

Introducing StaffLink

The StaffLink Human Resources Information System (HRIS) will streamline, standardise and simplify payroll processes and human resources management for staff working in the NSW public health system. StaffLink has been designed to meet the needs of a busy workforce, and all staff will see some change to current work practices.

Access to new online Employee Self Service facility

Through StaffLink all staff have access to an online facility called **Employee Self Service** (ESS). ESS can be accessed by logging into StaffLink via the intranet or internet. Through ESS staff can access their payslip online and view current and project future leave entitlements. A **Manager Self Service** (MSS) facility is also available to all managers offering them information and tools to assist with team resourcing and management.

For more information on ESS visit:

http://intranet.hss.health.nsw.gov.au/_data/assets/pdf_file/0015/160161/121023-Employee-Self-Service.pdf

For more information on MSS visit:

http://intranet.hss.health.nsw.gov.au/insidehss/operations/corporateit/publications_resources/hris_faclsheets

Training and support

Training, technical and human resources support will be provided for all staff.

- Self-paced online training is available from the HealthShare Intranet demonstrating appropriate use of ESS and MSS Service for staff and manager.
- The State Wide Service Desk (1300 28 55 33) will provide support for any technical issues related to ESS and MSS, e.g. password reset
- The Health Share Service Centre is available on 1300 679 367 for pay and payslip enquiries, including payroll processing, superannuation, taxation and leave processing and balances.

Further information

Further information is available from the Corporate IT Program page of the Health Share Intranet

<http://intranet.hss.health.nsw.gov.au/insidehss/operations/corporateit>

New online payslips

One of the changes that will directly affect staff will be that Western NSW LHD will no longer automatically distribute paper-based payslips. The default setting for all Western NSW LHD staff will be electronic receipt of their payslip advice via the StaffLink system.

Your new user name and password can be provided to you by contacting HealthShare on 1300 285 533. Please ensure you have your eight digit employee number for reference.

Payslip preferences

There are a number of ways to access your payment details:-

If you have a NSW Health email address you will be able to access your e-payslips **from a work computer via StaffLink** (<https://stafflink.hss.health.nsw.gov.au>).

All staff will also have the option of accessing their e-payslips and e-payment summaries **by logging onto StaffLink from a home computer** (<https://stafflink.hss.health.nsw.gov.au>).

Organise a suitable time with your manager so you can discuss options to access a computer/ seek permission from your manager to have your payslip sent to them so they can print it for you.

Employees located at Orange Health Service, Bathurst Base or Dubbo Base Hospital may also access your Electronic Payslip from your facilities library.

StaffLink log in details are available from the State Wide Service Desk (1300 285 533), and detailed instructions for accessing your pay information online are available from

http://intranet.hss.health.nsw.gov.au/_data/assets/pdf_file/0006/159261/StaffLink-v12.1-ESS-Participant-Guide-Final.pdf