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INTRODUCTION TO ĀKU MAHI

This iWaikato utility may be used by staff to:

• Check employment details for each current or historical job held at the University (records are kept from 1997)
• Maintain personal and emergency contact details
• Check personal qualification records held by the University
• View current and historical payslips (previous and current years’ payslips are available)
• View YTD earnings and deductions
• Check that bank account details for payments are correct and change if necessary
• View leave balances and leave history online
• Make leave bookings online (directed to line manager for electronic approval)
• View current or pending leave transactions to monitor the approval process
• Create and submit timesheets (casual and sessional staff)

It may be used by line managers to:

• View details of members of their team, including a leave matrix for any defined 4 week period, current leave balances of team members and history of leave taken by team members
• Process leave bookings electronically
• Approve timesheets electronically
• Process e-recruitment for panel members

NOTE: AT ALL TIMES USE THE LINKS TO NAVIGATE - NOT THE BACK BUTTON ON YOUR BROWSER

NAVIGATING IN ĀKU MAHI

The menu layout and navigation in Āku Mahi has changed with the latest version. The main selection menus are found at the top left with My Details and My Favourites are on the left sidebar.

My Details is used for changing to other jobs for staff who have had more than one job at the University and can be used by team leader roles to view their staff ‘In Context’ i.e. as the staff member. My Favourites contains quick links for commonly used items such as leave bookings. Team leaders will have additional top menu items called My Team for viewing team information and My Approvals for approving and managing requests.
CHANGING TO ANOTHER JOB

If you hold, or have held, more than one Job at the University then you can view details for an alternative role by first selecting My Details. Click on the Historical icon to bring up the list of all your jobs, current and previous.

Click on your employee number next to the job you want to view details for and then Select button. The selected Job number and title should now appear for all your employment details.

PERSONAL DETAILS

The Personal Details menu item under My HR allows you to maintain your personal contact details.

Select the Contact Details link and enter data into the fields as requested.

Postcode, State and Country fields are not used by the University so they may be left empty.

The Copy Home Address to Postal Address button makes it easy to update postal contact details when they are the same as your home contact details.

MAINTAINING EMERGENCY CONTACTS

The Emergency Contacts menu item opens a list of your emergency contact people and some of their contact details.
Select one of the **Contact Name** links listed to view and edit details for any individual contact. Use the **Add new Emergency Contact** record link to add a new contact person.

Use the optional **Priority** field to set the priority order in which you would like us to make contact in the event of an emergency. Use 1 for your first (top) priority contact, 2 for the second, etc.

**Title** is an optional field and needs to be selected from a drop down list.

**Surname** is mandatory and **Relationship** are optional (nevertheless may be useful to include). At least one contact detail must be added to the record (**Work Phone**, **Home Phone**, **Mobile Phone**, **Email Address** or **Address**). You are encouraged to include as many contact details as possible.

**VIEWING QUALIFICATIONS**

You can view any qualification details which are held on record for you in the **Personal Details** menu, but cannot modify them. Contact HRM if there are any problems.

**CHECKING LEAVE BALANCES**

From **My HR** select the **Leave** link and then the **Leave Balances** menu item to view current Leave Balances. You may also use the drop down calendar tool to select a future date and then click **Calculate Balances** to update the list and see how much leave will be available at that time.
MAKING LEAVE BOOKINGS

Select the Leave Bookings Request menu item and you will be presented with a screen which lists your Leave Balances along with any Pending Leave Requests (leave which has been booked but not yet approved) and any approved Future Leave Bookings.

Due to the way the system calculates leave you need to book whole day and part day leave requests separately. The Part Day Leave Bookings are for staff who wish to take less than a whole day of leave.

If your leave period includes a mixture of whole and part days then use both booking request forms - one for the whole day components and the other for any remaining part days. Part days need to be booked individually by day.

This form is also used to notify or book Sick leave, Bereavement/Tangihanga Leave, Jury Service, Union Leave, Employment Relations Education Leave and Long Service Leave. You should check the Leave Policy and your Employment Agreement for details for each of these leave types and your entitlements. You may also contact the Human Resource Management Division for further information or clarification.

