



# Employer online guide

September 2008

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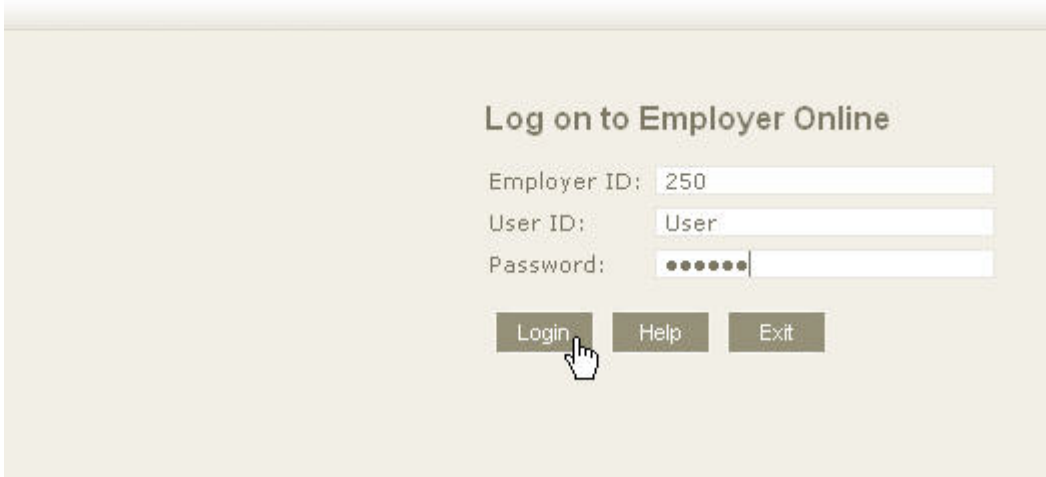
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## Logging in

You will need to log in to use Employer online. To do so, you will need your **Employer ID**, a **User ID** and a **Password**. LGsuper will give you these details. Enter them as shown below and click 'Login' to proceed.

Log on to Employer Online

Employer ID: 250

User ID: User

Password: ●●●●●●

Login Help Exit

If you try to log in unsuccessfully more than 3 times (due to an incorrect password, employer ID or User ID) you will need to contact LGsuper to reset your account.

## Employer online main display

On logging in you will view the main display screen of Employer Online. Every function of Employer Online can be accessed using the main menu, shown below on the left.



The menu items available are as follows:

**Employer details** – Access employer details and change your password



**Employees** – View employee details

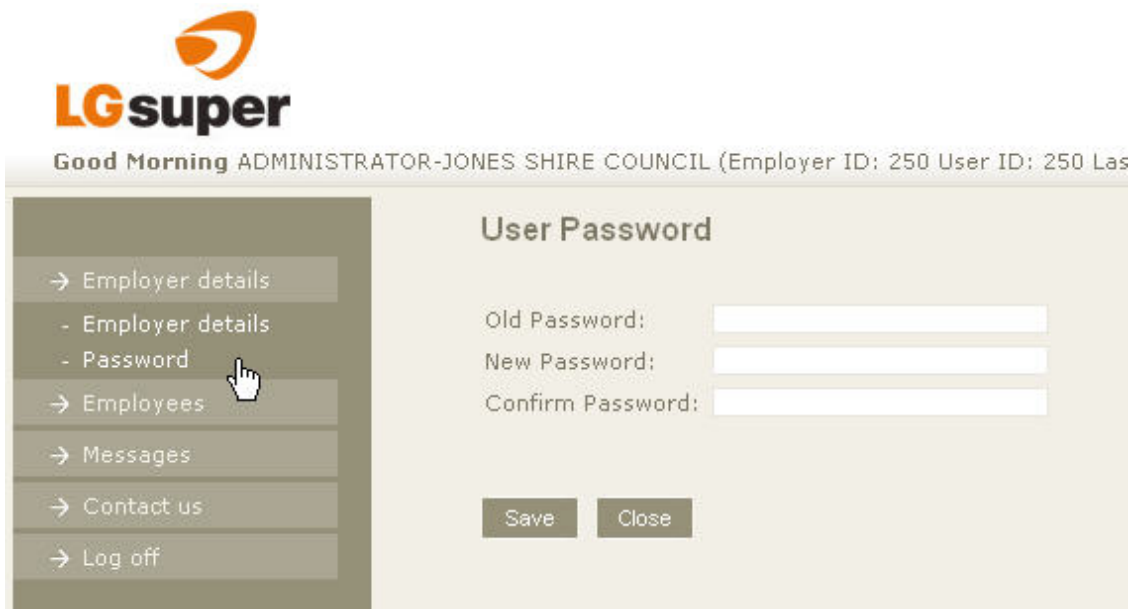
**Messages** – Receive messages from LGsuper

**Contact us** – Contact LGsuper

**Log off** – Logs off the current session

## Modify password

LGsuper will provide you with a randomly generated password. We suggest you change this to a password you will remember by selecting **Employer details** → **Password**.



