

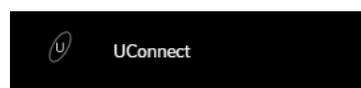
1. Accessing Uconnect

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

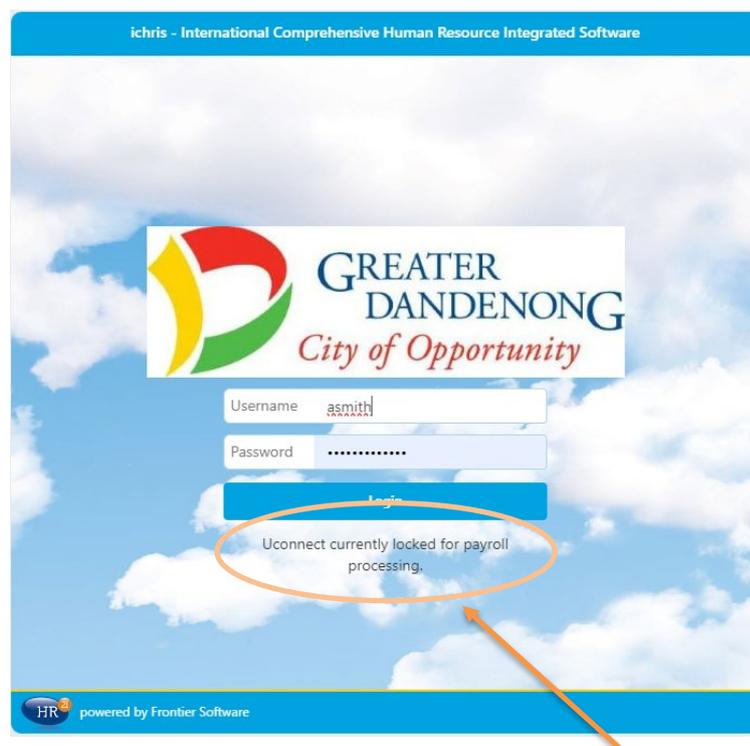
To get to Uconnect, look for



Click on **Uconnect**



Login Screen



If payroll have locked Uconnect, you will see a message 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 manager. The top navigation bar includes 'Home' and 'Planner' tabs. The user profile for 'MRS SMITH A' is displayed, along with quick links for 'Leave Application', 'Future Leave Cancellation', 'Timesheet Request', and 'View Last Payslip'. The 'My Staff' section shows three staff members: 'DOE J', 'GREEN L', and 'MARTIN O'. The 'Task Manager' section displays a table of requests submitted by staff, with a 'Request Timesheet' and 'Request Leave' button. The 'Balances' section shows a bar chart for Annual Leave, Long Service Leave, and Sick Leave. The 'Policy Links' section provides links to various forms and manuals. The 'Company News' section contains a welcome message. The 'Staff's Calendar' section shows a calendar for May 2024 with a legend for Leave, Diary, Pay Date, Training, and Public Holidays.

1. Planner Tab
2. Details of staff member whose page is displayed. This can be different to the staff member logged in.
3. Staff member logged in, click on name to 'Logout'
4. Quick links. These links will take you directly to Apply for Leave, Cancel Leave, Timesheet Request or View last payslip.
5. Direct reports
6. Task Manager; Requests submitted by staff that need to be actioned.
7. Leave balance for staff member currently showing in section 2
8. Policy Links. These links will take you directly to the pdf file requested.
9. Company News
10. Calendar for staff member currently showing in section 2



This button will take you back to the previous page.



This will appear on the bottom right corner if the system is still loading, please wait till this disappears before continuing.

1. Viewing the Staff Planner (1)

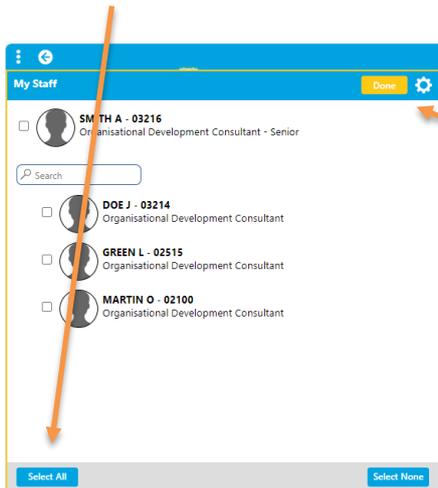
Managers or staff member with direct reports are able to use the Planner to easily track past and future events, such as public holidays and leave in a monthly view. The Planner displays colour-coded events in a calendar for each direct report.

Managers can view their staff members' activities using the Planner. You can access the planner directly from the home screen by clicking on the Planner Tab in the top left.



