

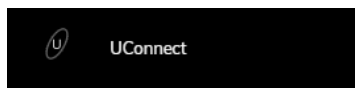
Go directly to <https://thesource.greaterdandenong.vic.gov.au/>

To get to Uconnect, look for

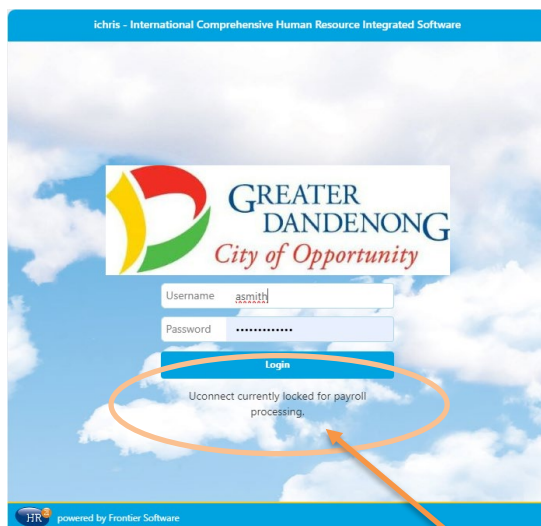
I want to ...



Click on **Uconnect**



Login Screen



If payroll have locked Uconnect, you will see one of these messages to let you know.

Please note due to Single sign on, your username and password will always be the same as your system login details. It is recommended to NOT have your password saved with Microsoft Edge.

**If your system password is updated, this will automatically update your Uconnect password.*

UConnect At A Glance

The screenshot shows the UConnect system interface for a user named SMITH A. The interface is divided into several sections:

- 1. Planner:** Located at the top, it contains a navigation bar and a search bar.
- 2. Details of staff member logged in:** Located below the planner, it shows the user's profile (MS GREEN L) and their role (Organisational Development Consultant).
- 3. Quick links:** Located on the right side, it provides direct links to 'Leave Application', 'Future Leave Cancellation', 'Timesheet Request', and 'View Last Payslip'.
- 4. Task Manager:** Located on the left side, it displays a table of requests submitted by staff that need to be actioned. The table has columns for 'Description', 'Workflow Date', and 'Next Action By'.
- 5. Leave balance:** Located in the center, it shows a bar chart representing the user's leave balance for various types of leave (ANNUAL LEAVE, END OF BAND EXTRA LEAVE, LONG SERVICE LEAVE).
- 6. Policy Links:** Located on the right side, it provides links to 'Leave Guidelines', 'Manual Leave Application Form', 'Processed Leave Cancellation Form', 'UConnect Manual for Staff', and 'UConnect Manual for Managers'.
- 7. Company News:** Located in the center, it displays a welcome message and a notice about the new look UConnect system.
- 8. Your Calendar:** Located on the right side, it shows a calendar for January 2024 with a legend for Leave, Diary, Pay Date, Training, and Public Holidays.

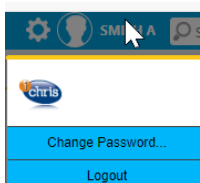
1. Planner
2. Details of staff member logged in.
3. Quick links. These links will take you directly to Apply for Leave, Cancel Leave, Timesheet Request or View last payslip.
4. Task Manager; Requests submitted by staff that need to be actioned.
5. Leave balance for staff member shown in section 2
6. Policy Links. These links will take you directly to the Pdf file requested.
7. Company News
8. Your Calendar



This button will take you back to the previous page.



If this is in the bottom right corner next to the bell symbol, the system is still loading. Please wait until this has gone before proceeding.



To logout click on your name in the top right and click on Logout

Using Quick Links (3)

[Leave Application](#)
[Future Leave Cancellation](#)
[Timesheet Request](#)
[View Last Payslip](#)

Leave Application

Click on Leave Application

This will take you directly to the Request Leave Form

1. Select the leave type i.e. Annual Leave, RDO, TIL, Sick Leave (this will display your current balances for that leave type)
2. Select Start & End Dates
3. Select Days or Hours to be taken
4. Check tick box for medical certificate if applicable
5. Enter Leave reason if required
6. Click Submit in top right corner



Your Manager / Supervisor will be notified of your leave request via email.

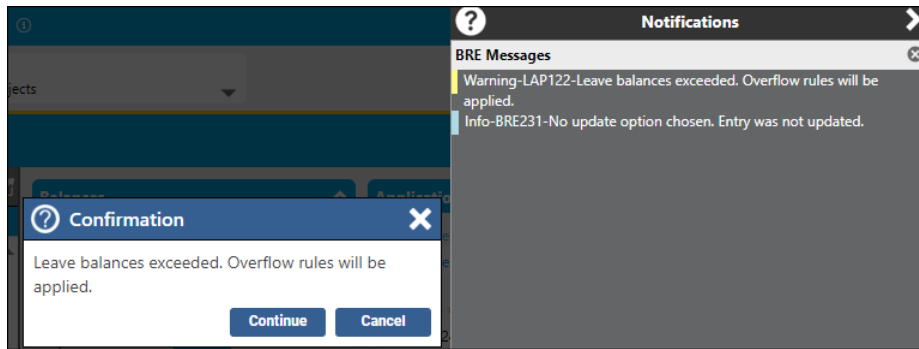
Leave Balances

Your current Leave balances are show in the graph on the left, the Total leave balance equals both the accrual and entitlement added to together. Example: 107hrs (Accrual) + -24hrs (entitlement) = 83hrs Currently available

By clicking on the Query Balances button, this will show the leave balance at the time that the leave is taken.
 Note: Part-time employees annual leave, does not show future dated leave balances.

