WESTERN SYDNEY UNIVERSITY

STAFF OnLine

ALESCO HRMIS V17

VERSION 1.0

TEAM LEADER ACCESS GUIDE

March 2019

HR Systems
Information Technology & Digital Services

Contents

TEAM LEADER ACCESS

The Team Management pages allow designated users within the University the ability to access details relating to employees within their team or organisational unit.

If a Team Leader has access assigned via the organisation's 'reports to' structure, they will be able to view a list of all team members who are below the leader in the organisation hierarchy structure.

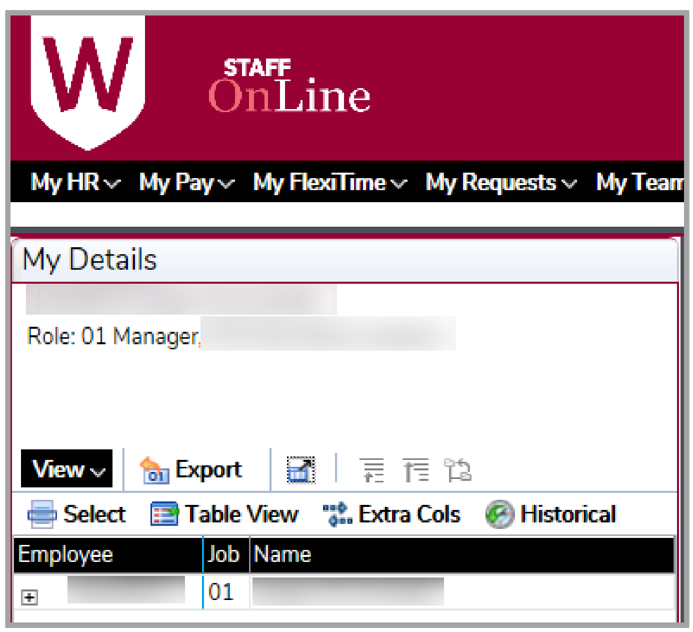
Team Leaders assigned access via Organisational Unit (Clevel) profiles (Admin Team Leader) will be provided with a list of team members that contains all of the employees that are currently within the specified Clevels.

The types of information available via the team management reports are leave bookings, leave balances, birthdays, increments etc.

The Team Leader can also choose a team member to change the view to and then access information about that team member. For example, a Team Leader can choose a member of their team and check to see what the team member's leave balance is before approving any leave transactions.

Regardless of the type of access you have been assigned, the functionality will be basically the same. There will however be a slight difference in the way that the team members list is displayed. The following section will show both of the screen displays that may be encountered.

MY DETAILS



This section of the panel displays the user ID, name, active job and position description of the logged in user. If the active job is changed, as outlined below, it will be updated in this section.

By default for Team Leaders with 'reports to' access, only active jobs are listed under the 'My Details' section of the user panel. However in-active jobs may still be accessed by clicking the 'historical' button to show/hide old jobs.

If a user has no current jobs, the My Details list will only show their Employee row (ie, no Job/Role rows).

For Team Leaders with 'admin' access, all jobs will be listed.

View – The options available under this list will depend upon the type of team access the leader has i.e. reports to or admin. It includes options to display additional columns and to re-order columns. Additonally, for the 'reports to' team leader, they can select options to expand or collapse all or selected levels of the team tree structure.

Please note: Where the Team Leader has their User Preference set to drill down to 1 level only, the Team List will only populate to that one level.

For the 'admin' team leader, the View options include the option to open/close the Query By Example.

Export – click on this button to display the current table data in XLS format for saving and/or opening in an Excel spreadsheet.

Show/Hide Extra Columns – click on this button to display additional columns for Position, Position Title, Start Date, End Date, Organisation Level, Organisation Level Description, and Depth.

Clear Team Member View – When the view has been set to a team member, this icon will appear in the top section of the My Details panel to enable the user to clear the view of the team member and return to that of the logged in user.

For Team Leaders with 'Reports to' team list

Show/Hide Historical Jobs – click on this button to show/hide inactive jobs.

Full Screen – click on this button to allow the table to be viewed in a full-screen view. From this view, click the option again to return to the normal view.

Go Up – Used to navigate within the team tree structure. Click to move focus up one level in the structure

Go to Top – Used to navigate within the team tree structure. Click to move focus back to the top of the team.

Show as Top – Used to navigate within the team tree structure. Click to change the display so that a lower level team member as the top of the tree.

For Team Leaders with 'Admin' team list

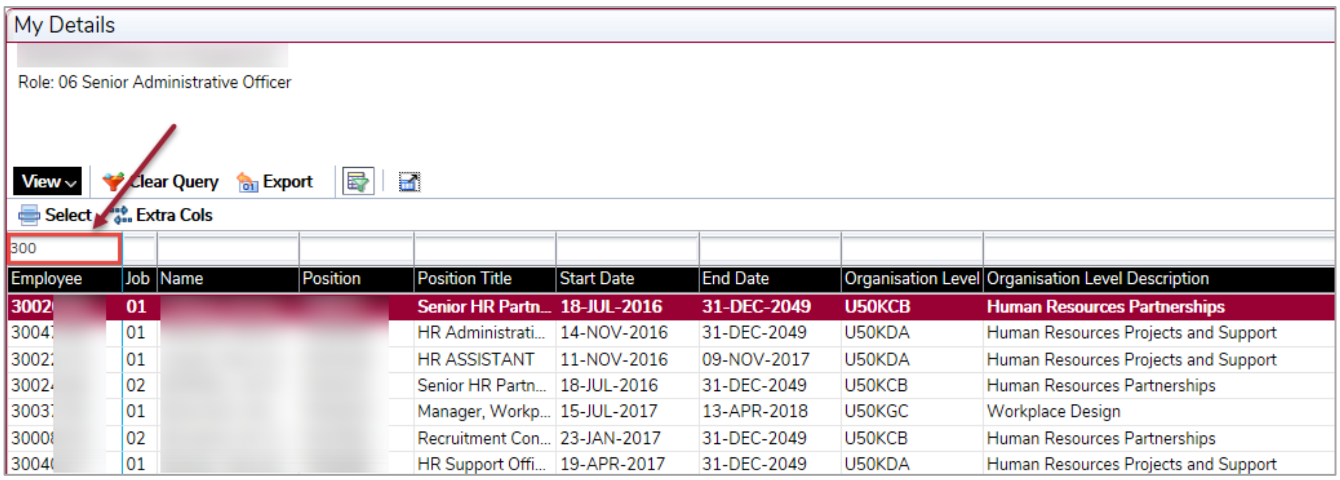
Query By Example – click on this button to show/hide the entry fields to search records based on examples and locate employees and/or jobs within the team list.

Clear Query – click on this button to clear entries in the Query By Example fields and return to the original list of all records.

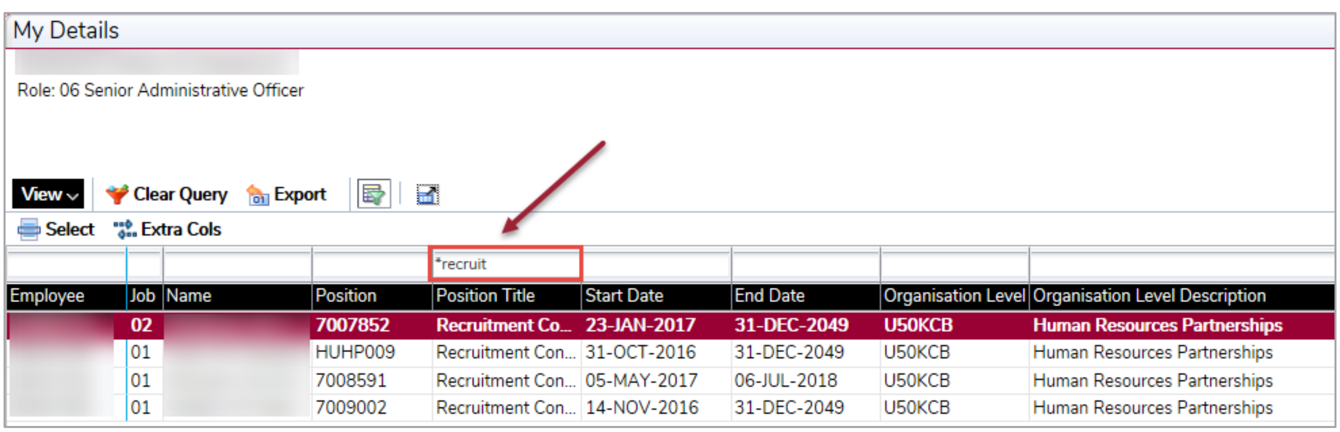
 Hover over any column heading and the arrows will display. Select either ▲ or ▼in any column heading to sort the data by that column in ascending or descending order.

 **Query By Example** – this is a method of query to allow the user to search for data based on the example entered in the query field. The Query By Example is **not** case sensitive. Enter the query string in the corresponding field and hit enter.

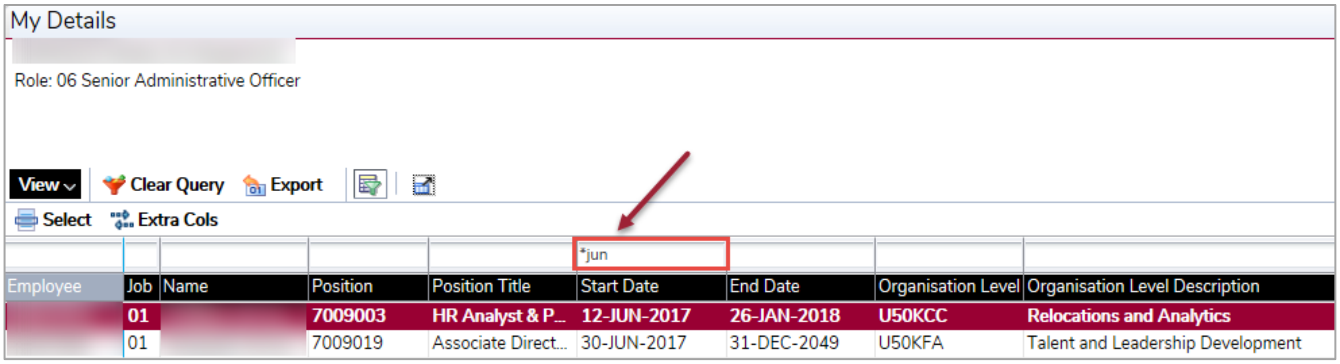
For example, the query below has returned all records with employee numbers beginning with ‘ab’.



