



WESLEY COLLEGE

MELBOURNE AUSTRALIA

SINCE 1866

Wesley College 'How-to-Guide'

Employee Self-Service via TechOne

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Introduction

Wesley College is dedicated to ensuring a seamless onboarding process for all staff members. This document provides a guide for new employees to complete their personal details in TechOne.

1 TechOne

Navigate to TechOne by using the link provided in email and log into the portal.

Log on using your details

User name or email address

Password

Log On



Keep me logged on



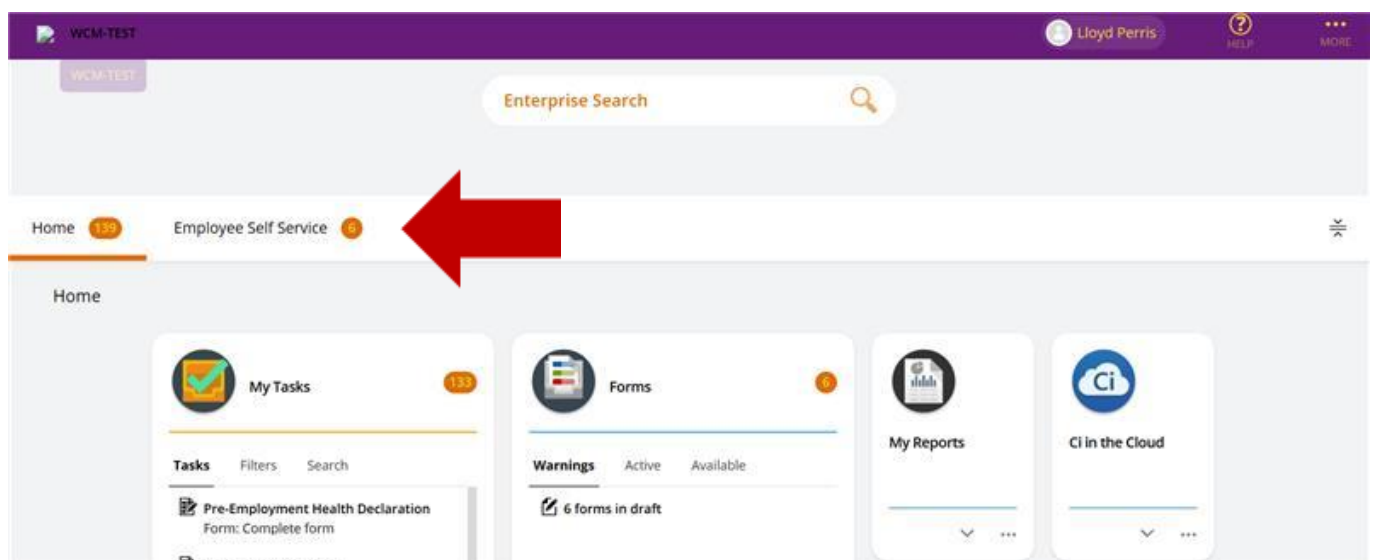
Accessibility Mode



[Forgotten password?](#)

