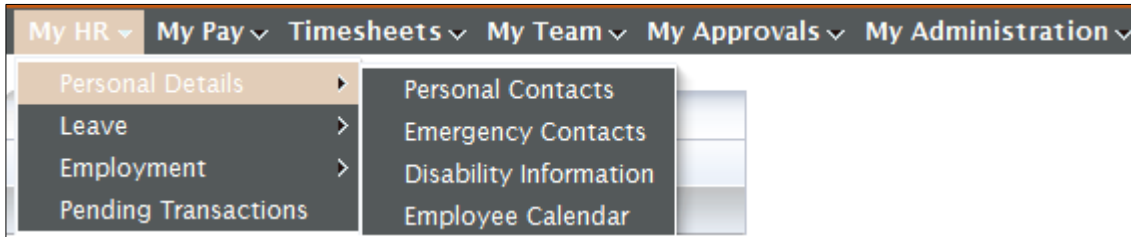## Personal Details Overview

- Personal Details provides you with access to certain information stored in the HRI System.
    - This information should be kept up to date at all times.
- Only HR has access to your personal details and will not give out personal information to anyone.

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

Employee Calendar
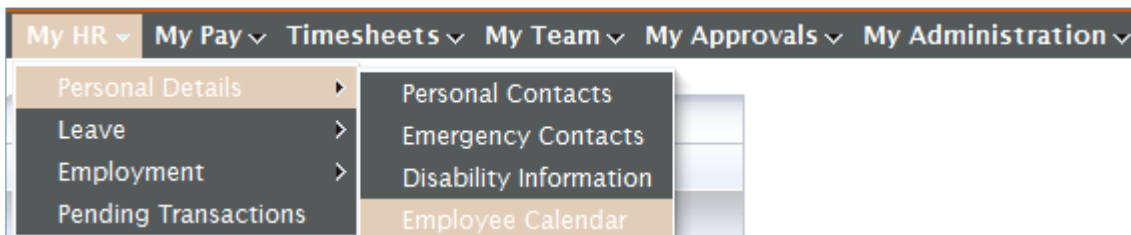
- Employee Calendar displays your leave bookings (submitted and approved) and public holidays in a monthly view. These events are also able to be exported to your outlook calendar.

- The calendar will default to the current date.
- You can change the month to display by using the Calendar tool and clicking the Display button, once you have selected a date.
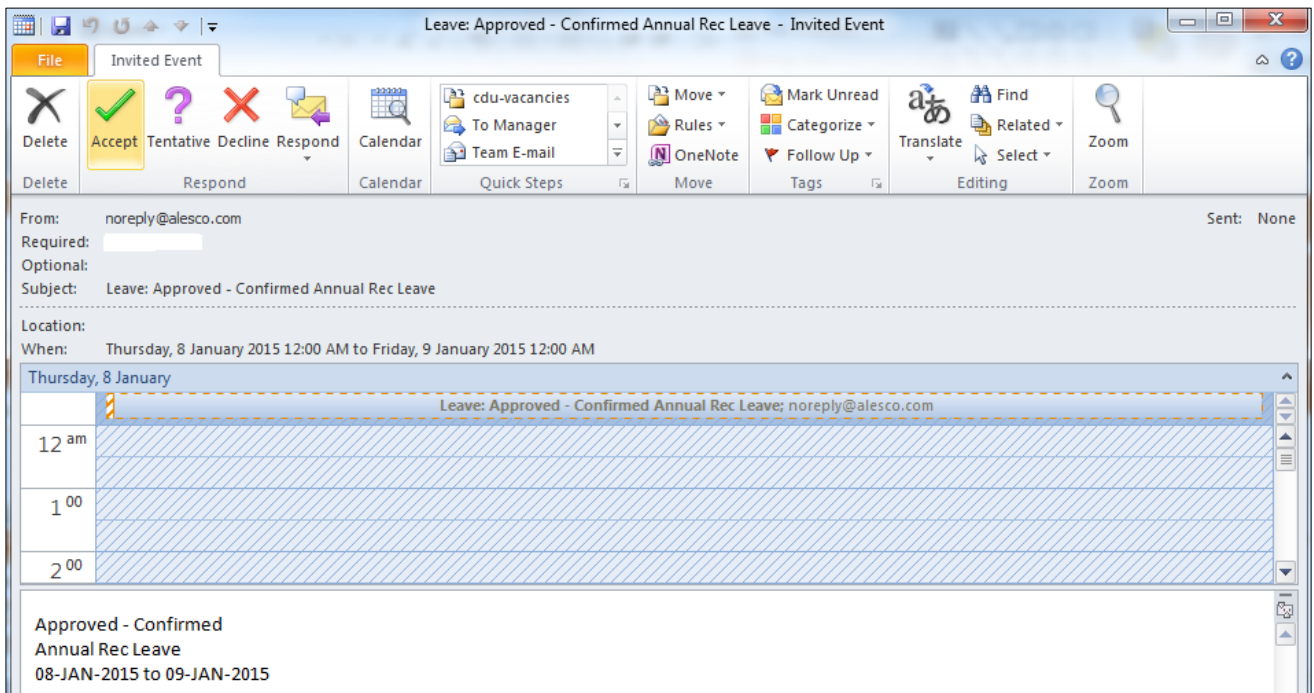- Click on an event to display the details of that event.

- Click on the 'Download' link from the Event Details and it will open up a calendar invite.
- Accept the invite to add the event to your Outlook Calendar.

NOTE: If you cancel your leave, you will need to manually remove the leave from your Outlook Calendar.