



PeopleHub User Guide

GrainCorp's People Management System

30 June 2022

GrainCorp Operations Limited
Level 28, 175 Liverpool Street
Sydney NSW 2000

T: 1800GrainCorp | International: +61 1800 472 462 (Option 2)

E: peoplehubservices@graincorp.com.au

ABN 52 003 875 401

graincorp.com.au



GrainCorp

Contents

- PeopleHub Introduction3
- Getting Started3
- Onboarding3
- Create a New Password and Log in4
- Navigating the Homepage5
- Complete Onboarding Paperwork.....6
- Harvest Casuals Learning15
- Mobile Learning – Using a Mobile App16
- Mobile Learning – Using your Mobile Browser.....18
- Frequently Asked Questions - Onboarding19
 - I can't login to PeopleHub19
 - I can't login to PeopleHub using a GrainCorp computer19
 - How do I know if all my new starter paperwork is completed?.....19
 - I made a mistake on my tax, superannuation or pension form.....20
 - I forgot my signature step password.....20
 - I have received two of the same email with different Employee IDs.....20
 - My personal details have changed before my first day with GrainCorp.....20
 - I want to change my nominated superannuation fund (Australian employees).....20
 - Logging into PeopleHub remotely after your Hire Date20
- Frequently Asked Questions – Harvest Learning.....23
 - I worked for GrainCorp previously, do I have to redo the learning?23
 - I have accessed PeopleHub but there are no learning modules to complete?.....23
 - I have completed my learning modules with an Employee ID but I have now received an email containing my former Employee ID. Will I need to complete the modules again?.....23
 - I have not completed all learning modules prior to my nominated Hire Date.....23
 - I have not completed all learning modules and I have past my nominated Hire Date.....23
 - How do I know if I have completed all necessary learning?23
 - Learning modules will not load or keeps freezing when I try to complete them?.....23
 - The system has not captured that I completed my learning modules?24
 - I have completed my modules multiple times and the system shows that I must do them again?24
- Contact Us26

PeopleHub Introduction

Our shared passion for people includes a great support system. SAP SuccessFactors is our Human Resource Management system which we at GrainCorp like to call "PeopleHub". PeopleHub provides you with a smooth online onboarding experience and is a quick, easy, all in one system to help you manage your personal information, learning and onboarding tasks before you start with us.

Getting Started

Before you get started, it's important to have the following ready and available:



When logging into the system, ensure you use a desktop or laptop computer, and we recommend using Google Chrome as your browser.



Clear browser cookies and cache (click [here](#) to learn how).

Allow pop-ups (click [here](#) to learn how).



Have any GrainCorp emails handy.



Have your personal details ready, including:

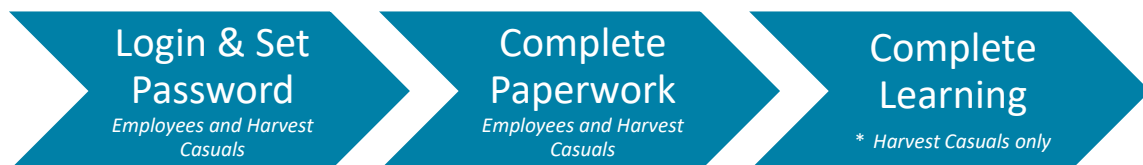
- Tax File Number / Social Security number / National Insurance number;
- Superannuation / Pension fund;
- Work Rights document (birth certificate, passport or visa).

Onboarding

Overview of Process

The onboarding process is a two-step process.

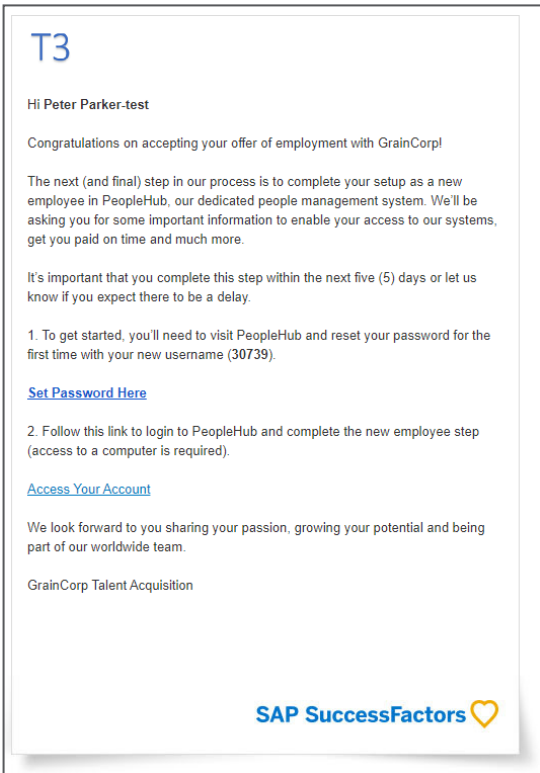
** For Harvest Casuals an additional step is required prior to commencing onsite and that is completing all online learning. For all other employees your learning will be available to complete on Day 1 of employment.*



Create a New Password and Log in

Once you receive confirmation that your application has been successful, you will receive an email containing access details to the PeopleHub portal to allow you to complete your new starter paperwork and learning assignments.

Please also check your junk/spam folders.

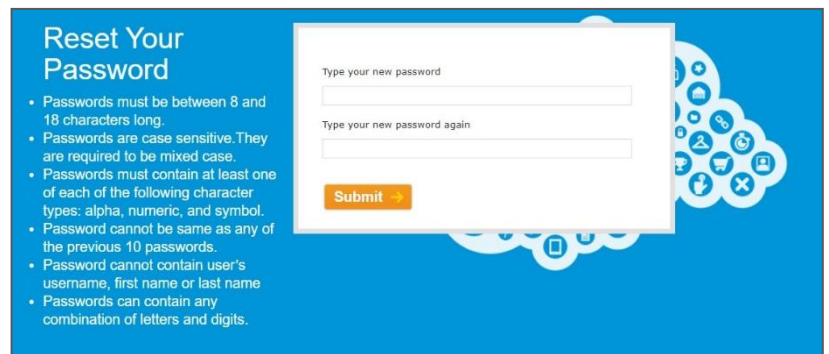


Take note of your 5-digit username located in the email. You'll need this when setting up your password.

Click on the **'Set Password Here'** link to get started.

This will direct you to a new browser screen to allow you to reset your password. Type in your new password and reconfirm.

Click **'Submit'**.

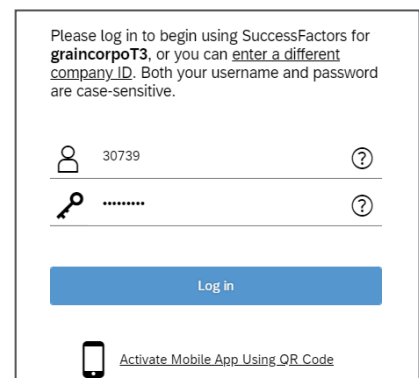


Select **'Back to Log in'**.



For a better user experience, it is recommended to log into PeopleHub using the Google Chrome browser.

Enter your **5-digit username** (refer to the welcome email) and your new password, then select **'Log in'**.

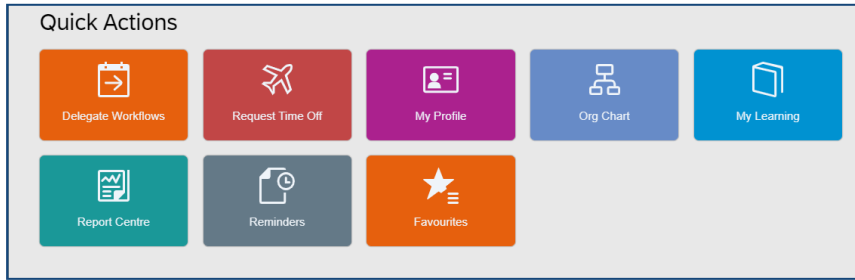


Navigating the Homepage

Quick Actions

This section is where you can complete your most frequent or important actions.

Quick actions intend to allow users to perform a quick task without navigating away from the Home Page.



Onboarding



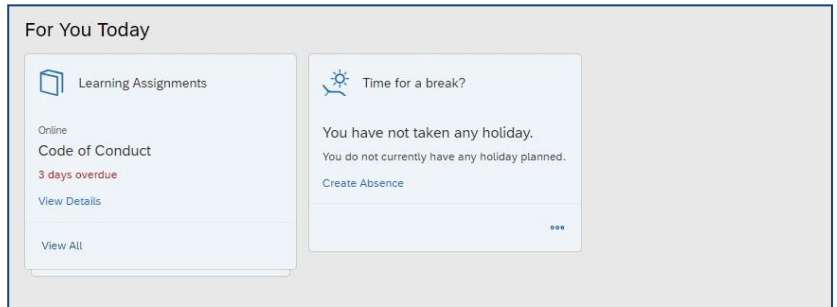
New employee activities

Onboarding

This section will contain helpful information for new starters e.g., useful links and contacts.

