

# Staff Connect Self Service User Guide Organisational Chart and Staff Schedule

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# 1. VIEW ORGANISATION CHART

View the relationships between you and your colleagues by selecting **Organisational Chart** under the **Workforce** dropdown menu.

The organisation chart displays you in the centre by default, with your manager above, your peers to the left and right, and your direct reports beneath.

Click an employee to select them. The selected employee's work email and phone number are displayed

Navigate through the organisational chart by clicking on employees names (see diagram below).

The screenshot shows the ACU Workforce interface. The top navigation bar includes 'Dashboard', 'Employee', 'Talent', and 'Workforce' (circled in red). A user profile for 'Jennifer Smith' is visible in the top right. The main content area is titled 'Organisation Chart' and displays a hierarchical structure of employees. A dropdown menu is open under 'Workforce', with 'Organisation Chart' selected and indicated by a red arrow. A red callout box with the text 'Click on an employee to see their relationships.' points to the 'JONES, John' node in the chart.

ACU AUSTRALIAN CATHOLIC UNIVERSITY

Dashboard Employee Talent Workforce Jennifer Smith

Organisation Chart

- HUMAN RESOURCES  
**CHEGWIDDEN, Diana E**  
Director of Human Resources
- HUMAN RESOURCES (Vacant)  
Senior Administrative Officer
- TRAINING DEPARTMENT NS  
**SMITH, Jennifer**  
Associate Director  
02 9999 9999
- TRAINING DEPARTMENT ST  
**SMITH, Jennifer**  
Associate Director
- TRAINING DEPARTMENT NS  
**JONES, John**  
Manager HRIS Training  
02 9999 9999
- TRAINING DEPARTMENT NS  
**SMITH, Jennifer**  
Associate Director
- TRAINING DEPARTMENT NS  
**JONES, John**  
Manager HRIS Training  
02 9999 9999
- TRAINING DEPARTMENT NS  
**CAMPBELL, Andrew**  
Senior Administrative Officer
- TRAINING DEPARTMENT NS  
**TAYLOR, Linda**  
HRIS Training Casual

ps://selfservicetest.aurion.com/acu/workforce/organisation-chart

Click on an employee to see their relationships.

## 2. VIEW STAFF SCHEDULE

Staff Schedule displays staff availability for an employee or organisation unit for a day, week or month. This feature is available to supervisors and managers only.

Once the Staff Schedule is displayed, you can switch between the Day, Week and Month views for the selected organisation unit/s or employee. You can click the Today button to show the schedule for the current day, and you can use the scroll buttons to move backwards or forwards from the currently displayed Day, Week or Month.

If you want to see more detail for a cell you can click on the cell to display a card containing all the details above the calendar. Click on the card, or on the related cell, to close the card.

To view the Staff Schedule:


1. Select Staff Schedule from the Workforce menu. The View a staff schedule page is displayed.
2. Select the required start date, employee/organisation unit, and any other required options.
3. Click **View Schedule**. The Staff Schedule is displayed for the selected criteria.
4. Click on a cell to view the details for that person and day, as shown above.
5. Click on a card, or on the related cell, to close the card.
6. Click the **Done** button or the **X** button to close the Staff Schedule.

The screenshot shows the ACU Workforce interface. The top navigation bar includes 'Dashboard', 'Employee', 'Talent', and 'Workforce' (highlighted with a red circle). A user profile for Jennifer Smith is visible. The main content area is titled 'View a staff schedule'. It contains several input fields and options:

- DATE:** Wednesday, 21 March 2018. Below it, the text reads 'The date the staff schedule starts.'
- EMPLOYEE:** Find employee... (with a search icon)
- ORGANISATION UNIT:** Training Department NS (324) (with a search icon)
- INCLUDE SUB UNITS:**  In Org Unit,  In and Below
- PAYMENT TYPE:**  Show All,  Exclude Auto Pay,  Exclude Non-Auto Pay

At the bottom, there are two buttons: 'View schedule' and 'Reset'. A red arrow points to the 'Staff Schedule' option in the Workforce dropdown menu.

<https://selfservicetest.aurion.com/acu/workforce/staffschedule>

Today: ← → Apr 23 - 29, 2018 Day Week **Month** 

Staff	Mon, 23 Apr	Tue, 24 Apr	Wed, 25 Apr	Thu, 26 Apr	Fri, 27 Apr	Sat, 28 Apr	Sun, 29 Apr
<b>CAMPBELL, Andrew</b> Senior Administrative Officer	Rostered 7:00	Rostered 7:00	Rostered 7:00 Public Holiday ANZAC Day	Rostered 7:00	Rostered 7:00	Non Work Day	Non Work Day
<b>JONES, John</b> Manager HRIS Training	Rostered 7:00	Rostered 7:00	Rostered 7:00 Public Holiday ANZAC Day	Rostered 7:00 Leave Full Day Annual Leave	Rostered 7:00	Non Work Day	Non Work Day
<b>SMITH, Jennifer</b> Associate Director	Rostered 7:00	Rostered 7:00	Rostered 7:00 Public Holiday ANZAC Day	Rostered 7:00	Rostered 7:00	Non Work Day	Non Work Day
<b>TAYLOR, Linda</b> HRIS Training Casual	Rostered 7:00 Training 09:00 - 17:00	Rostered 7:00	Rostered 7:00	Rostered 7:00	Rostered 7:00	Non Work Day	Non Work Day