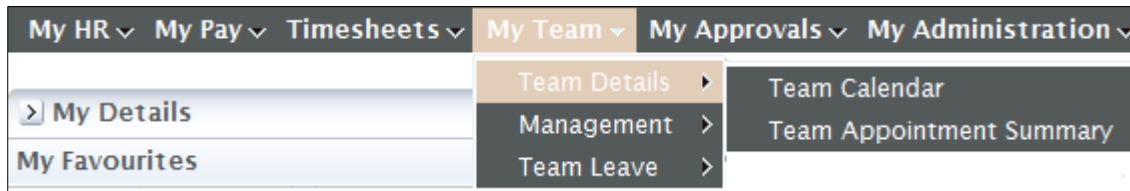


My Team Overview



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

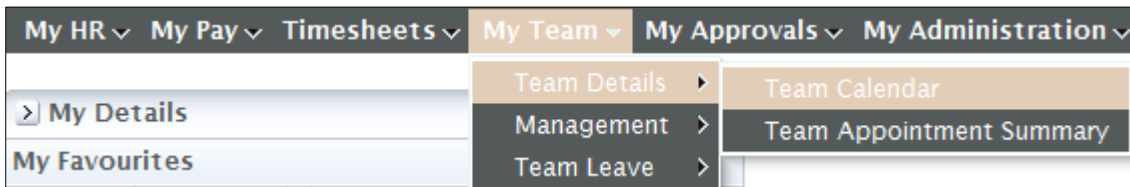
Team Details Overview

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

To access the Team Details

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

Team Calendar



Team Calendar

Start Date: to

Display Options: Training Holidays Leave

Person Id	Name	DECEMBER											JANUARY																
		19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
MANAGER1	1. Ms SD Manager	A							H	H						H													
INDIVID1	2. Mr SD Individual								H	H						H													
CASUAL12	3. Mrs SD Casual								H	H						H													

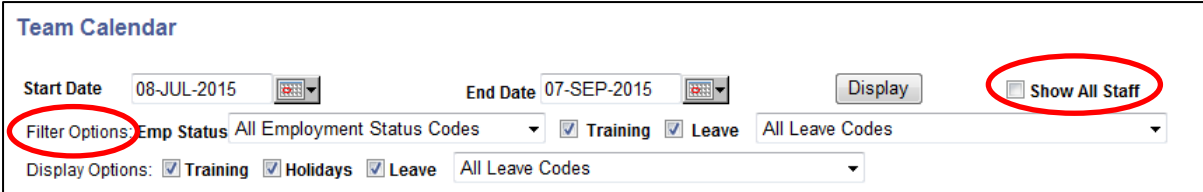
Records 1 to 3 of 3

Legend:

Approved - Confirmed	A Annual
Approved - Unconfirmed	L Long Service
Pending	P Paid
Pending - Deferred	S Sick
Public Holiday	U Unpaid
Training Waitlisted	H Public Holiday
Training Attended	T Training
	** Denotes various events exist for this day

There is a check box “Show All Staff”, unticking it will display the “Filter Options” and additional filters for Employment Status, Training and Leave Codes will display. Users could also change the Date Range by specifying Start Date and End Date and will no longer be restricted by the 62 days view.

Please note that once the check box is unticked, only those staff with Leave details within the defined period will be displayed.



The screenshot shows the 'Team Calendar' interface. At the top, there are date pickers for 'Start Date' (08-JUL-2015) and 'End Date' (07-SEP-2015), a 'Display' button, and a 'Show All Staff' checkbox which is circled in red. Below these are 'Filter Options' including 'Emp Status' (set to 'All Employment Status Codes'), 'Training' (checked), 'Leave' (checked), and 'All Leave Codes' (set to 'All Leave Codes'). At the bottom, 'Display Options' include 'Training' (checked), 'Holidays' (checked), 'Leave' (checked), and 'All Leave Codes' (set to 'All Leave Codes'). The 'Filter Options' label is also circled in red.

In the Filter Options, use the drop down menu to select a particular Leave code eg Annual Rec Leave, the screen will display any employee who has ever applied that Leave Code. It will also display other leave codes applied by the staff eg Paid Sick Leave.

If you are only interested to view a specific leave type, eg Annual Rec Leave, you could use the drop down menu in the Display Options to display only the Leave type that you are interested in.