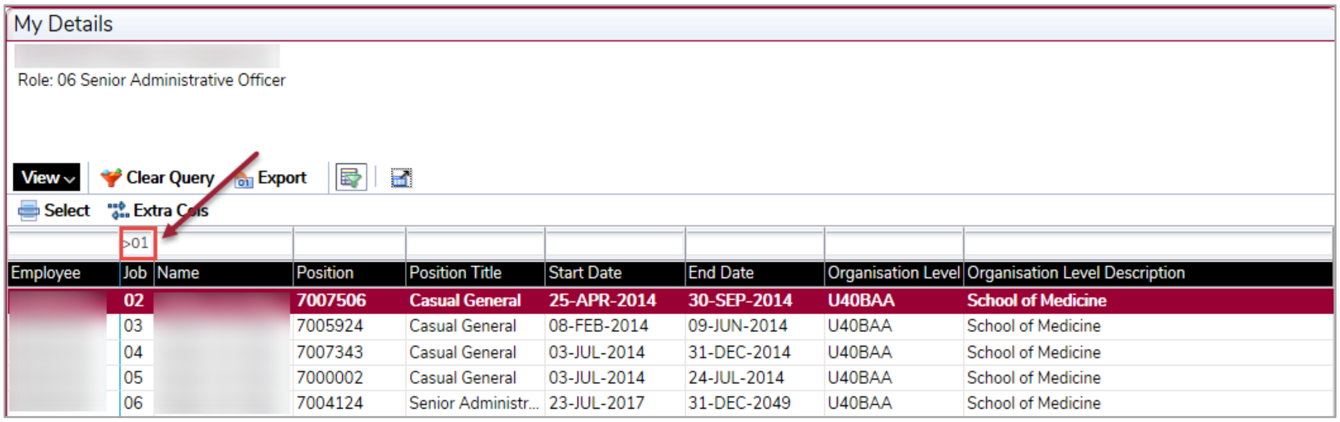
The wildcard character for the Query By Example is the asterisk *. Enter the wildcard at the beginning of the search string. For example, to search for all Recruitment type positions the string might be *recruit.



The wildcard is useful for searching for dates, e.g. *jun would return all dates in June.

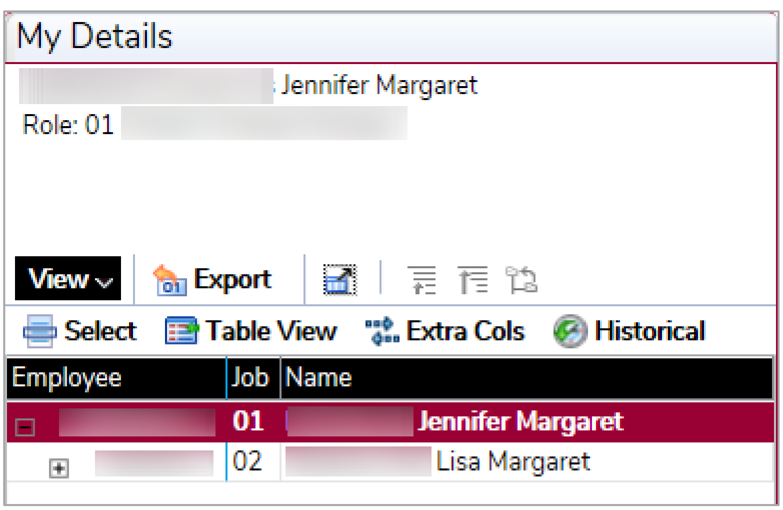


For simple numeric values the > and < characters can be used, e.g. searching for all jobs >01.

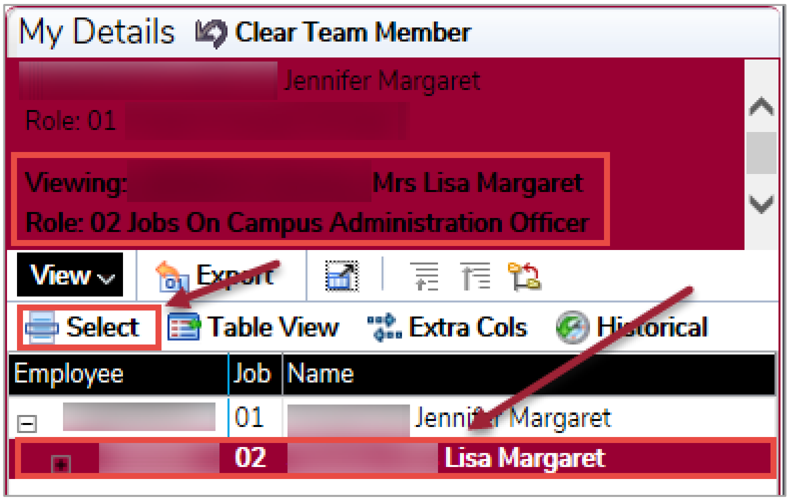


Viewing Team Members

My Details will display a list of all active jobs for the user. Navigation to team members is possible in several ways. To view pages in the context of a team member locate them in the team members list and click on the row in which they appear then click on the 'Select' button.



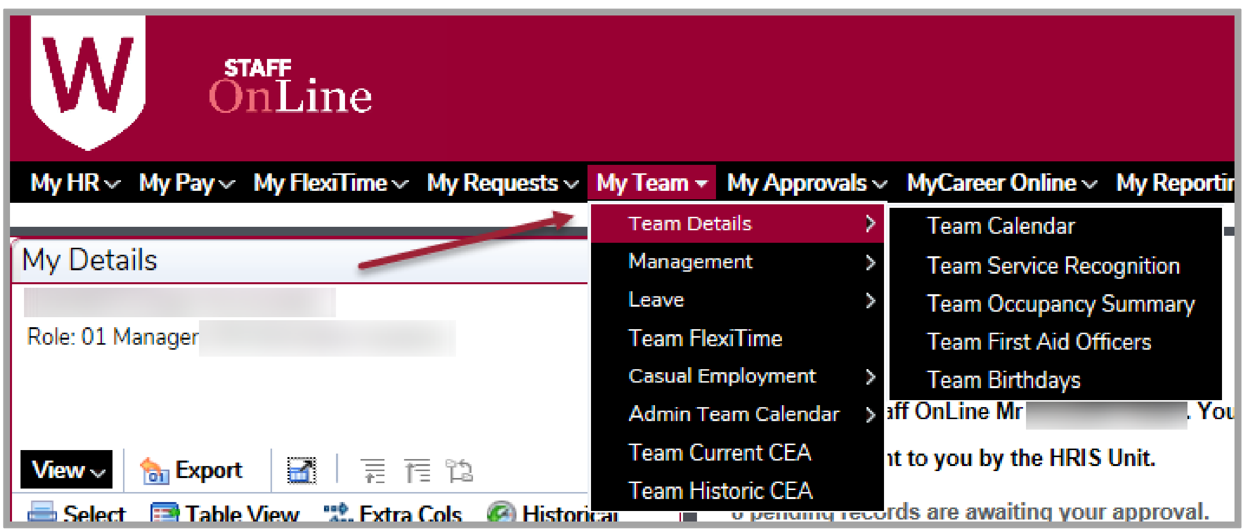
The following screen will then be displayed.



To return the view back to the team leader, click on the ‘Clear Team Member’ button located in the top section of the My Details panel.

MY TEAM

Team Details

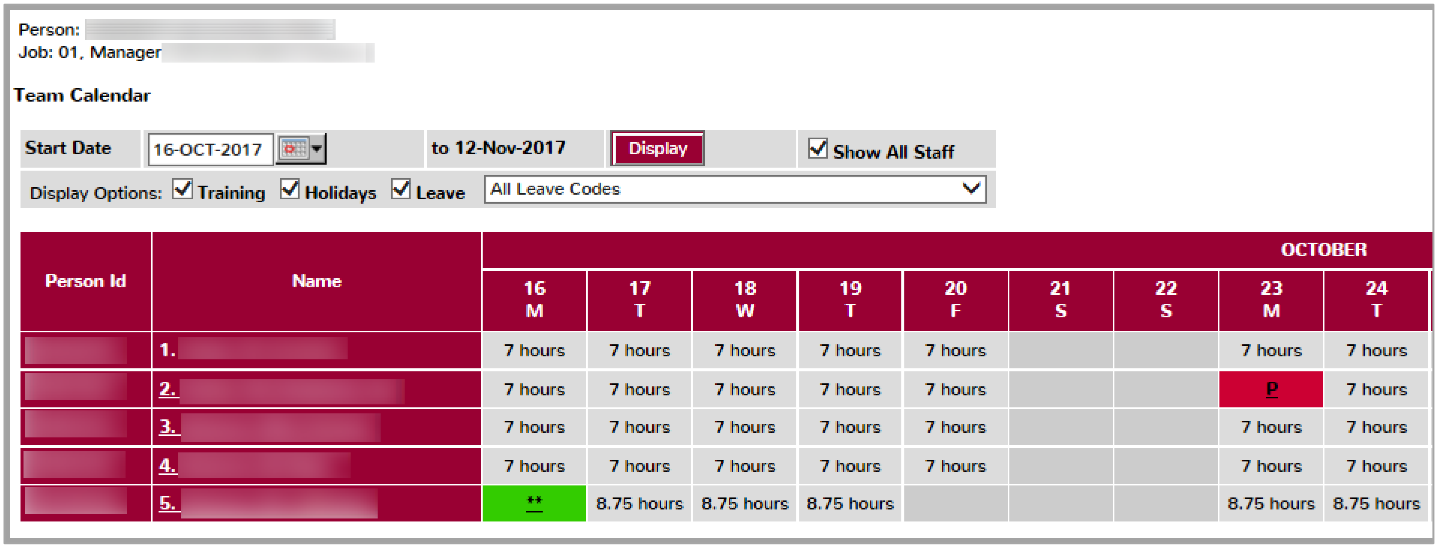


Team Calendar

The Team Calendar can be accessed from the ‘Team Details’ menu under ‘My Team’. The Team Calendar will provide a calendar view of your team and will include details of the following events:

- Leave

- Public Holidays
- Non Working days – derived by referencing the employee rosters



The Start Date field will default to the current date and the matrix will display records between the dates shown. This display period is set by the systems administrator but may also be changed via the User Preferences link – see section below for further details. A scroll bar is available at the bottom of the screen to provide access to the whole period. The start date may be changed if wishing to review leave bookings for a different period.