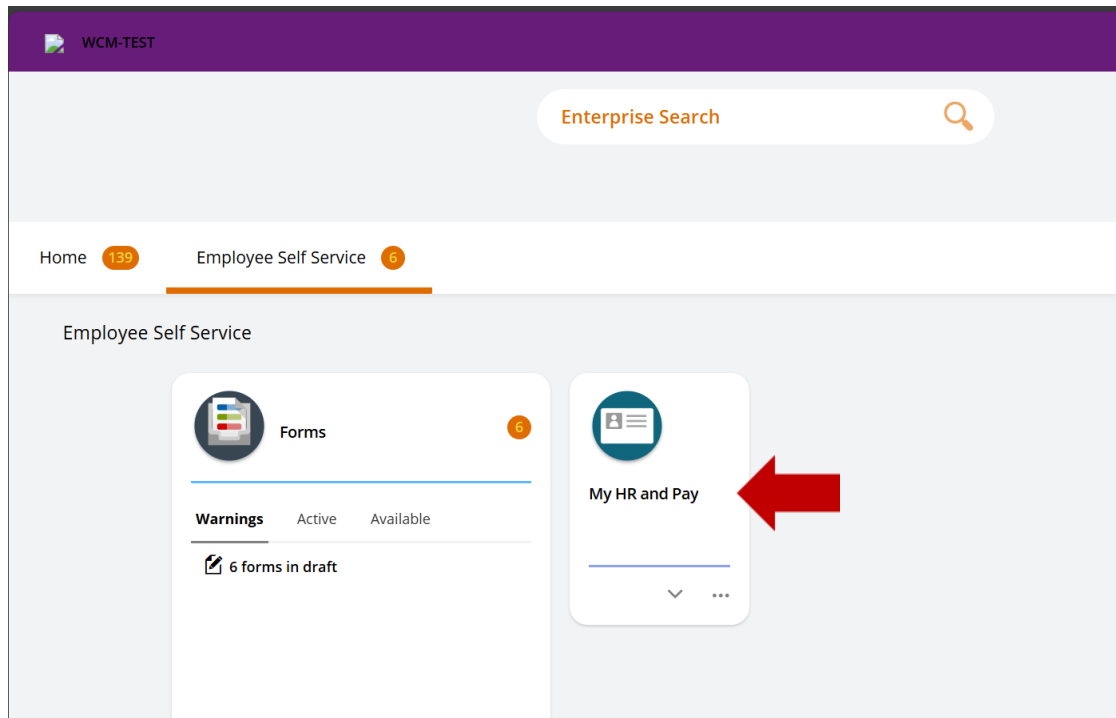
2 PART ONE – My Details

Select 'Employee Self-Service' (as per example below).



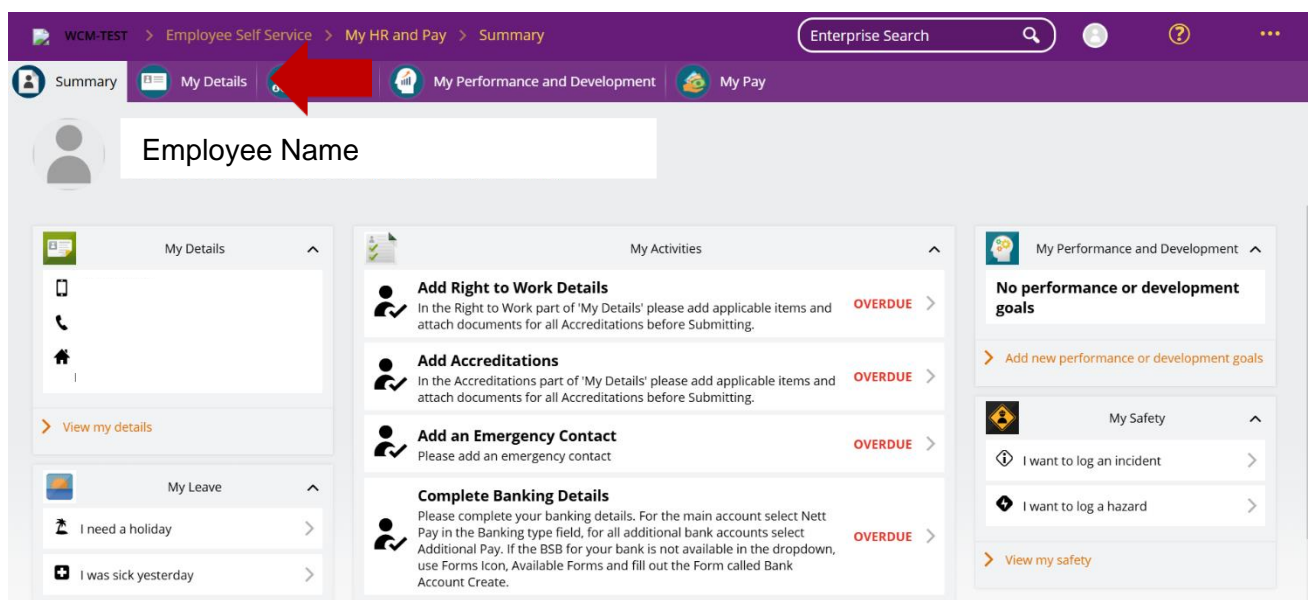
2.1 My HR and Pay

Select 'My HR and Pay'.



