates Code 1	95,200
S.PC211.01.TRAINING	31,369
S.PC211.02.TRAINING	91,651
S.PC211.03.TRAINING	79,895
	108,133
	103,271
	93,934
	101,815
	34,400
	123,024
	0
	1,023,574
	34,068
	67,993

Example for Employee search:

- Look up by Uni ID

Single Employee Data Entry

Employee

BASIC INFO

Eligibility Group

Job Code

Salary Level

Salary Level Rate

College

Superannuation Rate

Payroll State

Position Code

Position Description

T9999

Replacement Roles

Training Employees

Training Group a

- T99999999a - Jack Sparrow
- T9999998a - Elizabeth Swann
- T9999997a - Hector Barbossa
- T9999996a - James Norrington
- T9999995a - William Turner

- Look up by Name

Single Employee Data Entry

Employee

BASIC INFO

Eligibility Group

Job Code

Salary Level

Salary Level Rate

College

Superannuation Rate

Payroll State

Position Code

Position Description

DATES - Enter Dates as dd-mm-yy

Start Date

End Date

Replace Role

Harry pot

- Replacement Roles
- Training Employees
- Training Group a
 - T9999999a - Jack Sparrow
 - T9999998a - Elizabeth Swann
 - T9999997a - Hector Barbossa
 - T9999996a - James Norrington
 - T9999995a - William Turner
 - T9999994a - Harry Potter
 - T9999993a - Hermione Granger
 - T9999992a - Ron Weasley

Users also have the option drag the drop list to expand and see the description better.

Alternative GLC for On Costs

WC

Super

Payroll Tax

LSL

New Eligibility Group

New Salary Level Code

Base Salary

EB Increased Base

G5ADM-4 - ANU Officer 5 (Administration)

G5ADM-5 - ANU Officer 5 (Administration)

G55C-4 - ANU Officer 5 (Security)

G55T-2 - ANU Officer 5 (Stores)

G55T-4 - ANU Officer 5 (Stores)

G67ADM-0 - ANU Officer 6/7 (Admin)

G67ADM-1 - ANU Officer 6/7 (Admin)

G67ADM-2 - ANU Officer 6/7 (Admin)

Click, hold and drag

Admin Staff

Alternative GLC for On Costs

WC

Super

Payroll Tax

LSL

New Eligibility Group

New Salary Level Code

Base Salary

EB Increased Base

Effective Period

Allowance

Adjustment

ALCULATE ONCOSTS

WC

Super

Payroll Tax

LSL

4045-1 - ANU Officer Grade 5

ACSA-6 - Casual/Sessional Academic

G2ADM-1 - ANU Officer 2 (Administration)

G2ADM-2 - ANU Officer 2 (Administration)

G2ADM-3 - ANU Officer 2 (Administration)

G2IT-1 - ANU Officer 2 (IT)

G2IT-2 - ANU Officer 2 (IT)

G2IT-3 - ANU Officer 2 (IT)

G2MOD-1 - School of Art Models

G3ADM-0 - ANU Officer 3 (Administration)

G3ADM-1 - ANU Officer 3 (Administration)

G3ADM-2 - ANU Officer 3 (Administration)

G3ADM-3 - ANU Officer 3 (Administration)

G3ADM-4 - ANU Officer 3 (Administration)

G3INV-3 - Invigilator

G3IT-1 - ANU Officer 3 (IT)

G3IT-2 - ANU Officer 3 (IT)

G3PRI-1 - ANU Officer 3 (Printing)

G3SC-1 - ANU Officer 3 (Security)

G3SDH-1 - Sub Dean - Halls

G3ST-2 - ANU Officer 3 (Stores)

G4ADM-0 - ANU Officer 4 (Administration)

G4ADM-1 - ANU Officer 4 (Administration)

Allowance

Yes

Yes

Yes

Yes

MENT