

DEPARTMENTAL TEAM MANAGEMENT ONLINE ACCESS

To be completed by the Staff Member requesting access and authorised by the Head of Faculty/Office and faxed to HR on x9748.

Staff Member Requesting Access:

Staff Number: _____ Extension Number: _____

Family Name: _____ Other Names: _____

Faculty/Office: _____ Department: _____

Departmental Access Required:

I require Team Management Access to the following department/s: _____

Access to the Team Management Menu provides view-only access to the following:

Team Leave Matrix	Calendar display of staff leave, and the type of leave they are taking
Team Leave Balances	Annual, long service and personal leave balances for all staff
Team Leave Bookings	Report of all leave booked between a specified period
Team Appointment Summary	List of all staff within the department, as well as their occupancy start and end dates, position titles, award classifications/levels
Team Probations	Report of all staff probation report due dates
Team Increments	Report of all staff increment dates
Team Length of Service	Table of start dates and years/months of service for all staff
Team Training and Development	List of all on-campus courses completed by staff
Team Birthdays	List of birthdays for all departmental staff

Conditions of Use:

- I understand that the information I have access to is confidential and must not be shared or divulged to any unauthorised person.
- I will use only those IT facilities for which I have been authorised and will ensure that IT facilities must not be wasted or consumed by inappropriate or irresponsible use.
- I will take every precaution to ensure passwords, accounts and data are adequately secured.
- Any computer account allocated to me is for my exclusive use. I will not allow another person access.

I agree to the above Conditions of Use:

Signature of Staff Member: _____ Date: ___ / ___ / ___

Approved by HOD/Office: _____ Date: ___ / ___ / ___

HR USE ONLY:

Processed/entered: _____ (inits) ___ / ___ / ___