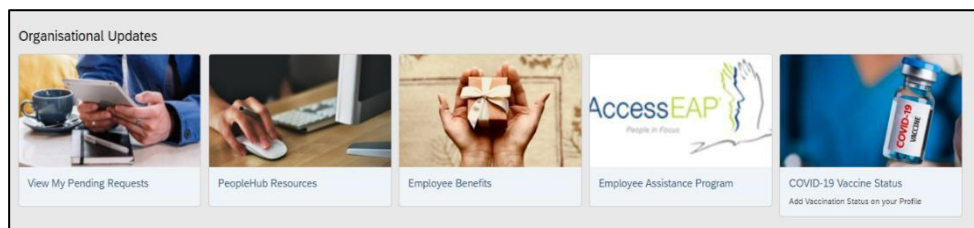
For You Today

This section will contain tasks that require your immediate attention e.g., Learning assignments due within the next 30 days and overdue tasks.



Organisational Updates

This section contains cards that link to other PeopleHub actions and GrainCorp resources.

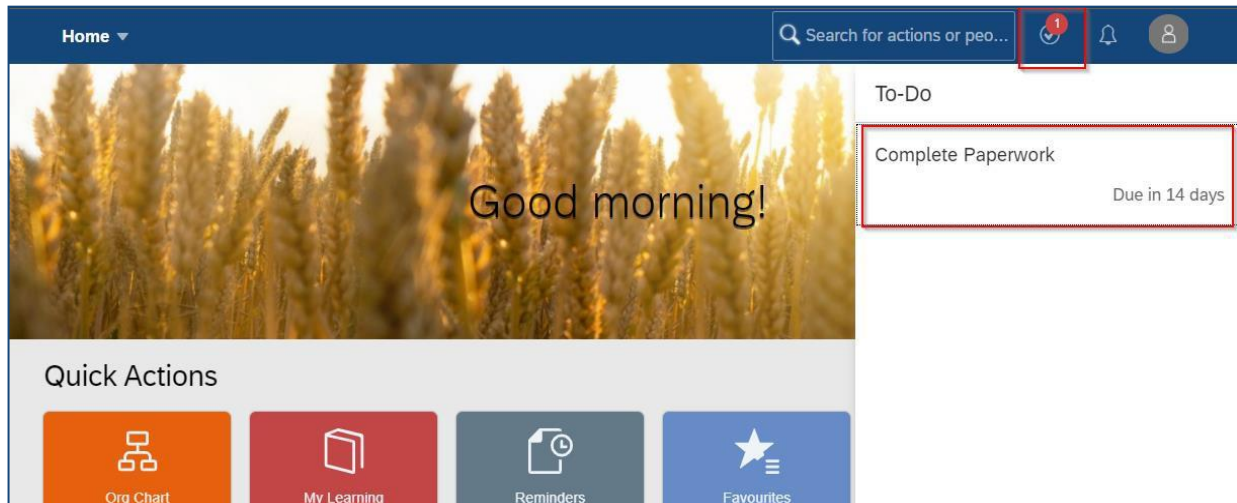


Complete Onboarding Paperwork

From the homepage, navigate to the top right of the screen to select the **Tick Icon** with the **Red Notification** and select **Complete Paperwork**. This will allow you to:

- Complete onboarding paperwork
- Review/complete personal information and forms
- Acknowledge and e-sign paperwork.

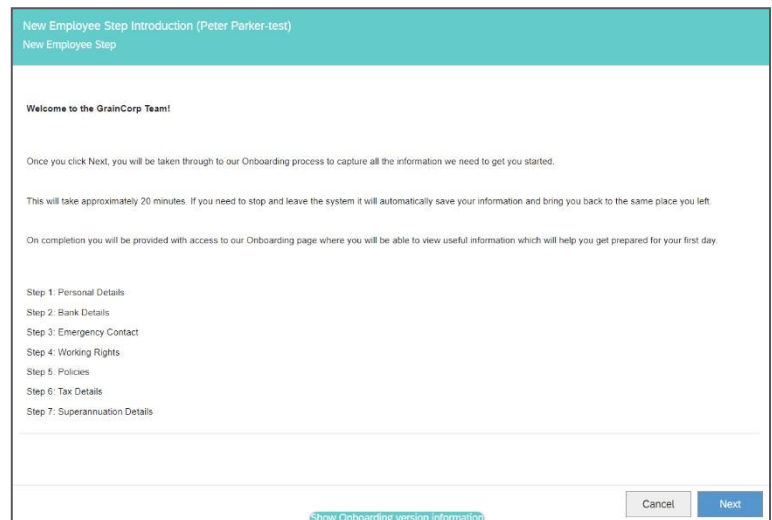
The 'Complete Paperwork' action is only available for 30 days. So that we can pay you on time, ensure you complete all your paperwork within 30 days of your hire date.



You'll walk through the onboarding process to ensure we capture all the information required before your start date.

This will take approximately 20 minutes and the system will save your progress through-out, so you can stop and leave at any point and pick up where you left off.

Select 'Next' to continue.



Personal Details

Review and update your personal details.

Personal Details (Peter Parker-test)
 New Employee Step

Personal Details

*Salutation:

*Preferred Name:

*First Name:

Middle Name:

*Last Name:

*Date of Birth:

*Gender:

*Email:

Home Country:

Address Information (Peter Parker-test)
 New Employee Step

Home Address

*Country of Residence:

*Address Line 1:

*City/Suburb/Town:

*State/Territory/Province:

*Postal Code:

Is your Mailing Address the same as the Home Address?

Phone Number (Peter Parker-test)
 New Employee Step

Mobile Phone Details

Please provide the Mobile number in the format - Country + Mobile Number in the fields provided.

Country Code:

*Mobile Number:

Landline Phone Details

Please provide the Landline phone number in the format - Country + Area Code + Number in the fields provided.

Country Code:

Area Code:

Number:

[Show Onboarding version information](#)

Cancel Back **Next**

Bank Information

Enter your bank account details, so that we can make sure you are paid on time for the hours you work!

Bank Information Primary (Peter Parker-test)
 New Employee Step

Pay Type:

Payment Method:

*Bank Country:

Bank:

*BSB/Sort Code/Bank Code:

*Account Number:

*Account Owner:

*Do you wish to specify any other bank accounts?

[Show Onboarding version information](#)

Cancel Back **Next**

Tax details (Australia)

Complete the Tax File Number declaration for the Australian Tax Office. From the 'On what basis are you paid?' dropdown, select as appropriate (i.e., if you are a casual employee, select Casual Employment).

From the dropdown, select details to indicate that you are:

- An Australian resident for tax purposes or
- A foreign resident for tax purposes or
- A working holiday maker.

Complete details relating to the tax-free threshold.

Select 'Yes' if you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt.

If you do not have one of the above, just select 'No'.

Tax details (New Zealand)

Complete the Tax Code Declaration for the New Zealand Tax Office. Enter your IRD number and select your Tax Code.

Tax Code Declaration (Jayne Halloway)
New Employee Step

Please complete the following information regarding your New Zealand Tax Code Declaration. Note the IRD number has to have 8/9 digits. Use this form if you're receiving salary or wages as an employee. If you're a contractor or use a WT tax code, you'll need to use the Tax rate notification for contractors (IR330C) form.

Your Details
If you don't know your IRD number or you don't have one, call 0800 549 472.

IRD Number:*

Your Tax Code
You must complete a separate tax code declaration (IR 330) for each source of income. Choose only ONE tax code. If you are unsure of your tax code, see below for more information.
[Tax Code Information Sheet](#)

Tax Code:*

[Show Onboarding 1.0 version information](#)

Tax details (United Kingdom)

Attach the P45 form should you not have this available from your previous employer.

When you do receive your P45 from your current employer, email it to payroll@graincorp.com.au before your first day.

Payroll Information (Selma Blair)
New Employee Step

Work Status

If you're starting your first job or you're taking on a second job:
You won't have form P45 if you're starting your first job or you're taking on a second job. We will need to work out how much tax you should be paying on your salary. Next, we will ask you to complete a 'Starter Checklist' to collect the information. The Starter Checklist has questions about any other jobs, benefits or student loans you have. It helps us work out your correct tax code before your first payday.