2.2 My Details

Navigate to the 'My Details' tab and complete the below sections.



2.3 Personal Details

Please complete all required sections below, as indicated in bold.

WCM-TEST > Employee Self Service > My HR and Pay > My Details

Summary

My Details

Directory

My Performance and Development

My Pay

Employee Name

Personal Details

Contact Details

Emergency Contacts

Positions

Banking

Right To Work

Accreditations

Review and confirm **Personal Details** – if edits required, select Edit and amend accordingly.

Review and confirm **Contact Details** – if edits required, select Edit and amend accordingly.

Add 2 **Emergency Contact** details.

Please note positions are view only – if incorrect, please email People Services.

Add **Banking Details**.

Upload proof of **Right To Work** in Australia (copy of AU passport, AU birth certificate or Visa).

Upload Employee **Working with Children Check** or **VIT (Victorian Institute of Teaching)** and **National Police Check** to Accreditations.

You can find detailed instructions on completing or uploading some the above in Sections 2.4 to 2.6.

2.4 Position

Please check your position (**view only**). Should this be incorrect please contact People Services.

WCM-TEST > Employee Self Service > My HR and Pay > My Details

Enterprise Search

Summary

My Details

Directory

My Performance and Development

My Pay

Employee Name

Summary

Personal Details

Contact Details

Emergency Contacts

Positions

Positions

1 record.

Girls First Football Coach

81020 | Wesley College Melbourne (1)

Wesley College Sport (SPORT) | Grade School Instructional Services Grade 1 - Level 2.1 | Level Junior Rate Age 16

Effective 01-Feb-2025 | Contract End 31-Aug-2025

Reports to Brent Thiele (10351), Head Coach - Football

Reports to (Functional) Brent Thiele (10351), Head Coach - Football

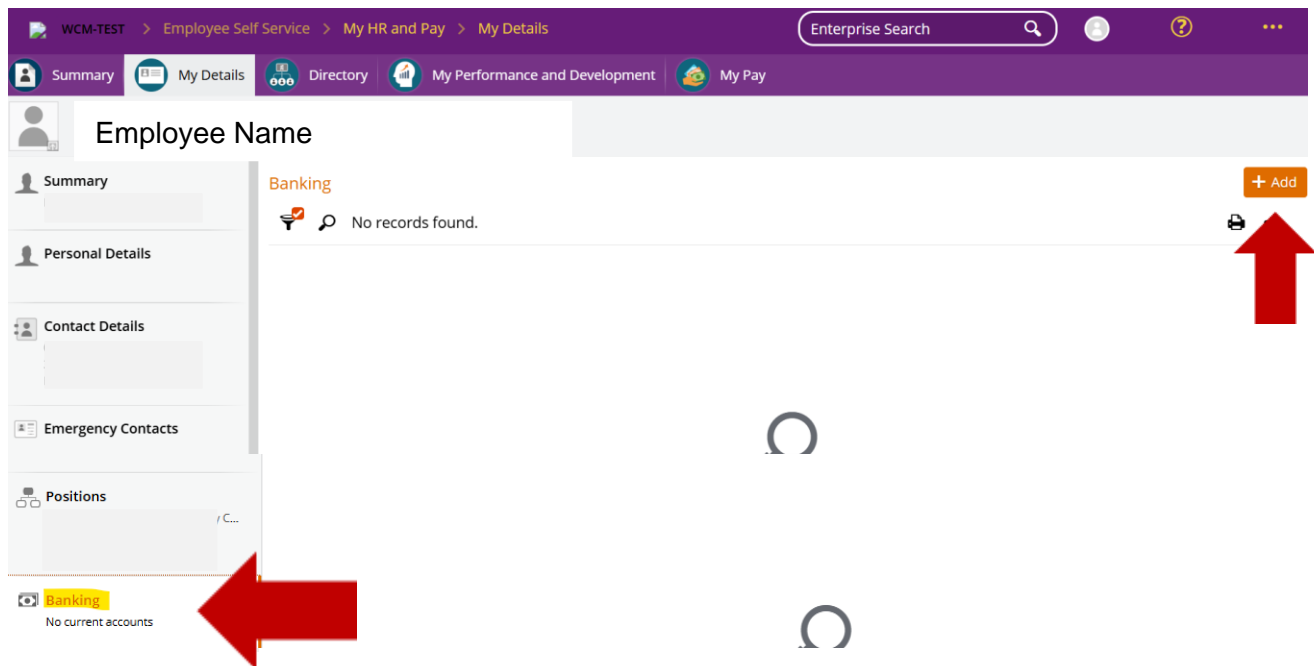
Reports to (Administrative) Brent Thiele (10351), Head Coach - Football