By default all leave codes will be displayed, however if wishing to look at only one leave code, the code may be selected from the drop down list.

If any changes have been made to the selections above, click the Display button to refresh the information displayed.

Only a specified number of employees will be displayed per screen. If more records exist these can be displayed by using the buttons: First, Previous, Next and Last.

The number of records displayed per page is set by the systems administrator, but may be changed via the User preferences link - see section below for further details.

The calendar will display any leave bookings by leave type. The character within the box will specify the leave type and a legend is provided at the bottom left hand side of the screen.

The status of the leave bookings is differentiated by their display colour. The different booking statuses are as follows:

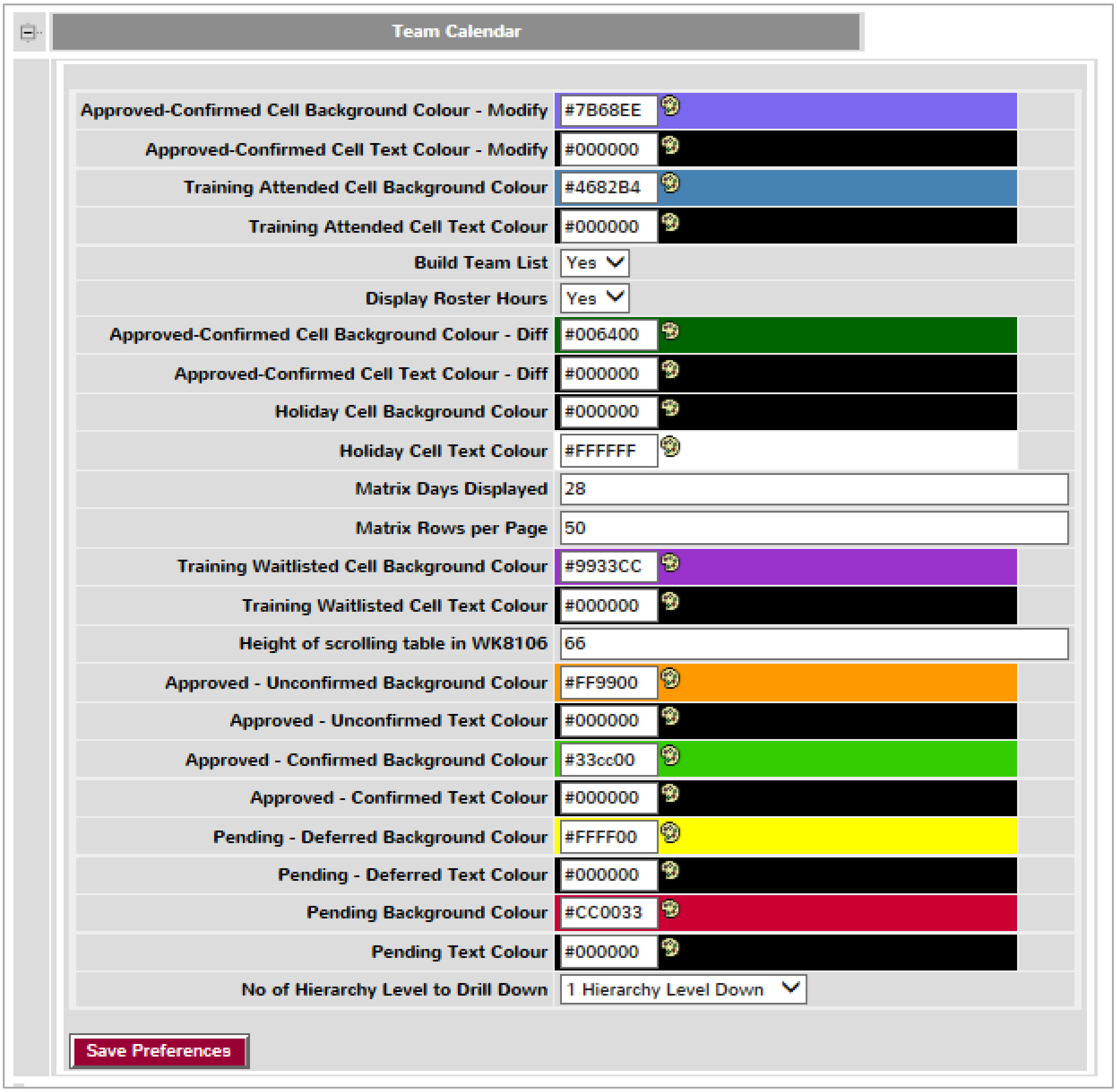
Legend:	Approved - Confirmed	**A**	Annual
	Approved - Unconfirmed	**H**	Public Holiday
	Approved Pending Change	**L**	Long Service
	Approved Pending Different Dates	**P**	Paid
	Pending	**S**	Sick
	Pending - Deferred	**T**	Training
	Public Holiday	**U**	Unpaid
	Training Attended	**	Denotes various events exist for this day
	Training Waitlisted		

Approved – Confirmed	The booking has been approved within Staff OnLine and also been approved for payment.
Approved - Unconfirmed	Booking has been approved in Staff OnLine and transferred to the Alesco HRMIS, but has not as yet been activated for payment.
Pending Leave Request	Request has been entered but is still awaiting approval in Staff OnLine.
Pending Leave Request – Deferred	Request has been entered but the approval decision has been deferred.

The colours used to differentiate the different booking statuses may be changed via the User preferences link, to meet your own particular requirements – please see below.

Team Calendar User Preferences

A number of the display features within the Team Calendar may be set at individual user level via the User Preferences link that appears at the foot of the Team Calendar page. The following page will be displayed when you click on 'User Preferences'.



Matrix Days Displayed – This manages the number of days displayed across the calendar, it is not advisable to set this to greater than 365.

Matrix Rows per Page – This defines how many employees are displayed per page.

Background Colours & Text – The background colour and text colour can be changed for each of the leave status groups by simply clicking on the palette icon and selecting an alternative colour.

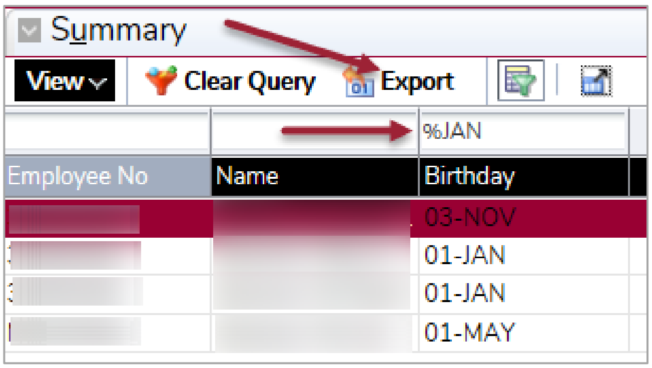
Save your preferences before exiting the screen.

Team Birthdays

The Team Leader is able to view the birthdays of the members of their team.

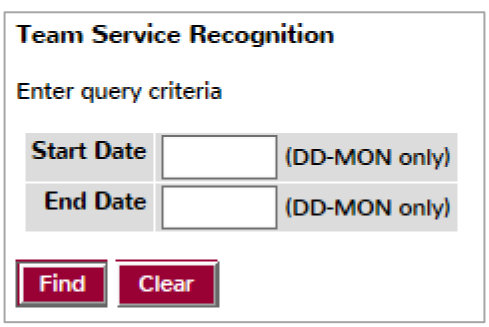
The information displayed on this screen can be exported to excel by clicking on the export button.

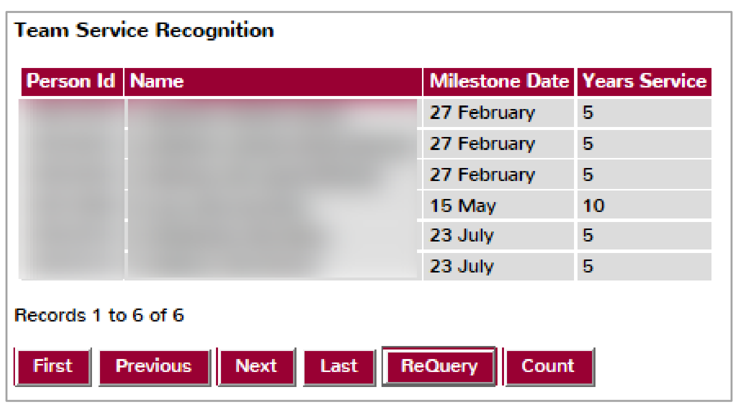
A Team Leader is able to filter the results by using the search fields above the column headings. For example, if you want to view birthdays during January only, you would enter %JAN in the date of birth search field and press enter to execute the search. The % symbol represents a wildcard.



Team Service Recognition

The Team Leader is able to view the upcoming service milestones of the members of their team. The report can be limited to start & end dates or the dates can be left blank to view all.