Leave Balance Exceeded

If applying for leave without the available balance, the system will give you a warning (below).

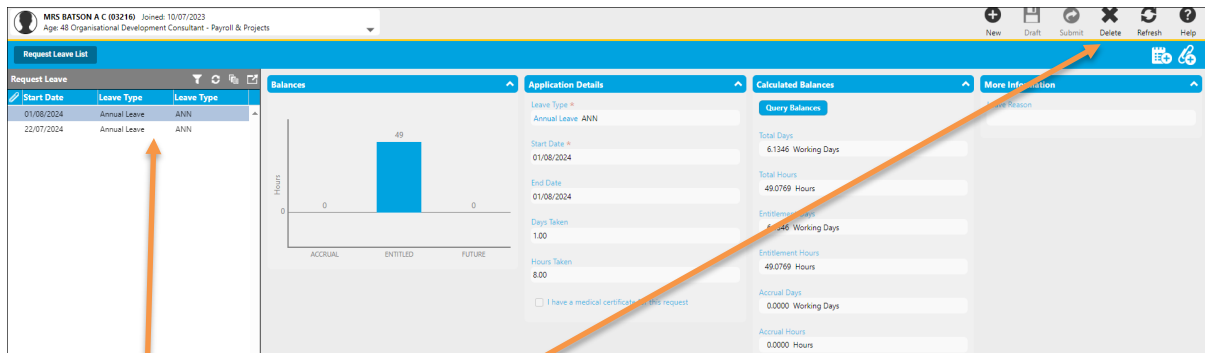


If you select to continue and Submit your Team Leader / Manager will also receive this warning, if this leave application is approved you will automatically be paid 'Unpaid Leave' for any hours exceeding your balance.

Cancel Leave

To cancel leave that has not yet been approved.

1. Click on Leave Application (via Quick Links)



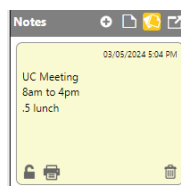
2. Select Leave you want to cancel
3. Click Delete

Timesheet Request

Click on Timesheet Request

This will take you directly to the Request Timesheet Form

1. Select the date worked
2. Click on the 3 dots and select timesheet template required
3. Click on **Load Codes**
4. Enter hours to be claimed
5. Add note with reason, start & finish time and time taken for lunch/meal break, by clicking on the notes icon on the left side  then the  for a new note.



6. Click on  to submit this request

Your Manager / Supervisor will be notified of your leave request via email.

View/reprint Payslips

Quick Link View Last Payslip

This will take you directly to a copy of your last payslip

Click on  in the top right corner, to reprint a copy.



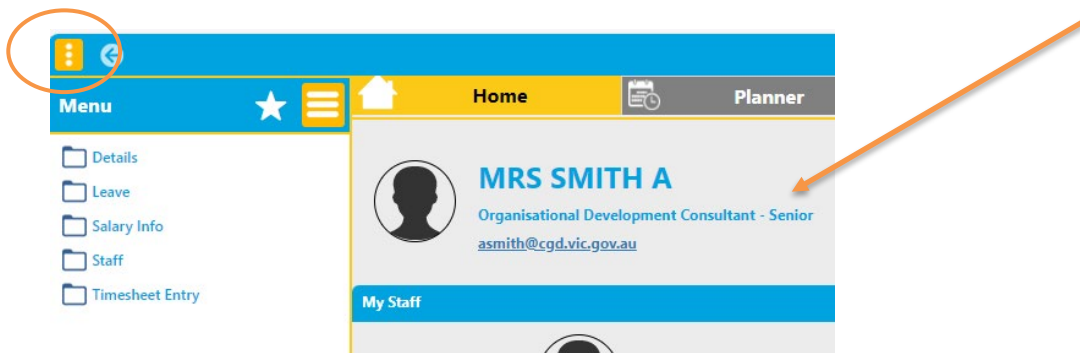
MRS Annabel SMITH		Pay Date: 13/02/2024	
[Redacted]		Pay Period: 29/01/2024 To 11/02/2024	
au [Redacted]		Annual Salary [Redacted]	
Award Description: Band 7D [Redacted]		[Redacted]	