If you're not starting your first job and you're not taking on a second job:
You should have received form P45 from your employer when you stopped working for them.
Form P45 shows how much tax you've paid on your salary so far in the tax year (6 April to 5 April).

Do you have form P45?

If you attach a scanned copy of your P45, we will include it in your paperwork. If you do not attach your P45 now, you should provide it by your start date.

[Show Onboarding 1.0 version information](#)

Complete the Starter Checklist by entering your National Insurance Number and selecting the Statement that applies.

This screenshot shows the 'New Employee Step' of the TD1 form. The 'Deduction for living in a prescribed zone' section is highlighted, detailing the \$11.00 and \$22.00 daily deductions for residents in the Northwest Territories, Nunavut, or the northern zone. It also includes instructions for claiming the deduction and a note for Saskatchewan residents.

Tax details (Canada)

Complete the federal and relevant provincial tax forms.

This screenshot shows the 'Filling out Form TD1' section of the TD1 form. It includes instructions on when to fill out the form, signing and dating it, and handling multiple forms. The 'Non-residents' section is also visible, with options to fill in if you are a non-resident of Canada. The 'Total income less' section includes a checkbox to check tax from your earnings.

Superannuation (Australia)

Complete Superannuation details.

If choosing your own nominated super fund, select the first option **‘The APRA fund or retirement savings account (RSA) I nominate’**. This selection allows you to nominate your own choice of industry super fund.

If choosing the employer nominated superannuation fund, a link is available with details of the fund.

AUSTRALIAN TAXATION OFFICE | Superannuation standard choice form (Peter Parker-test)
 New Employee Step

Use this form to advise an employer of your choice of super fund.

You must provide the required information so your employer can make contributions to your nominated super fund.

AUSTRALIAN TAXATION OFFICE | Superannuation standard choice form (Peter Parker-test)
 New Employee Step

Choice of superannuation (super) fund

I request that all my future super contributions be paid to:

- The APRA fund or retirement savings account (RSA) I nominate
- The self-managed super fund (SMSF) I nominate
- The super fund nominated by my employer

The super fund nominated by your employer is:

Super fund name: **LUCRF Pty Ltd**

Website address: www.lucrf.com.au

Emergency Contact Details

Provide at least one (1) emergency contact.

Emergency Contact (Peter Parker-test)
 New Employee Step

*Name:

*Relationship:

*Phone:

*Is Primary Emergency Contact?

Do you need to add additional Emergency Contact information? Yes No Delete

[Show Onboarding version information](#)

Working Rights

Review and complete the working rights information. If this screen displays details of the right to work document you've previously provided, then check that the information is correct and select 'Next'.

Working Rights Information (Peter Parker-test)
New Employee Step

Please complete the section below with details of the right to work document you've provided us previously. If this section has already been completed, then please check that the information is correct and continue.

*Country:

Select the country where the job is located, NOT the country for your document.

*Document Type:

*Document Number:

Note: if you selected visa for document type above, then please enter your passport number here.

Visa Type:

Visa Subclass:

*Issue Date:

Expiry Date:

Note: if you selected visa for document type above, then please enter the expiry date of your visa here.

Show Onboarding version information

Policies, Procedures & Forms

Download and read each of the policies, procedures and forms. Once you've read the documents, select the acknowledgement checkbox. Forms (where relevant) are emailed to peoplehubservices@graincorp.com.au

Policies, Procedures and Forms (Peter Parker-test)
New Employee Step

Please read each of the below Policies and Procedures.

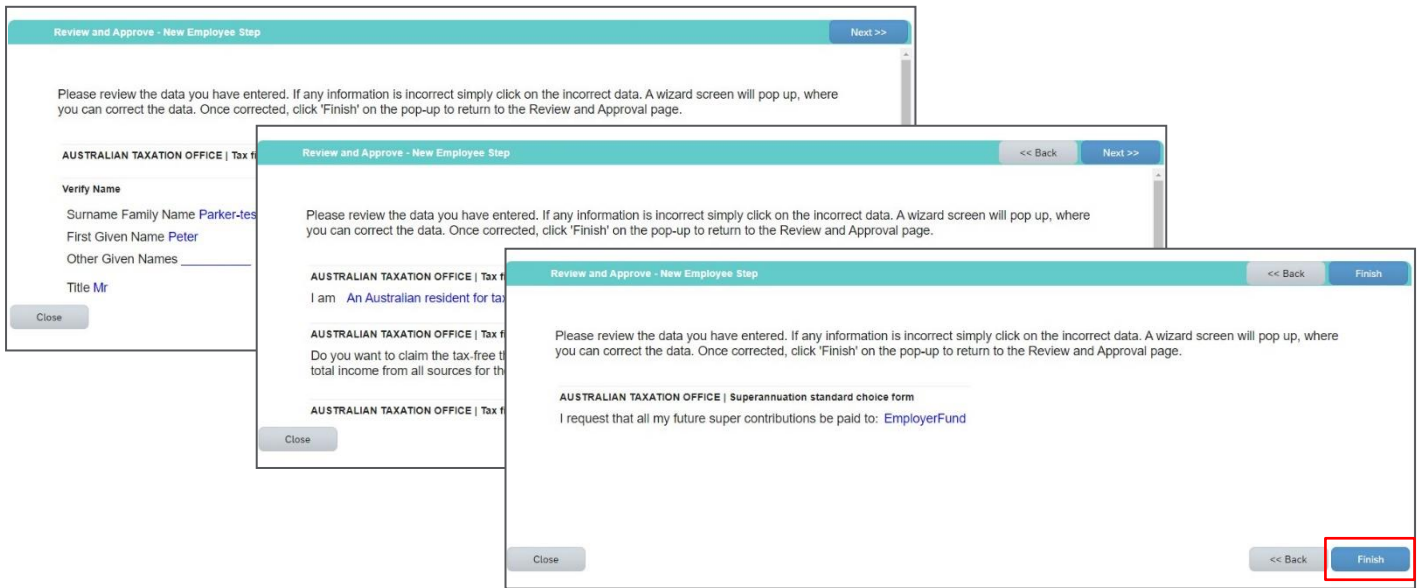
- Computer Policy
- Fair Work Information Statement
- Share Trading Policy
- Drug and Alcohol Management Procedure
- LUCRF - Corporate Superannuation Plan Guide
- EBA - NSW Country Operations (AWU) 2016 Casual Wages Schedule
- EBA - NSW Country Operations (AWU) 2016
- EBA - NSW Country Operations (AWU) 2016 Undertakings

*I acknowledge that I have read and agree to comply with these policies and procedures

Show Onboarding version information

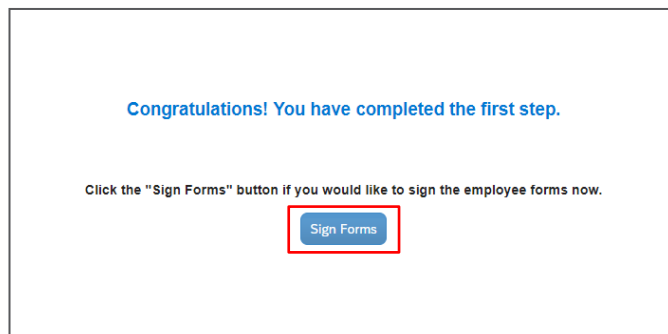
Review and Approve

Complete a final review of the information you have entered and edit any information that is incorrect. Select **'Finish'** to submit.



Sign Forms

Click the **'Sign Forms'** button to commence the digital signature process.



Set up an electronic signature. Select the agreement checkbox to use the electronic signature technology, then set up a password and security question.

The signature step password does not have to match your PeopleHub login password. Enter a password, then click **'Submit'** The password requirements here are:

- Password length is a **minimum of 8 characters**
- Requires **1 lowercase character** in the password.

Electronic Signature Step for Peter Parker-Test

Welcome to the electronic signature step. In this step, you will sign all of your paperwork. Please acknowledge your agreement to use electronic signature technology by clicking the agreement below.

Agreement to Use Electronic Click Signature to Sign Documents

I, Peter Parker-test, agree to sign these electronic PDF documents using "click" signature technology. I understand that a record of each document and my signing of it will be stored in electronic code. I intend both the signature I inscribe with the "click" signature technology and the electronic record of it to be my legal signature to the document. I confirm that the document is "written" or "in writing" and that any accurate record of the document is an original of the document.

Enter the Password and its Confirmation (if required) and click "Submit". The list of documents you need to sign will be displayed. Click the "Click to Sign" button to place your electronic signature on the document. A tick will appear next to the form you have electronically signed. Each form will be automatically presented for your review and signature.