To use the planner

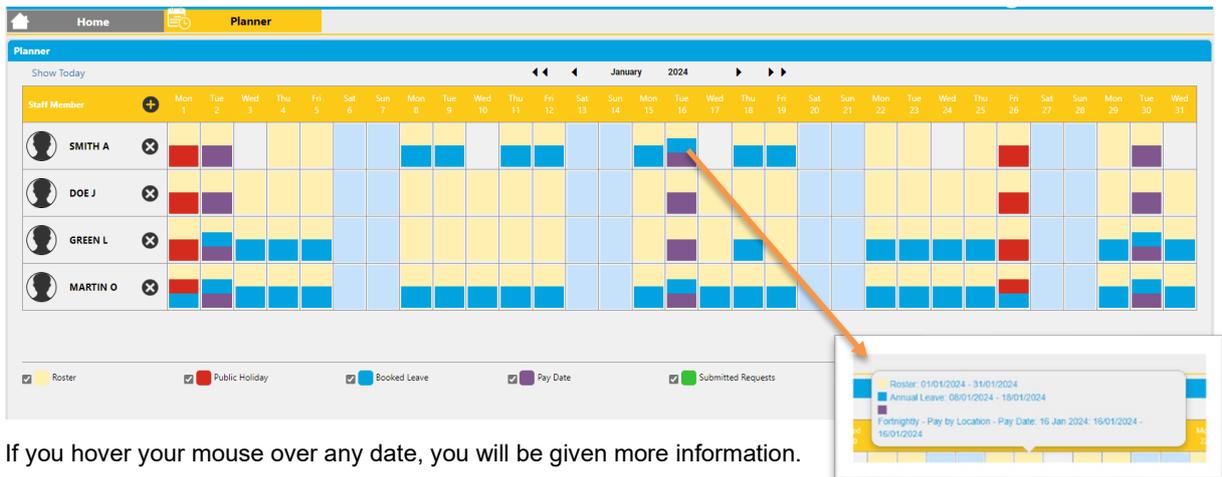
1. 'Select All' to show all employees at once or just select the employees you wish to see.



2. Once you have selected the employees you wish to view click on 'Done'

Below is an example of the information shown

If you hover your mouse over any date you will be given more information



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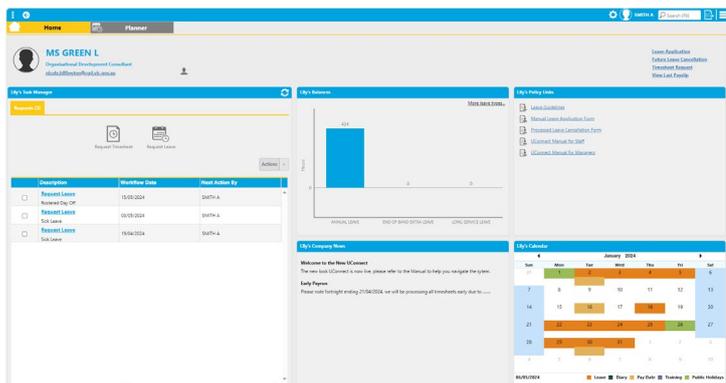
2. Viewing Staff Basic Details (5)

Supervisors, team leaders and managers can view their team's employment details via Uconnect. Some details include;

- Leave balances
- Salary details
- Position history
- Contact Details

To view details of the staff reporting to you

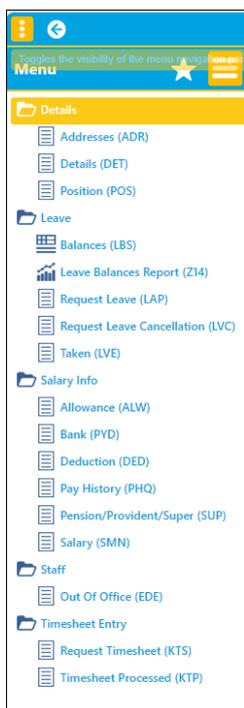
1. Click on the Staff member you wish to view
2. The screen will now show this staff member Leave balance, Leave & Timesheet Requests and Calendar



3. Click on the employee's name to view their employment details – once selected their name will be highlighted in yellow
4. The top banner will change from your name to the employee's name
5. You can then navigate around Uconnect to view staff details

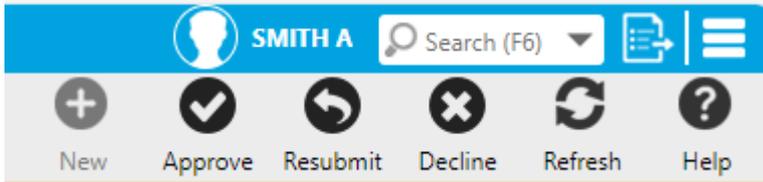
3. Viewing Staff Other Details

After selecting staff member as above, click on 3 dots in top left corner, this will then give you the option to select information from the 5 folders:



- Details: Address, Details & Position
- Leave: Balances, Request, Taken & Cancellation
- Salary Info: Allowances, Deductions, Bank Details, Super, Salary & History
- Staff: Out of Office
- Timesheet Entry: Timesheet Request & Processed

- To Approve or Decline click on the relevant button on the top left.

