

OnePortal

MyHR

MyHR Provides easy access to all MyHR applications, dashboards, reports and helpful resources all in one place.

MyHR enables you to

- Manage personal details and leave requests
- View your pay slips
- Access key workplace and HR reports
- Streamline approvals and processes
- Record health and safety incidents and hazards
- Create personalised development plans and flexible work arrangement agreements
- Automate reports and schedule tasks
- Gain valuable insights to assist with workforce planning and management

Log all leave applications including single day sick leave on or after the event, on MyHR.

- Log onto OnePortal <https://intranet.qed.qld.gov.au>
- Log in using your EQ log on and password.
- Find Quicklinks on the right side.
- Choose MyHR Self Service
- Click on the Employee tab
- Register your leave application.
- Include the Principal's email address: Currently cdriv4@eq.edu.au

Note: Leave applications are approved by the Principal. For efficiency, record the Approver's email address as cdriv4@eq.edu.au

iRefer

The Department of Education Policies and Procedures provide the iRefer system for reporting allegations of improper conduct by employees and for reporting concerns of improper conduct against students by family members, community members, or employees. All staff, having completed the Code of Conduct training, and being aware of the Public Service Code of Practice, should always seek advice from the Principal or a school leader, regarding making reports through the Departmental systems. Reports regarding student protection are made by completing an SP4 notification on OneSchool. Reports related to concerns or allegations related to staff conduct are made using the iRefer system as SP1, SP2, SP3