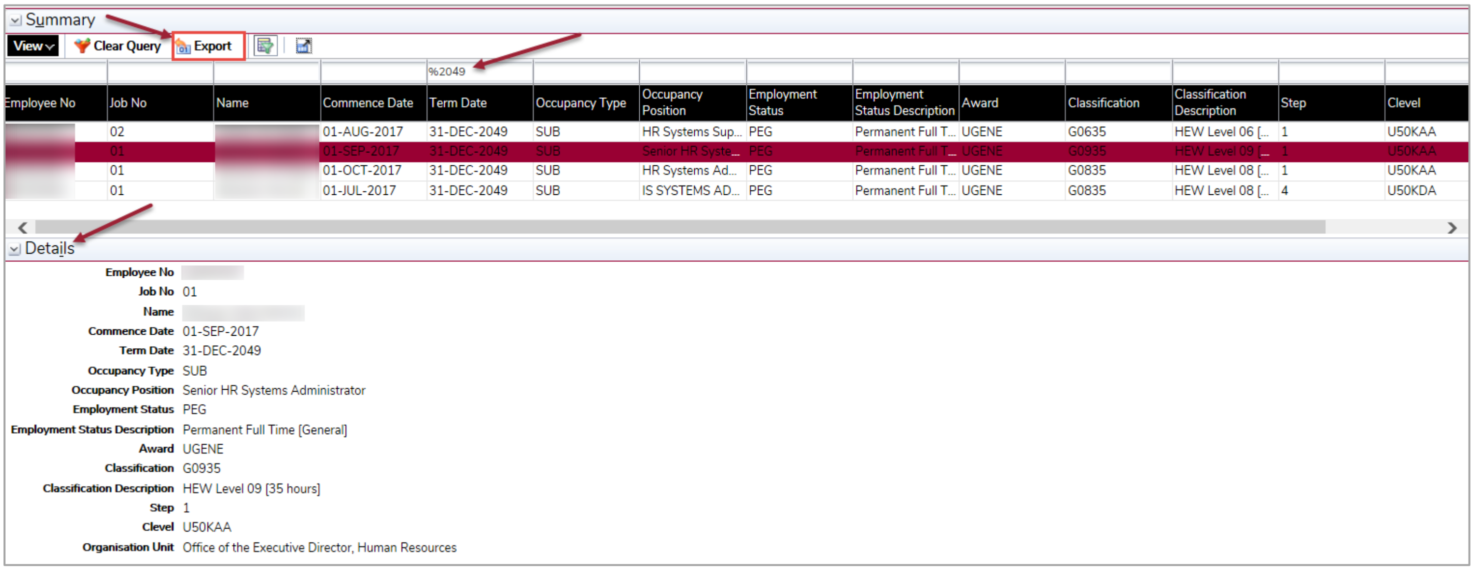
Team Occupancy Summary

This menu option gives the Team Leader the ability to view the ‘profile’ of the staff members in their team. It shows information such as employment status, occupancy start and end dates, position title, award, classification and step.

The information displayed on this screen can be exported to excel by clicking on the export button.

A Team Leader is able to filter the results by using the search fields above the column headings. For example, if you only want to view employees whose occupancy terminates in 2049, you would enter %2049 in the term date search field and press enter to execute the search. The % symbol represents a wildcard.

The details panel at the bottom of the screen shows the occupancy summary for the highlighted employee and can be expanded or hidden at any time.



Team First Aid Officers

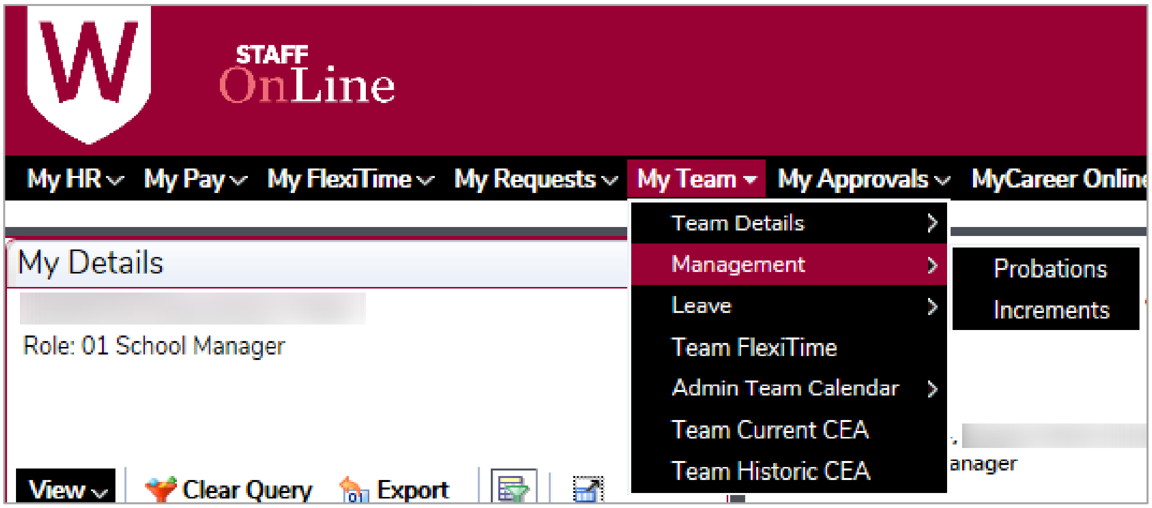
The Team Leader is able to view the recorded first aid certifications of the members of their team. The report can be limited to start and end dates or the dates can be left blank to view all.

Team First Aid Officers

For 01-Jan to 31-Dec

Name	Certificate	Expires	Campus	Building
	First Aid(Senior)	07-DEC-2018	Parramatta Campus	Rydalmere Building ED
	First Aid(Resuscitation)	05-DEC-2017	Penrith Campus	Kingswood Building K
	First Aid(Senior)	07-DEC-2018	Penrith Campus	Kingswood Building K
	First Aid(Senior)	13-APR-2018	Penrith Campus	Werrington South Building BJ
	First Aid(Senior)	13-APR-2018	Bankstown Campus	Bankstown Building 5

MANAGEMENT



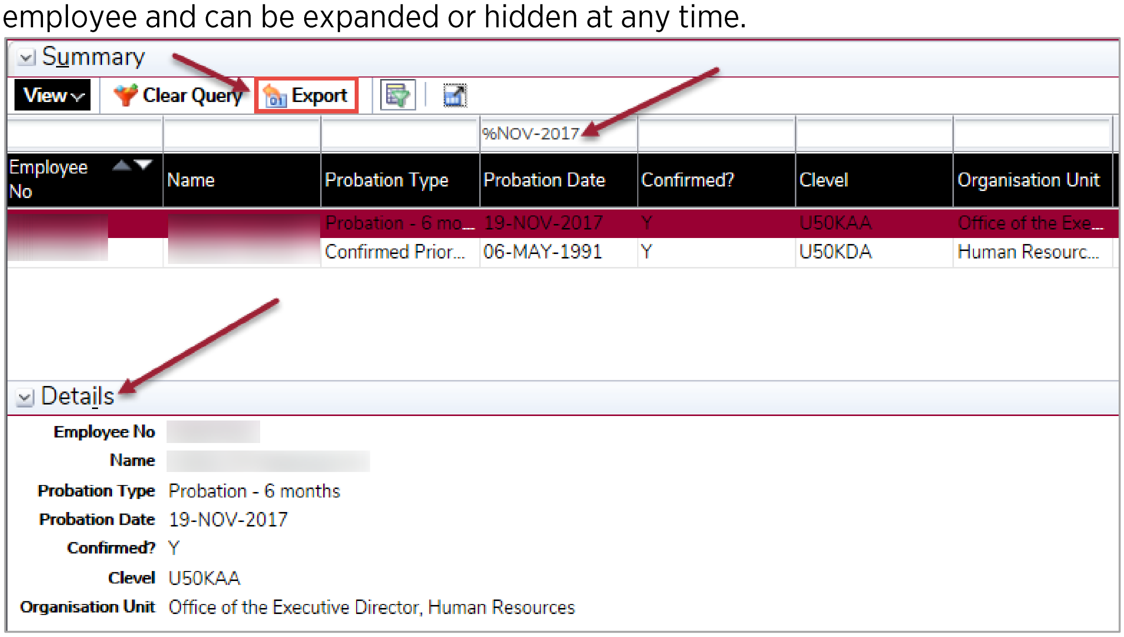
Probations

The probation screen shows the probation due date for all of your employees and if their probation has been confirmed.

The information displayed on this screen can be exported to excel by clicking on the export button.

A Team Leader is able to filter the results by using the search fields above the column headings. For example, if you only want to view employees whose probation due date is in November 2017, you would enter %NOV-2017 in the probation date search field and press enter to execute the search. The % symbol represents a wildcard.

The details panel at the bottom of the screen shows the probation summary for the highlighted employee and can be expanded or hidden at any time.



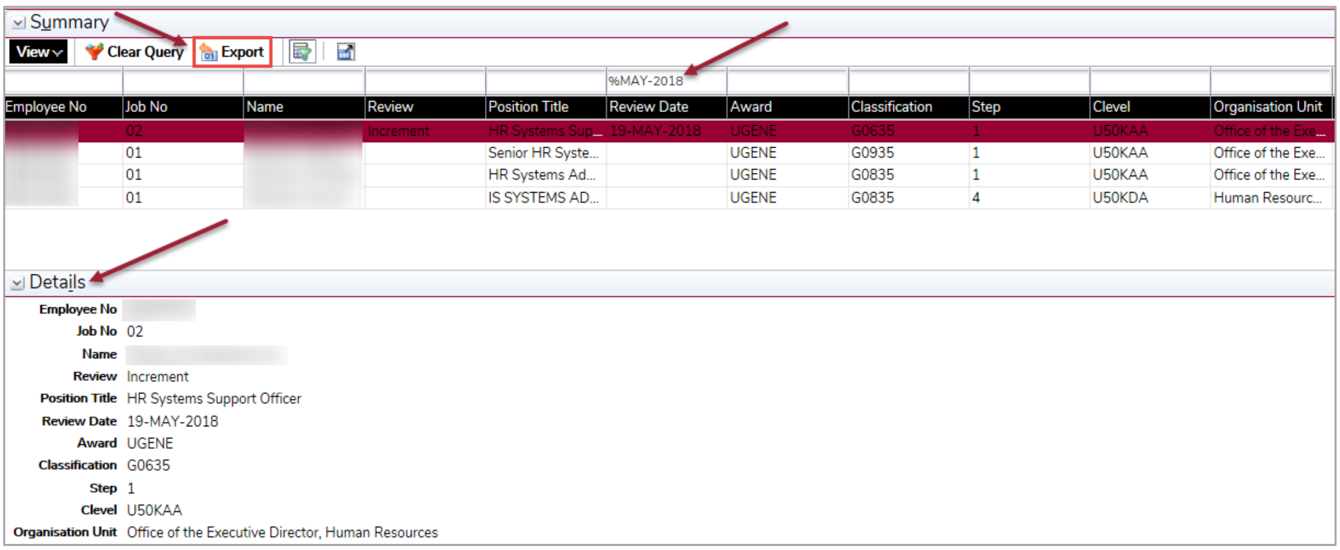
Increments

A Team Leader can view the Increments for their staff and the date they are due.

