**Purpose:** This guide lists the steps required for a supervisor to run the staff schedule. The staff schedule enables supervisors to view the availability of staff over a given period.

Note the following:

- Only supervisors have access to this functionality
- Supervisors are only able to view the schedules of staff within the organisational unit(s) that they have permission to access
- Access to an organisational unit is maintained from within Aurion Client. If you do not have access to view the staff schedule for a required organisational unit, contact your local HR representative.

### Steps | Instruction – How to view a staff schedule
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**Step 1** | From the My Staff tab, click the Staff Schedule button to access the Staff Schedule grid, as shown below.
## Instruction – How to view a staff schedule

### Step 2

Complete the following fields displayed in the Staff Schedule grid:

- **Employee** – Leave this field blank to view all staff for the selected organisational unit. To view the schedule for a single employee of the selected organisational unit, enter the employee number directly in the code field on the right. Alternatively, click the Search arrow (🔍) to access the search function, complete the search fields and select the employee from the Select Employee list (for further information on using the search function, refer to the MyAurion Navigation guide).

- **Organisation Unit** – This field defaults to your assigned organisational unit. To view the staff schedule for a different organisational unit to which you have access, enter the unit number directly in the code field on the right. Alternatively, click the Search arrow (🔍) to access the search function and select the unit from the Select Organisation Unit list.

- **From** – Enter the start date for this staff schedule. **Note**: This field defaults to the current date.

- **Spanning** – Indicate the period of time this staff schedule is to span. **Note**: This field defaults to Fortnight.

- **Organisation View** – Indicate whether this staff schedule is to run for the selected organisational unit, or if the schedule is to also include staff from the units that sit under the selected organisational unit.

- **Payment Type** – Indicate whether this staff schedule is to include all payment types, or is to exclude staff that receive an automatic (full or part-time staff) or non-automatic (casual staff) payment.

- **Exclude Job Category** – Select which job categories, if any, are to be excluded. **Tip**: Hold down the Ctrl key to select multiple categories for exclusion.

- **Exclude Employee Category** – Select which employee categories, if any, are to be excluded. **Tip**: Hold down the Ctrl key to select multiple categories for exclusion.

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No data is returned when:

- The selected staff member belongs to an organisational unit that is different to the one specified in the Organisation Unit field.

- You have selected to view the staff schedule of an organisational unit to which you do not have access.
Steps | Instruction – How to view a staff schedule
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**Step 3** | Click the Search button. The staff schedule for the specified search range displays below the Staff Schedule grid.

The staff schedule displays a list of employees who work in the selected organisation unit(s) and match the specified search parameters.

The staff schedule enables a supervisor to view which staff are on leave, attending training or transferred to a different organisational unit within the reported period. In addition, the schedule displays the work and non-work days for each staff member as recorded in their work pattern in Aurion Client.