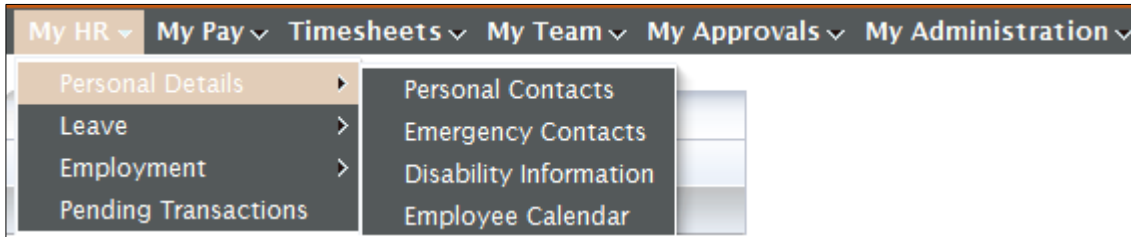


Personal Details Overview

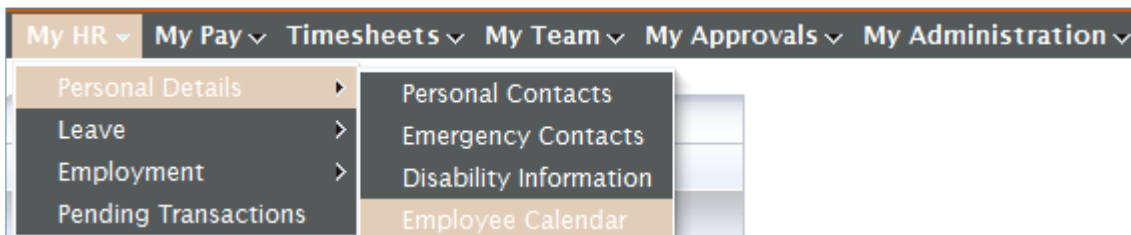


- Personal Details provides you with access to certain information stored in the HRI System.
 - This information should be kept up to date at all times.
- Only HR has access to your personal details and will not give out personal information to anyone.

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.

Employee Calendar

<< >> 08-JAN-2015  **Display**

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Public Holiday	2	3
4	5	6	7	8 Leave - C	9 Leave - C	10
11	12	13	14	15	16	17
18	19 Leave - P	20 Leave - P	21	22	23	24
25	26 Public Holiday	27	28	29	30	31

- 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.

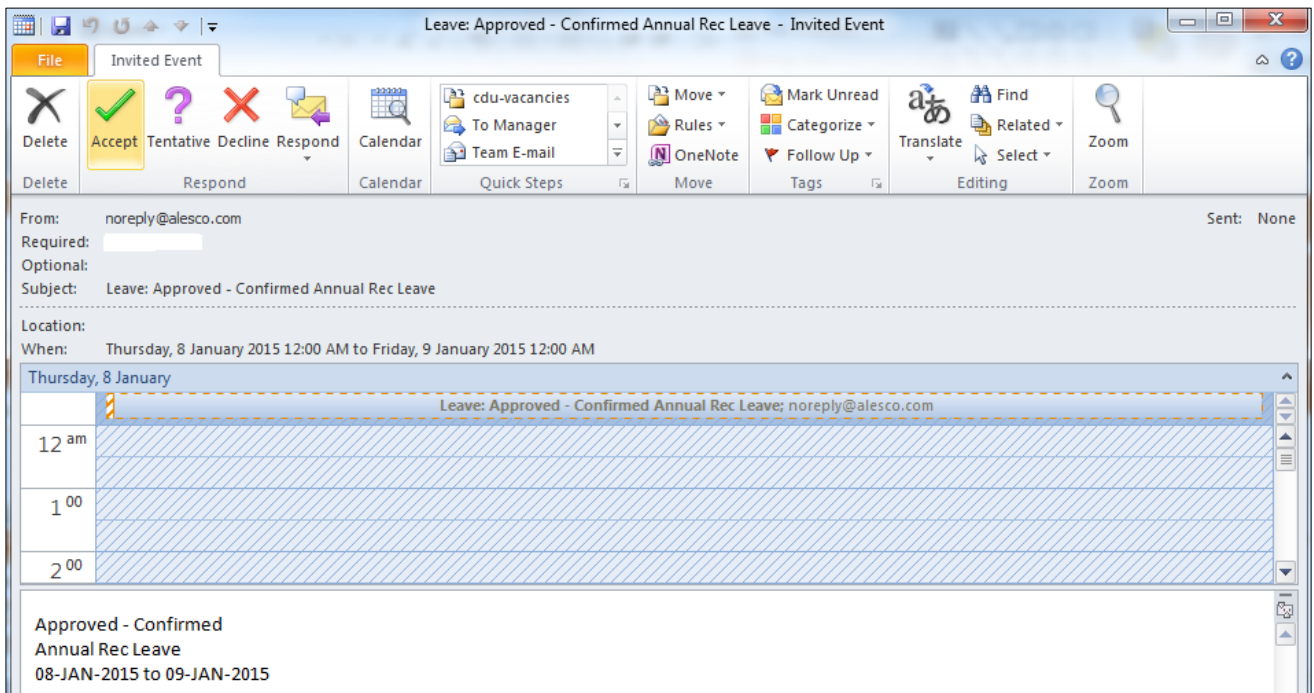
Employee Calendar

Events For 08-JAN-2015

Duration	Event Type	Short Desc	Calendar File
00:00-23:59	Leave	Approved - Confirmed Annual Rec Leave	Download

Close

- 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.