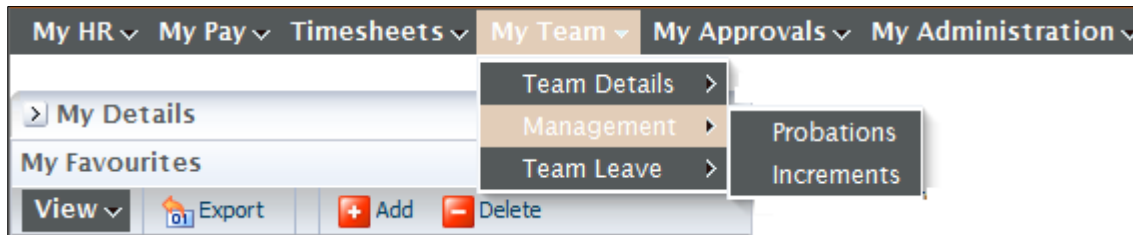## My Team Overview

- The My Team menu provides you with access to manage leave, monitor probations and increments for staff members in your team.
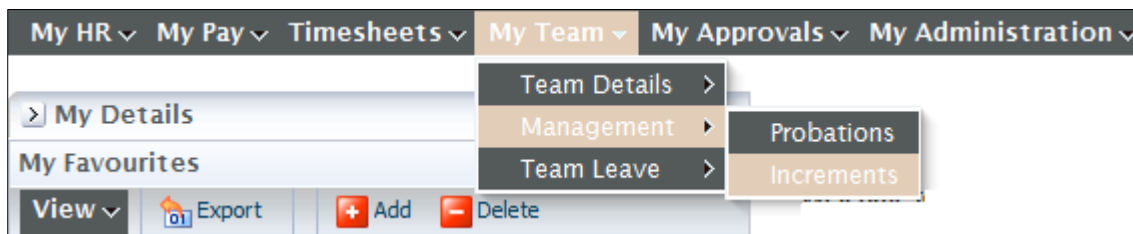
Management Overview

- The Management menu provides you with access to monitor probations and increments.

To access the Management menu
- o Login to StaffOnline
- o Under the My Team
- o Select Management

Increments

- The Increments displays when team members are due for their annual incremental pay rise.
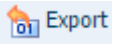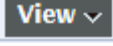
- o If there is incorrect data displayed in the summary please contact HRS.
- It displays the next due increment date.

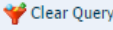Clicking on the ⟩ Details button at the bottom left hand corner of the form will display the highlighted employee's details

Employee No CASUAL12
Job No 01
Name Casual, SD
Review Increment
Position Title Casual - StaffOnline Demonstration
Review Date 21-MAY-2015
Award CDU
Classification HEW06
Step
Clevel NUOPDCOOHRBSSTCH
Organisation Unit OHRS - Information Systems Team

December 2014

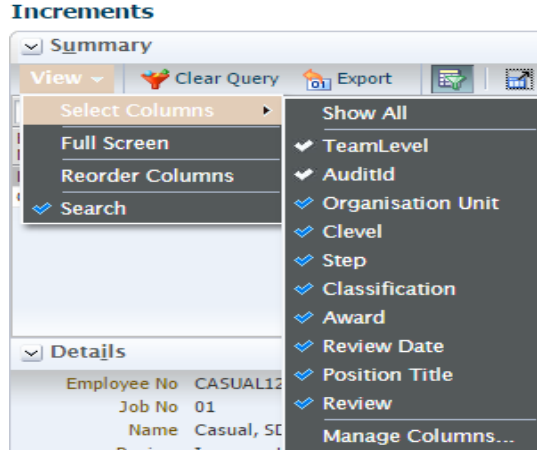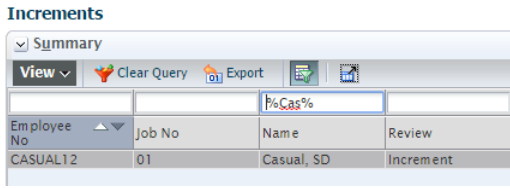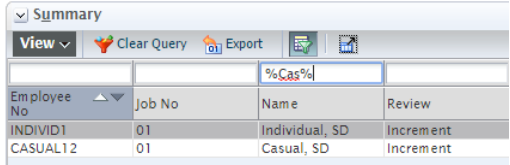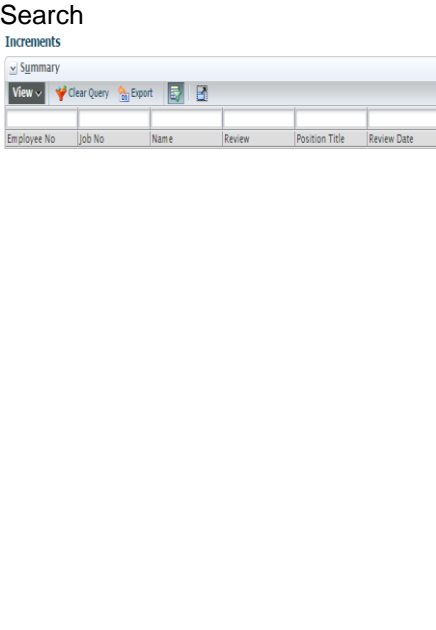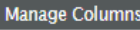## Icon Functions

Below is a list of the icons for Increment Report Summary and the function each performs.

Icon	Function	Description
Export	Export Details	• Selecting this icon will extract the team details you have on display into excel. • You can then save this document to a folder on your network.
	Expand List to Full Screen	• Selecting this icon will display your team on the full screen of your PC
	Search	• Clicking on this icon closes and opens the search fields • You can do a search on any of the columns using a wildcard search (%). For example, placing % before and after Cas (%Cas%) in the Name column and pressing the Enter key on your keyboard.
Clear Query	Clear a Query	• Clicking on this icon will clear your query

View	View Control	• Clicking on the drop down arrow of this icon will display a list of functions
		• The functions allow you to
		  ○ select and deselect columns that are displayed in your team list.
		  ○ Reorder columns
		  ○ View team in full screen
		  ○ Conduct a search

Icon	Function	Description
Manage Columns..	Column Organiser	• Clicking on Manage Columns in the Select Columns will prompt a pop up window to appear • You can add and remove columns from your team list by using the arrows down the centre of the pop up window. ○ Double arrows will move the full list in the direction the arrow is pointing. ○ Single arrows will move the highlighted column in the direction the arrow is pointing ○ Use scroll bar to see other columns in the Visible Columns block • You can reorder/sort the columns using the up and down arrows down the right hand side of the pop up window.
(sort ascending icon)	Sort Ascending 	• Icon appears when the cursor is run over the end of any of the columns • Clicking on the icon will sort the data in ascending order based on the column chosen to sort by. • **NOTE:** Name column takes into account the employee title when sorting
(sort descending icon)	Sort Descending 	• Icon appears when the cursor is run over the end of any of the columns • Clicking on the icon will sort the data in descending order based on the column chosen to sort by. • **NOTE:** Name column takes into account the employee title when sorting