Recording Working from Home arrangements during COVID-19

All UQ staff who are currently working from home must register the arrangement details in MyAurion. Arrangements must be pre-approved through written confirmation from a supervisor before being registered in MyAurion. Staff are required to keep this record up to date if circumstances change.

1. Log into MyAurion with your UQ username and password
2. Click Employee > Personal
3. Under Emergency Contacts, click +Add
4. Complete the Emergency Contact Details Form per the details below:
   a. Priority = 10
   b. Name = 'Working from Home'
   c. Relationship = Select the reason you are Working from Home
      1. Self-isolating GP (GP has recommended to self-isolate)
      2. Self-isolating QHealth (Queensland Health has directed/recommended you to self-isolate)
      3. Self-isolating Travel (You have recently returned from overseas and must now self-isolate)
      4. Mild Cold/Flu Symptoms (You have mild symptoms and are still able to work, so do not need to take sick leave but are working from home as a precaution)
      5. Concerned for me/others (You have approval to work from home due to concern for your own health or the health of members of your household)
      6. Caring for Household (You have approval to work from home in order to care for others in your household (e.g. school/childcare is closed)
      7. Self-isolating Other (any other reason for self-isolating, please add details in comments)
      8. COVID-19 Roster (If the arrangement is a result of a WFH roster implemented by your supervisor in response to COVID-19)
      9. Government Advice (Following government advice to work from home where possible)
      10. Existing arrangement (If your arrangement was in place prior to COVID-19)
   d. Mobile = Enter the best contact number to reach you while you are working from home
   e. Email = Enter the best email address to reach you while you are working from home
   f. Street, Postcode, Suburb, State, Country = Enter the specific location where you will be working for the duration of the arrangement
   g. Comments = Enter the specific details of the current working from home arrangement, including:
      1. Start and finish dates of the arrangement
      2. Days applicable (e.g. On a WFH roster, currently working MON, WED & FRI from home at the above address)
5. Click Save
Viewing Working from Home arrangements (Supervisors only)

All UQ supervisors can view approved COVID-19 Working from Home arrangements recorded in MyAurion.

1. Log into MyAurion with your UQ username and password
2. Click the person icon next to your name beneath the top purple tool bar

3. Click on the relevant staff members name under ‘My Staff’
4. Click Employee > Personal

5. You will see the Emergency Contact details at the bottom of the screen, and click into the ‘Priority 10’ line to see the WFH details.