

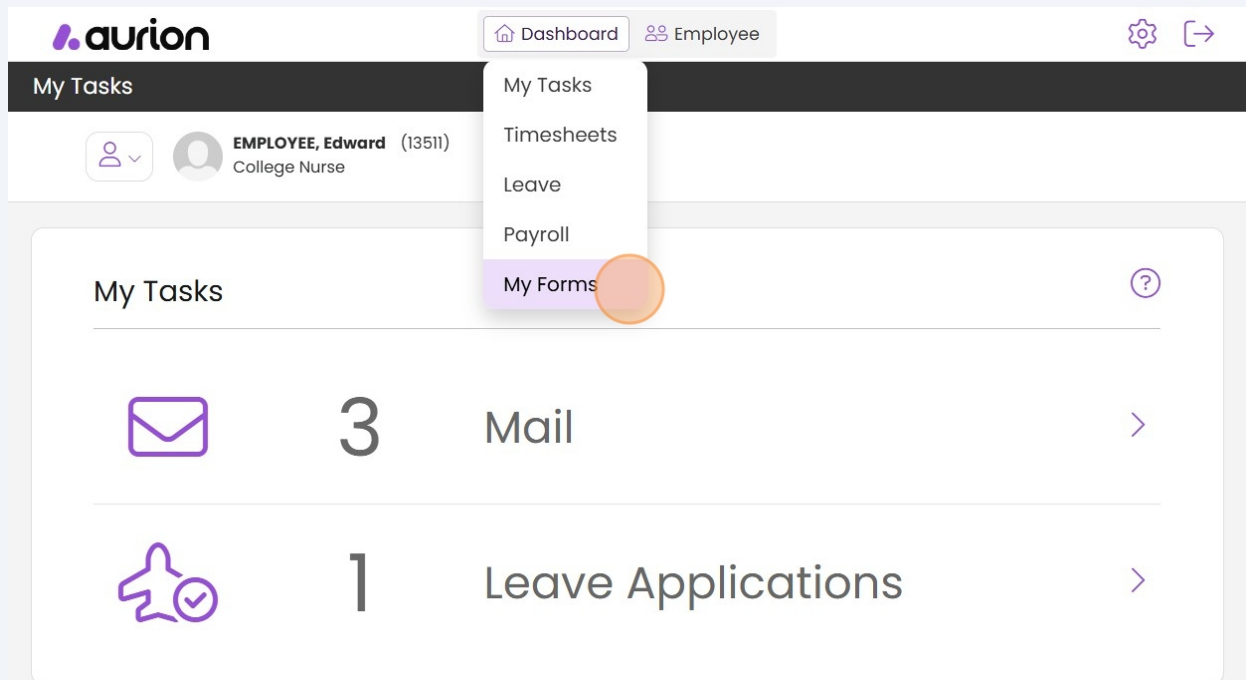
ESS - Forms

1 Click "Dashboard"

The screenshot shows the aurion ESS dashboard. At the top, the aurion logo is on the left, and navigation links for 'Dashboard' (highlighted with an orange circle) and 'Employee' are in the center. On the right are settings and a share icon. Below the navigation bar is a 'My Tasks' header. Underneath, the user profile for 'EMPLOYEE, Edward (13511)' is shown, with the role 'College Nurse'. The main content area, titled 'My Tasks', lists two tasks: 'Mail' with a count of 3 and 'Leave Applications' with a count of 1. Each task has an icon, a count, the task name, and a right-pointing arrow.