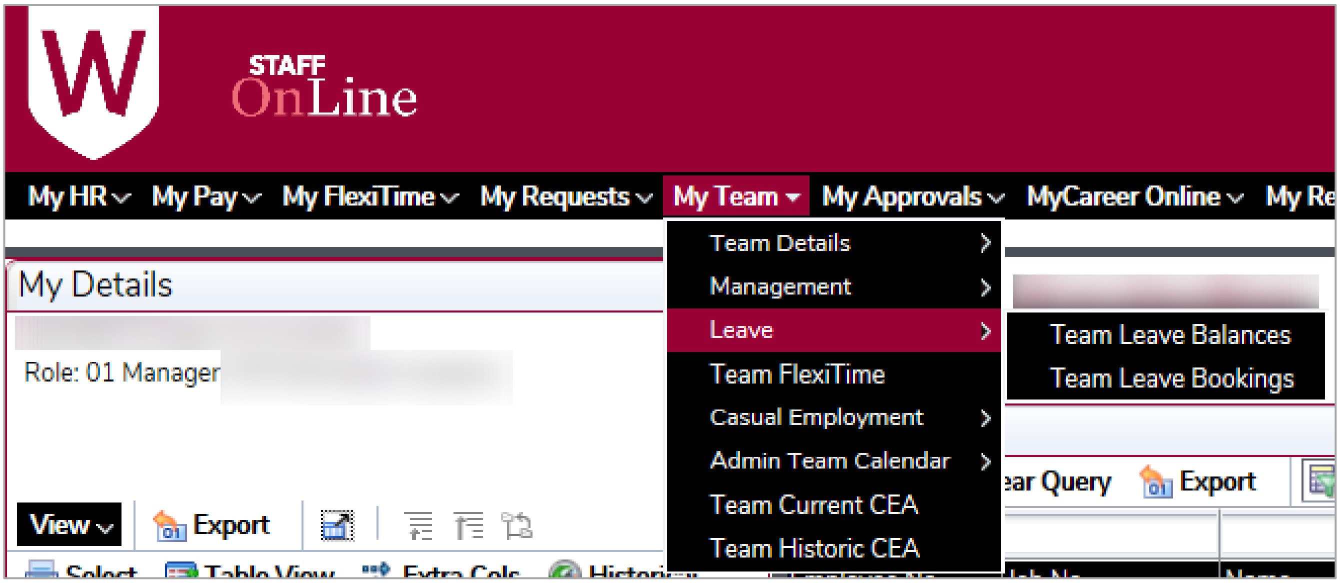
The information displayed on this screen can be exported to excel by clicking on the export button.

A Team Leader is able to filter the results by using the search fields above the column headings. For example, if you only want to view employees whose increment due date is in April 2015, you would enter %APR-2015 in the review date search field and press enter to execute the search. The % symbol represents a wildcard.

The details panel at the bottom of the screen shows the increment summary for the highlighted employee and can be expanded or hidden at any time.



LEAVE



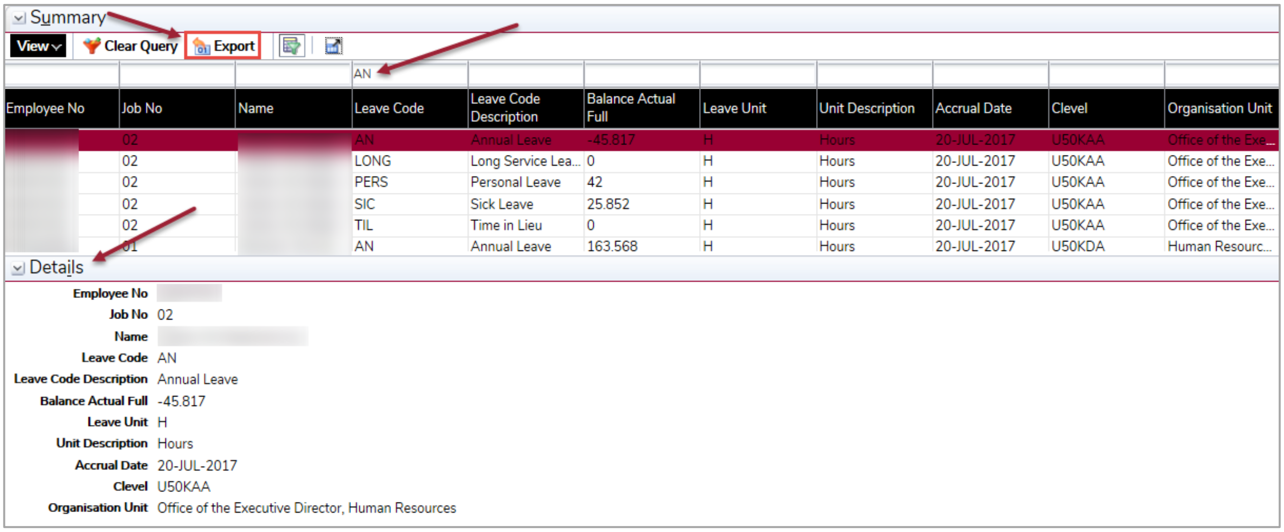
Team Leave Balances

The Team Leave Balances screen displays the leave balances for the current team members.

The information displayed on this screen can be exported to excel by clicking on the export button.

A Team Leader is able to filter the results by using the search fields above the column headings. For example, if you only want to view leave entitlements for annual leave, you would enter AN in the leave code search field and press enter to execute the search. The % symbol can be used when searching to represent a wildcard.

The details panel at the bottom of the screen shows the leave balances summary for the highlighted employee and can be expanded or hidden at any time.



Team Leave Bookings

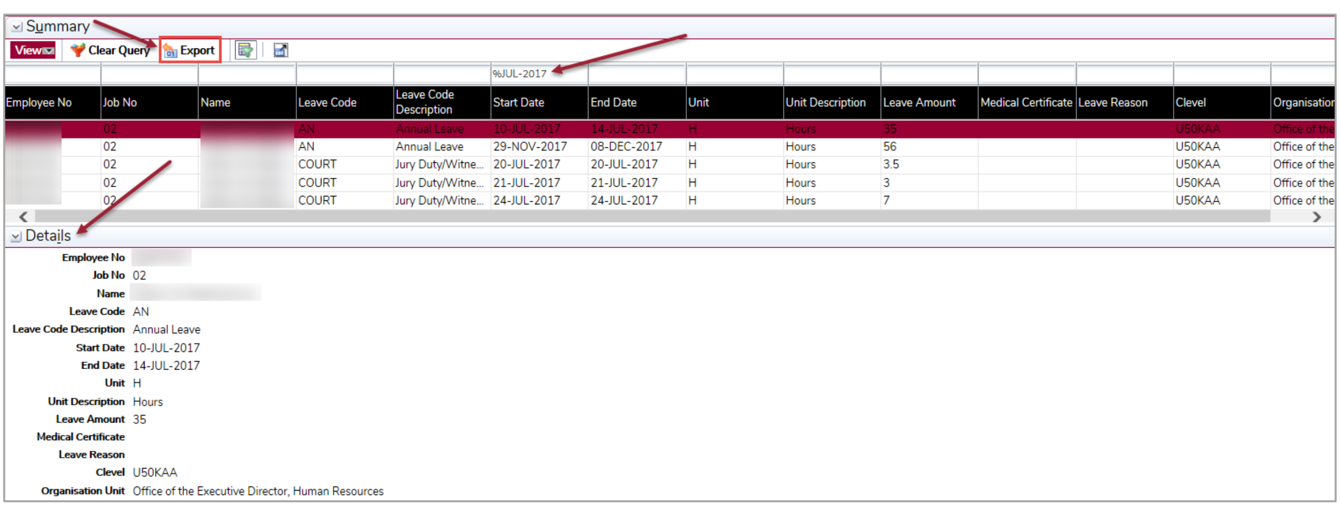
Team Leave Bookings reports the leave bookings for the current team members.

The information displayed on this screen can be exported to excel by clicking on the export button.

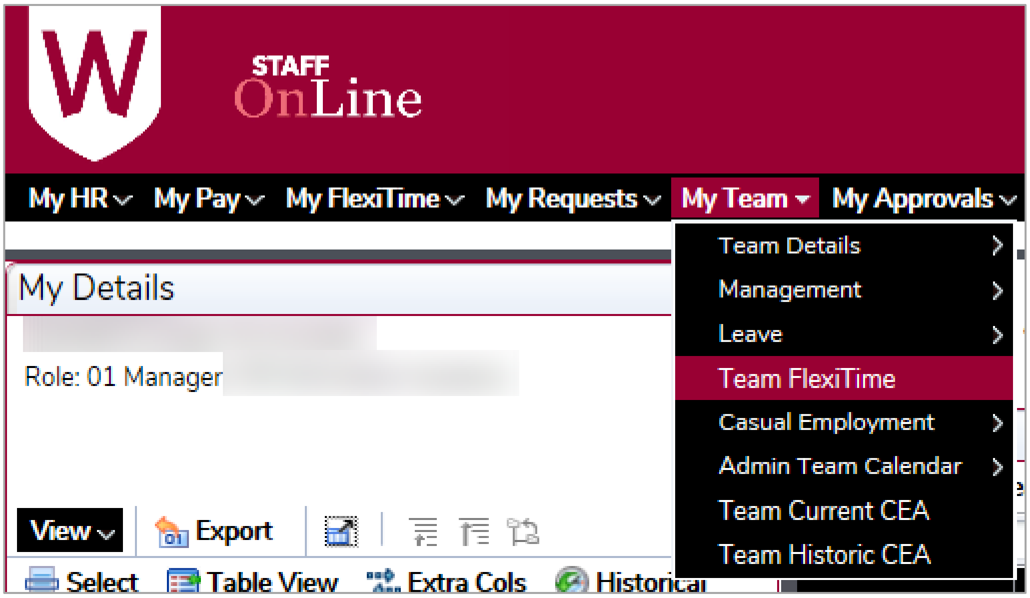
A Team Leader is able to filter the results by using the search fields above the column headings. For example, if you only want to view employees who commenced leave in July 2017, you would enter %JUL-2017 in the start date search field and press enter to execute the search. The % symbol represents a wildcard.