Primary position

View

2.5 Banking Details

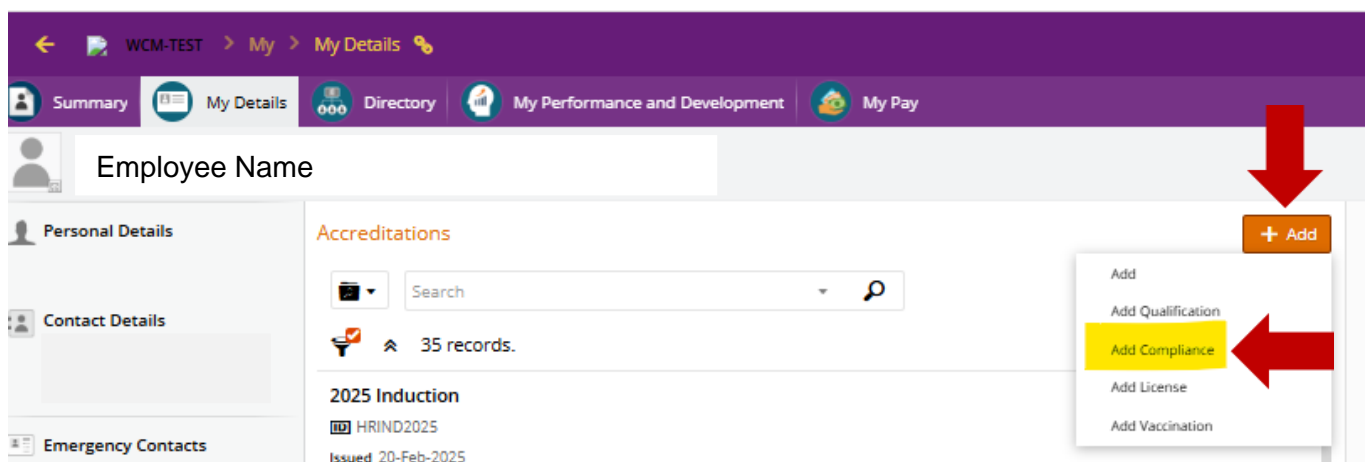
Please enter all banking details. Banking type must be **'Nett Pay'**. If you cannot find your banking institution in the available options, please reach out to People Services.



2.6 Accreditations

When uploading your VIT, WWCC, and Police check please follow these instructions.