User Name Password

Pin Code Confirmation

Security Question

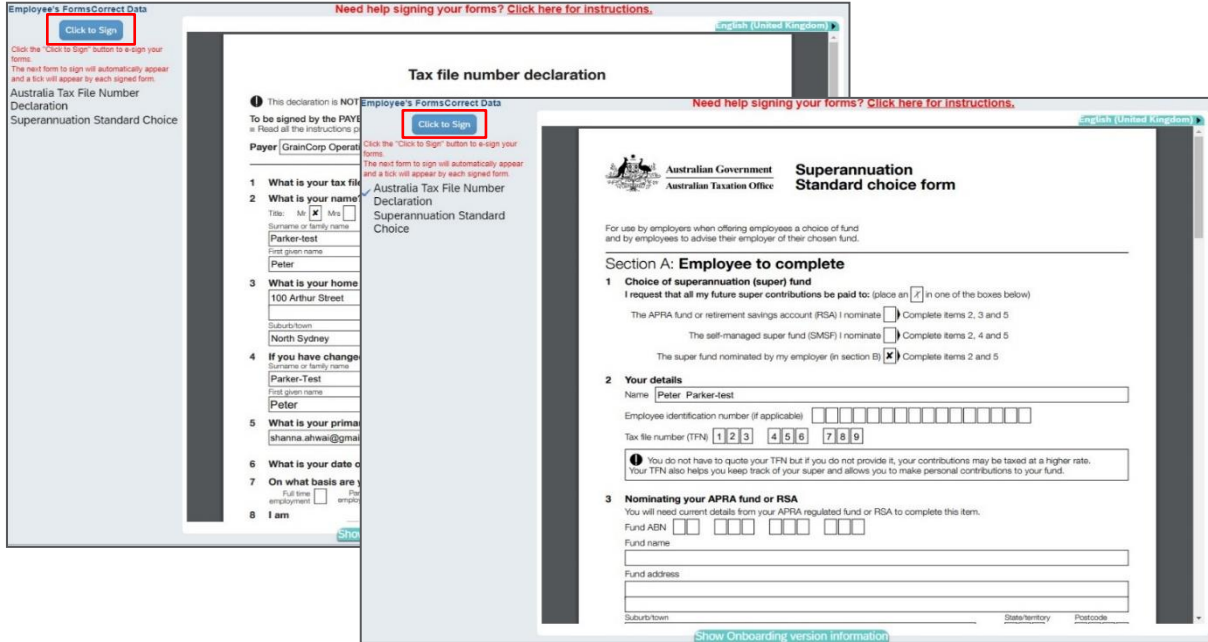
Security Answer

Remember security answer is case sensitive.

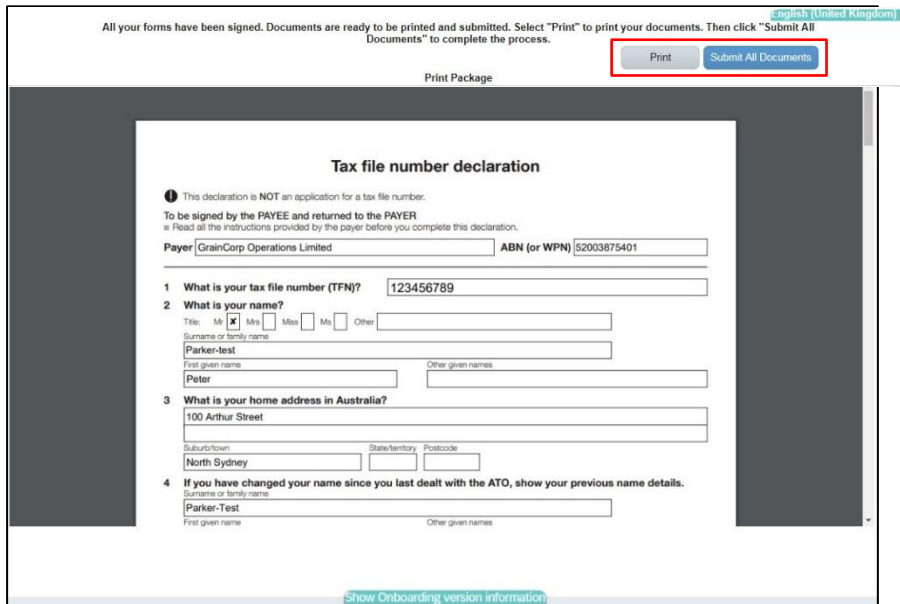
The list of documents to sign will automatically appear. These are:

- Australia Tax File Number Declaration form (Australian Employees) and
- Superannuation Standard Choice form (Australian Employees)
- Tax Code Declaration (New Zealand employees)
- Federal and provincial tax declarations (Canada)
- Starter Checklist (United Kingdom employees)

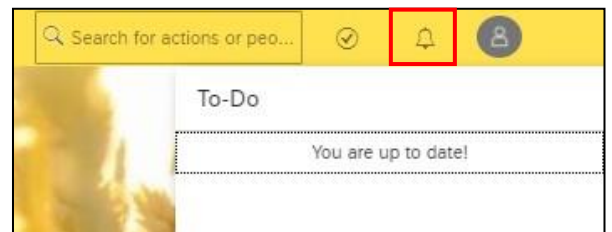
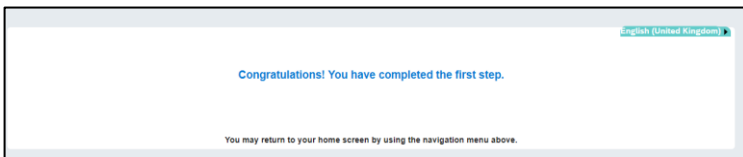
Select the 'Click to Sign' button to sign the forms.



You can select 'Print' to print your documents and clicking on 'Submit All Documents'.

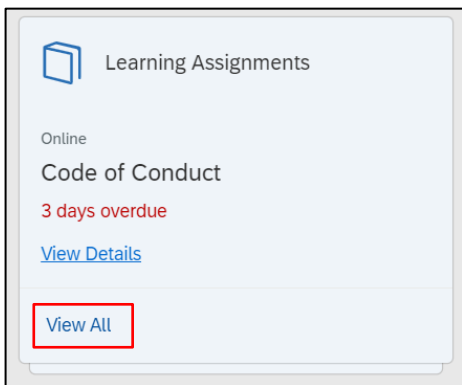


You know the Complete Paperwork process has been completed when you see this screen.



Navigate to the Homepage, select the To-Do icon to see that you are up to date.

Harvest Casuals Learning Complete Learning Modules



On the homepage, navigate to the 'For You Today' section and there will be a 'Learning Assignments' card. On the card, click "View All" to view all learning that is due within the next 30 days.

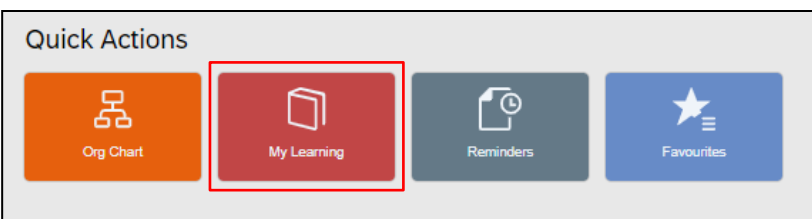
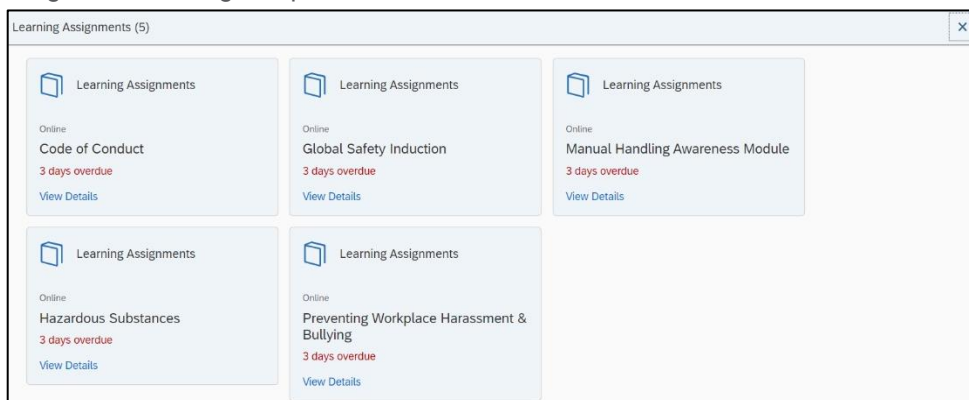
All courses are required to be completed prior to your start date. If you don't complete your learning before your start date, you won't be able to commence work.

