

Web Kiosk User Guide

Supervisor Accessing Employee Information

Division of People and Culture

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Team Management in Web Kiosk

The Team Management pages allow designated users within the organisation the ability to access details relating to employees within their team or area. The types of information available via the team management reports are leave bookings, leave balances, birthdays, increments etc.

The Team Leader can also choose a team member to change the view to and then access information about that team member. For example, a Team Leader can choose a member of his team and check to see what the team member's leave balance is before approving any leave transactions.

When you log into Web Kiosk, the system builds your list of team members. You may notice the following image in the top menu bar. The image will disappear with the team build is complete.



My Team Members dashboard provides quick visibility of direct reports, allows drilling to lower levels in context or search for team members at lower levels.

Only first level reports are shown in the list. Team leaders may drill down into context of direct reports or use the Search option to see team members at lower levels.

Team Details

1. From the **Home** menu, select **My Team**

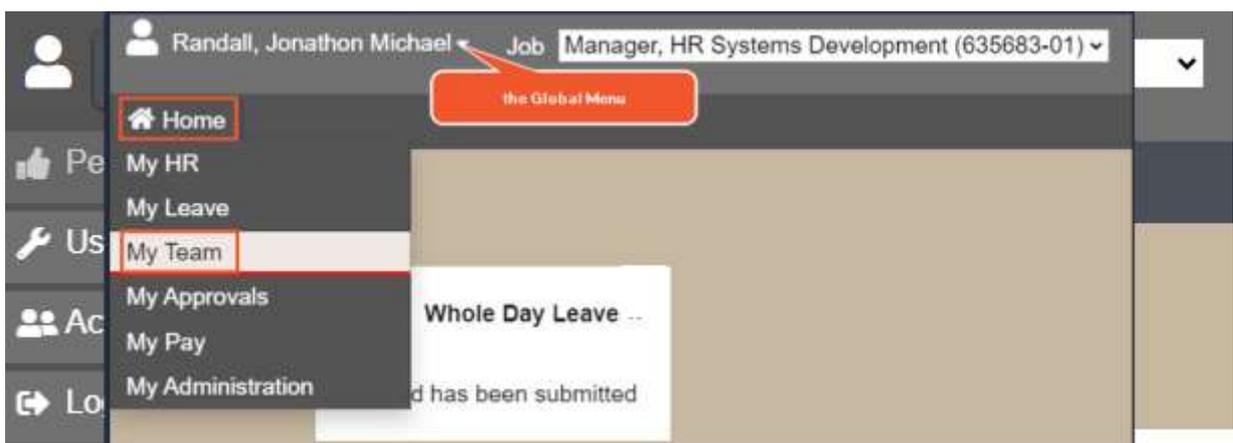


Figure 1: My Team Menu

2. The My Team landing page has 4 sections: (refer to Figure 2 below)

2.1. Team Details

Enable you to view reports

- Team Calendar
- Team Appointments
- Team Birthdays
- Team Locations

My Team Members. All your direct reports are displayed here. The number of hierarchy levels to drill down to can be modified by going to the Global menu > My Preferences > Team List. See [Team List](#) for further information.