Parental and Academic Leave cannot be booked in Āku Mahi (continue using the paper forms).

Whole Day Leave Request

Choose the type of leave from the drop down Leave Code list. Select Start and End Dates (inclusive) using the calendar tool provided (or type manually using the format DD-MON-YYYY). All staff need to select Days in the Unit field and the system will calculate leave based on current rostered hours. Note that the Unit field will not be populated until a Leave Code is selected.

The Whole Day Leave Request form is used to book whole day components of leave (including block bookings).
If Sick Leave is selected please indicate whether or not you have a medical certificate in the Medical Cert. field (see your Employment Agreement for details concerning this). You also need to enter the Reason i.e. Personal or Dependent/Family Sick Leave. The Other Doc. field is not used within the University environment. Any Comments you enter will be passed to your line manager as part of the approval process (as they are able to add comments when they approve or decline your request).

**Part Day Leave Request**

The Part Day Leave Request form is used to book part day (normally half day) components of leave.

Choose the type of leave from the drop down Leave Code list. Select Start Date (actual date of the leave to be taken) using the calendar tool provided (or type manually using the format DD-MON-YYYY). Enter number of whole hours in the Hours field (3.75 - as shown - if you are employed for 37.5 hours per week or 4 if you are employed for 40 hours per week and wish to take a half day of leave).

If Sick Leave please indicate whether or not you have medical certificate in the Medical Cert. field (see your Employment Agreement for details concerning this). You also need to enter the Reason i.e. Personal or Dependent/Family Sick Leave. The Other Doc. field is not used within the University environment. Any Comments you enter will be passed to your line manager as part of the approval process (as they are able to add comments when they approve or decline your request).

When you select the Submit button a copy of your leave request will be sent to your designated line manager for their consideration. If that person is away or unable to process the form within a fixed short period then the request escalates to the designated manager at the next level (usually the Dean or Head).

If there are any problems with a leave booking you will be presented with a warning screen where you may reverse the leave before it is submitted for approval. Note that this message will also display when you attempt to book accrued leave. Please read the Leave Policy and your employment agreement carefully to be aware of entitlements and local provisions. Contact your HRM Advisor if you need assistance or clarification.

**VIEWING LEAVE HISTORY**
The Leave History menu item displays a screen where you may select a date range and optionally a Leave Code to search for leave taken between two dates.

### Leave History Enquiry

<table>
<thead>
<tr>
<th>Action</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type of Absence Leave</th>
<th>Amount</th>
<th>Unit</th>
<th>Medical Cert</th>
<th>Add Pay</th>
<th>Salary %</th>
<th>Booking D</th>
<th>Comment</th>
<th>Leave Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CANCEL Leave</td>
<td>11-JUL-2013</td>
<td>11-JUL-2013</td>
<td>AL - Annual Leave</td>
<td>3.00</td>
<td>hours</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. CANCEL Leave</td>
<td>26-APR-2013</td>
<td>03-MAY-2013</td>
<td>AL - Annual Leave</td>
<td>0.80</td>
<td>Days</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. CANCEL Leave</td>
<td>24-APR-2013</td>
<td>24-APR-2013</td>
<td>AL - Annual Leave</td>
<td>0.80</td>
<td>Days</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. CANCEL Leave</td>
<td>11-APR-2013</td>
<td>11-APR-2013</td>
<td>SICK - Sick Leave</td>
<td>1.00</td>
<td>Days</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. CANCEL Leave</td>
<td>10-APR-2013</td>
<td>10-APR-2013</td>
<td>AL - Annual Leave</td>
<td>2.00</td>
<td>hours</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VIEW PENDING TRANSACTIONS

The Pending Transactions menu item displays a screen which lists any pending leave requests you have made and that have not yet been approved by your line manager. Any leave requests that have been rejected by your manager or cancelled will also appear here and need to be deleted.

If you select your name in the Name column you may delete the pending request by selecting the Delete button and then confirming the deletion. Note that the buttons without names are not used and do nothing. Due to system limitations we are unable to remove redundant buttons.

