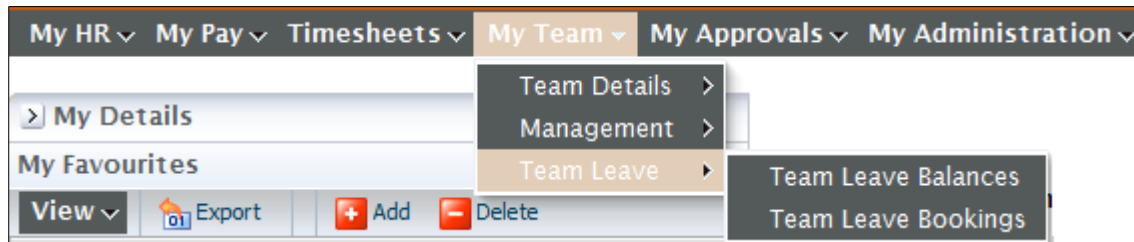


My Team Overview



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

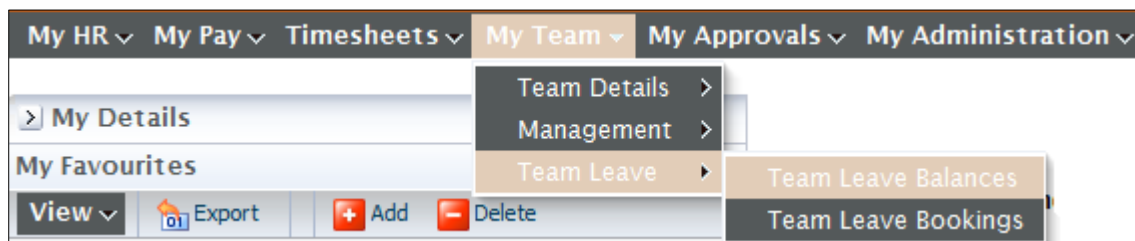
Team Leave Overview

- The My Team Leave menu provides you with some information to assist you with the management of your team.

To access the My Team Details

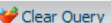


- Login to StaffOnline
- Under the My Team
- Select Team Leave


Team Leave Balances




The Team Leave Balances allows you to view the team balances as at the accrual date.

- If there is incorrect data displayed in the summary please contact HRS.
- The Details button (which appears at the bottom of the page) will give the full details of the appointment.

Team Leave Balances												
Summary												
View   												
Employee No	Job No	Name	Leave Code	Leave Code Description	Balance Actual Full	Balance Prorata Full	Leave Unit	Unit Description	Accrual Date	Clevel	Organisation Unit	
INDIVID1	01	Individual, SD	ARL	Annual Rec Leave	35	35	D	Days	11-DEC-2014	NUOPDCOHR...	OHRs - Salar...	
INDIVID1	01	Individual, SD	SLHP	Sick Leave Half Pay	0	0	D	Days	11-DEC-2014	NUOPDCOHR...	OHRs - Salar...	
INDIVID1	01	Individual, SD	LSL	Long Service Leave	0	5.055	C	Calendar days	11-DEC-2014	NUOPDCOHR...	OHRs - Salar...	




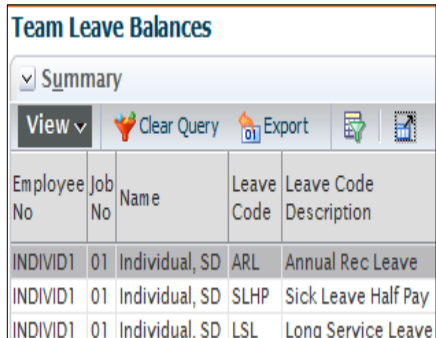
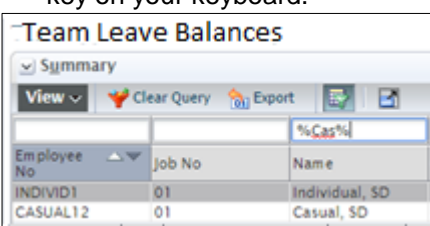
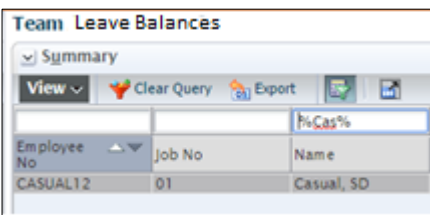
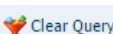
Clicking on the  **Details** button at the bottom left hand corner of the form will display the highlighted employee's details