You will no longer be able to filter the leave bookings by a particular date range e.g. all employees who were on leave between 1 August 2017 and 30 September 2017. If you need to obtain this information, it is advised that you export the data to excel and then manipulate as required.

The details panel at the bottom of the screen shows the leave booking summary for the highlighted employee and can be expanded or hidden at any time.



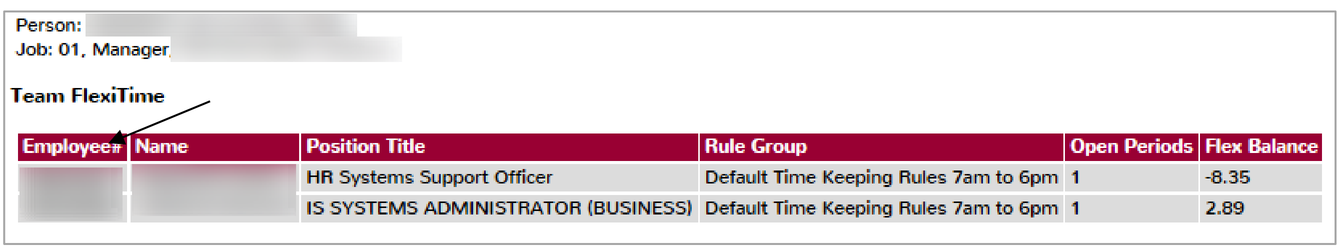
TEAM FLEXITIME



Team Leaders are able to view current and historical flexitime sheets at any time for their current team members (direct reports only).

To view the flexitime sheets of an employee, click on the underlined employee number.

Note – the flex balance that displays here is not their current flex carryover balance. You will need to enter the employees flexitime sheet to view their current carryover.

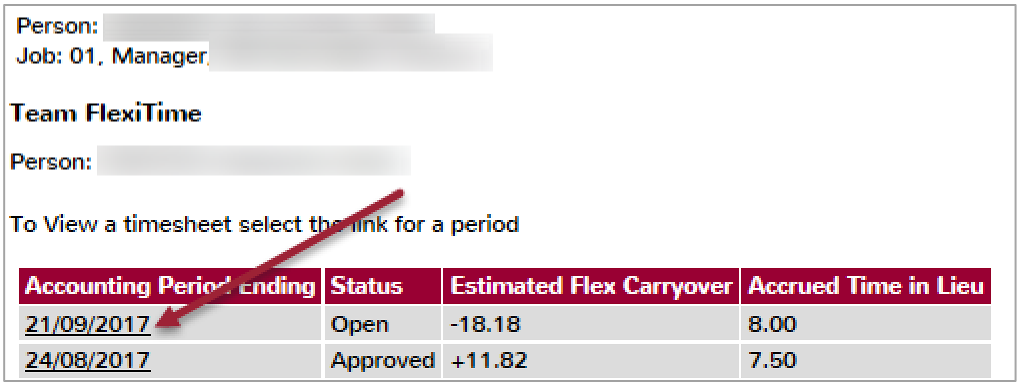


Person:
Job: 01, Manager,

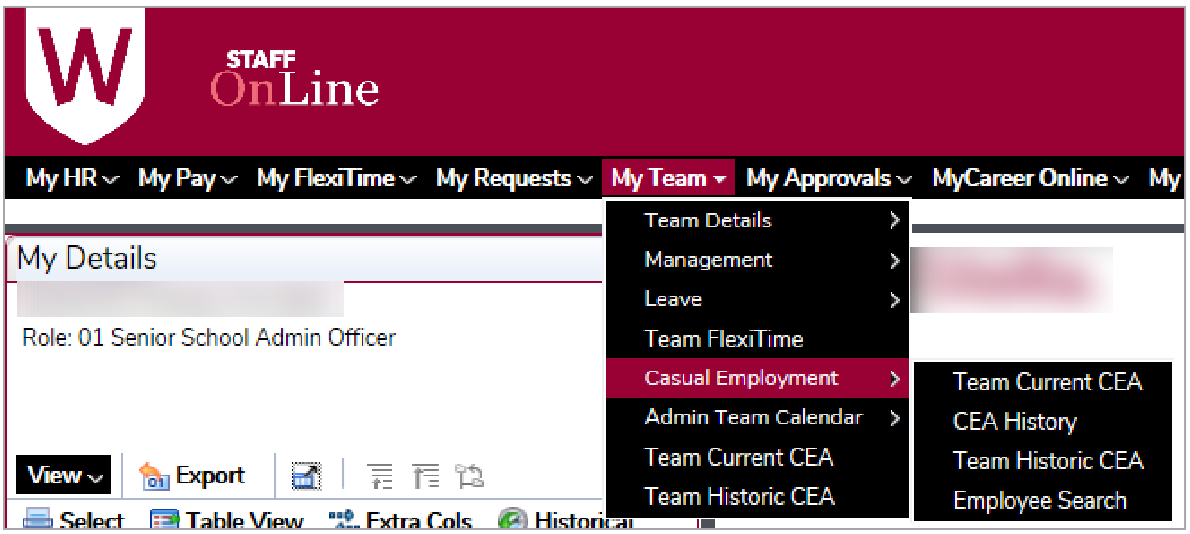
Team FlexiTime

Employee#	Name	Position Title	Rule Group	Open Periods	Flex Balance
		HR Systems Support Officer	Default Time Keeping Rules 7am to 6pm	1	-8.35
		IS SYSTEMS ADMINISTRATOR (BUSINESS)	Default Time Keeping Rules 7am to 6pm	1	2.89

Team Leaders can then access a detailed view of current and historic flexitime sheets by clicking on the accounting period ending date.



CASUAL EMPLOYMENT

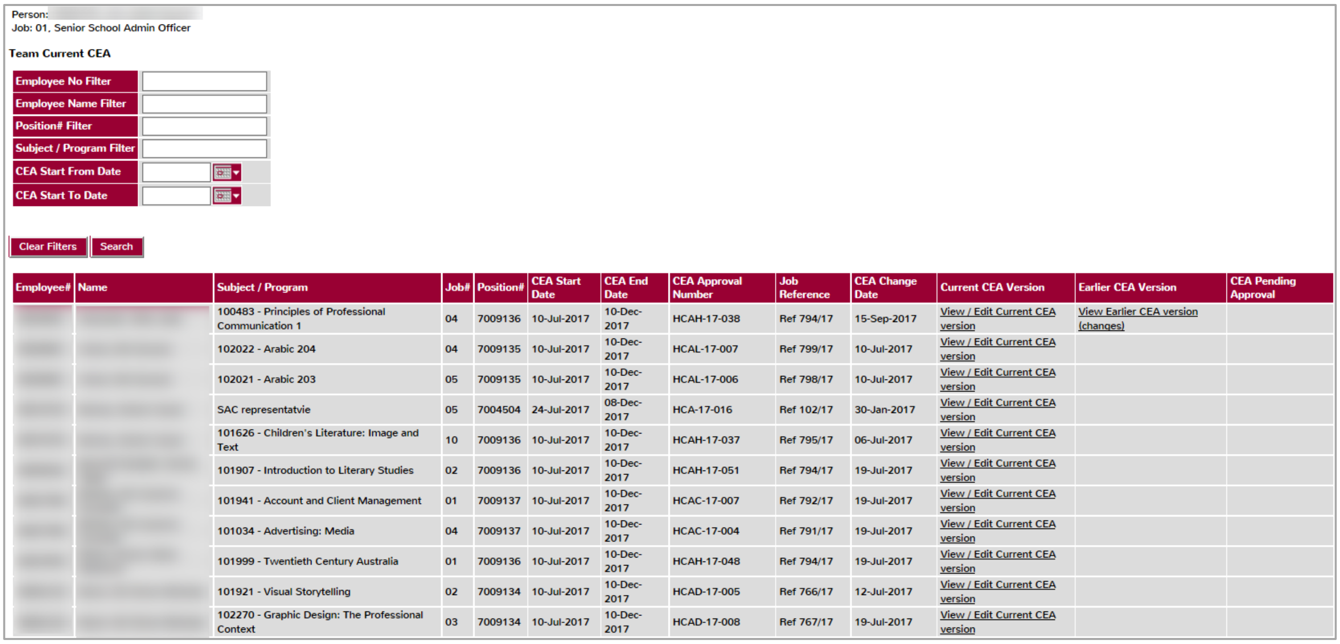


Team Current CEA

The Team Current CEA menu item provides access to your teams current electronic Casual Employment Agreements (CEAs) and any earlier versions of the CEA that have been edited via the electronic process. CEAs created using the paper process will not be available.

The filter function can assist in narrowing the search of a specific CEA by employee name, position number, subject, start or end date.

Once you have clicked to view the current CEA, you can return to the main list by clicking Return to Team Current CEA.