1. Navigate to the 'Accreditations' tab.
2. Select '+Add'.
3. Select 'Add Compliance'.



4. Select what accreditation you are uploading
 - a. **VIT – Teaching Staff**
 - b. **WWCC and Police Check (two individual uploads) – Non-teaching Staff**

← > HR Administration - CIA > Accreditation

+ Add

Add New Compliance

Add New Compliance

Compliance

Supporting Documents
0 attachments

History

Details

Employee
14443 (Emma Albers)

Compliance *

Accreditation	Description
DISSTDEDUC	Disability Standards for Education
NPC	National Police Check
VIT_ECLC	Victorian Institute of Teaching - Registered Early Childhood Te
VIT	Victorian Institute of Teaching Registration
WWCC QLD	Working with Children Check - QLD
WWCC VIC	Working with Children Check - Victoria
WWCC WA	Working with Children Check - WA

Advanced search

5. Complete the following fields and 'SAVE'.

← > HR Administration - CIA > Accreditation

+ Add

Add New Compliance

Add New Compliance

Compliance

Supporting Documents
0 attachments

History

Details

Employee
14443 (Emma Albers)

Compliance *
VIT (Victorian Institute of Teaching Registration)

Issued

Year Issued

Expires

Issued By

Reference

Comments

Verified

In the **Reference** section please document either your **VIT or WWCC number**.

6. Upload supporting documents.
7. Submit accreditation.

HR Administration - CIA > Accreditation

+ Add Submit

Employee Name

Compliance
Victorian Institute of Teaching Regis...
Draft

Supporting Documents
0 attachments

History

Supporting Documents

Drag new attachments here

+ Add

- Add from local drive
- Add note
- Add URL

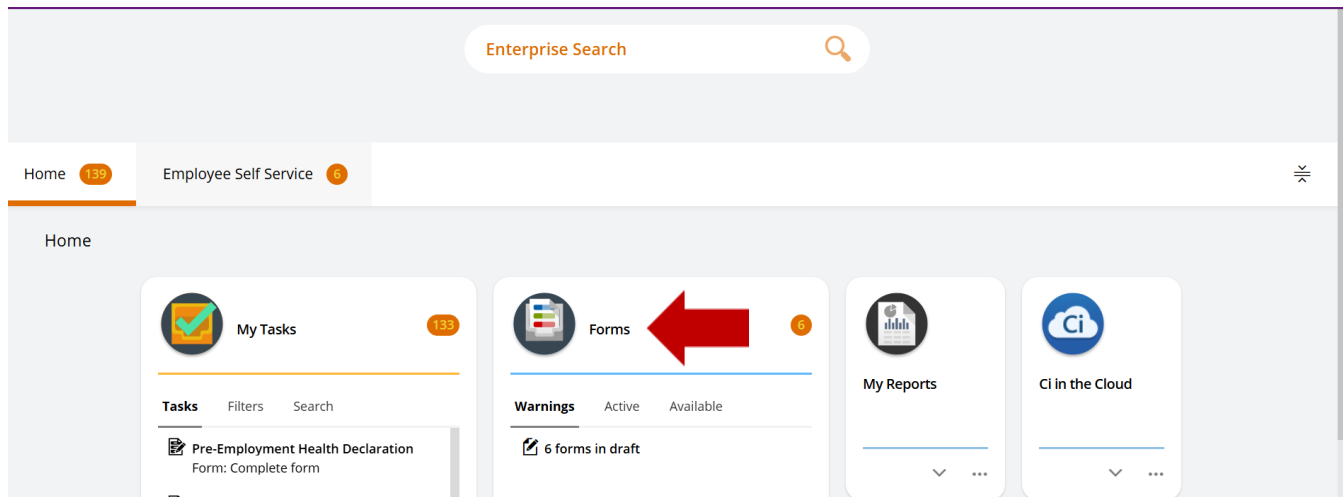
8. Repeat as needed.

3 PART TWO – Forms

Please return to the 'Home' page (as per below screenshot).

