

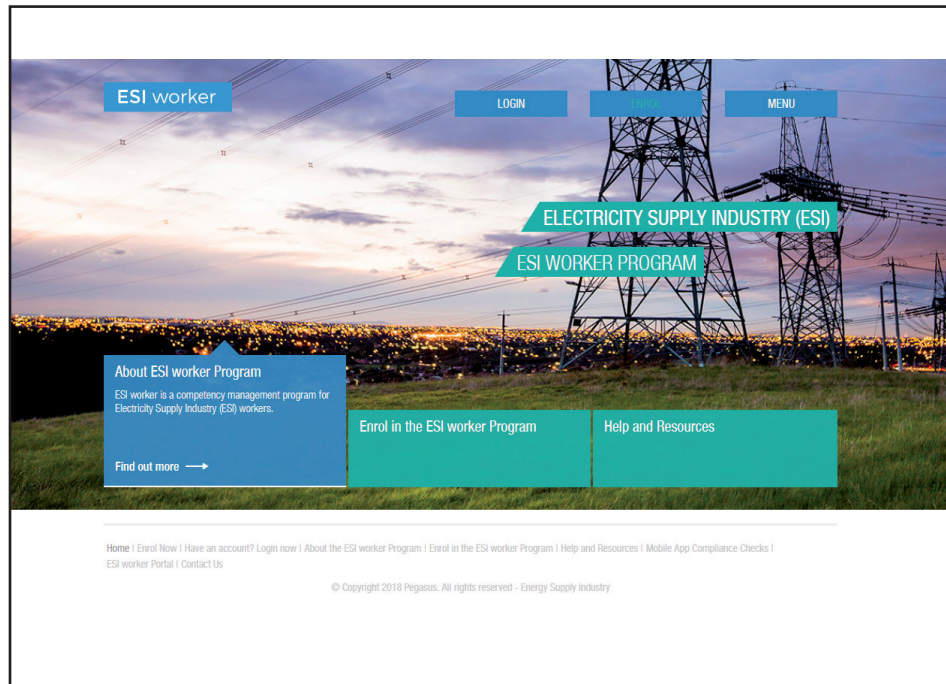
ESI worker

An Overview of Pending Actions

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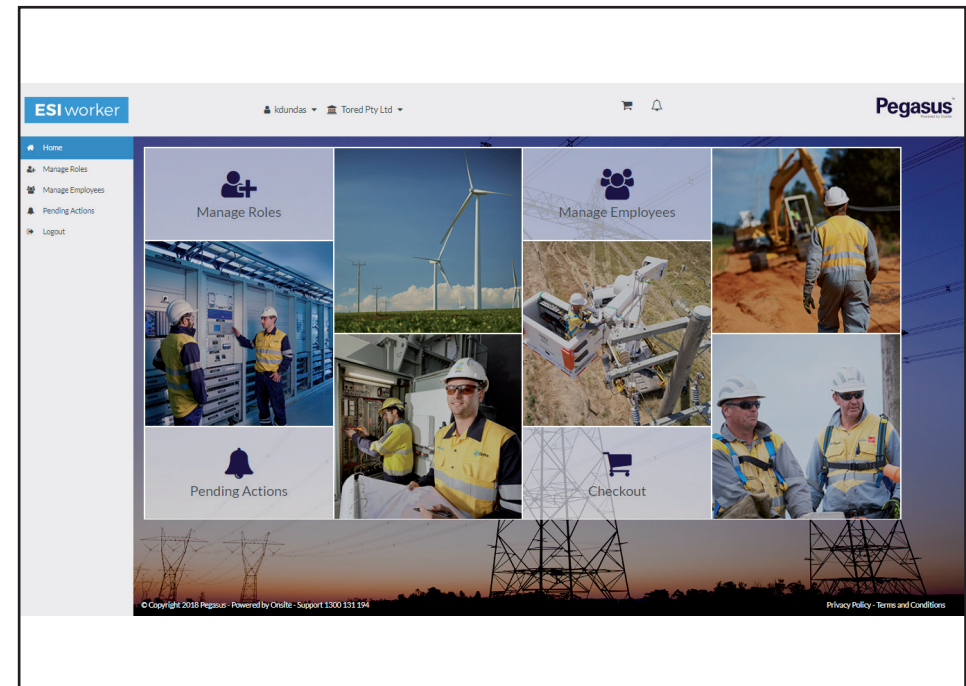
PENDING ACTIONS OVERVIEW



Step 1

Please go to <http://www.esiworker.com.au> and click on “Login” in the top menu bar.

