Employment Overview

- Employment menu provides you with the following options:
  - Appointment Details
    - Shows summary of your occupancy.
  - Roster
    - Displays your roster for part time staff if the roster has been provided to salaries.

To access the Employment menu
- Login to StaffOnline
- Under the My HR
- Select Employment

Appointment Details

- This screen displays a summary of the positions you hold including multiple occupancy.

Use the dropdown calendar box to select ‘Start Date and date to’ for the period of enquiry.
Click on ‘Show Occupancy’ button.
Click on the ‘Active From’ link.
This will allow you to view the details of the appointment for that occupancy record.

Checking on the ‘Position Number’ link drills up to the immediate supervisor position details for that position.