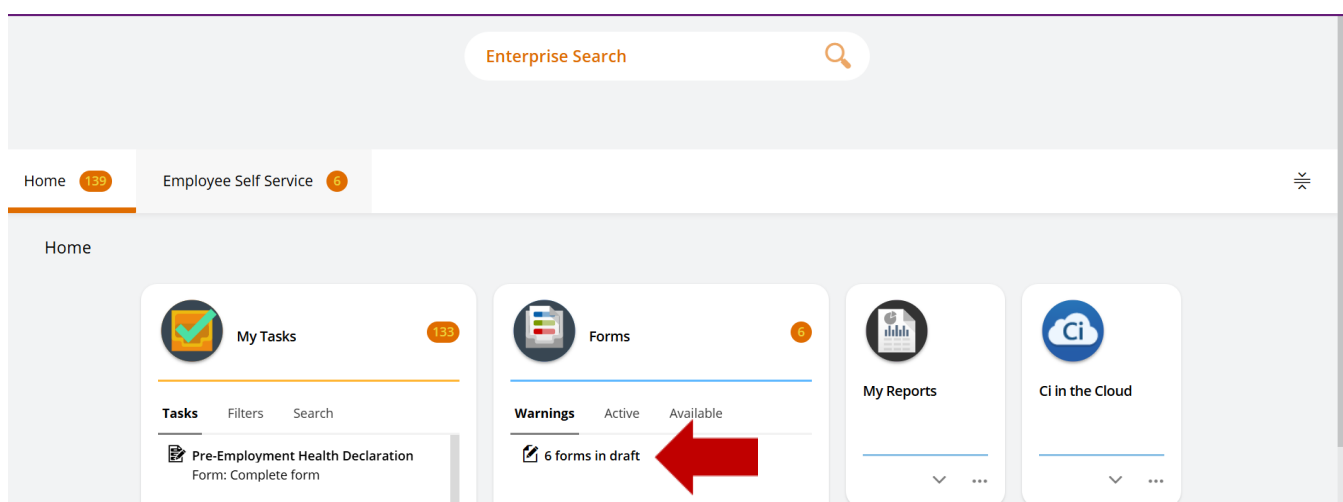
Navigate to 'Forms' and complete the following:

- Tax Declaration
- Super Declaration (both Super Form and Letter of Compliance from your Super provider)
- Pre-Employment Health Declaration
- Child Safe Standards Declaration
- Code of Conduct Declaration
- Motor Vehicle Details



3.1 Overview

In the Forms section of TechOne, navigate to 'Forms in Draft'.



Complete all relevant forms listed below that have been assigned to you.

WCM-TEST > Home > Forms > Forms

Enterprise Search

Search

FormsResponses

> 6 responses. Select a response to view.

☐

Motor Vehicle Details - 22-Jan-2025 11:23:20

Version

1

Assignment Description

DRAFT

☆View

☐

Pre-Employment Health Declaration - 22-Jan-2025 11:23:19

Version

1

Assignment Description

DRAFT

☆View

☐

Code of Conduct Declaration - 22-Jan-2025 11:23:16

Version

2

Assignment Description

DRAFT

☆View

☐

Child Safe Standards Declaration - 22-Jan-2025 11:23:16

Version

2

Assignment Description

DRAFT

☆View

☐

Super Declaration - 22-Jan-2025 11:23:14

Version

3

Assignment Description

DRAFT

☆View

☐

Tax Declaration - 22-Jan-2025 11:22:59

Version

2

Assignment Description

DRAFT

☆View

3.2 Example – How to Complete Form

The screenshot shows a web interface for a 'Super Declaration' form. The top navigation bar includes a 'Submit' button and a 'Draft' status. The form title is 'Super Declaration - 20-Mar-2025 10:34:53'. The main content area is titled 'Superannuation Declaration Form' and contains three sections: 'Employee Details' with input fields for Employee ID, Name, Primary Position Title, and Work Location; 'Instructions' with text about downloading a Super Choice form; and 'Completed Form' with instructions to upload completed forms. A red arrow points to the 'Add' button in the 'Attachments' section, which is labeled 'Drag new attachments here'.

Steps to complete forms

1. Download the relevant form.
2. Fill in all details.
3. Reupload completed form to TechOne via 'Attachments'.
4. 'Submit' form to complete.

Please note, in the Super Declaration Form you will have the ability to attach your Super Compliance Letter.

3.3 End of Onboarding

All employees will receive an email confirming the completion of the onboarding workflow. If you do not receive this email, please contact people.services@wesleycollege.edu.au.