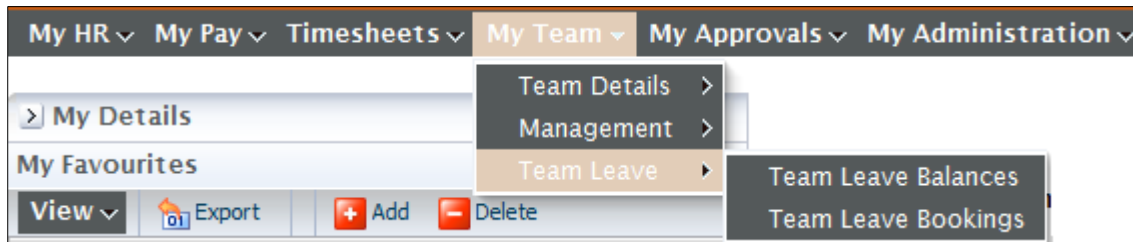


My Team Overview



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

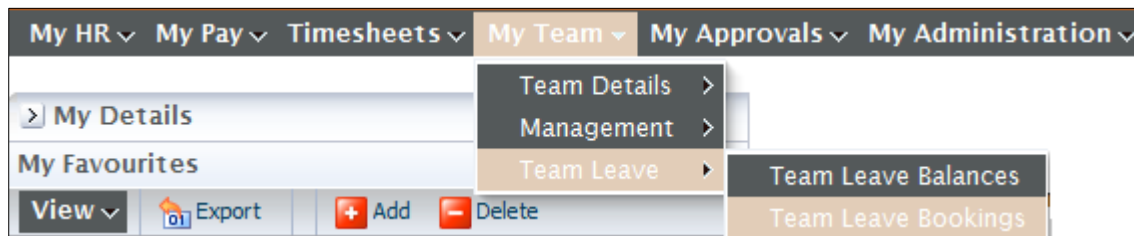
Team Leave Overview

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

To access the My Team Details

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

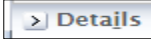
Team Leave Bookings



The Team Leave Bookings 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 left hand corner of the Team Leave Balances screen) will give the full details of the appointment

| Team Leave Balances | | | | | | | | | | | | |
|---------------------|--------|----------------|------------|------------------------|---------------------|----------------------|------------|------------------|--------------|--------------|-------------------|--|
| Summary | | | | | | | | | | | | |
| 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... | OHR - Salar... | |
| INDIVID1 | 01 | Individual, SD | SLHP | Sick Leave Half Pay | 0 | 0 | D | Days | 11-DEC-2014 | NUOPDCOHR... | OHR - Salar... | |
| INDIVID1 | 01 | Individual, SD | LSL | Long Service Leave | 0 | 5.055 | C | Calendar days | 11-DEC-2014 | NUOPDCOHR... | OHR - Salar... | |

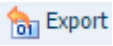


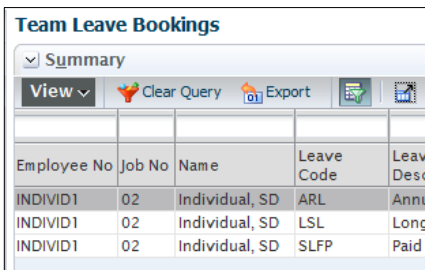
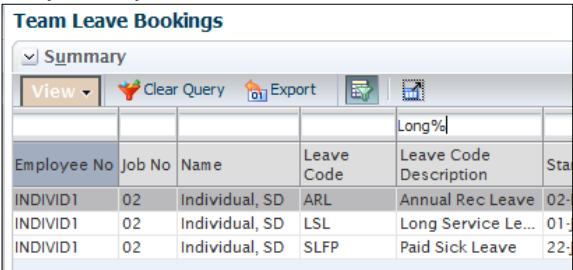
Clicking on the  button at the bottom left hand corner of the form will display the highlighted employee's details.