Pending Leave transactions are also visible and can be deleted from the Leave Bookings Request page.
CANCELLING LEAVE BOOKINGS

If the request has already been approved by your manager then select the Leave History menu item. A link named Cancel Leave will be displayed in the Cancel Previous Bookings column once the leave history has been queried.

Person: 00334455, Amy Storm  
Job: 01, Aku Mahi Administrator

Leave History Enquiry

<table>
<thead>
<tr>
<th>Action</th>
<th>Start Date</th>
<th>End Date</th>
<th>Type of Absence</th>
<th>Amount</th>
<th>Unit</th>
<th>Medical Cert</th>
<th>Adv Pay</th>
<th>Salary %</th>
<th>Booking ID</th>
<th>Comment</th>
<th>Leave Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cancel Leave</td>
<td>02-SEP-2013</td>
<td>03-SEP-2013</td>
<td>AL - Annual Leave</td>
<td>2.00</td>
<td>Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leave Cancellation

Action the reversal by selecting the Cancel Leave link and then confirming the action warning message. The Cancellation will be directed to your line manager for approval through the standard notification/approval process. Once the cancellation has been approved it must be deleted through the Pending Transactions menu (refer Pending Transactions details).

Note that cancellation of leave can cause some adjustment to payroll records.

If there is any problem with a Leave Booking (e.g. available leave exceeds the leave requested) a Warning! will be posted when the Whole or Part Day Leave Request is made indicating what the issue is. At this point a Reverse Leave Booking button will appear which can be selected to cancel the booking before the request is sent to your line manager. Note that this message will also display when you attempt to book accrued leave. Please read the Leave Policy and your employment agreement carefully to be aware of entitlements and local provisions. Contact your HRM Advisor if you need assistance or clarification.

VIEWING EMPLOYMENT DETAILS

On the Employment link on the My HR tab you will find an Employment Details menu item which opens a screen where you may select the date range for the current Job to view details for a specified period of time. Note that the HRM database only holds information from 1997 onward.

Use the calendar utility provided to select dates if necessary, or simply select the Click Here button to accept the default dates which display all details for the current Job.

Note that the current Job can be changed by first selecting the My Details menu item on the left hand side of the screen and choosing the Historical icon from a list (only appropriate for staff who have held, or currently hold, more than one Job at the University of Waikato). Refer Changing to Another Job instructions.

The current Job number is displayed at the top of the screen (under the Person name).
Changes to the selected Job are listed in date order with most recent changes at the top. The **Commence Reason** column gives a brief reason for changes made over time. Click on the **Active From** date link to view details for the Job at the date specified.

**Employment Details**

<table>
<thead>
<tr>
<th>Occ</th>
<th>Active From</th>
<th>Active To</th>
<th>Classification</th>
<th>Step</th>
<th>Commence Reason</th>
<th>Position#</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB1</td>
<td>30-OCT-2013</td>
<td>31-DEC-2014</td>
<td>Level 4</td>
<td></td>
<td>Salary Increase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB2</td>
<td>31-OCT-2013</td>
<td>30-SEP-2013</td>
<td>Level 4</td>
<td></td>
<td>Salary Increase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB3</td>
<td>31-OCT-2013</td>
<td>30-SEP-2013</td>
<td>Level 4</td>
<td></td>
<td>New Classification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB4</td>
<td>31-OCT-2013</td>
<td>30-SEP-2013</td>
<td>Level 4</td>
<td></td>
<td>GL Account Change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB5</td>
<td>31-OCT-2013</td>
<td>30-SEP-2013</td>
<td>Level 4</td>
<td></td>
<td>GL Account Restraint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB6</td>
<td>31-OCT-2013</td>
<td>30-SEP-2013</td>
<td>Level 4</td>
<td></td>
<td>Salary Increase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB7</td>
<td>31-OCT-2013</td>
<td>30-SEP-2013</td>
<td>Level 4</td>
<td></td>
<td>GL Account Increase</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This screen allows you to view **Salary** at the specified date, **Employment Agreement** details (CEA = Collective Employment Agreement, IEA = Individual Employment Agreement), **Classification** on the relevant salary scale, **Nominal Hours** of work, **Full Time Percentage** and more. Contact your HR Advisor if you need any clarification of details shown.