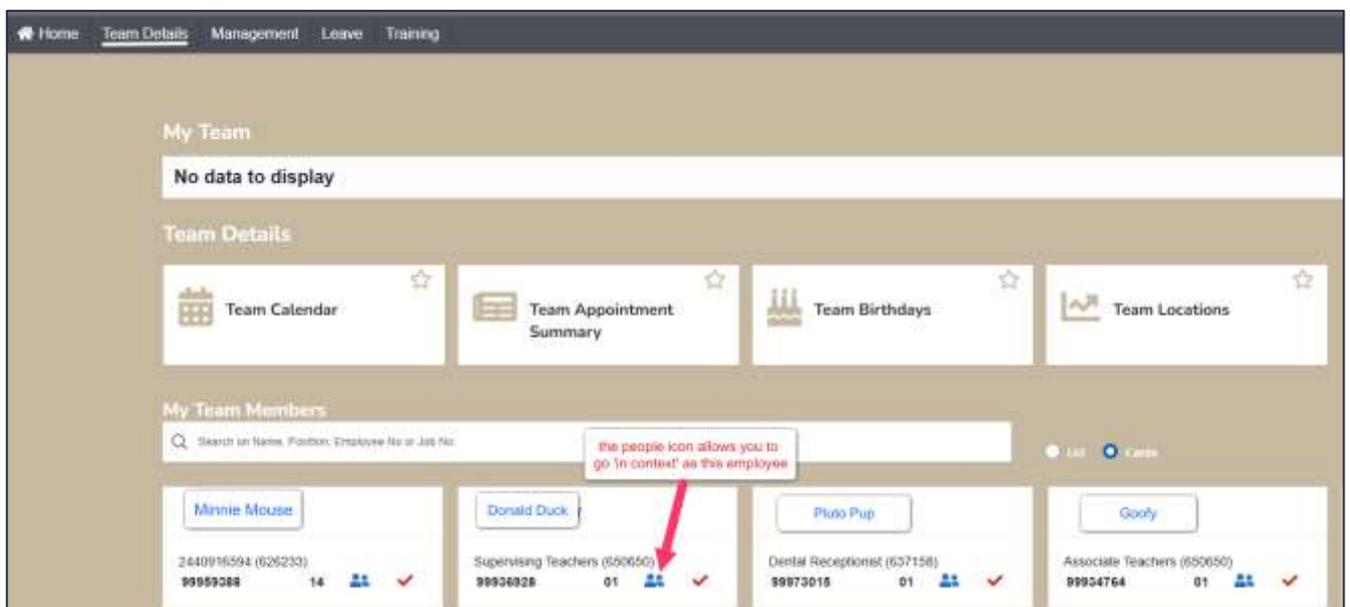


Figure 2: My Team Details

Each employee tile displays an employee name, position description and number, employee number, job number, a icon (link) to go into context and a icon (link) to open any pending approvals for the employee.

- Click on the employee name to open the Employee Org Details for a quick reference to the employee's details.
- Click on to view pending approvals
- Go into context of the employee by clicking on . The name in the top left of the page will change to that of the 'in context' employee and the image holder will have a red border.



The team leader will still see their own menu structure, Favourites and Recently Viewed items, but in the context of the selected employee. Team leaders can action items on behalf of their team members whilst in context where security privileges allow.

To revert to your own user, go to the global menu (see figure 1) on the top left and select **Revert to Self**.

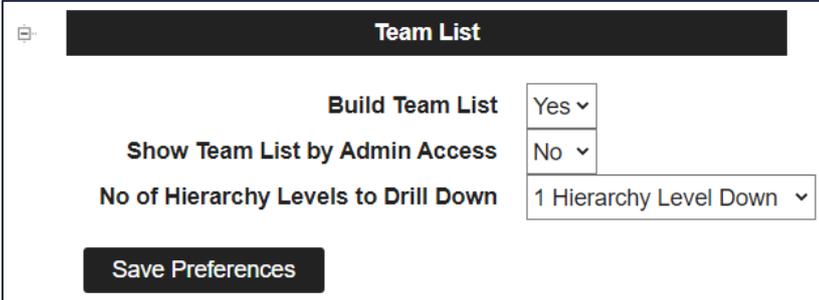
Use the **My Team members** search to find employees at lower levels of the team structure.

Alternatively, you can select the global menu (see figure 1), then select **Act As**. The search screen provided will populate with previous searches performed by you, and the bar at the top allows you to enter an Team Level, employee no, employee name, job no or position.

- Enter their name or position number and hit enter or click  to view matching records.
- Click  to clear the search and return to view all direct reports.
- Go into context, action approvals or view employee details for the records returned. Click  from within the Team Members list to return to act as yourself.

Team List

Team leaders can set a value for **No of Hierarchy Level to Drill Down** via the Global Menu > User Preferences menu. This enables control of the number of levels displayed for the Team Reports which follow. This allows team leaders the option to view all team members without the need to drill down to lower levels. The default value is 1 Hierarchy Level. The maximum that can be set is '5'.



Team List	
Build Team List	Yes ▾
Show Team List by Admin Access	No ▾
No of Hierarchy Levels to Drill Down	1 Hierarchy Level Down ▾
Save Preferences	

Team Details > Team Calendar

The Team Calendar will provide a calendar view of your team and will include details of:

- Leave
- Public Holidays
- Non-Working days - derived by referencing the employee rosters