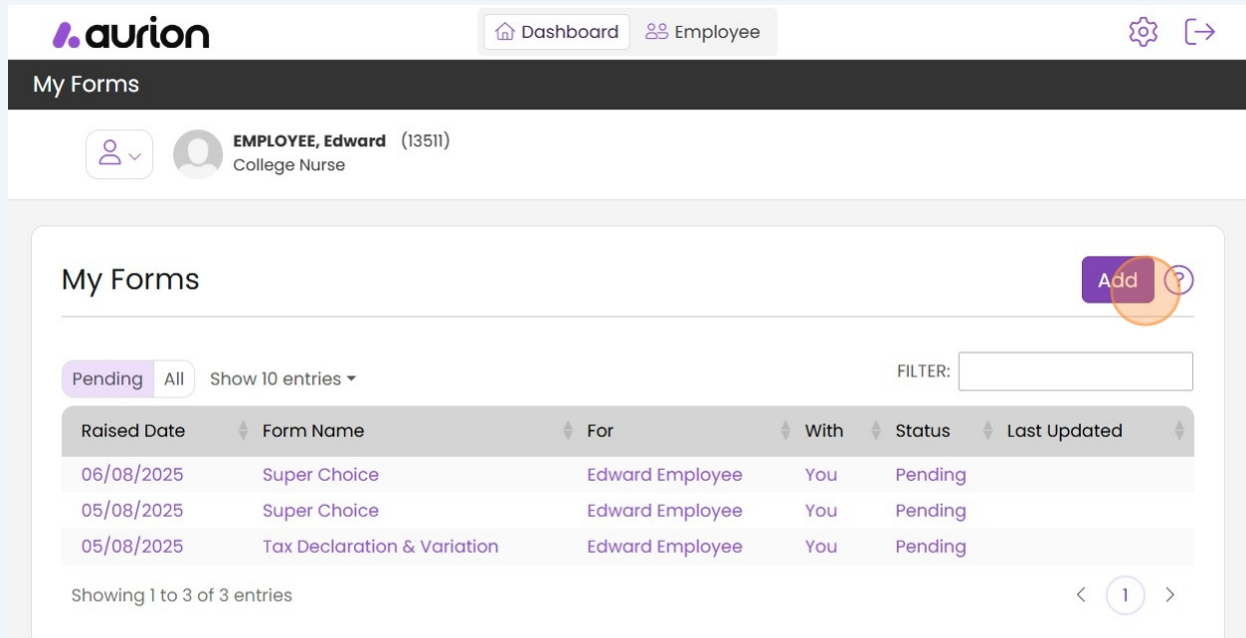
Icon	Count	Task Name	Action
	3	Mail	>
	1	Leave Applications	>

2 Click "My Forms"



The screenshot shows the Aurion dashboard for an employee named Edward (13511), a College Nurse. The top navigation bar includes 'Dashboard' and 'Employee' tabs. A dropdown menu is open from the 'Employee' tab, showing options: 'My Tasks', 'Timesheets', 'Leave', 'Payroll', and 'My Forms'. The 'My Forms' option is highlighted with an orange circle. Below the dropdown, the 'My Tasks' section displays two items: 'Mail' with a count of 3 and 'Leave Applications' with a count of 1.

3 Here you can view your previously submitted forms and their status. You may edit a form if it has not yet been approved. Click "Add"



The screenshot shows the 'My Forms' page in the Aurion system. The page header includes the 'Add' button, which is highlighted with an orange circle. Below the header, there are filters for 'Pending' and 'All', and a 'Show 10 entries' dropdown. A table displays the following data:

Raised Date	Form Name	For	With	Status	Last Updated
06/08/2025	Super Choice	Edward Employee	You	Pending	
05/08/2025	Super Choice	Edward Employee	You	Pending	
05/08/2025	Tax Declaration & Variation	Edward Employee	You	Pending	

Below the table, it says 'Showing 1 to 3 of 3 entries'. The page footer includes the text 'Aurion • v11 951 30h333c'.

4 Click the "Form:" field.

The screenshot shows the Aurion web application interface. At the top, there is a header with the Aurion logo, navigation tabs for 'Dashboard' and 'Employee', and settings and share icons. Below the header, a dark banner reads 'Add form for EMPLOYEE, Edward'. Underneath, a user profile section shows a dropdown icon, a profile picture, and the text 'EMPLOYEE, Edward (13511) College Nurse'. The main content area is titled 'Add form for EMPLOYEE, Edward' and contains a 'FORM:' label with an orange arrow pointing to it, followed by a search bar with the placeholder text 'Search all forms...'. To the right of the search bar is a magnifying glass icon. At the bottom right of the form area are 'Back' and 'Next' buttons. A footer at the bottom center reads 'Aurion • v11.95.1.30b333c'.



