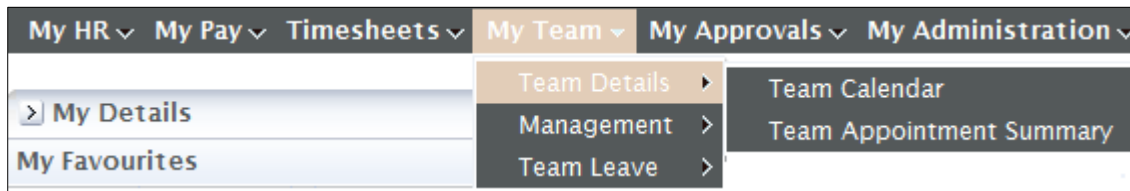


## My Team Overview



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

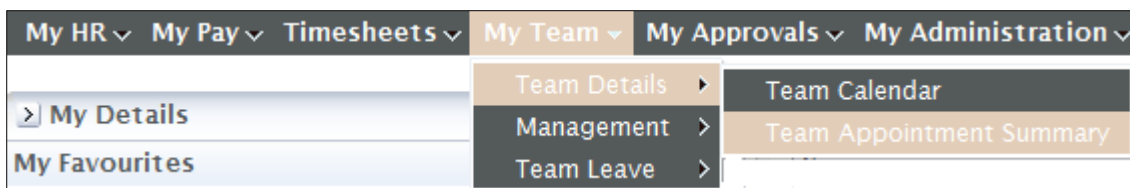
## Team Details Overview

- The My Team Details 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 Details


## Team Appointment Summary



The Team Appointment Summary displays a summary of the team member appointments.

- If there is incorrect data displayed in the summary please contact HRS.
- The Details button will give the full details of the appointment.
- Please note the Commence Date is the start date for the last change on their appointment (for example, salary change or change of hours etc).

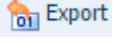



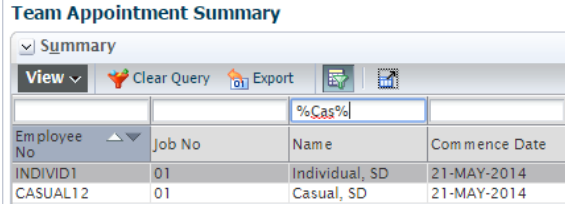
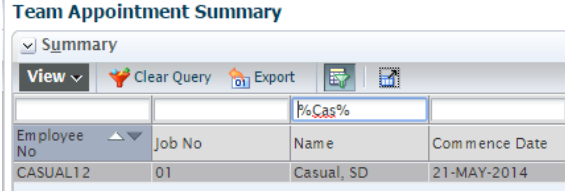
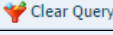
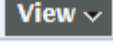
Employee No	Job No	Name	Commence Date	Term Date	Occupancy Type	Occupancy Position	Employment Status	Employment Status Description	Award	Classification	Classification Description	Step	Clevel	Organisation Unit
CASUAL12	01	Casual, SD	21-MAY-2014	31-DEC-2049	SUB	Casual - StaffOnline...	PNT	Casual (General)	CDU	HEW06	General Staff Le...		NUOPDCOOHRB...	OHR5 - Informat...
INDIVID1	01	Individual, SD	21-MAY-2014	31-DEC-2049	SUB	Individual - Staff...	PE	Continuing (Full...	CDU	HEW06	General Staff Le...		NUOPDCOOHRB...	OHR5 - Salaries ...