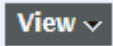
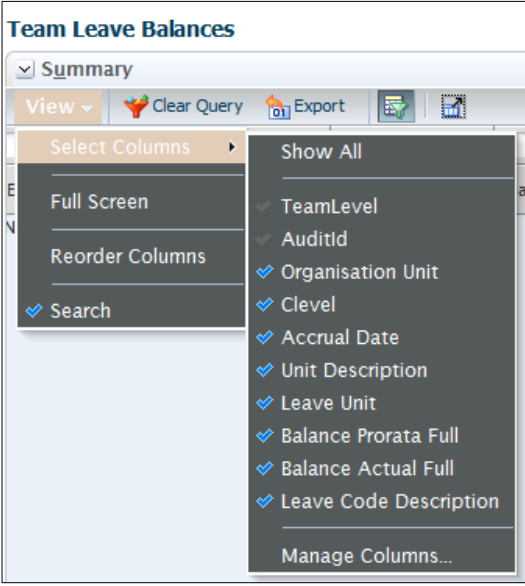
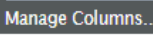
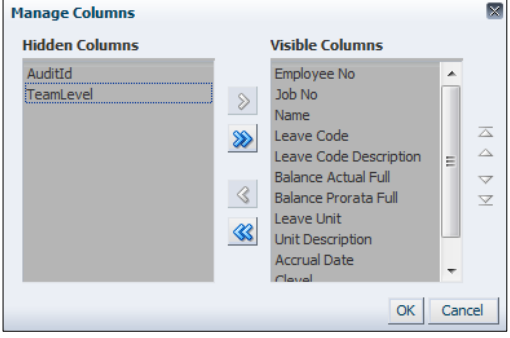

 **Details**

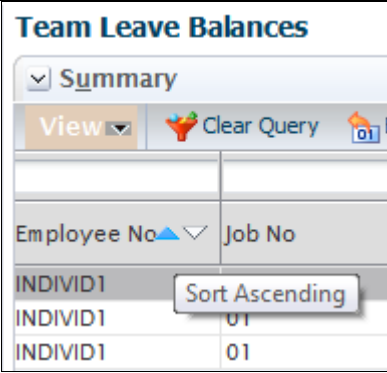

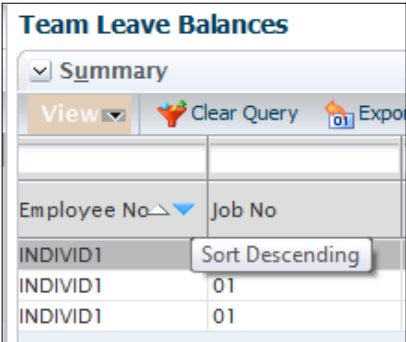
Employee No	INDIVID1
Job No	01
Name	Individual, SD
Leave Code	ARL
Leave Code Description	Annual Rec Leave
Balance Actual Full	35
Balance Prorata Full	35
Leave Unit	D
Unit Description	Days
Accrual Date	11-DEC-2014
Clevel	NUOPDCOHRBSSSAL
Organisation Unit	OHR5 - Salaries Team

Icon Functions

Below is a list of the icons for Team Appointment Summary and the function each performs.

Icon	Function	Description
	Export Details	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Selecting this icon will display your team on the full screen of your PC
	Search	<ul style="list-style-type: none"> 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. <div>    </div>
	Clear a Query	<ul style="list-style-type: none"> Clicking on this icon will clear your query

Icon	Function	Description
	View Control	<ul style="list-style-type: none"> Clicking on the drop down arrow of this icon will display a list of functions The functions allow you to <ul style="list-style-type: none"> select and deselect columns that are displayed in your team list. Reorder columns View team in full screen Conduct a search 
	Column Organiser	<ul style="list-style-type: none"> Clicking on Manage Columns in the Select Columns will prompt a pop up window to appear  <ul style="list-style-type: none"> You can add and remove columns from your team list by using the arrows down the centre of the pop up window. <ul style="list-style-type: none"> 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 You can reorder/sort the columns using the up and down arrows down the right hand side of the pop up window.
	Sort Ascending	<ul style="list-style-type: none"> Icon appears when the cursor is run over the end of any of the columns

Icon	Function	Description
	 <p>The screenshot shows the 'Team Leave Balances' interface. It includes a 'Summary' dropdown, 'View' and 'Clear Query' buttons, and a table with columns 'Employee No' and 'Job No'. A 'Sort Ascending' button is highlighted over the table data.</p>	<ul style="list-style-type: none"> 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
	<p>Sort Descending</p>  <p>The screenshot shows the 'Team Leave Balances' interface. It includes a 'Summary' dropdown, 'View', 'Clear Query', and 'Export' buttons, and a table with columns 'Employee No' and 'Job No'. A 'Sort Descending' button is highlighted over the table data.</p>	<ul style="list-style-type: none"> 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