The screenshot shows the LGsuper logo at the top left. Below it, the text reads "Good Morning ADMINISTRATOR-JONES SHIRE COUNCIL (Employer ID: 250 User ID: 250 Las)". On the left side, there is a vertical menu with several options: "→ Employer details", "- Employer details", "- Password" (with a mouse cursor pointing to it), "→ Employees", "→ Messages", "→ Contact us", and "→ Log off". The main content area is titled "User Password" and contains three input fields: "Old Password:", "New Password:", and "Confirm Password:". Below these fields are two buttons: "Save" and "Close".

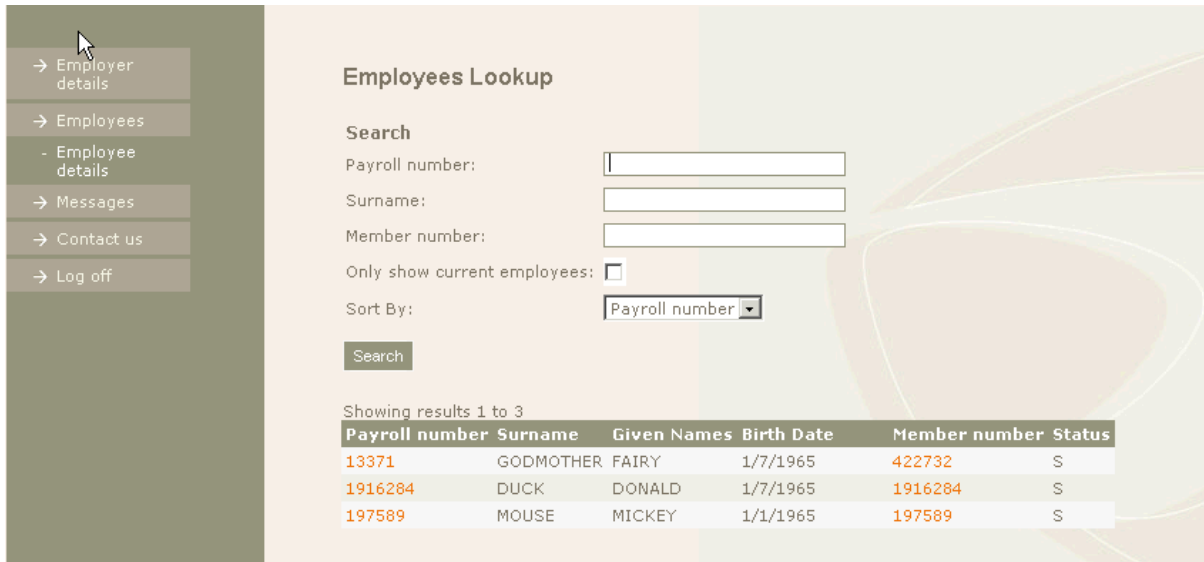
Enter the randomly generated password you were issued into the **Old Password:** field. Select a new password to enter into the **New Password:** and **Confirm Password:** fields. Ensure that the password you select meets the minimum password requirements below:

- at least six characters in length
- contains at least one uppercase and one lowercase character
- includes at least one number

After you have entered your preferred password, click on **Save** to submit the changes.

## Employee details

Access employee details item via **Employees** → **Employee details**. Employee details may be viewed and managed through this section.