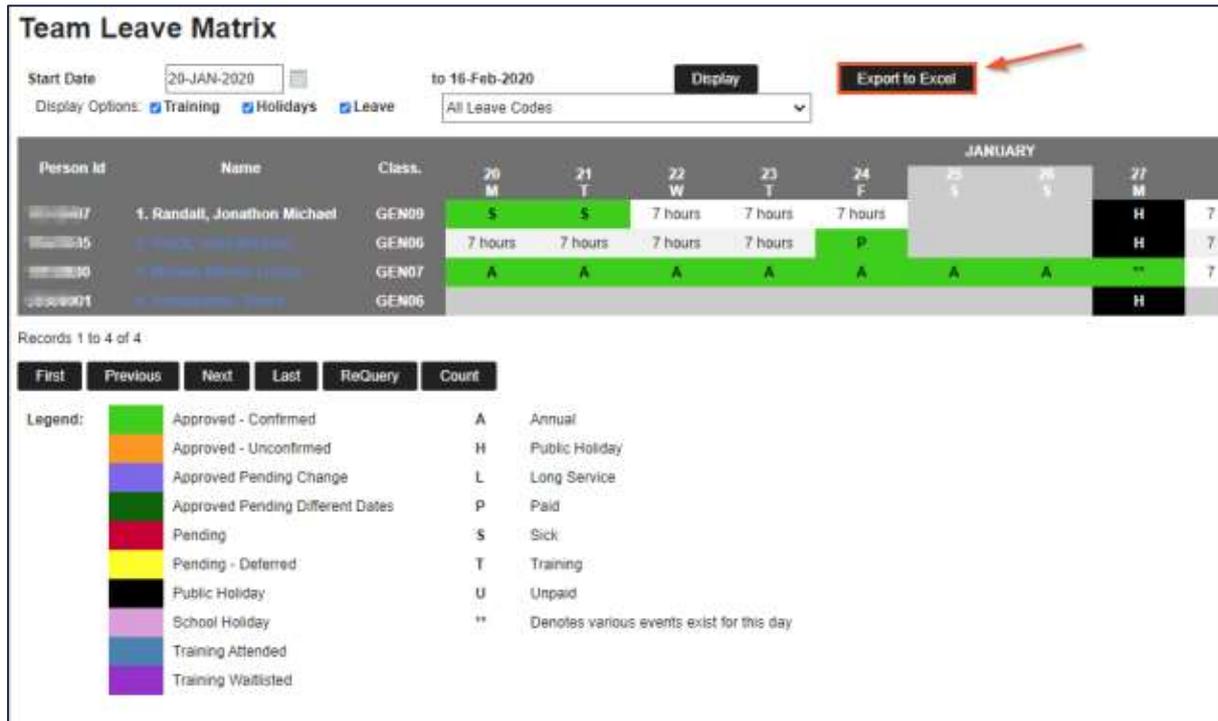


Figure 3: Team Leave Matrix

Exporting to Excel

Export functionality has been added to the Team Calendar. See **Export to Excel** button in Figure 3 above.

Team Details > Team Appointment Summary

The Team Appointment Summary reports the position profile for current team members

Team Appointment Summary																
Employee No	<input type="text"/>															
Pos Title	<input type="text"/>															
Award	<input type="text"/>															
Class	<input type="text"/>															
<input type="button" value="Search"/>																
Audit ID	Employee No	Job No	Name	Commence Date	Term Date	Occ Type	Pos #	Pos Title	Status	Award	Class	Step	Level	Org Unit	Gl. Account 1	
8386726	1188890	04	Mouse, Minnie Louise	05-06-2006	31-12-2049	SUB	660172	Human Resources Systems Officer	PFT	CSU	GEN07	03	FHRPSA	HR, Systems	A102-6515-0000-	
37206529	1188887	01	Randall, Jonathon Michael	20-08-2012	31-12-2049	SUB	635683	Manager, HR Systems Development	PFT	CSU	GEN09	02	FHRPSA	HR, Systems	A102-6515-0000-	
115507382	1188885	01	Black, John Michael	27-05-2019	31-12-2049	SUB	635684	Systems Officer, Human Resources	PFT	CSU	GEN06	02	FHRPSA	HR, Systems	A102-6515-0000-	
128472186	5888881	01	Springsteen, Bruce	28-05-2020	31-12-2049	SUB	635684	Systems Officer, Human Resources	PFT	CSU	GEN06	01	FHRPSA	HR, Systems	A102-6515-0000-	