If you don't see your 'Learning Assignments' card when you first log in, please note that learning modules are automatically allocated and refreshed through-out the day (8.00am, 11:00am, 2pm, 5pm and 8pm), so please check in again later.

Click on a course card to launch the online module. To ensure a smooth learning experience, we recommend you:

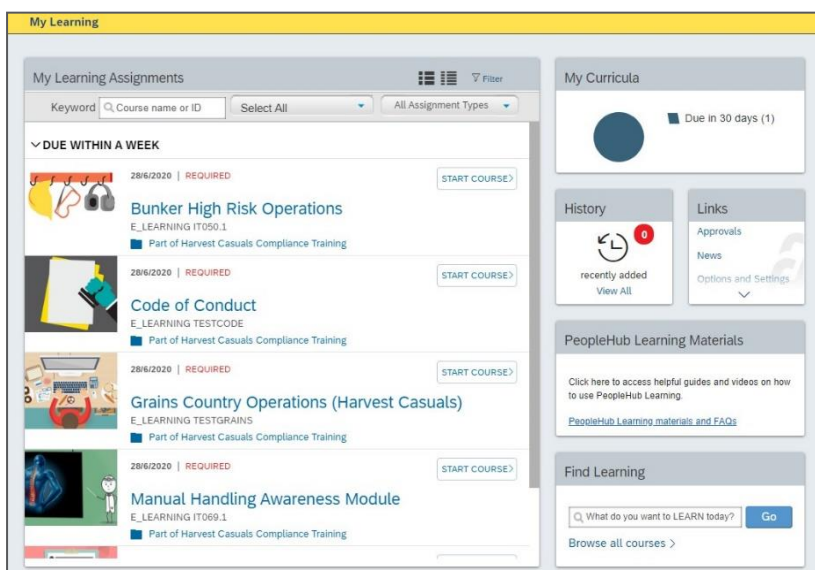
- Launch the course in Google Chrome
- Clear browser cookies and cache. Click [here](#) for instructions on clearing cache and cookies.

Once you have completed the module, it is important to select 'Return to Content Structure' to ensure your Learning module is recognised as being completed.



You can also track the progress of your learning by accessing your Learning dashboard.

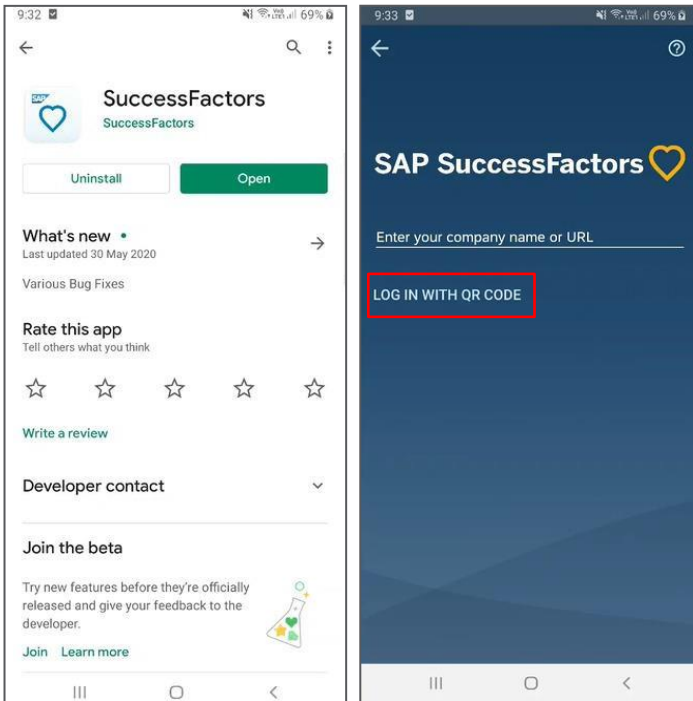
From your PeopleHub homepage, select the 'My Learning' card under the 'Quick Actions' section.



The 'My Learning Assignments' dashboard displays all your assigned learning activities and allows you to start courses, track courses that are in progress and view a history of your completed learning.

Mobile Learning – Using a Mobile App

You can also access your learning via other devices if that's better for you. Learning can also be accessed by using the SAP SuccessFactors mobile app and you'll also need access to a computer to enable the app using a QR Code.



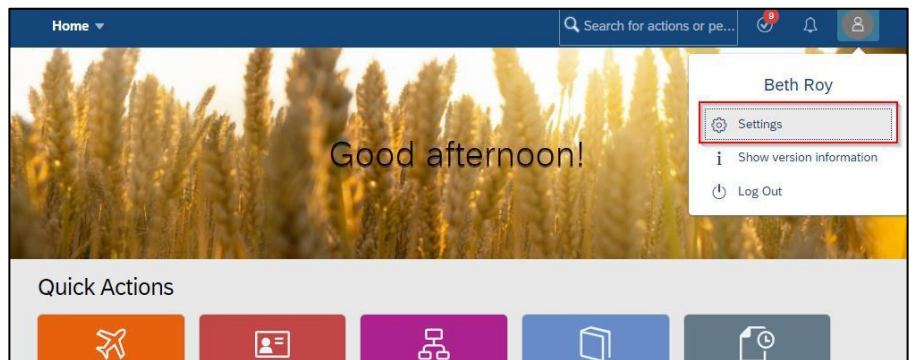
Open Google Play (Android device) or the App Store (iOS device). Search for '**SuccessFactors**'.

Select SuccessFactors (Do not use Learning By SuccessFactors). Select '**Install**' and then click open.

Click '**Log in with QR code**'. Allow SuccessFactors to access your camera.

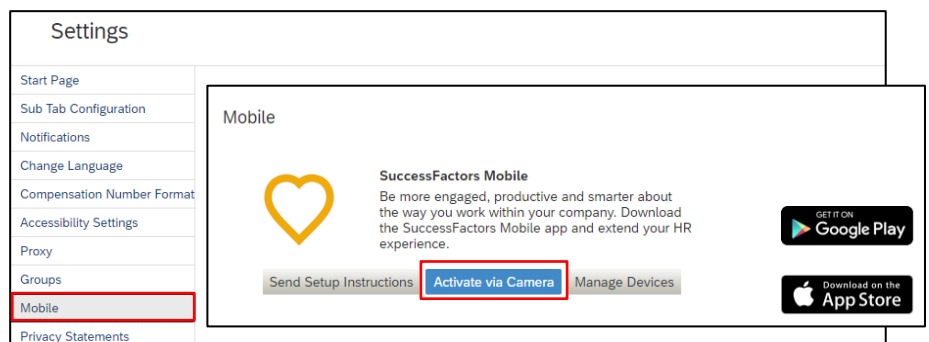
Go to your computer and login to PeopleHub.

From the PeopleHub homepage, at the top right screen, click on profile photo and then select '**Settings**' from the dropdown.



From the '**Settings**' screen, select '**Mobile**' from the menu panel on the left.

Click on '**Activate via Camera**'.

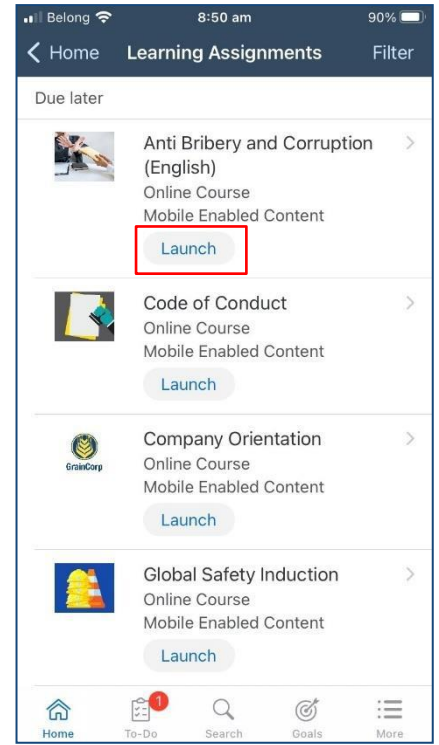
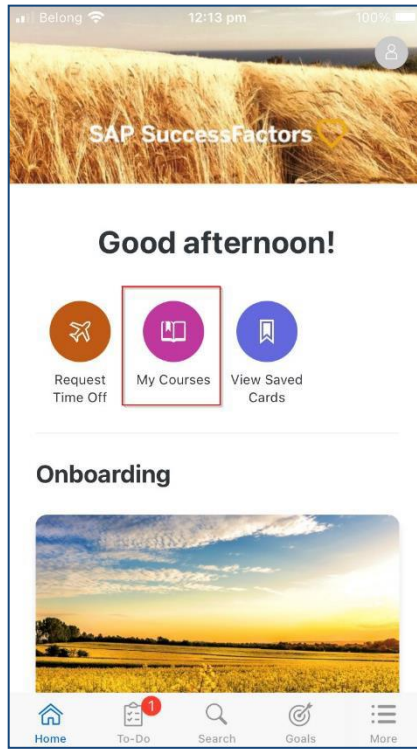


A QR code will appear on your computer screen. Use the camera on your mobile device to scan the displayed QR code on the desktop.