**Viewing Your Payslips**

Under the **My HR** menu select the **Payroll Details** link then the **Current Payslip** menu item and you will be presented with your current payslip details. The payslip shows the two week **Period End** for which payment is being made and includes salary, deductions and any subsidies which apply.
Payslip History presents you with an historical list of payslips with the most recent at the top. The system holds the current year plus the complete previous calendar year’s records.

Note: There is a shortcut on My Favourites which has a direct link to the current payslip.

MAINTAINING BANK ACCOUNT DETAILS

You must always have a default bank account into which your salary and any other earnings will be paid. It is your responsibility to keep the details of this account up to date and accurate. Make certain you double check details before you Update as incorrect information will mean that your pay may not be processed as expected. Always check that the payment has been made to a new account on the expected date if a change has been made and contact HRM Division if you have any problems.

Select the Bank Accounts menu item. To change your bank account details simply click on the Edit link under Action in the list provided, then change the details on the next screen.

If you know the bank and branch identification number (6 digits long) then simply type it into the field and the system will match your value with its look-up value and return the correct Bank name when you update. Alternatively Bank & Branch# is a look-up field (i.e. all the values have been preset), so you can also use the Script Prompt utility which pops up when you select the drop down box next to the Bank & Branch# field to locate your bank and branch identification number. To use this utility simply type the first few letters of your bank’s name (e.g. BNZ, ANZ, ASB, Nat, etc.) in front of the % wildcard character and click OK to display the results and scroll through the list to find your branch.

The database requires the Account# & Suffix field to be entered as 10 digits (even if your bank only uses 9). This is because many banks are now using 3 digits for the Suffix code. To ensure you enter the code correctly count the number of digits in the part of your bank account number which follows the Bank & Branch# identified earlier. If there are 10 digits then simply enter them and continue to the next field and enter the Account Name as shown on your bank account statements, deposit slip or cheque book. If there are only 9 digits then you need to insert a 0 (zero) in front of the final two digits (e.g. if the suffix is 00 then it becomes 000, if it is 01 it becomes 001, etc.). Please check this carefully. Contact HRM on extension 4003 (07 838 4003 from outside campus) or email hrm@waikato.ac.nz if you have any problems or need further clarification.
Fixed Amount and Percentage Amount fields should be left empty.

**Warning!** Always Log Out, close the browser completely or lock your computer when you have finished using any secure area of the University system since access to this facility could allow others to change your details – including bank account number!

## PAYROLL GIVING

This feature can be accessed from the My HR – Payroll Details – Deductions and allows you to make a regular payroll donation to the University of Waikato Foundation (http://www.waikato.ac.nz/foundation/). You only have View access to other deductions. To change other deduction types (such as membership fees for Staff Associations/Unions) you should contact Payroll services.

Select **Add new Deduction record** to create your Payroll Giving deduction.
The **Detail** will default to your lowest numbered current Job number (usually 01) and you normally do not need to change this.

From the **Deduction** drop down list select **DPG – UOW Foundation Payroll Giving** (which is the only deduction option able to be edited).

Enter the fortnightly pay **Deduction Amount** you wish to give (as a number only – i.e. no $ symbol). Note that if this fortnightly amount is less than $5 then you will be unable to claim a tax rebate for your donations.

Optionally you may limit the amount you wish to give by entering the numeric value in the **Expires after Total Amount** field, or by entering an **End Date** for the deduction. Once this limit has been reached then the deduction will cease.

Select the drop down list arrow next to **Start Date** to be able to select the start date of the next fortnightly pay period from the calendar.

The **Reference** field is not necessary as **DPG – UOW Foundation Payroll Giving** will appear on your payslip. Any text you enter will appear in the main **View Deductions** screen, but has no other functionality in this context.

Select the **Insert** button to complete your deduction setup.

At this point you can change any details which you have entered incorrectly and Update, select another menu option, or exit Āku Mahi.
EDITING OR CEASING A PAYROLL GIVING

Select **Edit** if you want to change the **Deduction Amount** or add an **Expires after Total Amount** value.