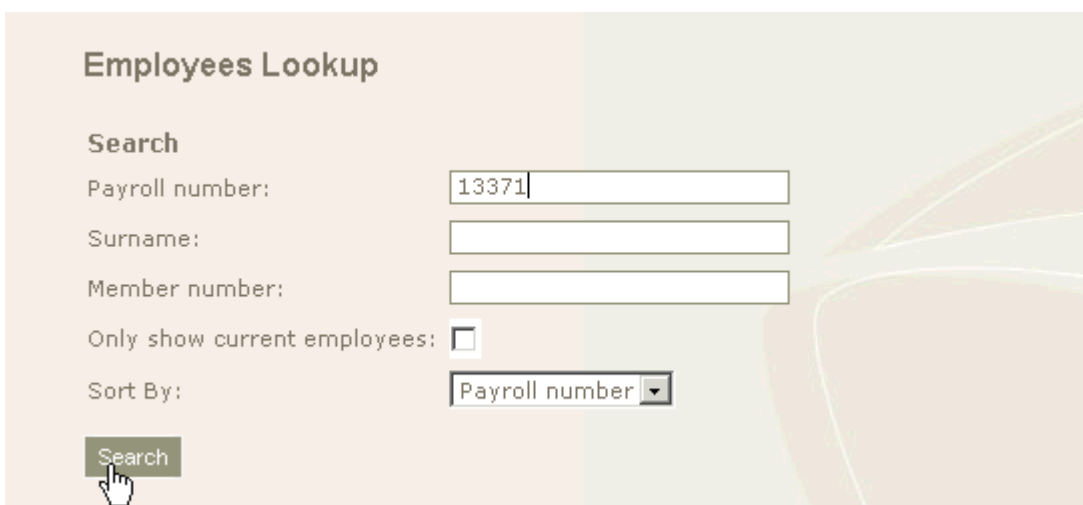


The screenshot shows the 'Employees Lookup' interface. On the left is a navigation menu with options: 'Employer details', 'Employees', 'Employee details', 'Messages', 'Contact us', and 'Log off'. The main area contains search filters: 'Payroll number', 'Surname', 'Member number', 'Only show current employees' (checkbox), and 'Sort By' (dropdown menu set to 'Payroll number'). A 'Search' button is located below the filters. Below the search area, it says 'Showing results 1 to 3' and displays a table of employee records.

Payroll number	Surname	Given Names	Birth Date	Member number	Status
13371	GODMOTHER	FAIRY	1/7/1965	422732	S
1916284	DUCK	DONALD	1/7/1965	1916284	S
197589	MOUSE	MICKEY	1/1/1965	197589	S

A grid displaying all registered employees is available for **sorting**, **filtering** and **searching**. You can search for employees by **Payroll number**, **Surname** or **Member number**.

Details should be filtered based on **Only show current employees**. You will need to tick the box "**Only show current employees**". You can then sort by **Payroll number**, **Surname** or **Birth date**.



This screenshot shows the 'Employees Lookup' page with search criteria entered. The 'Payroll number' field contains '13371'. The 'Search' button is highlighted with a mouse cursor.

After selecting your search/sort/filter criteria, click **Search** to display the results.

## View employee details / memberships

To view specific employees' details, click on their Payroll number from the grid.

Showing results 1 to 3

Payroll number	Surname	Given Names
<a href="#">1916284</a>	DUCK	DONALD
<a href="#">197309</a>	MOUSE	MICKEY
<a href="#">422732</a>	GODMOTHER	FAIRY

This will open their details for viewing as seen below. To return to the Employee details page, click **Close**.

### Maintain Employee

Payroll number:	13371	Tfn:	Supplied
Surname:	GODMOTHER	Date Joined Employer:	26/11/1990 (dd/mm/yyyy)
Given Names:	FAIRY	Status:	Employed
Title:	Ms	Salary:	43,024.00
Gender:	Female	Salary Effective Date:	1/1/2008 (dd/mm/yyyy)
Birth Date:	1/7/1965 (dd/mm/yyyy)	Employment Status:	
Address 1:	28 DISNEY LANE	Benefit Class:	1
Address 2:		Fraction Worked (1-100):	
Address 3:			
Suburb:	DISNEYLAND		
State:	Queensland		
Postcode:	4999		
Country:	Australia		

Membership status can be accessed by clicking **Memberships**. This will open a separate page as seen below:

### Membership

Name:	DONALD DUCK		
Status:	Employed <input type="button" value="v"/>		
Reason Terminated:	<input type="text"/> <input type="button" value="v"/>		
Date Terminated:	<input type="text"/> (dd/mm/yyyy)		
Comments:	<input type="text"/>		

**Tip:** Memberships can also be accessed via the main Employee Details grid by clicking on the **Member number**.

## Membership status/termination

Terminations can be made through the Membership module. Fields governing terminations are **Status**, **Reason Terminated**, **Date Terminated** and **Comments**.

**Membership**

You have unsaved changes. You must complete the form before saving.

Name: DONALD DUCK

Status: Terminated

Reason Terminated: DEATH, LEFT EMPLOYMENT

Date Terminated: (dd/mm/yyyy)


Comments:

Save Close

After termination details have been entered, clicking **Save** will submit the details and change the status of the employee.

**Membership**

The following information message(s) were produced:

 The membership was saved successfully.

Name: DONALD DUCK

Status: Terminated

Reason Terminated: LEFT EMPLOYMENT

Date Terminated: 11/9/2008 (dd/mm/yyyy)

Comments:

Save Close

## Messages

LGsuper may send you messages from time to time. To view them, select the **Messages** menu item.



## Log off

When you're finished using Employer online, selecting **Log off** will securely sign you out of the system. You will return to the Login screen.