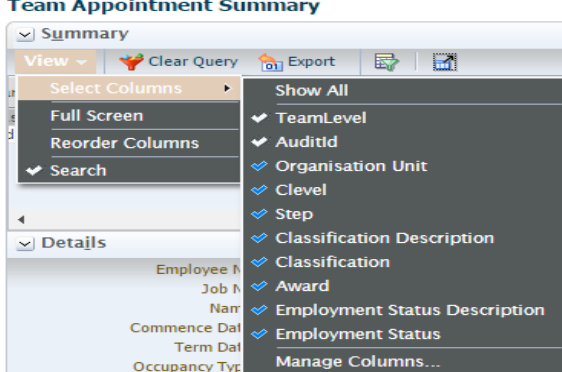
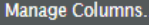
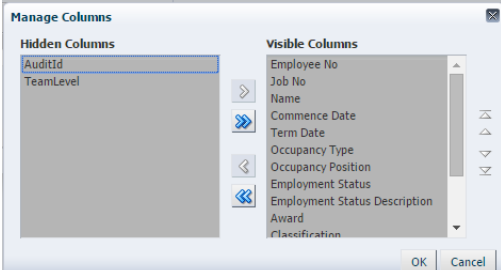

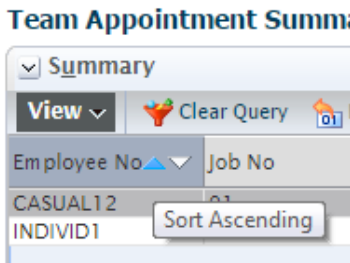

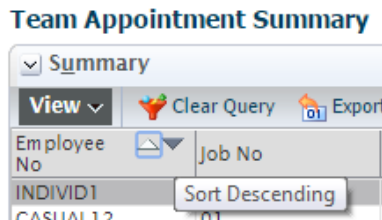
- Clicking on the  **Details** button at the bottom left hand corner of the form will display the highlighted employee's details

Details	
Employee No	CASUAL12
Job No	01
Name	Casual, SD
Commence Date	21-MAY-2014
Term Date	31-DEC-2049
Occupancy Type	SUB
Occupancy Position	Casual - StaffOnline Demonstration
Employment Status	PNT
Employment Status Description	Casual (General) Timesheet
Award	CDU
Classification	HEW06
Classification Description	General Staff Level 06
Step	
Clevel	NUOPDCOOHRB55TCH
Organisation Unit	OHR5 - Information Systems 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"> <li>Selecting this icon will extract the team details you have on display into excel.</li> <li>You can then save this document to a folder on your network.</li> </ul>
	Expand List to Full Screen	<ul style="list-style-type: none"> <li>Selecting this icon will display your team on the full screen of your PC</li> </ul>
	<b>Search</b> 	<ul style="list-style-type: none"> <li>Clicking on this icon closes and opens the search fields</li> <li>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.</li> </ul> <p><b>Team Appointment Summary</b></p>  <p><b>Team Appointment Summary</b></p> 
	Clear a Query	<ul style="list-style-type: none"> <li>Clicking on this icon will clear your query</li> </ul>
	View Control	<ul style="list-style-type: none"> <li>Clicking on the drop down arrow of this icon will display a list of functions</li> <li>The functions allow you to <ul style="list-style-type: none"> <li>select and deselect columns that are displayed in your team list.</li> <li>Reorder columns</li> <li>View team in full screen</li> <li>Conduct a search</li> </ul> </li> </ul>

Icon	Function	Description
		
	Column Organiser	<ul style="list-style-type: none"> <li>Clicking on Manage Columns in the Select Columns will prompt a pop up window to appear            </li> <li>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"> <li>Double arrows will move the full list in the direction the arrow is pointing.</li> <li>Single arrows will move the highlighted column in the direction the arrow is pointing</li> </ul> </li> <li>You can reorder/sort the columns using the up and down arrows down the right hand side of the pop up window.</li> </ul>
	Sort Ascending 	<ul style="list-style-type: none"> <li>Icon appears when the cursor is run over the end of any of the columns</li> <li>Clicking on the icon will sort the data in ascending order based on the column chosen to sort by.</li> <li><b>NOTE:</b> Name column takes into account the employee title when sorting</li> </ul>
	Sort Descending 	<ul style="list-style-type: none"> <li>Icon appears when the cursor is run over the end of any of the columns</li> <li>Clicking on the icon will sort the data in descending order based on the column chosen to sort by.</li> <li><b>NOTE:</b> Name column takes into account the employee title when sorting</li> </ul>