Description	Hours	Rate	This Pay	This Pay Components
Salaries	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Allowance				
Bank Transaction Fee - ALW	0.00	0.00	[Redacted]	[Redacted]
Deductions				
Sal Sac Car Parking DED		0.00	[Redacted]	[Redacted]
SUP		0.00	[Redacted]	[Redacted]
Study & Training Loan Amount				
Total Deductions			[Redacted]	[Redacted]
Gross			[Redacted]	[Redacted]
Taxable			[Redacted]	[Redacted]
Tax			[Redacted]	[Redacted]
Net Pay			[Redacted]	[Redacted]
Superannuation				
SUP			0.00	0.00
Host Plus Super - COY			[Redacted]	[Redacted]
Leave Taken	Start Date	End Date	Hours Taken	
			0.00	

Official Copy of City of Greater Dandenong Payslip
ABN 41205538060

Viewing HR Details

Using the Menu icon in the Navigation bar, Staff Members have access to their details



Details Folder

Under the Details folder your Address, Personal details & Position information are available.

Changing your address

Menu ★ ☰

Addresses List

Addresses

Address Type	Address Type
EMERGENCY CONTACT	E
RES	H
POSTAL ADDRESS	P

Address

Address Type
RES (H)

Address Line 1
65 Smith Boulevard

Address Line 2

Suburb / City / Locality
SMITHTOWN

State / Province / County
Victoria (VIC)

Post / Zip Code
3111

Country
au (AU)

Area Code
03

Phone Number
0412 123 456

Mobile
0412 123 456

Save

1. To change your address go to **Details > Addresses**
2. Select the address you would like to change
3. Enter your new details
4. Press 'Save' on top right of screen

There are three address types; Emergency Contact, RES (home address) and Postal Address. **Please note: Do not change or remove the information Address Line 1 under the Postal address e.g. Elec – 02100*

Leave Folder

Under the Leave folder all your leave information is available including leave requests, Leave cancellation and leave taken.

Menu ★ ☰

Taken List

Taken

Leave Type	Leave Type	Start Date
Time In Lieu	TIL	19/01/2024
Annual Leave	ANN	08/01/2024
Time In Lieu	TIL	29/12/2023
Sick Leave	SIC	19/12/2023
Time In Lieu	TIL	06/11/2023
Time In Lieu	TIL	13/10/2023
Annual Leave	ANN	03/10/2023
Annual Leave	ANN	02/10/2023
Sick Leave	SIC	15/09/2023
Sick Leave	SIC	22/08/2023
Family Leave	FAM	04/08/2023

Details

Leave Type *
Time In Lieu (TIL)

Start Date *
19/01/2024

End Date
19/01/2024

Days Taken
1.00

Hours Taken
8.00

Salary Info Folder

Under the Salary folder your information for Bank details, allowance, deductions, Salary and Superannuation details can be viewed / Updated.

Changing primary bank details

The screenshot shows the 'Disbursement' form in the 'Salary Info' folder. The left menu has 'Bank (PYD)' highlighted. The form fields are: Disbursement Type (Bank (B)), Bank (Dummy Account (00)), Branch (000-000), Branch Address, Account Number (123456789), and Account Name (SMITH A).

1. To change your banking details go to **Salary Info > Bank**
2. Enter 'bank' as your first 2 digits of your BSB number
3. Enter your BSB, Account Number and Account Name
4. Press 'Save'  on top right of screen

*If you are unable to save your BSB please contact payroll via email (payroll.inbox@cgd.vic.gov.au)

Additional Bank Accounts

If you would like an additional bank account to be set up, please email payroll.inbox@cgd.vic.gov.au

Once your additional bank account is set up you can update the amount being deducted via the kiosk.

The screenshot shows the 'Deduction List' and 'Details' screens. The 'Deduction List' has columns: Start Date, Description, Code. The 'Details' screen has fields: Start Date, Code, Amount (200.00), Amount Type, Direct Amount, End Date, Disbursement, and More Information.

1. Go to **Salary Info > Deduction**
2. Select the secondary bank deduction you would like to change
3. Change the amount
4. Press 'Save'  on top right of screen

Timesheet Entry Folder

Under the Timesheet folder you can view previously requested timesheet waiting for approval and timesheets that have been approved

Menu

Details

Leave

Salary Info

Staff

Timesheet Entry

Request Timesheet (KTS)

Timesheet Processed (KTP)

Timesheet Processed List

Timesheet Processed

Date Worked	Description	Type
02/05/2024	Timesheet	STD
04/01/2024	Timesheet	STD
03/01/2024	Timesheet	STD
28/12/2023	Timesheet	STD
05/12/2023	Timesheet	STD
04/12/2023	Timesheet	STD
01/11/2023	Timesheet	STD
25/10/2023	Timesheet	STD
04/10/2023	Timesheet	STD
30/08/2023	Timesheet	STD

Date Worked *

04/01/2024

Processed

Approved

Type *

Timesheet (STD)

Total Hours

1.50

Allowance	Description	Hours
OT15	Overtime @ 1.5	0.00
OT2	Overtime @ 2.0	0.00
OT25	Overtime @ 2.5	0.00
MEAL	Meal Allowance	0.00
ONCL	Oncall Allowance	0.00
TILB	TIL Bank @1	1.50