Person:
Job: 01, Senior School Admin Officer

Team Current CEA

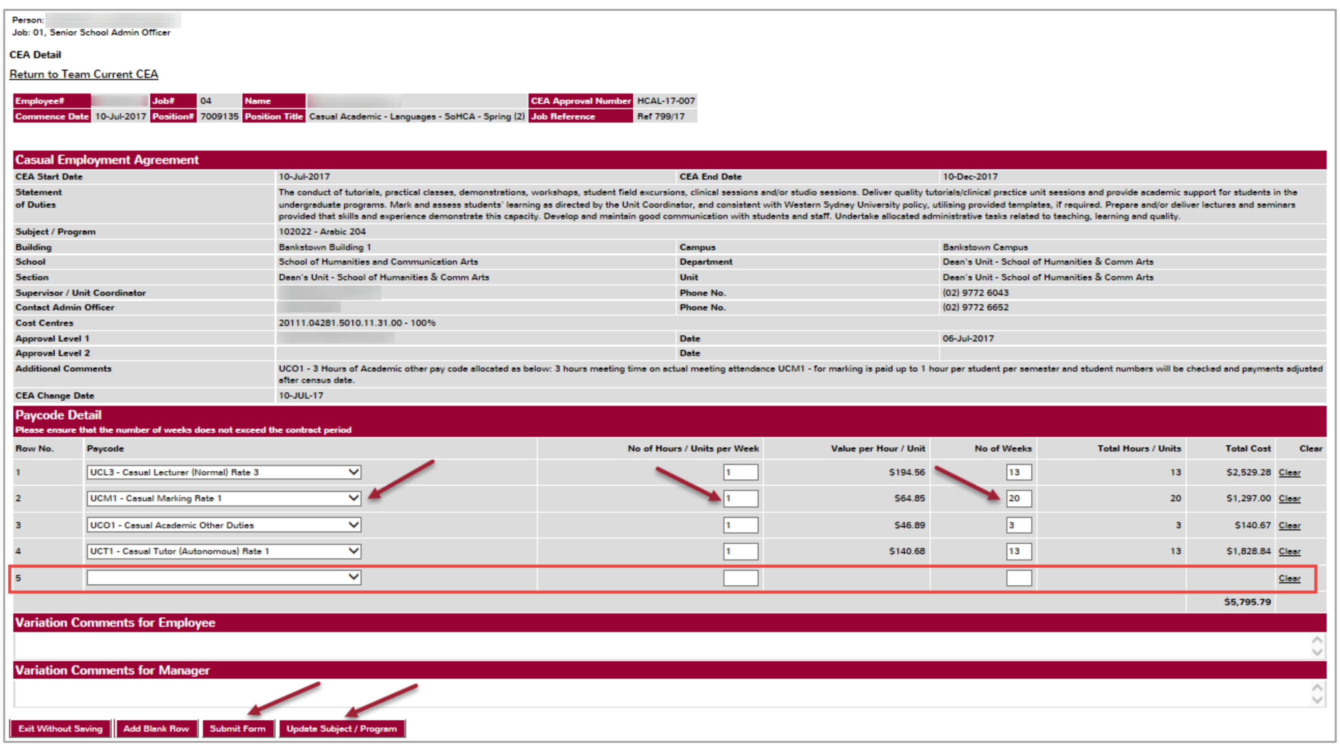
Employee No Filter	
Employee Name Filter	
Position# Filter	
Subject / Program Filter	
CEA Start From Date	
CEA Start To Date	

Clear Filters | Search

Employee#	Name	Subject / Program	Job#	Position#	CEA Start Date	CEA End Date	CEA Approval Number	Job Reference	CEA Change Date	Current CEA Version	Earlier CEA Version	CEA Pending Approval
		100483 - Principles of Professional Communication 1	04	7009136	10-Jul-2017	10-Dec-2017	HCAH-17-038	Ref 794/17	15-Sep-2017	View / Edit Current CEA version	View Earlier CEA version (changes)	
		102022 - Arabic 204	04	7009135	10-Jul-2017	10-Dec-2017	HCAL-17-007	Ref 799/17	10-Jul-2017	View / Edit Current CEA version		
		102021 - Arabic 203	05	7009135	10-Jul-2017	10-Dec-2017	HCAL-17-006	Ref 798/17	10-Jul-2017	View / Edit Current CEA version		
		SAC representatvie	05	7004504	24-Jul-2017	08-Dec-2017	HCA-17-016	Ref 102/17	30-Jan-2017	View / Edit Current CEA version		
		101626 - Children's Literature: Image and Text	10	7009136	10-Jul-2017	10-Dec-2017	HCAH-17-037	Ref 795/17	06-Jul-2017	View / Edit Current CEA version		
		101907 - Introduction to Literary Studies	02	7009136	10-Jul-2017	10-Dec-2017	HCAH-17-051	Ref 794/17	19-Jul-2017	View / Edit Current CEA version		
		101941 - Account and Client Management	01	7009137	10-Jul-2017	10-Dec-2017	HCAC-17-007	Ref 792/17	19-Jul-2017	View / Edit Current CEA version		
		101034 - Advertising: Media	04	7009137	10-Jul-2017	10-Dec-2017	HCAC-17-004	Ref 791/17	19-Jul-2017	View / Edit Current CEA version		
		101999 - Twentieth Century Australia	01	7009136	10-Jul-2017	10-Dec-2017	HCAH-17-048	Ref 794/17	19-Jul-2017	View / Edit Current CEA version		
		101921 - Visual Storytelling	02	7009134	10-Jul-2017	10-Dec-2017	HCAD-17-005	Ref 766/17	12-Jul-2017	View / Edit Current CEA version		
		102270 - Graphic Design: The Professional Context	03	7009134	10-Jul-2017	10-Dec-2017	HCAD-17-008	Ref 767/17	19-Jul-2017	View / Edit Current CEA version		

CEA Variation

A request can be made to vary a CEA by clicking on *View/Edit Current CEA Version* and adding details to the blank rows provided or clearing existing rows to amend the CEA. The CEA unit subject/program can also be amended via a CEA variation. Once finished, click the *Submit Form* button, for the request to be sent to the designated approver of the position for review.



Person:
Job: 01, Senior School Admin Officer

CEA Detail

Return to Team Current CEA

Employee#		Job#	04	Name		CEA Approval Number	HCAL-17-007
Commence Date	10-Jul-2017	Position#	7009135	Position Title	Casual Academic - Languages - SoHCA - Spring (2)	Job Reference	Ref 799/17

Casual Employment Agreement

CEA Start Date	10-Jul-2017	CEA End Date	10-Dec-2017
Statement of Duties	The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions. Deliver quality tutorials/clinical practice unit sessions and provide academic support for students in the undergraduate programs. Mark and assess students' learning as directed by the Unit Coordinator, and consistent with Western Sydney University policy, utilising provided templates, if required. Prepare and/or deliver lectures and seminars provided that skills and experience demonstrate this capacity. Develop and maintain good communication with students and staff. Undertake allocated administrative tasks related to teaching, learning and quality.		
Subject / Program	102022 - Arabic 204		
Building	Bankstown Building 1	Campus	Bankstown Campus
School	School of Humanities and Communication Arts	Department	Dean's Unit - School of Humanities & Comm Arts
Section	Dean's Unit - School of Humanities & Comm Arts	Unit	Dean's Unit - School of Humanities & Comm Arts
Supervisor / Unit Coordinator		Phone No.	(02) 9772 6043
Contact Admin Officer		Phone No.	(02) 9772 6652
Cost Centres	20111.04281.5010.11.31.00 - 100%		
Approval Level 1		Date	06-Jul-2017
Approval Level 2		Date	
Additional Comments	UCO1 - 3 Hours of Academic other pay code allocated as below: 3 hours meeting time on actual meeting attendance UCM1 - for marking is paid up to 1 hour per student per semester and student numbers will be checked and payments adjusted after census date.		
CEA Change Date	10-JUL-17		

Paycode Detail
Please ensure that the number of weeks does not exceed the contract period

Row No.	Paycode	No of Hours / Units per Week	Value per Hour / Unit	No of Weeks	Total Hours / Units	Total Cost	Clear
1	UCL3 - Casual Lecturer (Normal) Rate 3	1	$194.56	13	13	$2,529.28	Clear
2	UCM1 - Casual Marking Rate 1	1	$64.85	20	20	$1,297.00	Clear
3	UCO1 - Casual Academic Other Duties	1	$46.89	3	3	$140.67	Clear
4	UCT1 - Casual Tutor (Autonomous) Rate 1	1	$140.68	13	13	$1,828.84	Clear
5							Clear
						$5,795.79	

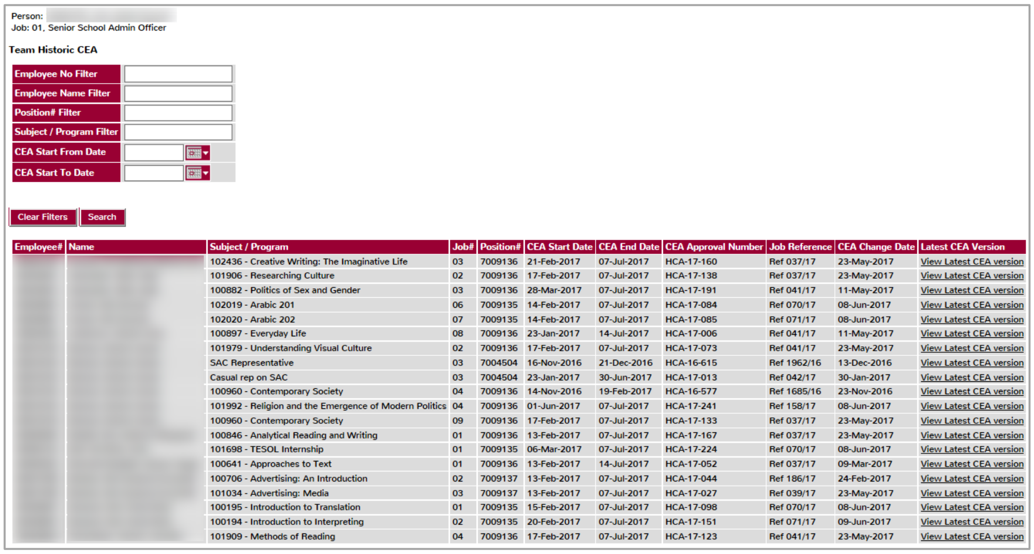
Variation Comments for Employee

Variation Comments for Manager

Exit Without Saving | Add Blank Row | Submit Form | Update Subject / Program

Team Historic CEAs

The Team Historic CEA menu item provides access to your teams earlier CEAs. The filter function can assist in narrowing the search of a specific CEA by employee name, position number, subject, start or end date.