Alert!

Please note that the forms displayed are based on your role.
The information shown here is from a test user.

5 Select a form to edit

Add form for EMPLOYEE, Edward



EMPLOYEE, Edward (13511)
College Nurse

Add form for EMPLOYEE, Edward



FORM:

Search all forms...



Application for Parental Leave - 14 weeks (TASC.1)

Application for Study Leave balance (TASC.3)

Leave Adjustment (LVEADJ.1)

Leave Cash Out (COUT.1)

Study Leave Request (LVEADJ.2)

Super Choice (SUPER.1)

Tax Declaration & Variation (TAXDEC.1)

6 Click "Super Choice (SUPER.1)"

Add form for TEACHUSER, Theresa



Search all forms...

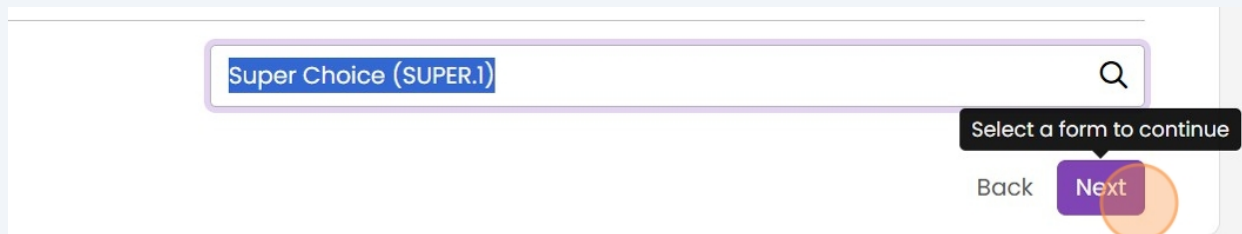


Leave Cash Out (COUT.1)

Super Choice (SUPER.1)

Tax Declaration & Variation (TAXDEC.1)

7 Click "Next"



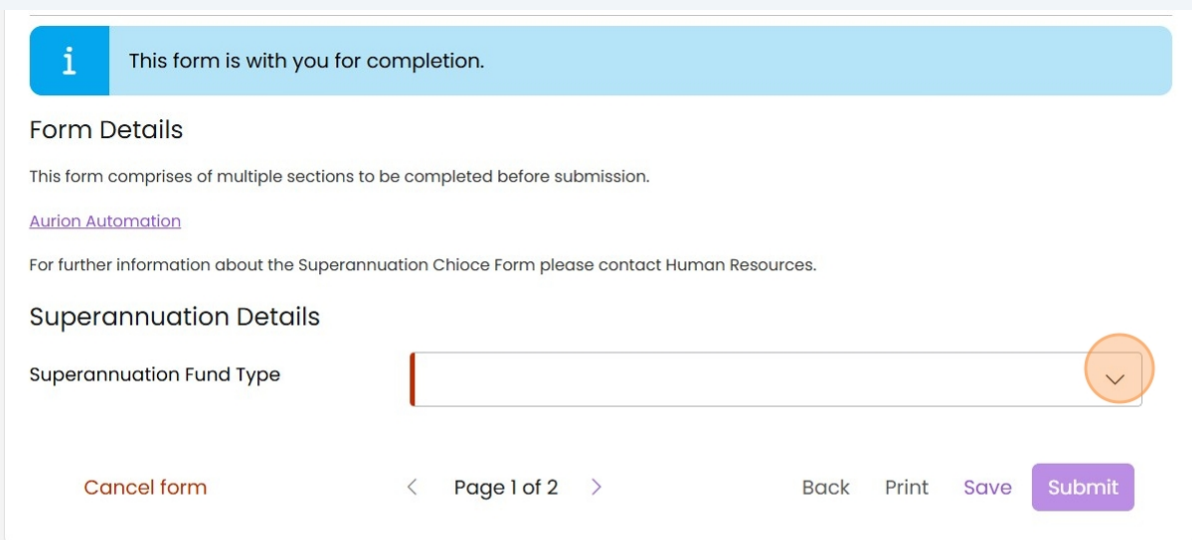
Super Choice (SUPER.1)