Records 1 to 4 of 4

Figure 4: Team Appointment Summary

Team Details > Team Birthdays

Team birthday's reports current team members special day

Birthdays Report

Employee No

Name

Audit ID	Employee No	Name	Birthday	Age	Clevel	Organisation Unit
8398726	111110	Mouse, Minnie Louise	13 AUG	51	FHRPSA	HR, Systems
37206529	111117	Randall, Jonathon Michael	18 JAN	50	FHRPSA	HR, Systems
115507382	111115	Black, John Michael	04 APR	31	FHRPSA	HR, Systems
128472186	511111	Springsteen, Bruce	23 SEP	71	FHRPSA	HR, Systems

Records 1 to 4 of 4

Figure 5: Team Appointment Summary

Team Details > Team Locations

The Team locations report displays the campus where each team member works. The listing to direct reports that are Continuing or Fixed term only. If you have more than 1 job with direct reports, they will all be included. It is important to keep team member's campus updated. If you notice a discrepancy please notify [Employee Services](#).

TEAM LOCATIONS (REX000483)

Created on: 11-APR-2024 11:16:51 Last Edited on: 04-JUL-2024 16:06:20

TEAM LOCATIONS:

Name	Staff ID	Job No	Position No	Position Title	Location
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Figure 6: Team Locations

Management

The team leader performance Management screens enable monitoring team members probations and increments. Team Management also provides provisions team appointment changes and contract extensions.

1. From the **Home** Menu, select **My Team**.
2. Select the **Management** submenu

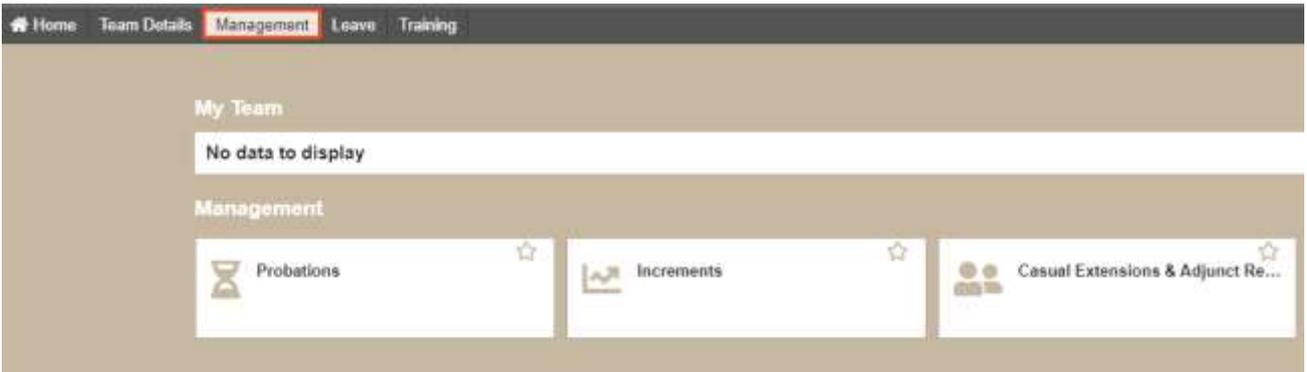


Figure 7: My Team > Management

Management > Probations

Reports the probation dates for the current team members with parameters to select the type of probation and date range.

Probation Report								
Employee No	<input type="text"/>							
Name	<input type="text"/>							
Probation Type	<input type="text"/>							
Organisation Unit	<input type="text"/>							
<input type="button" value="Search"/>								
Asset ID	Employee No	Name	Probation Type	Probation Date	Confirmed?	Level	Organisation Unit	
0388726	1184880	Misoe, Minnie Louise	Other, Appointment Confirmed	05-DEC-2008	Y	FHRPSA	HR, Systems	
37206529	1184887	Randall, Jonathan Michael	Other, Appointment Confirmed	20-FEB-2013	Y	FHRPSA	HR, Systems	
115507382	1184885	Black, John Michael	Other, Appointment Confirmed	27-NOV-2019	Y	FHRPSA	HR, Systems	

Records 1 to 3 of 3

Figure 8: Probation Report

Management > Increments

Reports the increment dates for the current team members with parameters to select the type of increment and date range.

Increment Report

Employee No

Name

Review

Position Title

Award

Classification

Audit ID	Employee No	Job No	Name	Review	Position Title	Review Date	Award	Classification	Step	Clevel	Organisation Unit
8398726	1-1000	04	Mouse, Minnie Louise	Increment: Standard	Human Resources Systems Office	01-JUN-2021	CSU	GEN07	03	FHRPSA	HR, Systems
37206529	1-1007	01	Randall, Jonathon Michael	Increment: Standard	Manager, HR Systems Developmen	01-JUN-2020	CSU	GEN09	02	FHRPSA	HR, Systems
115507382	1-1005	01	Black, John Michael	Increment: Standard	Systems Officer, Human Resourc	01-JUN-2020	CSU	GEN06	02	FHRPSA	HR, Systems

Records 1 to 3 of 3

Figure 9: Increment Report

Management > Casual Extensions & Adjunct Renewals

The Employment Change requests page provides the gateway to functionality, which allows managers to action Casual contract extensions and Adjunct renewals.