From the SuccessFactors app, click 'My Courses' to access your online learning.

Click on 'Launch' to start the online course.



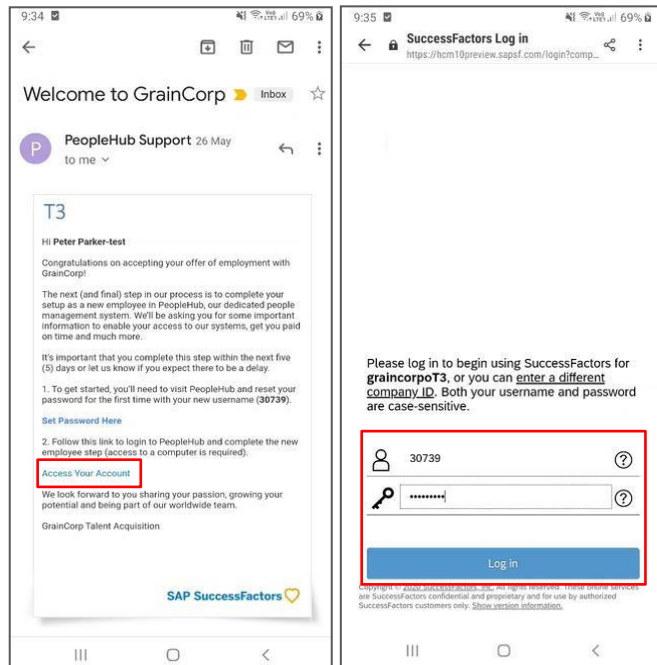
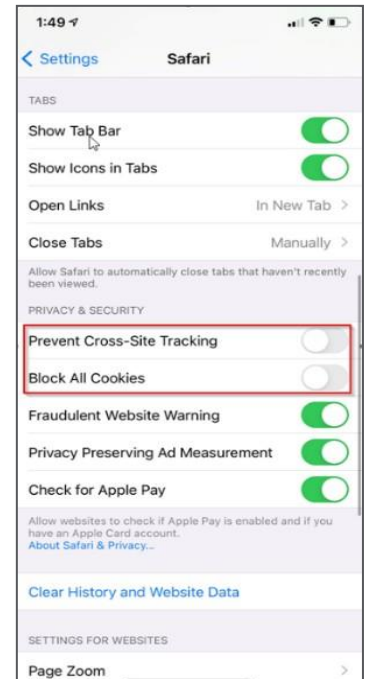
Mobile Learning – Using your Mobile Browser

Online modules can also be accessed using your mobile browser.

If you are using an iOS device, ensure the following settings are applied to your device and Safari.

From your device, go to **'Settings'** and locate the Safari app.

Turn off **'Prevent Cross-Site Tracking'** and **'Block All Cookies'** settings.

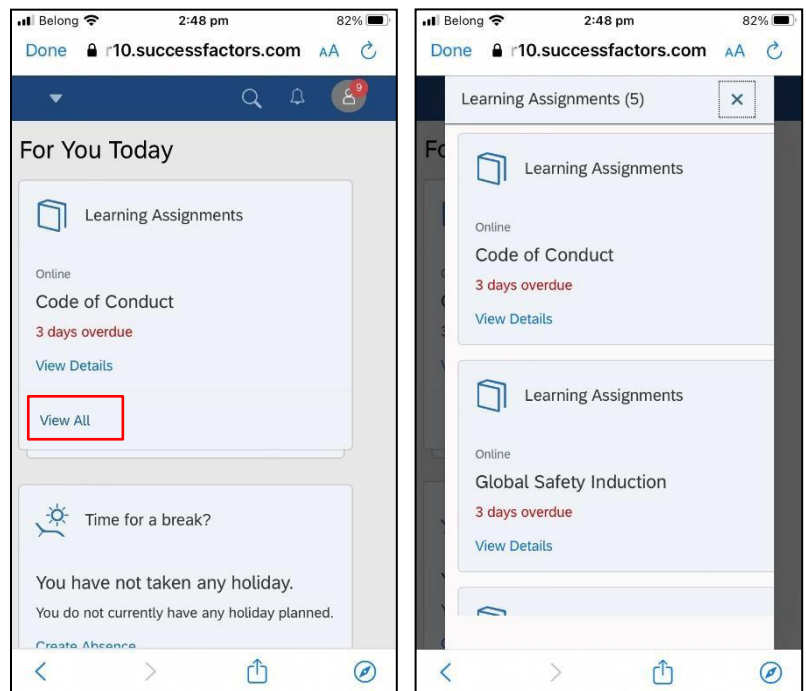


Go to your mobile phone and from your email app, locate the PeopleHub Welcome email and select **'Access your Account'**.

Log in using your 5-digit username and password.

Locate the **'Learning Assignments'** card in the For You Today section and click **'View All'** to view assigned learning modules.

Click on the course card to start the course.



Frequently Asked Questions - Onboarding

I can't login to PeopleHub

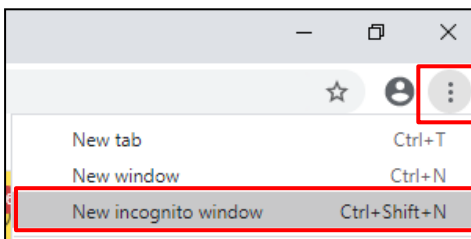
This resolution depends on where you are in our onboarding process:

Issue	Comment/Recommendation
I am logging in after my Hire Date	<p>On your Hire Date, your employee PeopleHub profile becomes active.</p> <p>A new username and password have been generated and is with your manager.</p> <p>You won't be able to access PeopleHub, please contact your manager for your new username and password.</p> <p>Once you have received these credentials, see Logging into PeopleHub remotely after your Hire Date</p>
I enter my email address and it is replaced with a number (Employee ID) however the password reset won't work?	Please email peoplehubservices@graincorp.com.au with your Employee ID and full name in the subject line. We will contact you to reset your password.
I have reset my password but still cannot login to complete the online paperwork due to an "Invalid Manager" error	Please email peoplehubservices@graincorp.com.au with your Employee ID and full name in the subject line. We will resolve the issue and contact you directly.

I can't login to PeopleHub using a GrainCorp computer

Prior to your Hire Date, you will not be able to access the GrainCorp network or computers. If you are required to use a GrainCorp computer to complete your online paperwork or Harvest Learning before your Hire date, please follow the steps below.

- 1 From the Google Chrome browser, open a "New Incognito Window".

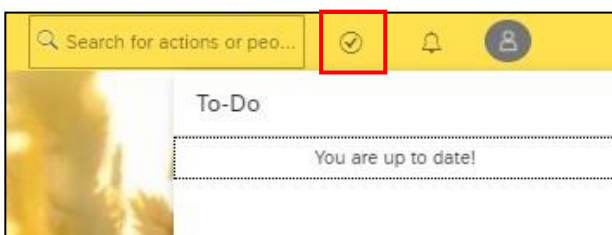
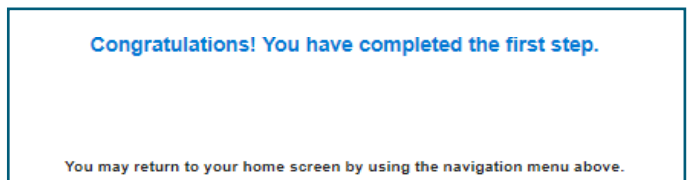


- 2 Copy and paste this [link](https://performancemanager10.successfactors.com/sf/start?s_crb=NJdQbfthniaFJpNgsMpVOnu27NI%253d#/login) into the URL search bar -
- 3 Enter **GraincorpProd** into the Company ID field (case sensitive).
- 4 Login with your **five-digit username** and **password** (check your emails).

How do I know if all my new starter paperwork is completed?

Once you have signed and submitted your documents, you will be presented with this screen.

Navigate to the Homepage, select the To-Do icon to see that you are up to date.