Select a form to continue

Back Next

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8 Click the drop-down menu to view the available types.



i This form is with you for completion.

Form Details

This form comprises of multiple sections to be completed before submission.

[Aurion Automation](#)

For further information about the Superannuation Chioce Form please contact Human Resources.

Superannuation Details

Superannuation Fund Type ▼

Cancel form < Page 1 of 2 > Back Print Save Submit

Aurion • v11.95.1.30b333c

9 Click "Choice of Fund"

i This form is with you for completion.

Form Details

This form comprises of multiple sections to be completed before submission.

[Aurion Automation](#)

For further information about the Superannuation Chioce Form please contact Human Resources.

Superannuation Details

Superannuation Fund Type

[Cancel form](#)

Choice of Fund

Self Managed Super Fund

Aurion • v11.95.1.30b333c

10 Here you can see the number of pages available for viewing.

Form Details

This form comprises of multiple sections to be completed before submission.

[Automation](#)

For further information about the Superannuation Chioce Form please contact Human Resources.

Superannuation Details

Superannuation Fund Type

Choice of Fund

[Cancel form](#)

< **Page 1 of 2** >

Back Print Save **Submit**

Aurion • v11.95.1.30b333c

- 11 Click **Next** to move to the following page.

Details

comprises of multiple sections to be completed before submission.

[Information](#)

For more information about the Superannuation Choice Form please contact Human Resources.

Superannuation Details

Superannuation Fund Type

Choice of Fund



Cancel form



Page 1 of 2



Back

Print

Save

Submit

Aurion • v11.95.1.30b333c

- 12 Fields marked with a red line on the right are mandatory. Fields without this indicator are optional.

i

This form is with you for completion.

Superannuation Details

SPIN



Member ID



Date Commenced Fund



Employee Contribution Post Tax %



Employee Contribution Post Tax \$



13 Click "Cancel form Page 2 of 2 Back Print Save Submit"

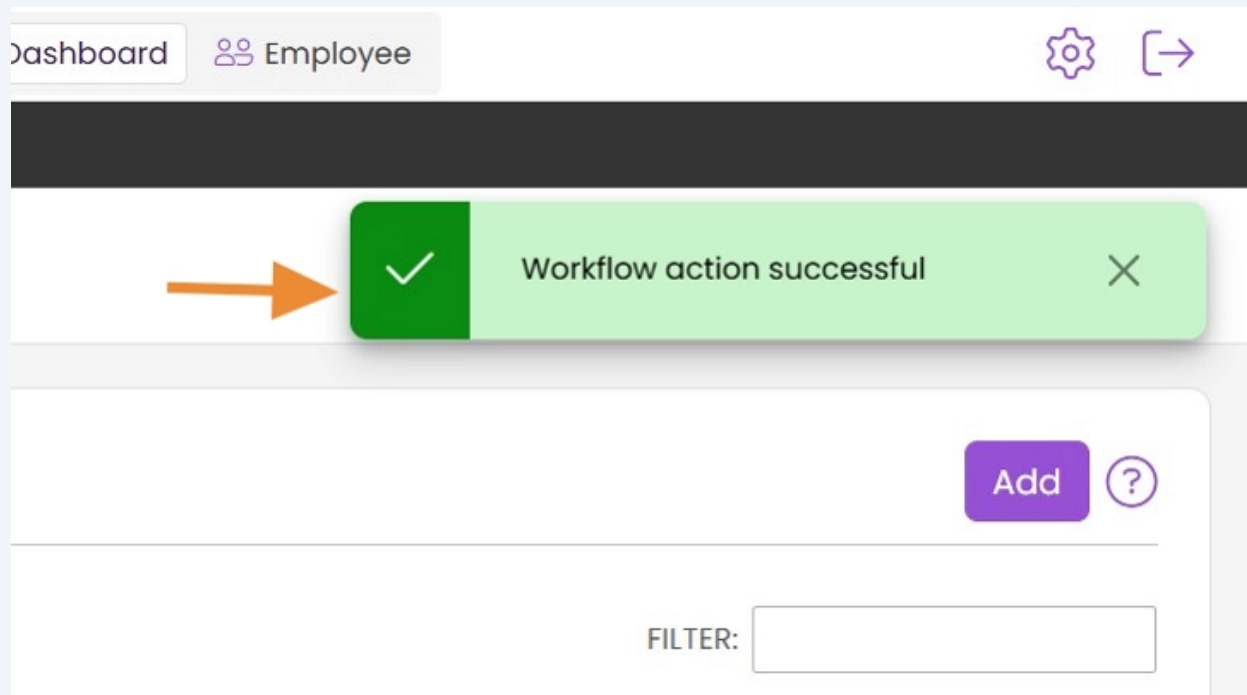
The screenshot shows a form interface with the following elements:

- Input fields for "Employee Contribution Pre Tax %" and "Employee Contribution Pre Tax \$".
- A "Documents" section with a "Super Choice Form" input field and a cloud upload icon.
- A "Process" section with a "Submit" checkbox that is checked.
- A footer area containing the text "Cancel form", navigation arrows, "Page 2 of 2", and buttons for "Back", "Print", "Save", and "Submit".
- An orange circle is drawn around the "Submit" button in the footer.
- A blue chat icon is located in the bottom right corner.

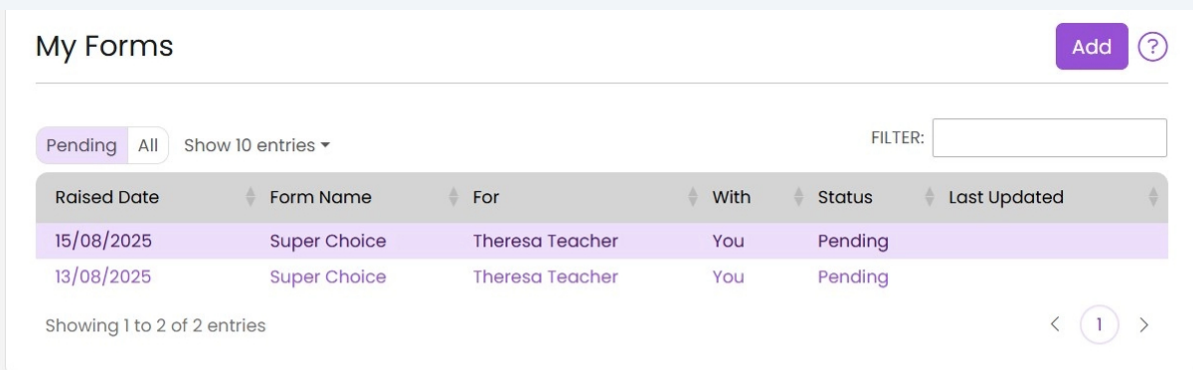
14 Once you have entered the information, you can use the buttons below to submit, save, print, back, or cancel the form.

This screenshot is identical to the one above, but with an orange rectangle highlighting the footer area. The highlighted area contains the text "Cancel form", navigation arrows, "Page 2 of 2", and buttons for "Back", "Print", "Save", and "Submit".

- 15 After submitting your form, a pop-up message will confirm that it has been successfully submitted.



- 16 To view your previous forms, select any form from the list. You may edit it if it has not yet been approved.



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