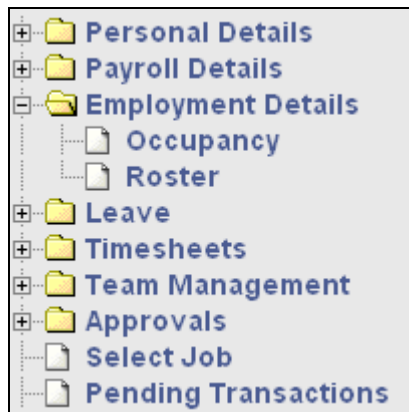


Overview

The Employment Details folder provides access to your occupancy information. You can access this information at anytime to view your occupancy details.

To access your Employment Details login to StaffOnline and open the Employment Details folder.



Notes

The HRIS (Human Resources Information System) holds occupancy information in layers. When changes are made to occupancies a new layer is added to the occupancy record.

You may notice occasionally that PMD will make changes to your occupancy that will take effect at a future date. This future date will be the top layer but this layer will not be in use until the start date of the layer. In this case to view your current occupancy information you would view the previous layer.

Occupancy

To view occupancy details click on the Employment Details folder then select Occupancy.

1. A search screen is displayed. You can decide what time period you would like to view occupancy details for. Click on the **Show Occupancy** button.

Occupancy

Start Date to

2. The occupancy layers are shown in date order.

Occupancy

Occ	Active From	Active To	Classification	Step	Commence Reason	Position#	Title
SUB	1_12-JUL-2007	31-DEC-2049	HEW Admin Level 5	55	Enterprise Bargaining Agreement	0HR0002520	HRIS Analyst
SUB	2_02-JUN-2007	11-JUL-2007	HEW Admin Level 5	55	Annual Increment	0HR0002520	HRIS Analyst
HDA	3_07-MAY-2007	01-JUN-2007	HEW Admin Level 9	91	Higher Duties	0HR0002521	Mgr, Personnel Info Syst & Training
SUB	4_04-JAN-2007	06-MAY-2007	HEW Admin Level 5	55	Annual Increment	0HR0002520	HRIS Analyst
SUB	5_13-JUL-2006	03-JAN-2007	HEW Admin Level 5	54	Enterprise Bargaining Agreement	0HR0002520	HRIS Analyst
HDA	6_04-JAN-2006	12-JUL-2006	HEW Admin Level 6	61	Higher Duties	0HR0002521	Mgr, Personnel Info Syst & Training
SUB	7_29-DEC-2005	03-JAN-2006	HEW Admin Level 4	42	Oncost Pattern Change	0HR0002520	Personnel Info Systems Officer
SUB	8_17-MAR-2005	28-DEC-2005	HEW Admin Level 4	42	Annual Increment	0HR0002520	Personnel Info Systems Officer
HDA	9_18-AUG-2004	16-MAR-2005	HEW Admin Level 5	51	Higher Duties	0HR0002520	Staff Services - Projects Officer

Records 1 to 9 of 9

3. Select the layer you wish to view and click on the **Active From** date link. This will show you further details of that occupancy layer.

Occupancy

Occupancy Type: Substantive

Active From: [12-JUL-2007](#) **Active To:** 31-DEC-2049

Position Number: [0HR000](#) **Title:**

Organisation Level: People Management & Development

Commence Reason: Accelerated Increment **Employment Status:** Continuing (Full-Time Hrs)

Admin Location: People Management & Development **Paypoint:** Team 3

Location: Casuarina Campus

Award: CDU General Staff Award 2002

Classification: HEW Admin Level **Step:**

Average Hours: 36.75 **Occupancy Fraction:** 100%

GL Account#: 030817012310001


Appointment Commence Date: 12-JUL-2007 **Appointment End Date:** 31-DEC-2049

Roster

To view your current Roster click on the Employment Details folder to open and click on Roster.

1. Select the enquiry date and the period of the enquiry (days) and click on the **Find** button.

Roster

Enquiry Date 

Period of Enquiry

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2. In the example provided, you will see this person had a roster change during the period selected.

Roster

Date	Day	Hours	Position Fraction	Duty	Employee Status	Roster	Description
19-JUL-2007	THU	0.00	40	CON	PF	147C	7.35hrs M,Tu each week
20-JUL-2007	FRI	0.00	40	CON	PF	147C	7.35hrs M,Tu each week
21-JUL-2007	SAT	0.00	40	CON	PF	147C	7.35hrs M,Tu each week
22-JUL-2007	SUN	0.00	40	CON	PF	147C	7.35hrs M,Tu each week
23-JUL-2007	MON	7.35	40	CON	PF	147C	7.35hrs M,Tu each week
24-JUL-2007	TUE	0.00	60	SUB	PF	441C	7.35hrs M,T,W each week
25-JUL-2007	WED	0.00	60	SUB	PF	441C	7.35hrs M,T,W each week
26-JUL-2007	THU	7.35	60	SUB	PF	441C	7.35hrs M,T,W each week
27-JUL-2007	FRI	7.35	60	SUB	PF	441C	7.35hrs M,T,W each week
28-JUL-2007	SAT	7.35	60	SUB	PF	441C	7.35hrs M,T,W each week
29-JUL-2007	SUN	0.00	60	SUB	PF	441C	7.35hrs M,T,W each week
30-JUL-2007	MON	0.00	60	SUB	PF	441C	7.35hrs M,T,W each week
31-JUL-2007	TUE	0.00	60	SUB	PF	441C	7.35hrs M,T,W each week
01-AUG-2007	WED	0.00	60	SUB	PF	441C	7.35hrs M,T,W each week

Records 1 to 14 of 14

3. If you should be on a roster and you are not or you believe you have the wrong roster assigned to you, please email salaries@cdu.edu.au with the details and we will follow up with you.