I made a mistake on my tax, superannuation or pension form

This resolution depends on where you are in our onboarding process:

Issue	Comment/Recommended Change
I have not completed the digital signature step	To edit the form within the signature step, select Correct Data (located above "Click to Sign"). Click on the section that requires editing and update.
I have already submitted my online paperwork	Download the correct form from the relevant government website, complete and email to payroll@graincorp.com.au with your employee ID and full name in the subject line.

I forgot my signature step password

The signature step password is a one-time password that is created by you. If you have forgotten this password, please email peoplehubservices@graincorp.com.au with your full name and Employee ID in the subject line.

I have received two of the same email with different Employee IDs

If you have worked for GrainCorp before you will receive two of the same email with different Employee IDs.

The first email is for you to login and complete your online paperwork or Harvest Learning and using the temporary Employee ID provided.

Once your online paperwork is received and you are onboarded into our systems, you will receive the same email with your former Employee ID.

My personal details have changed before my first day with GrainCorp

Issue	Comment/Recommended Change
I have already completed my online paperwork	<p>You will need to update any personal details yourself on or after your Hire Date.</p> <p>On your Hire Date, a new username is generated and is with your manager.</p> <p>Contact your manager for the new username and password to login to PeopleHub.</p>

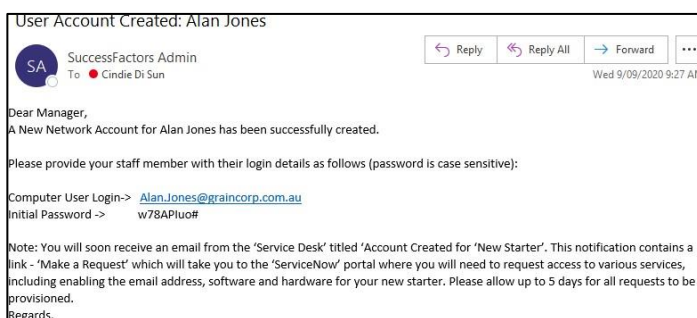
I want to change my nominated superannuation fund (Australian employees)

Issue	Comment/Recommended Change
I have not completed the digital signature step	To edit the form within the signature step, select Correct Data (located above "Click to Sign"). Click the Next icon twice to see the details of the Superannuation form. Select "The super fund nominated by my employer" and update.
I have completed my online paperwork	Download the correct form from the relevant government website, complete and email to payroll@graincorp.com.au with your employee ID and full name in the subject line.

Logging into PeopleHub remotely after your Hire Date

To get started, you will need access to your GrainCorp network account credentials. This can be done:

- Offsite - Your manager may send your computer user login credentials to you by email.
- On a GrainCorp site – Visiting a GrainCorp site where your manager will provide you with your computer user login credentials.



Once you receive your GrainCorp computer user login credentials to access the GrainCorp network from your supervisor, using your own computer or device, go to graincorp.sharepoint.com/sites/jumbunna2

Important: For a better user experience and to ensure that learning modules you complete are captured in the system, it is recommended to use the Google Chrome browser.

You will be directed to the GrainCorp sign in page to allow you to log into the GrainCorp network.

Enter your username (Computer User Login) provided in the email received from your GrainCorp manager.

Once your username has been entered, select 'Next'.

Enter the 'Initial Password' provided in the email received from your manager. Once the initial password has been entered, select 'Sign in'.

You will be prompted to change your password to a new password.

Ensure that your new password meets the following minimum requirements:

- Should not contain the user's account name or parts of the user's full name
- Be at least eight characters in length
- Contain characters from three of the following four categories:
 1. English uppercase characters (A through Z)
 2. English lowercase characters (a through z)
 3. A digit (0 through 9)
 4. Non-alphabetic characters
(~!@#%&*_+ = \ \(){}[];:'" <> , . ? /)

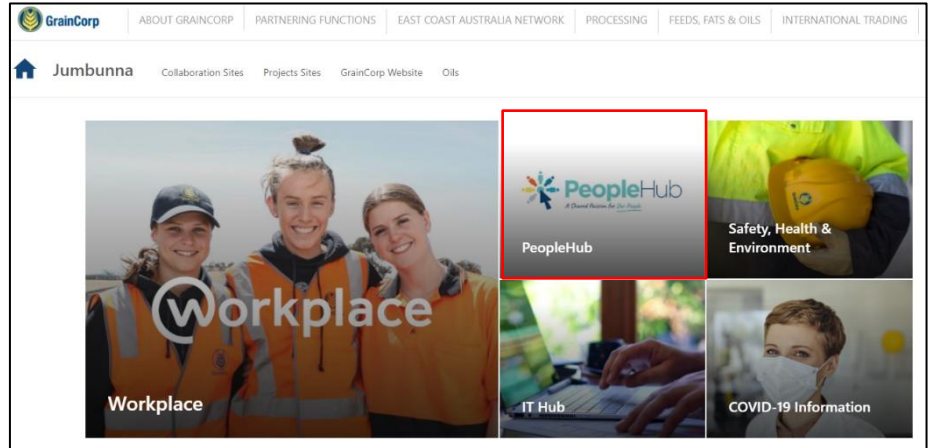
Once you have changed your password, select 'Sign in'.



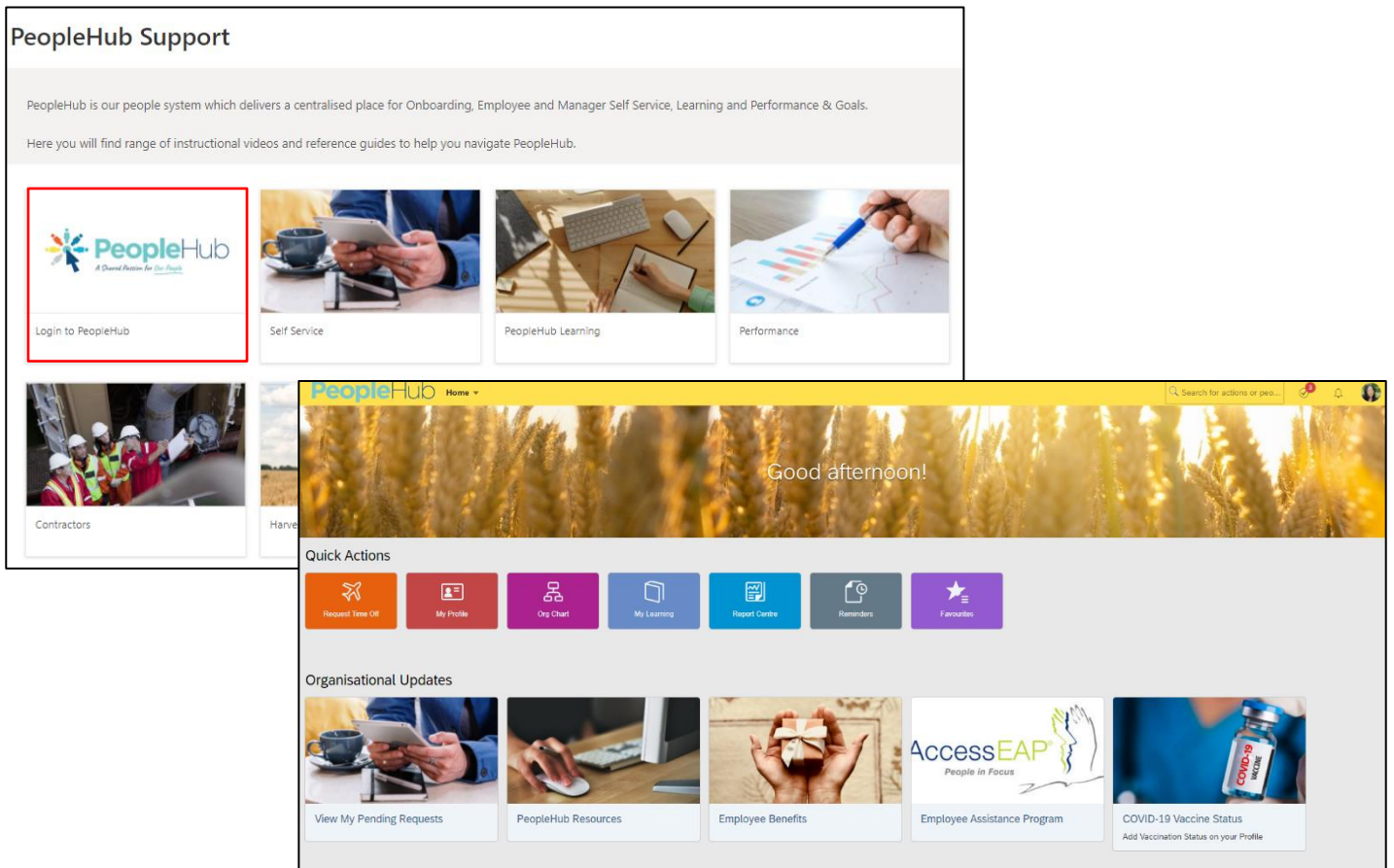
Select 'Yes' to stay signed in.

