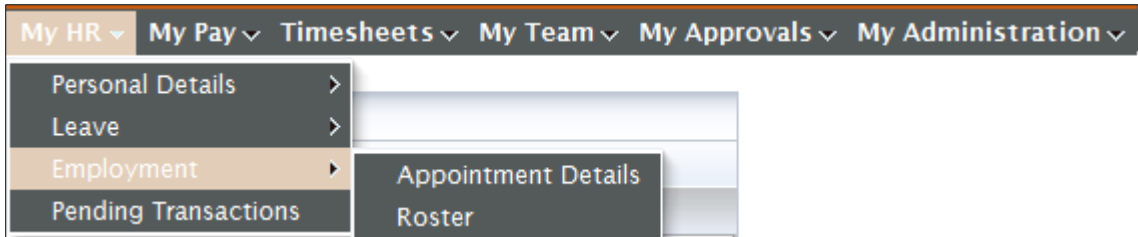


Employment Overview

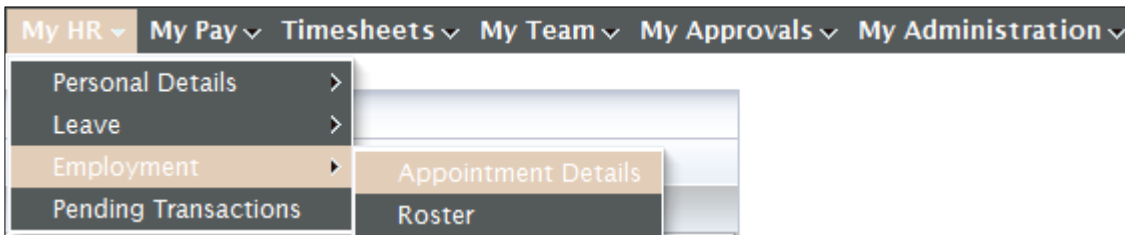


- Employment menu provides you with the following options:
 - Appointment Details
 - Shows summary of your occupancy.
 - Roster
 - Displays your roster for part time staff if the roster has been provided to salaries.

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.

Appointment Details

Start Date  to 

		Dec		2049			
Mo	Tu	We	Th	Fr	Sa	Su	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
Today : Jan 14, 2015							

- Use the dropdown calendar box to select 'Start Date and date to' for the period of enquiry.
- Click on 'Show Occupancy' button.

Appointment Details

Occ	Active From	Active To	Classification	Step	Commence Reason	Position#	Title
SUB	1. 21-MAY-2014	31-DEC-2049	General Staff Level 09		Appointment	0000008097	Manager - StaffOnline Demonstration

Record 1 of 1

- Click on the 'Active From' link.
- This will allow you to view the details of the appointment for that occupancy record.

Appointment Details

Occupancy Type: Substantive
Active From: 21-MAY-2014 **Active To:** 31-DEC-2049
Position Number: [0000008097](#) **Title:** Manager - StaffOnline Demonstration
Organisation Level: OHRS - Business Services
Commence Reason: Appointment **Employment Status:** Continuing (Full-Time Hrs)
Admin Location: **Paypoint:**
Location: Casuarina Campus
Award: CDU Enterprise Agreement
Classification: General Staff Level 09 **Step:**
Average Hours: 36.75 **Occupancy Fraction:** 100%
GL Account#: 030817012310001
Appointment Commence Date: 21-MAY-2014 **Appointment End Date:** 31-DEC-2049

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

Position Display

Start Date: 20-MAY-2014 **End Date:** 31-DEC-2049
Position Number: 0000008098 **Title:** Individual - StaffOnline Demonstration
Reports To Position: 0000008097 **Title:** Manager - StaffOnline Demonstration
Organisation Level: OHRS - Salaries Team
Employment Status: Continuing (Full-Time Hrs)
Admin Location: **Paypoint:**
Location: Casuarina Campus