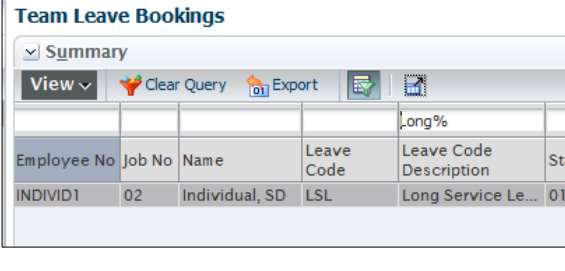
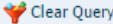
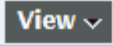
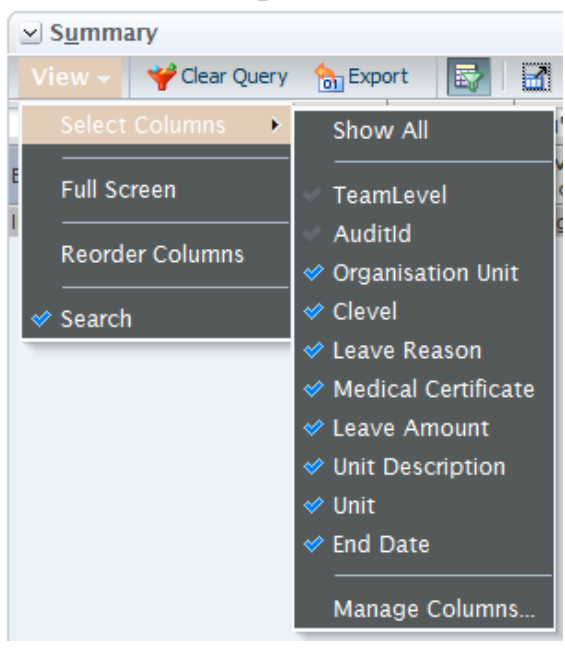
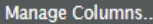
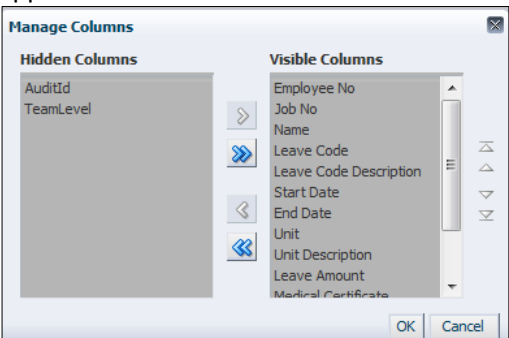
Details


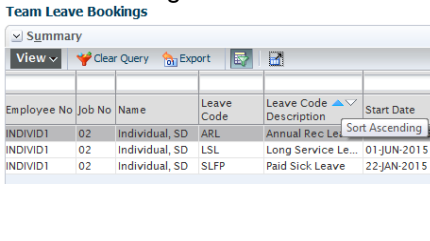

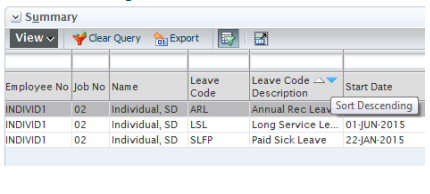
Employee No INDIVID1
 Job No 01
 Name Individual, SD
 Leave Code ARL
 Leave Code Description Annual Rec Leave
 Balance Actual Full 35
 Balance Prorata Full 35
 Leave Unit D
 Unit Description Days
 Accrual Date 11-DEC-2014
 Clevel NUOPDCOOHRB555AL
 Organisation Unit OHRS - Salaries Team

Icon Functions

Below is a list of the icons for Team Leave Bookings 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 % after Long (Long%) in the Leave code column and pressing the Enter key on your keyboard.  |

| Icon | Function | Description |
|---|------------------|---|
| | |  |
|  | Clear a Query | <ul style="list-style-type: none"> Clicking on this icon will clear your query |
|  | 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  |

| Icon | Function | Description |
|---|--|--|
| | | <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 Team Leave Bookings  | <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 ascending order based on the column chosen to sort by. NOTE: Name column takes into account the employee title when sorting |
|  | Sort Descending Team Leave Bookings  | <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 |