You will be directed to the GrainCorp Intranet page (Jumbunna).

Select the 'PeopleHub' tile.



Select the 'Login to PeopleHub' tile to access the system. You will be directed to the People Hub home page.



Frequently Asked Questions – Harvest Learning

I worked for GrainCorp previously, do I have to redo the learning?

Yes! Each year we improve the way we work and it is important that you are familiar with the changes.

I have accessed PeopleHub but there are no learning modules to complete?

Learning modules are only available for Harvest Casuals to complete prior to their Hire date. For all other employees, learning modules will be available on Day 1 of employment.

Learning modules are automatically allocated and refreshed through-out the day (8am, 11am, 2pm, 5pm and 8pm), so please check in again later.

I have completed my learning modules with an Employee ID but I have now received an email containing my former Employee ID. Will I need to complete the modules again?

Any learning modules that were completed using your 'temporary' Employee ID will be automatically merged into your PeopleHub account containing your former Employee ID.

I have not completed all learning modules prior to my nominated Hire Date

Follow the prompts within the second email that contains your former Employee ID to reset your password. Once your password has been reset, you will be able to login to complete the remaining learning modules.

I have not completed all learning modules and I have past my nominated Hire Date

A new username has been generated and is with your manager. You won't be able to access PeopleHub, please contact your manager for the new username and password.


How do I know if I have completed all necessary learning?

Logging in via Desktop: From the PeopleHub main menu, select Learning to view the 'My Learning Assignments' dashboard. If you are all up to date, there will not be any courses listed.

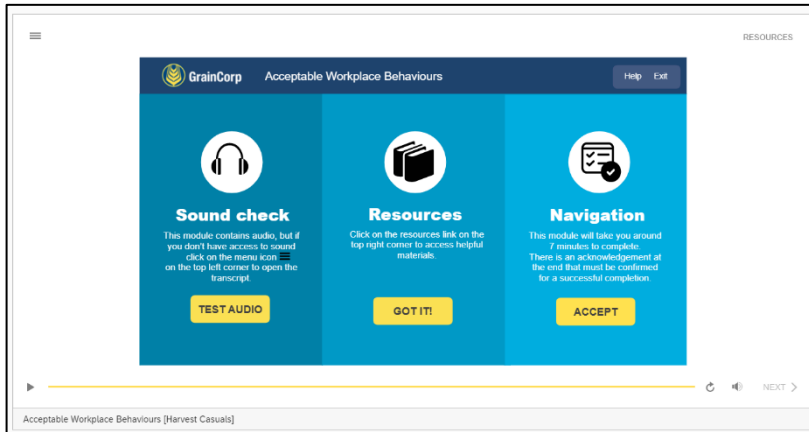
Logging in via SuccessFactors mobile app: Select 'My Courses' on the homepage. The screen will show any outstanding courses. If you are up to date, the screen will show you are up to date.

Learning modules will not load or keeps freezing when I try to complete them?

You can also access your learning via mobile devices and tablets using the SuccessFactors app. If you are using a desktop, ensure you are using Google Chrome and follow these tips to set yourself up for a smooth learning experience:

- Restart your device
- From your Google Chrome browser, clear cache and cookies
 2. On your computer, open Chrome.
 3. At the top right, click More  (symbol is 3 vertical dots)
 4. Click More tools and then Clear browsing data.
 5. At the top, choose a time range. To delete everything, select All time.
 6. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
 7. Click Clear data.
- Launch modules in Google Chrome.

The system has not captured that I completed my learning modules?

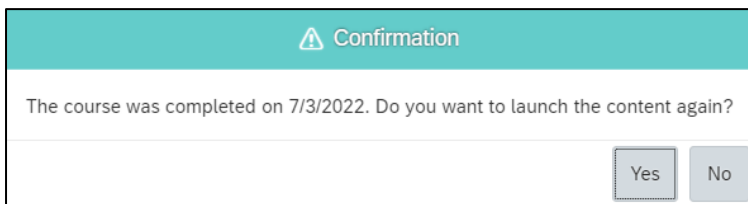


It is important to use Google Chrome when completing modules, as other browsers are not consistent with capturing completion results in the system.

When you launch a module, this will open within the system.

If the system browser tab is closed, refreshed, or navigated away from before you complete the course, this will not save your progress or results.

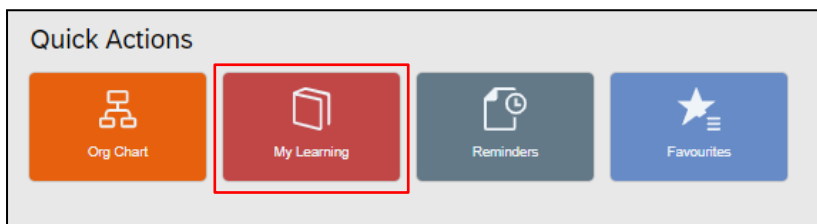
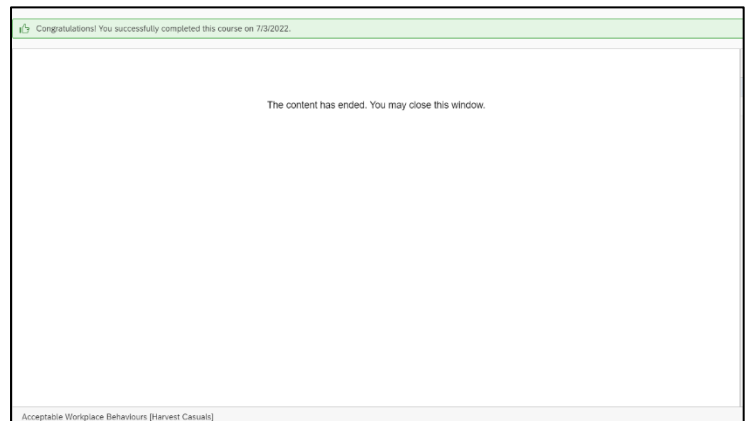
I have completed my modules multiple times and the system shows that I must do them again?



The system will automatically allocate your required learning modules. If you are accessing a module that you have already completed a warning prompt will appear. Select 'No' to avoid reassigning the module to your learning plan.

When you complete an online module, it will take you to a window advising that the content has ended.

We encourage you to select the 'My Learning' link or home button found in the top left-hand of your screen, to go back and view any remaining allocated learning.



If you have self-assigned a module that you have already completed, go to your home page, and select 'My Learning'. This will take you to your 'My Learning Assignments' dashboard

Find the module in your allocated learning. Select the down arrow in the 'Start or Continue Course' button, then click 'Remove'.

The screenshot displays the 'My Learning Assignments' page. At the top, there is a search bar for 'Course name or ID' and a 'Filter' button. The main content is divided into two sections: 'DUE LATER' and 'DUE ANYTIME'. Under 'DUE LATER', there is a course 'Company Orientation' with a 'CONTINUE COURSE' button. Under 'DUE ANYTIME', there are three courses: 'Acceptable Workplace Behaviours [Harvest Casuals]', 'Harvest Weighbridge Operators', and 'Safety, Health and Environment Induction [Harvest Casuals]'. The 'Acceptable Workplace Behaviours' course has a 'CONTINUE COURSE' button with a dropdown menu open, showing a 'Remove' option. The right sidebar includes 'My Curricula' (Due Later: 8), 'Learning History' (View All), 'MOST RECENTLY ADDED' (Safety, Health and Environment Induction, Acceptable Workplace Behaviours), and 'Find Learning' (Search bar, Go button, Browse all courses link).

Contact Us

If you have any questions or need assistance, you can contact GrainCorp Human Resources.

Harvest Casuals

Your GrainCorp Site Manager will be in touch with you directly regarding your start date. Human Resources are unable to confirm your start date or related details.

I'm a Harvest Casual and have decided not to work for GrainCorp this harvest

If you're having second thoughts, please contact harvestrecruitment@graincorp.com.au

Telephone: 1800GrainCorp | International: +61 1800 472 462 (Select Option 2)

Email: peoplehubservices@graincorp.com.au

GrainCorp Operations Limited **T:** 1800GrainCorp |
Level 28, 175 Liverpool Street International: +61 1800 472 462
Sydney NSW 2000 **F:** 02 9325 9180
ABN 52 003 875 401 **E:** peoplehubservices@graincorp.com.au

graincorp.com.au



GrainCorp