



Online HR Basics

Online HR - Quick Reference Guide for Parliamentarians and MOP(S) Act Employees

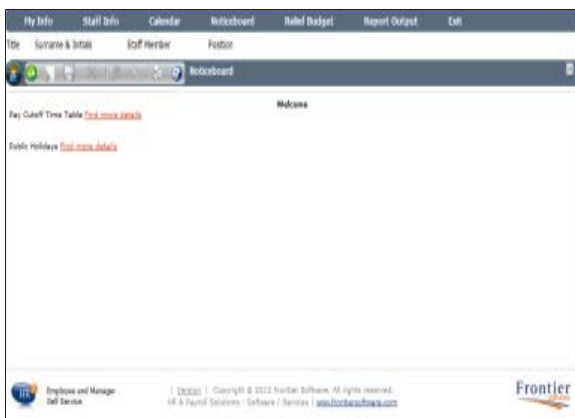
Logging on to Online HR

1. Use your Internet Browser to access <https://hr.finance.gov.au/hr21>

Suggestion: Add to **Favourites** in your Internet browser.

2. Enter your **Username** and **Password** and click **Log In**.

You will know you have successfully logged into Online HR if the 'Noticeboard' screen is displayed.



Currently this displays links to:

- Pay Cut-off Time Tables and
- Public Holidays

Changing your password

1. Access <https://hr.finance.gov.au/hr21>
2. Click the **Change Password** link at the bottom of the login screen.
3. Enter your **Username**, **Old Password**, **New Password** and the new password again in **Confirm Password** and click **Change Password**.

Note: Passwords must have a minimum of 7 characters comprised of at least one upper, one lower case letter, a number and a special character, e.g. Leave+Pay1 or P@ymep1s .


Resetting forgotten passwords

1. Access <https://hr.finance.gov.au/hr21>.
2. Click the **Retrieve Password** link at the bottom of the login screen.
3. On the Reset Password screen, enter your **Username** and click **Submit Request**.

This will trigger a no-reply email, which is sent to you.

4. Open this no-reply email and click the link in the email. This will display the Change Password screen.

Note: If you have not received an email, check your spam email box. If not there please contact the Staff Help Desk.

Cautions: Once logged into Online HR do not use the Internet Explorer buttons. The **Back** button  for example will end your Online HR session not take you to previous screen.










Exiting Online HR

5. To exit, click **Exit** in the top, right-hand corner of the menu bar.

Online HR Toolbar Buttons



There is a tool bar at the top of the screens.

	Refresh. Refreshes the screen.
	Add. #
	Save/Update. Click to submit a record. #
	Delete. Click to delete a record. #
	Notes. Displays notes if it has a green tick.
	Attachments. If there is a paper clip next to a line on the list at the bottom of the screen, you can click this Push Pin icon to display attachments.
	Print. Click and complete the Microsoft Print options to print.
	Help. Click to display this icon next to each field. Click  next to a field for a description of that field.

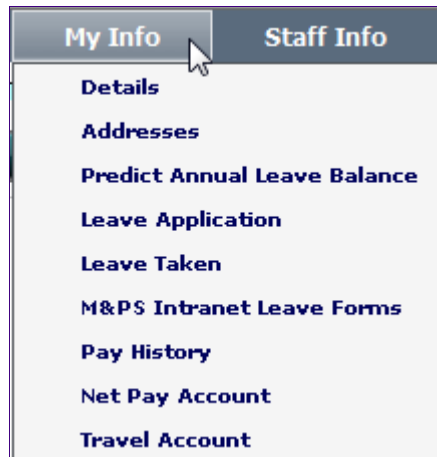
- If all three icons greyed out you can only view data on screen. If icon visible then you have the ability to add; Save/Update; or Delete.

F5 key	Refresh and return to home page (Noticeboard)
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Access restrictions to Online HR

Please note you will be locked out during System upgrades or your access restricted during Pay Processing. Messages will be posted on the Online HR Noticeboard screen when this is scheduled to occur.

Viewing your details



From the menu bar, select **My Info >**

1. Details

Details such as your name and email address are displayed.

2. Addresses

Details such as home and postal addresses are displayed.

3. Net Pay Account

The account details for your net pay are displayed.

4. Travel Accounts.

The account details for your current Travel Account as well as previous account details are displayed

Changing your details

Under the My Info menu, Addresses, Home Address, you may add, update or delete a personal email address and phone number.

If you need to change any other details, such as address, name, bank or travel accounts, please advise the M&PS Staff Help Desk in writing of the updated details.

Help with Online HR

M&PS Staff Help Desk
Ph: 02 6215 3333
email: mpshelp@finance.gov.au