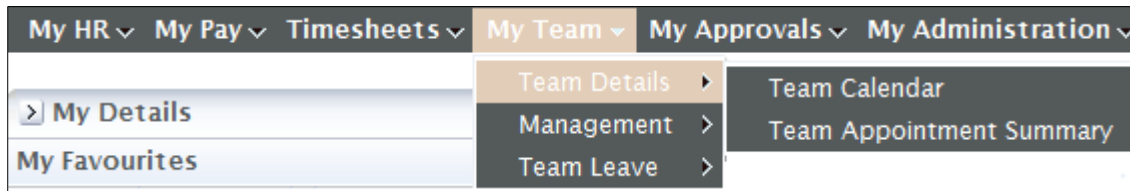


My Team Overview



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

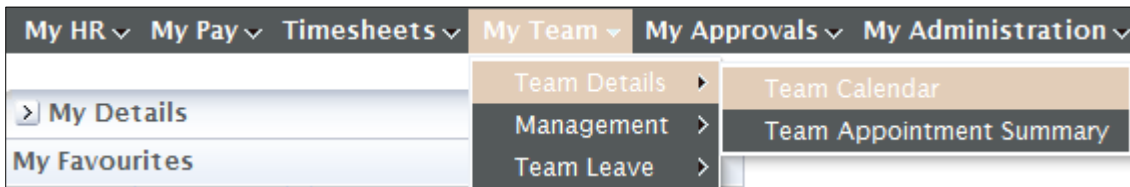
Team Details Overview

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

To access the Team Details

- o Login to StaffOnline
- o Under the My Team
- o 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		Approved - Unconfirmed		Pending		Pending - Deferred		Public Holiday		Training Waitlisted		Training Attended		A Annual		L Long Service		P Paid		S Sick		U Unpaid		H Public Holiday		T Training		** Denotes various events exist for this day
---	----------------------	---	------------------------	---	---------	---	--------------------	---	----------------	---	---------------------	---	-------------------	---	----------	---	----------------	---	--------	---	--------	---	----------	---	------------------	---	------------	---	--

- The team calendar displays a 62 day view of your team's leave bookings and public holidays.
 - Display Options:
 - Uncheck boxes that you don't want to be displayed in the calendar
 - Note, Training is not in use
 - Holidays – These refer to Public Holidays
 - Filter Leave to be displayed – click on the drop down arrow and select leave code if you want to view a particular type of leave
- You can set a start date for the 62 days to be viewed either in the past, current or future.
 - Click on the calendar icon  and select the required start date to view from.
 - Click on the Display button 
- The Calendar has tool tips if you hover your cursor over the leave bookings

Team Calendar		DECEMBER																										
Person Id	Name	19	20	21	22	23	24	25	26	27	28	29	30	31														
		F	S	S	M	T	W	T	F	S																		
MANAGER1	1. Ms SD Manager	A													H	H												
INDIVID1	2. Mr SD individual	Annual Rec Leave																										
CASUAL12	3. Mrs SD Casual	Pending																										

- The legend and colour coding for the calendar is located at the bottom of the screen.

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

- Clicking on and employee will drill down to the next reporting level.

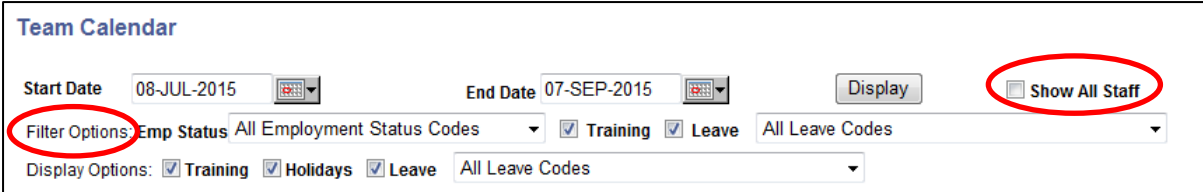
Team Calendar		DECEMBER														JANUARY													
Person Id	Name	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
INDIVID1	1. Mr SD Individual									H	H																		

Record 1 of 1

- Click on the [Click here to return to top of team](#) to return to yourself as the top of the team.

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.