Staff Connect
Self Service User Guide
Organisational Chart
and Staff Schedule

Date Last Updated	*May 2018*
Document Version	*Final*

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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).

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.