

Staff Services Online - Functionality

For all Academic and Professional Staff	For all University Managers and Supervisors
<p>Absence Management</p> <ul style="list-style-type: none"> • Submit or amend absence request (excluding parental leave) • Forecast absence • View absence balances and history 	<p>Absence Management</p> <ul style="list-style-type: none"> • Approve absences for staff within your reporting lines • View absences balances and history for staff that report to you. • Initiate absence requests for an employee.
<p>Pay and Banking</p> <ul style="list-style-type: none"> • View payslips and payment summaries • Update banking details • Manage the distribution of your pay into banking accounts 	<p>Planning, Development and Review (PDR)</p> <ul style="list-style-type: none"> • View the status and history of PDR records for your staff. • Confirm PDR records submitted by staff for the current review cycle.
<p>Personal Information</p> <ul style="list-style-type: none"> • Access and maintain your personal details such as home and mailing addresses and contact phone numbers • Record and manage your emergency contact details 	<p>Personal Information</p> <ul style="list-style-type: none"> • Access employee details for people within your team, particularly in case of emergency.
<p>Planning, Development and Review (PDR)</p> <ul style="list-style-type: none"> • View the status and history of your PDR records • Submit PDR records for the current review cycle. 	<p>Contracts</p> <ul style="list-style-type: none"> • Action workflow tasks associated with fixed term contracts for staff.
<p>Contracts (if applicable)</p> <ul style="list-style-type: none"> • Review and accept electronic contract offers. 	<p>Direct Line reports</p> <ul style="list-style-type: none"> • View all direct and in-direct staff reporting to your position. • View the employment summary details for your staff. • View the monthly calendar for your staff.
<p>Delegations</p> <ul style="list-style-type: none"> • Create, view and accept delegations of authority for your HR responsibilities 	
<p>Learning and Development</p> <ul style="list-style-type: none"> • Enrol in HR Delivered training courses. • View training history*. <p>* Training history will be visible for the following:</p> <ul style="list-style-type: none"> ▪ Course enrolment and completion for any courses attended from 2016 onwards. ▪ Course completion for all Performance and Development courses completed since 2013. 	<p>Learning and Development</p> <ul style="list-style-type: none"> • Enrol direct reports in HR Delivered training courses. • View training history for direct and indirect reports*.