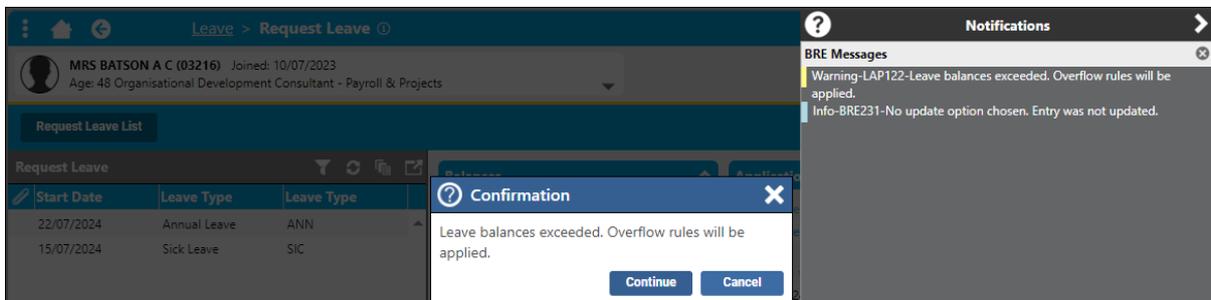


Green tick with 'Success' will appear to show that the process has been completed.



Exceeding Leave balances

If a staff member has applied for leave that exceeds their balance, you will now receive a warning (below)

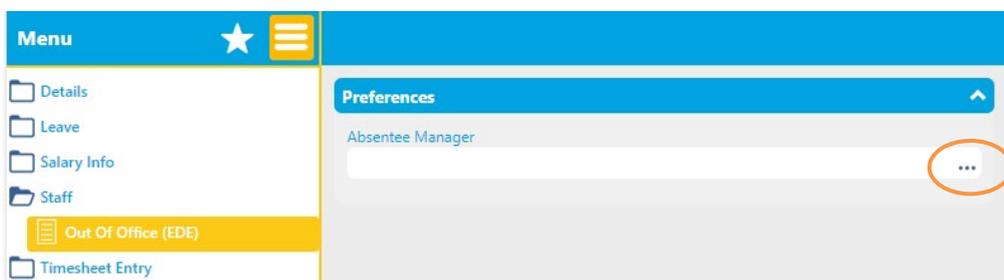


You can 'Cancel' & then 'Decline' the request or select 'Continue' & 'Approve' the leave application. The system will now automatically process any hours that exceed their balance as 'Unpaid Leave'

5. Going on Leave – Out of Office

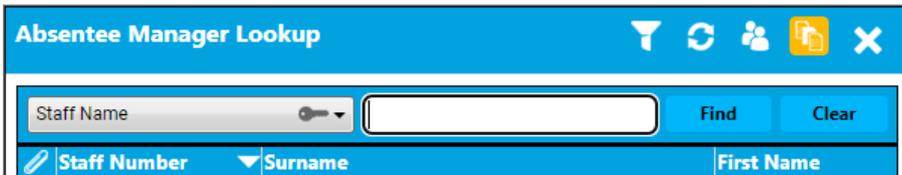
To redirect your teams UConnect leave and timesheet approvals.

Before you leave the office on your last day before leave, it is imperative that you set up your UConnect out of office.



- Go to the 'Staff' drop down option and then select 'Out Office'.
- Click on the three dots next to the 'Absentee Manager' box.

3. Type in the acting employee's surname name and click find



4. Click on the applicable name.
5. Click 'OK'.
6. Press 'Save'  on top right of screen

To remove Absentee Manager

1. Delete acting employee's name from Absentee Manager field



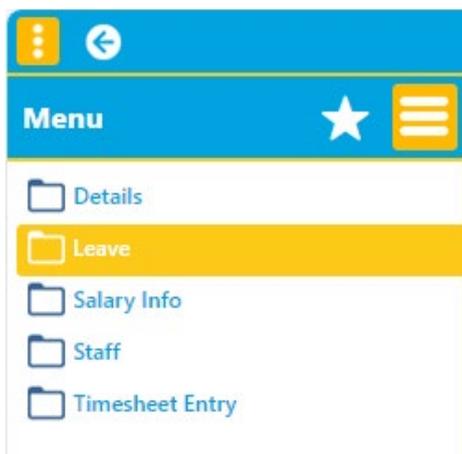
2. Press 'Save'  on top right of screen

Any questions, please email payroll.inbox@cgd.vic.gov.au

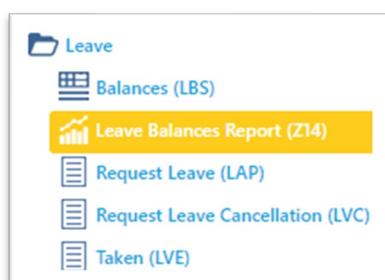
6. Running Reports – Leave Balances Report