The Employment Change Request screen will display a list of employees whose contracts are to end within a specified time period. It is then possible to either extend the appointment

For further information on this process, please see *Extending casual professional/general appointments* documents:

- [Quick Reference Guide](#)
- [Detailed User Guide](#)

Leave

1. From the **Home** Menu, select **My Team**.
2. Select the **Leave** submenu

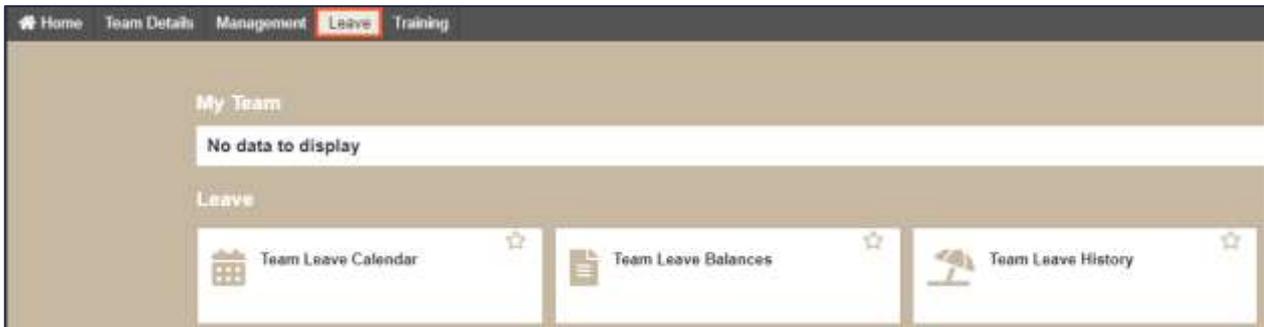


Figure 10: My Team > Leave

Leave > Team Leave Calendar

Also known as The Team Leave Matrix, the Team Leave Calendar will provide a calendar view of your team including:

- Leave
- Public Holidays
- Non-Working days - derived by referencing the employee rosters

Person Id	Name	Class.	20 M	21 T	22 W	23 T	24 F	JANUARY		27 M
0000017	1. Randall, Jonathon Michael	GEN09	S	S	7 hours	7 hours	7 hours			H
0000035		GEN06	7 hours	7 hours	7 hours	7 hours	P			H
0000030		GEN07	A	A	A	A	A	A	A	**
0000001		GEN06								H

Records 1 to 4 of 4

First Previous Next Last ReQuery Count

Legend:

- Approved - Confirmed (Green) A Annual
- Approved - Unconfirmed (Orange) H Public Holiday
- Approved Pending Change (Purple) L Long Service
- Approved Pending Different Dates (Dark Green) P Paid
- Pending (Red) S Sick
- Pending - Deferred (Yellow) T Training
- Public Holiday (Black) U Unpaid
- School Holiday (Pink) ** Denotes various events exist for this day
- Training Attended (Blue)
- Training Waitlisted (Light Purple)

Figure 11: Team Leave Matrix

Exporting to Excel

Export functionality has been added to the Team Calendar. See **Export to Excel** button in Figure 11 above.

Leave > Team Leave Balances

Team Leave Balances reports the leave balances for current team members.