Select **Cease** if you want to stop the deduction immediately. Use the drop down arrow next to the **End Date** field to select the correct current payroll end date (in the same way you select the **Start Date** above).

Select **Update** to confirm the **End Date**.

Note that you cannot use **Add new Deduction** record for any new deduction of the same type as a deduction which already appears in the list. Use the **Edit** function instead if you wish to increase your fortnightly deduction amount.

**EMPLOYEE PAYMENT HISTORY**

This feature allows you to view a summary of your payment history, including total earnings and total deductions. Access is from **My HR – Payroll Details – Employee Payment History Display**. Select the date range (Pay Period End Date for accuracy) you want to enquire on or leave it as the default and click Submit.

**Employee Payment History Display**

*Start Date* 01-JUL-2013 to 30-JUN-2014

Submit
SUBMITTING A TIMESHEET – CASUALS AND SESSIONALS

Note: The Approver will normally be your Supervisor.

Under My HR you will find Timesheets where you can create a timesheet for the pay period in question. Please note DO NOT USE SAFARI - it is not a supported browser.

Enter in a start date for the pay period. You can either enter the date directly in the format 01/08/2013 or use the date picker. Either will give you the start date in correct format as shown.

Once you have selected the start date for the fortnight you have worked click Find Employee Jobs and select the relevant job.

Use the date picker or manually enter the date (i.e. 01/08/2013) to enter the date of the day you worked.
Select your start and finish times using the drop down menu. You can manually enter your start and end time, however you need to use 24 hour notation and either no decimal point or colon to indicate minutes i.e. 1330 or 13:30. If you use decimal points the system will work out the amount after the decimal point as a fraction of the hour i.e. 13.30 becomes 13:18, 13.50 becomes 13:30 so your pay could be less than what it should be.

In the Break column you will need to enter the length of any breaks you have taken. Note: The length of your break should be either a fraction of the hour i.e. 0.25 = 15 minutes or entered as per start and end time i.e. 0015 = 15 minutes. If you did not have a break enter 0. The Hours column will automatically calculate for you the hours worked for the day.

There will only be one code to select in the Pay Code column which is ORD. The last column Activity is not required by the University but may be required by your Faculty or Division to capture information for their internal reporting.

Note:
- You can if you wish use the C (copy) or D (delete) buttons to copy or delete rows you have entered.
- At any stage you can save and come back later either to enter more data or save and submit.

Once you have entered all the hours you have worked you will need to send your timesheet for approval. At the bottom of the screen you will find a drop down menu Timesheet to be approved by this will bring up another window for you to choose the approver. Once the list of approvers is visible click on the appropriate Person Id to select.

If this is your final pay please note this in the text box provided.
Once you have selected the approver you are ready to **Save and Submit**. At any time you can **Save** and return at a later date to finish the process and submit.

<p>| | | | | |</p>
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</tbody>
</table>

Once you have submitted your timesheet you will be notified on screen if you have been successful.

**Person:** 00009999, Candy Thunder  
**Job:** 02, Casual

**Success!** Timesheet details have been saved and submitted for approval.

**Back to Timesheet List**

If for any reason you are not successful, or for further assistance please email [hrm@waikato.ac.nz](mailto:hrm@waikato.ac.nz)

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**ERECRUITMENT – PANEL MEMBERS**

Staff who are recruitment panel members will have visibility of applicants for vacancies that are assigned to them. Erecruitment information is viewed in the **My Administration** menu. Select **Monitor Vacancies** to see the assigned vacancies.

**Person:** 00112233, Tom Seasons  
**Job:** 01, Āku Mahi Manager

<table>
<thead>
<tr>
<th>Vacancy Ref#</th>
<th>Vacancy Position Title</th>
<th>Location</th>
<th>Business Unit</th>
<th>Closing Date</th>
<th>Number of Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>330130</td>
<td>Āku Mahi Administrator</td>
<td></td>
<td></td>
<td>21-MAI-2013 11:03:59 pm</td>
<td>25</td>
</tr>
</tbody>
</table>

Select the **Vacancy Ref#** to view full details and the list of applicants. This will also show what actions have been taken with each applicant, for example if they have been Shortlisted or Not Shortlisted.
Selecting the Applicant # link will bring up the details submitted by selected applicant. This includes their CV and other supporting attachments which can be viewed by selecting the appropriate link.