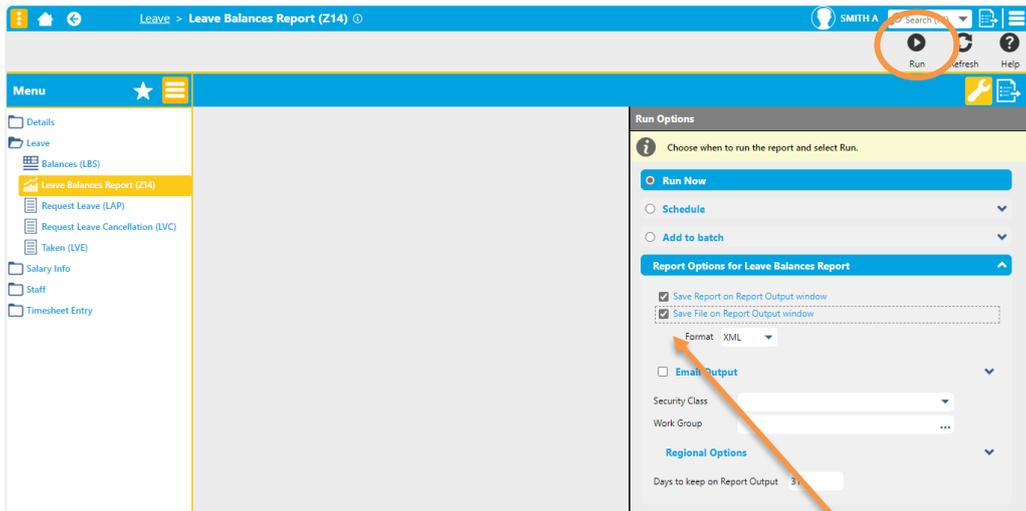
A leave balances report will provide you with your staff members name, total annual, sick, long service, RDO and time in lieu balances (as applicable)

1. Go to 3 dots in top left corner of screen

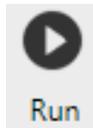


2. Drop down the Leave folder, click on Leave Balance Report





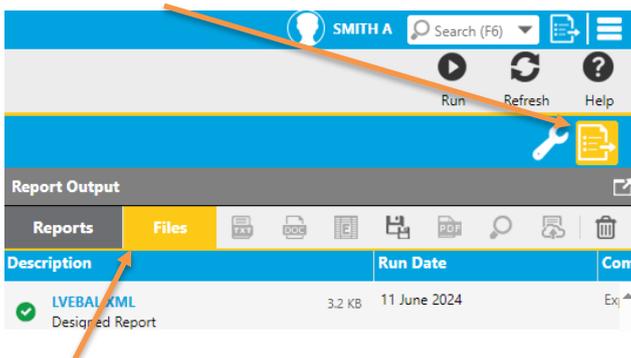
3. For the report to show in Excel format select 'Save file on report Output window' 'Format XML'
- 4.



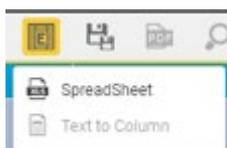
5. Click Run, in top right corner
6. Once complete this message will appear at bottom of screen.
- 7.



8. Click on Report Output



9. Click on Files
10. Report LVEBAL will be listed, highlight, and click on E symbol, select Spreadsheet





11. On downloads click Open file

Excel report with staff leave balances will open

Report title: Leave Balances Report								11/06/2024
Report name: LVEBAL								1:11:21 PM
Selections:								
Staff Member	Preferred Name	Surname	Total Annual Hrs	Total Sick Hrs	Total LSL Hrs	Total RDO Hrs	Total Time in Lieu	
02100	Olivia	MARTIN	135.30	515.49	460.00	9.00	2.81	
02515	Lily	GREEN	399.20	446.28		83.00	7.89	
03214	Jane	DOE	37.00	96.00		24.00	2.25	
03216	Annabel	SMITH	4.80	48.79			5.50	
			576.30	1106.56	460.00	117.00	18.45	