Leave Balances Report												
Employee No	<input type="text"/>											
Leave Code	<input type="text"/>											
Clevel	<input type="text"/>											
<input type="button" value="Search"/>												
Audit ID	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
8398726	1-0000	04	Mouse, Minnie Louise	AL	Annual Leave	17.844	17.844	D	Days	17-SEP-2020	FHRPSA	HR, Systems
8398726	1-0000	04	Mouse, Minnie Louise	DVL	Domestic Violence Leave	15	15	D	Days	17-SEP-2020	FHRPSA	HR, Systems
8398726	1-0000	04	Mouse, Minnie Louise	LOADG	General Leave Loading	16.274	16.274	D	Days	17-SEP-2020	FHRPSA	HR, Systems
8398726	1-0000	04	Mouse, Minnie Louise	LSL	Long Service Leave	54.014	54.014	D	Days	17-SEP-2020	FHRPSA	HR, Systems
8398726	1-0000	04	Mouse, Minnie Louise	SICK	Personal Leave (Sick, Carers)	55.588	55.588	D	Days	17-SEP-2020	FHRPSA	HR, Systems
8398726	1-0000	04	Mouse, Minnie Louise	SPEC	Special Leave	10	10	D	Days	17-SEP-2020	FHRPSA	HR, Systems
37206529	1-0007	01	Randall, Jonathon Michael	AL	Annual Leave	50.699	50.699	D	Days	17-SEP-2020	FHRPSA	HR, Systems
37206529	1-0007	01	Randall, Jonathon Michael	DVL	Domestic Violence Leave	15	15	D	Days	17-SEP-2020	FHRPSA	HR, Systems
37206529	1-0007	01	Randall, Jonathon Michael	LOADG	General Leave Loading	16.274	16.274	D	Days	17-SEP-2020	FHRPSA	HR, Systems
37206529	1-0007	01	Randall, Jonathon Michael	LSL	Long Service Leave	0	35.157	D	Days	17-SEP-2020	FHRPSA	HR, Systems
37206529	1-0007	01	Randall, Jonathon Michael	SICK	Personal Leave (Sick, Carers)	51.804	51.804	D	Days	17-SEP-2020	FHRPSA	HR, Systems
37206529	1-0007	01	Randall, Jonathon Michael	SPEC	Special Leave	10	10	D	Days	17-SEP-2020	FHRPSA	HR, Systems

Figure 12: Leave Balances Report

Leave > Team Leave History

Reports the leave bookings for the current team members.

Leave Bookings Report												
Employee No	<input type="text"/>											
Leave Code	<input type="text"/>											
Clevel	<input type="text"/>											
<input type="button" value="Search"/>												
Audit ID	Employee No	Job No	Name	Leave Code Description	Start Date	End Date	Unit	Leave Amount	Med Cert	Leave Reason	Clevel	Organisation Unit
8398726	1111110	04	Mouse, Minnie Louise	Personal Leave (Sick)	2020-12-18	2020-12-21	D	2	Y	Carers Leave (comment below)	FHRPSA	HR, Systems
8398726	1111110	04	Mouse, Minnie Louise	Annual Leave	2020-06-18	2020-07-07	D	14			FHRPSA	HR, Systems
8398726	1111110	04	Mouse, Minnie Louise	Annual Leave	2020-01-13	2020-01-27	D	10			FHRPSA	HR, Systems
8398726	1111110	04	Mouse, Minnie Louise	Flexi Leave	2020-01-02	2020-01-03	D	2			FHRPSA	HR, Systems

Figure 13: Leave Bookings Report

Training

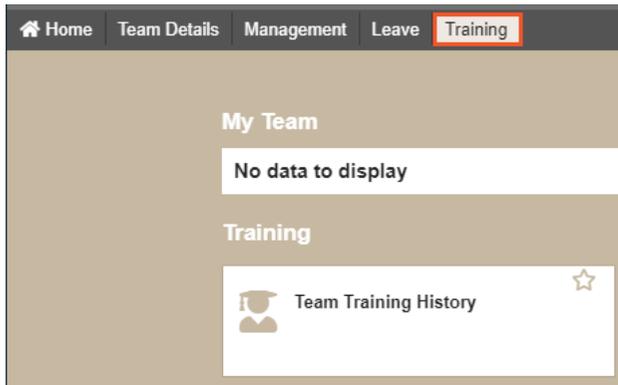


Figure 14: My Team > Training

Training > Team Training History

Reports the recorded training for the current team members.

Team Training and Development											
Employee No	<input type="text"/>										
Course Code	<input type="text"/>										
Course Description	<input type="text"/>										
<input type="button" value="Search"/>											
Audit ID	Employee No	Job No	Name	Course Code	Course Description	Start Date	Course No	Attendance	Waiting	Clevel	Organisation Unit
8398726	1100	04	Mouse, Minnie Louise	E0003	Professional Development: Stepping Out	31-OCT-2006	4	Y		U2931Z	^IT, TL&B Applications
8398726	1100	04	Mouse, Minnie Louise	G0324	Change Leaders Workshop	29-OCT-2019	18	Y		FHRPSA	HR, Systems

Figure 15: Team Training and Development