



WEB KIOSK STAFF LEAVE REPORT INSTRUCTIONS

1. INTRODUCTION

The Web Kiosk is an add-on feature of the Alesco Human Resources Information System and provides individuals and supervisors with human resource information.

Charles Sturt Campus Services Limited Supervisors can utilise the staff leave reporting features within Web Kiosk by following these procedures.

2. PROCEDURE

1. Click on My Details positioned around the top left hand quarter of your screen.
2. Click on the + sign next to your staff number
3. Click on the + sign next your supervisor's staff number. This should bring up all your staff.
4. Click on staff members name to highlight & click on select. This will show that you are viewing the staff member file.
5. Click on My HR at the top left corner selecting Leave & Leave history.
6. Select date range & press enter or click Find.
7. Click on Start date to change the chronological order.
8. To print click & hold the left mouse button whilst slowly dragging down to the end of the data. Right click & copy the highlighted section. You can now paste this onto a word document.

For more information and instructions on using Web Kiosk please visit this CSU web page:

<http://www.csu.edu.au/division/hr/web-kiosk>