Monitor Vacancies

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Surname</th>
<th>First Name</th>
<th>Title</th>
<th>Gender</th>
<th>Action Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Brown</td>
<td>Betty</td>
<td>MSS</td>
<td></td>
<td>11-JUN-2013</td>
<td>Appointed</td>
</tr>
<tr>
<td>23</td>
<td>Brown</td>
<td>Betty</td>
<td>MSS</td>
<td></td>
<td>22-MAY-2013</td>
<td>Shortlisted</td>
</tr>
</tbody>
</table>

Hint: Click on a column heading to order the data. Click Here to DISPLAY all applicants including unsuccessful applications.
Additional Menu Items for Team Leaders/Line Managers

Please note that these menu items will only appear if you have staff management responsibilities as part of your role.

VIEWING YOUR TEAM LIST

Current Employees Detail Snapshot

The My Team tab has a Team Details link which gives you a Current Employee Detail Snapshot menu item. This displays a Current Employee Detail Snapshot which lists your current team.

Selecting any field in an employee row will show the Current Employment Details Snapshot for that individual below the main list.

The view can be altered to your preference by either dragging and dropping column headings (e.g. Job No) so that their order changes or by selecting the View dropdown, then Columns and ticking or unticking to add or remove the detail as preferred.

Team members can also be viewed In Context (i.e. viewed as the individual team member). To do this you will need to use the My Details panel. Select the arrow next to My Details heading to open up the panel.

Click the arrow next to your name to bring up team list, then click the arrow next to the row of the team member you want to view in context. Once you have selected a team member click on the Set My View icon, when you select any of the Personal Information menu items or Leave Details menu items you can view that individual’s details.

You will be unable to change the individual’s Job (if they hold more than one) since only the details pertaining to the role which reports to you may be viewed.

Note the (In Context) heading while in this view mode.
After viewing an individual’s details you can return to your own team leader context by either clicking back on your name in My Details or the ‘Clear Team Member View’ button located in the top section of the My Details panel.

**VIEWING THE TEAM CALENDAR**

Select the **Team Calendar** menu item to access a 4 week matrix showing leave bookings and leave taken in the period specified by all members of your team.

You can change the **Start Date** for the 4 week period using the drop down calendar tool and click the **Display** button to update the matrix.

Note that if any of your team members also have staff management responsibilities then you can drill down into their team leave by clicking on the name link in the **Name** column of the matrix.

**VIEWING TEAM LEAVE BALANCES**

Select the **Team Leave Balances** menu item then select the **Leave Code** for the type of leave you are interested in (leave the – **All Leave Codes** – code if you want to view all leave types) then click the **Find** button. You can then view a list of leave balances for all members of your team.
Note that if any of your team members also have staff management responsibilities you can drill down into their team leave by clicking on the Name link in the returned list.

VIEWING TEAM LEAVE HISTORY

If there are leave requests from any of your team members awaiting your approval you will receive an email notification and a message link when you first open Āku Mahi.

Select the link to open the Approve Transaction screen. The type of transaction being approved will show as a heading above the Approval Status (in the example, approval is needed for a leave cancellation).
To approve the leave request simply select the radio button in the Approve column of the list of transactions and then click the Update Transaction List button to process. Select the employee name link to view employee’s leave comments or add one of your own, or for approving/rejecting if the radio button is greyed out on this screen.

Use the Approval Status field to Approve, Reject or Escalate the request and the Comments field to indicate why a request is being rejected (staff member sees the comment) or escalated (the next level manager sees the comments).

Escalate forwards the request to the next level manager. Any requests which are not processed within 4 calendar days will escalate automatically.

If you change the Approval Status to Deferred so you can discuss with the staff member, you may wish to enter a new Reactivated Date for approval purposes (to allow time for discussion).

If there are any problems/comments with the leave request then the Approve radio button may not be available. In this instance you should click on the team member name link in the Name column to view the associated Warning! message. Please read the Leave Policy to be aware of entitlements and local provisions.