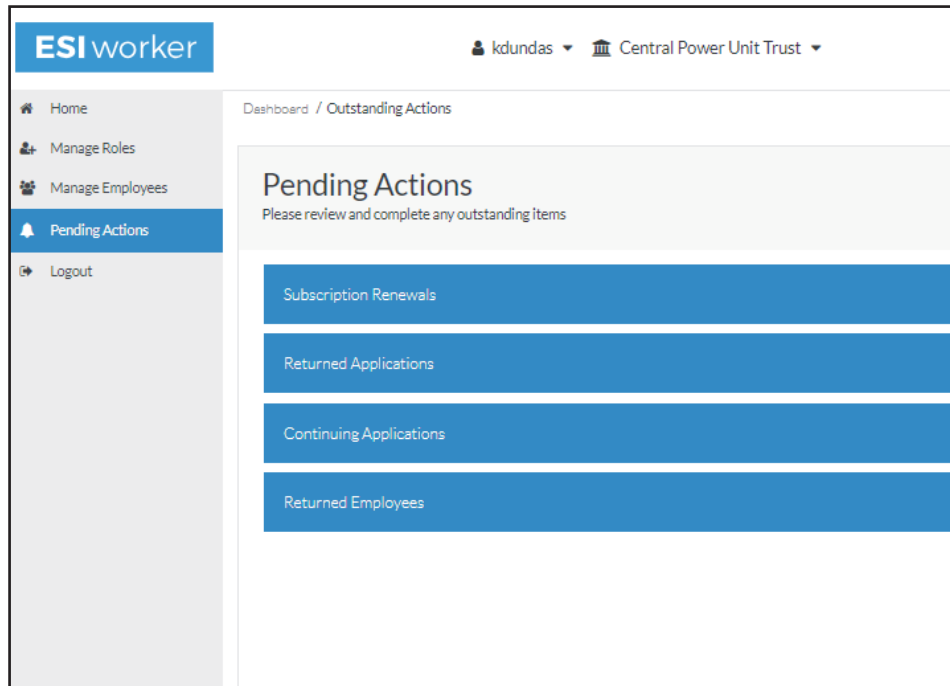
Once on the home page for the ESI worker portal, enter your login details and click “Login.”



Step 2

On the homepage of your portal, use the icon in the header banner, the dashboard tile or the menu down the left side to select “Pending Actions.”

PENDING ACTIONS OVERVIEW



Step 3

Click and navigate to the section you wish to complete the pending action for.

Note: A red dot indicates that there is something that requires action.

Definitions

- Subscription Renewals** – Annual card subscriptions (when applicable).
- Returned Applications** – Role or card submissions that have been returned for corrective action (ie incorrect or expired document loaded).
- Continuing Applications** – Worker, role or card submissions that have been started but are not yet submitted.
- Returned Employees** – Worker submissions that have been returned for corrective action (ie name or date of birth discrepancy).

RETURNED APPLICATIONS

PENDING ACTIONS OVERVIEW

Pending Actions

Please review and complete any outstanding items

Returned Applications

Continuing Applications

Returned Employees

Returned Applications

Continuing Applications

Returned Employees

Search

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

06/10/2015

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Step 1

Select “View Comment” to see a detailed response as to why the document was returned.

Pending Actions

Please review and complete any outstanding items

Returned Applications

Continuing Applications

Returned Employees

Returned Applications

Continuing Applications

Returned Employees

Search

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

06/10/2015

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Step 2

Select “Continue” to proceed to upload and re-submit the returned document.

CONTINUING APPLICATIONS

PENDING ACTIONS OVERVIEW

The screenshot shows the 'Pending Actions' section with a sub-header 'Please review and complete any outstanding items'. Below this is a list of three items: 'Returned Applications' (with a red circle icon and a right arrow), 'Continuing Applications' (with a right arrow), and 'Returned Employees' (with a red circle icon and a right arrow). To the right is the 'Continuing Applications' section, which has a 'Continue Selected' button and a 'Delete Selected' button. Below these buttons is a search bar and a 'Select All' link. The main area lists two applications, each with a radio button, a 'Person' field, a 'Description' field, and a 'Continue' button with a right arrow. The first application is for 'Mark Aldred' with the description 'Roles'. The second application is for 'Romney Talbot' with the description 'Roles'.

The screenshot shows two side-by-side panels. The left panel is titled 'Employees Available' and has a sub-header 'Select employees to add to action list'. It includes a search bar and an 'ADD NEW EMPLOYEE +' button. Below these are eight horizontal bars, each with a right arrow. The right panel is titled 'Employees Selected' and has a sub-header 'These are the employees you will action'. It includes a search bar and four horizontal bars, each with a right arrow and a button labeled 'CONTINUE'.

Step 1

From the list of continuing applications, find and tick the worker(s) you wish to continue applying for. Once all workers are selected, click “Continue Selected.”

Alternatively, continue one worker’s application by selecting “Continue.”

To determine the stage that the application is currently at, view the description.

Step 2

Select “Continue/Submit” for the worker’s application that you wish to continue. You will be directed to the last saved section of the worker’s application.

RETURNED EMPLOYEES

PENDING ACTIONS OVERVIEW

Pending Actions

Please review and complete any outstanding items

Returned Applications

Continuing Applications

Returned Employees

Returned Applications

Continuing Applications

Returned Employees

Search

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

06/10/2015

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Step 1

Select "View Comment" to see a detailed response as to why the worker was returned.

Pending Actions

Please review and complete any outstanding items

Returned Applications

Continuing Applications

Returned Employees

Returned Applications

Continuing Applications

Returned Employees

Search

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

06/10/2015

Description:

Roles

View Comment

RETURNED

CONTINUE >

Employee Name:

Start Date:

17/10/2016

Description:

Roles

View Comment

RETURNED

CONTINUE >

Step 2

Select "Continue" to proceed to amend the returned worker.



For questions or assistance please call 1300 208 498
or email esiworker@pegasus.net.au