Contact HRM if you need any assistance or clarification regarding the leave booking process.

**MANAGING DELEGATIONS**

If a manager is going to be unable to process transactions for five or more days then they should ideally delegate approval authority to another suitable staff member. The time frame for which delegations apply can be managed from the My Approvals tab – Approvals Link – Approval Delegation menu item. Initially there will be no delegates in the delegations approval area as they need to be set up by Human Resources. Contact your HR Advisor to arrange the set-up of a suitable delegate.
Select the **Edit** link under the **Action** column and then set the **Start** and **End Dates** for the applicable delegation period. Please note that due to system constraints, the end date MUST be set before the start date.

**Delegate your approval**

Transaction Type: Web Leave Bookings  
Approver Position: 00001234 - Aku Mahi Manager  
Delegated Position Number: ADM1234  
Start Date: 03-Sep-2013  
End Date: 17-Sep-2013

It is also possible to change the **Delegated Position Number** to any staff member but this will result in problems if the individual selected does not have staff management responsibilities nor has previously been set up as a delegate by HRM as they will not have access to the requisite menu items. Please always contact HRM if you wish to modify your delegate (either temporarily or permanently).

The delegation will automatically expire on the **End Date** nominated.

**APPROVING A TIMESHEET**

Online timesheets need to be approved so that those staff on timesheets are paid. When a staff member submits a timesheet you will receive an email notification containing a link to Āku Mahi. On entry to Āku Mahi you will see a notification link if there are any timesheets waiting for your approval.

Select the link to see these records and you will get the **Approve Requests** table. To approve the timesheet simply select the radio button in the **Approve** column of the list of transactions and then click the **Update Transaction List** button to process.
If you wish to see more details about the timesheet click on the staff member’s name, which is the link in the Name column. The details of hours worked will be displayed in a new window.

In this view you can approve, reject and/or add comments for the staff member. To complete the process select Update Transaction List. This will send an email to the staff member advising them that the timesheet has been approved or rejected. Reset Approval Status will return the timesheet to the status of submitted.
SOME FREQUENTLY ASKED QUESTIONS

What does Āku Mahi mean?
Āku Mahi translates as my work/job/occupation. It is a fairly general term which we feel captures the intent of this self-service utility.

What is the optimal screen size setting?
The optimal screen size for viewing Āku Mahi is 1024 by 768 pixels or better. Where possible maximise the Āku Mahi window for optimal viewing. If you have an older monitor then your maximum screen size may be restricted to 800 by 600 pixels. With this setting team leaders/line managers (those with staff management responsibilities) will be unable to view the last few menu items. The way to overcome this is to set the browser to display at full screen size (press the F11 key on a PC). Using the Maximise icon on the right hand side of the screen will also help when trying to view content in the centre of the screen.

Why doesn’t my menu look like the one shown in the screenshots in this manual?
The menu shown in this manual includes the additional items available to staff with staff management responsibilities.

What’s with the buttons and fields which appear and are not used?
Unfortunately the owners of the database code only permit limited customisation of their standard product, so we have ended up with a number of buttons and data fields which we would prefer to suppress because they are not used in the University of Waikato implementation of the product. They can be annoying, but do not compromise the utility and integrity of the system and underlying data.

Do casual staff have access to Āku Mahi?
Yes, but they have fewer menu items because casual staff do not have access to leave in the same way as other staff and do not normally have staff management responsibilities.

How do I print the information?
Use the small print icon at the top right of the Āku Mahi screen beneath the main banner. The main content of Āku Mahi is contained in a frame, so the normal Print command will either print all frames or only the first frame (which contains the navigation menu).

Should I Log Out after using Āku Mahi?
Definitely. If other people are able to access the computer you are using then you should log out to prevent them from accessing your account (and possibly modifying your details – including Bank Account number!) You can use the Log Out link provided at the top right of the screen (see the image above) to make sure your active session with Āku Mahi is closed, but best practice is to also close your browser or ensure your computer is secure.

Where can I get further assistance if I need it?
There are a few help pages available within Āku Mahi for quick reference. You can also send an email to help@waikato.ac.nz with any queries you have or you can contact the service desk on extension 4008.