Person:
Job: 01, Senior School Admin Officer

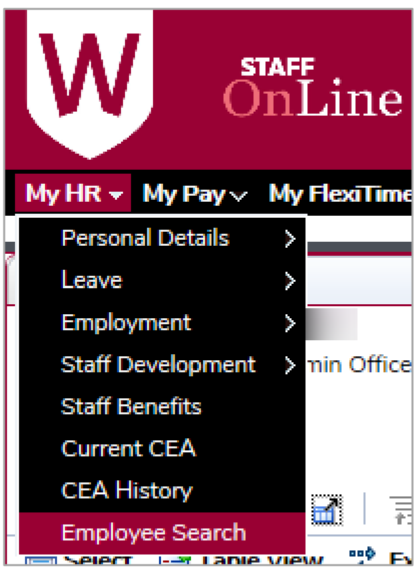
Team Historic CEA

Employee No Filter
Employee Name Filter
Position# Filter
Subject / Program Filter
CEA Start From Date
CEA Start To Date

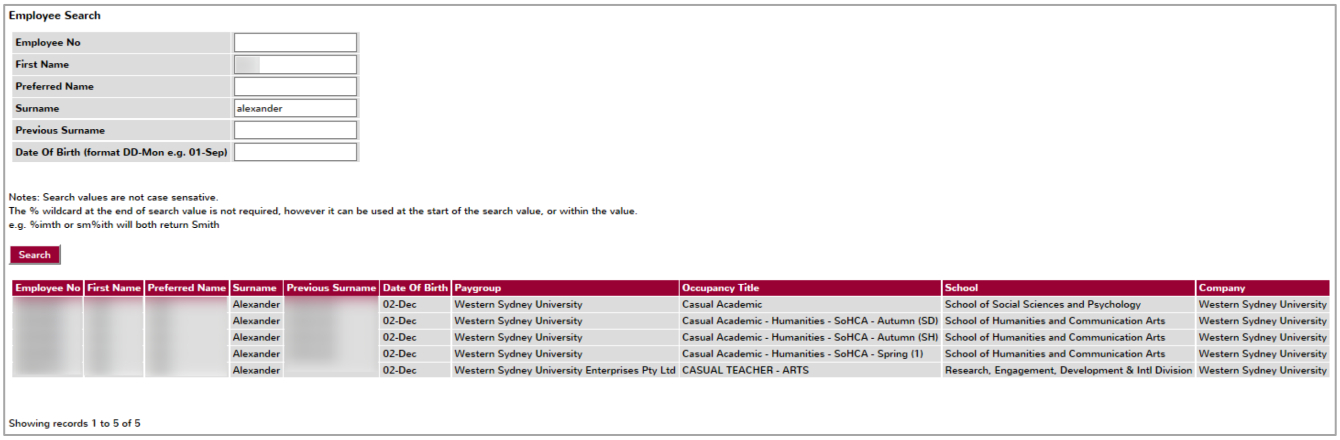
Clear Filters | Search

Employee#	Name	Subject / Program	Job#	Position#	CEA Start Date	CEA End Date	CEA Approval Number	Job Reference	CEA Change Date	Latest CEA Version
		102436 - Creative Writing: The Imaginative Life	03	7009136	21-Feb-2017	07-Jul-2017	HCA-17-160	Ref 037/17	23-May-2017	View Latest CEA version
		101906 - Researching Culture	02	7009136	17-Feb-2017	07-Jul-2017	HCA-17-138	Ref 037/17	23-May-2017	View Latest CEA version
		100882 - Politics of Sex and Gender	03	7009136	28-Mar-2017	07-Jul-2017	HCA-17-191	Ref 041/17	11-May-2017	View Latest CEA version
		102019 - Arabic 201	06	7009135	14-Feb-2017	07-Jul-2017	HCA-17-084	Ref 070/17	08-Jun-2017	View Latest CEA version
		102020 - Arabic 202	07	7009135	14-Feb-2017	07-Jul-2017	HCA-17-085	Ref 071/17	08-Jun-2017	View Latest CEA version
		100897 - Everyday Life	08	7009136	23-Jan-2017	14-Jul-2017	HCA-17-006	Ref 041/17	11-May-2017	View Latest CEA version
		101979 - Understanding Visual Culture	02	7009136	17-Feb-2017	07-Jul-2017	HCA-17-073	Ref 041/17	23-May-2017	View Latest CEA version
		SAC Representative	03	7004504	16-Nov-2016	21-Dec-2016	HCA-16-615	Ref 1962/16	13-Dec-2016	View Latest CEA version
		Casual rep on SAC	03	7004504	23-Jan-2017	30-Jun-2017	HCA-17-013	Ref 042/17	30-Jan-2017	View Latest CEA version
		100960 - Contemporary Society	04	7009136	14-Nov-2016	19-Feb-2017	HCA-16-577	Ref 1685/16	23-Nov-2016	View Latest CEA version
		101992 - Religion and the Emergence of Modern Politics	04	7009136	01-Jun-2017	07-Jul-2017	HCA-17-241	Ref 158/17	08-Jun-2017	View Latest CEA version
		100960 - Contemporary Society	09	7009136	17-Feb-2017	07-Jul-2017	HCA-17-133	Ref 037/17	23-May-2017	View Latest CEA version
		100846 - Analytical Reading and Writing	01	7009136	13-Feb-2017	07-Jul-2017	HCA-17-167	Ref 037/17	23-May-2017	View Latest CEA version
		101698 - TESOL Internship	01	7009135	06-Mar-2017	07-Jul-2017	HCA-17-224	Ref 070/17	08-Jun-2017	View Latest CEA version
		100641 - Approaches to Text	01	7009136	13-Feb-2017	14-Jul-2017	HCA-17-052	Ref 037/17	09-Mar-2017	View Latest CEA version
		100706 - Advertising: An Introduction	02	7009137	13-Feb-2017	07-Jul-2017	HCA-17-044	Ref 186/17	24-Feb-2017	View Latest CEA version
		101034 - Advertising: Media	03	7009137	13-Feb-2017	07-Jul-2017	HCA-17-027	Ref 039/17	23-May-2017	View Latest CEA version
		100195 - Introduction to Translation	01	7009135	15-Feb-2017	07-Jul-2017	HCA-17-098	Ref 070/17	08-Jun-2017	View Latest CEA version
		100194 - Introduction to Interpreting	02	7009135	20-Feb-2017	07-Jul-2017	HCA-17-151	Ref 071/17	09-Jun-2017	View Latest CEA version
		101909 - Methods of Reading	04	7009136	17-Feb-2017	07-Jul-2017	HCA-17-123	Ref 041/17	23-May-2017	View Latest CEA version

Employee Search



The Employee Search menu item is a useful tool for providing quick access to basic team data. This data may assist to verify the specific employee in the Western Sydney University database by employee number and date of birth in instances where you create or vary a CEA.



Employee Search

Employee No	
First Name	
Preferred Name	
Surname	alexander
Previous Surname	
Date Of Birth (format DD-Mon e.g. 01-Sep)	

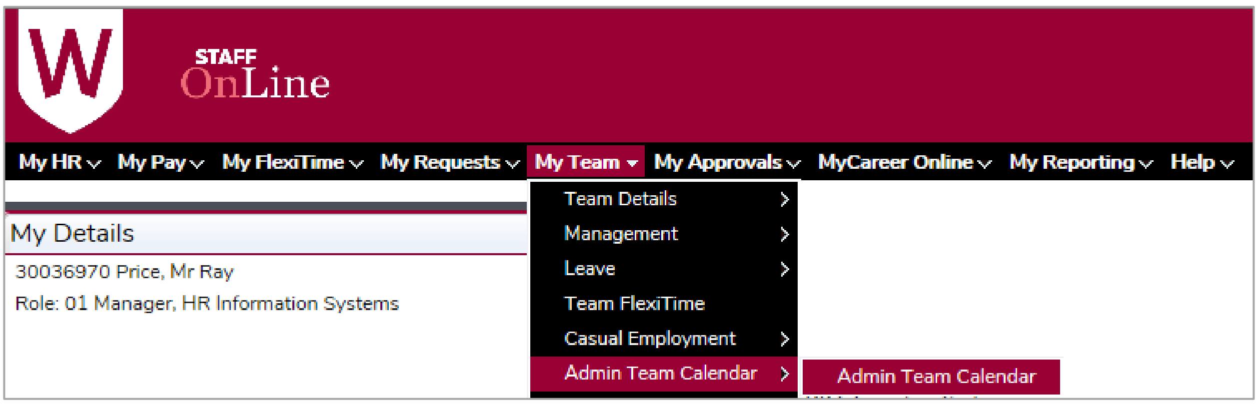
Notes: Search values are not case sensative.
The % wildcard at the end of search value is not required, however it can be used at the start of the search value, or within the value.
e.g. %imth or sm%ith will both return Smith

Search

Employee No	First Name	Preferred Name	Surname	Previous Surname	Date Of Birth	Paygroup	Occupancy Title	School	Company
			Alexander		02-Dec	Western Sydney University	Casual Academic	School of Social Sciences and Psychology	Western Sydney University
			Alexander		02-Dec	Western Sydney University	Casual Academic - Humanities - SoHCA - Autumn (SD)	School of Humanities and Communication Arts	Western Sydney University
			Alexander		02-Dec	Western Sydney University	Casual Academic - Humanities - SoHCA - Autumn (SH)	School of Humanities and Communication Arts	Western Sydney University
			Alexander		02-Dec	Western Sydney University	Casual Academic - Humanities - SoHCA - Spring (1)	School of Humanities and Communication Arts	Western Sydney University
			Alexander		02-Dec	Western Sydney University Enterprises Pty Ltd	CASUAL TEACHER - ARTS	Research, Engagement, Development & Intl Division	Western Sydney University

Showing records 1 to 5 of 5

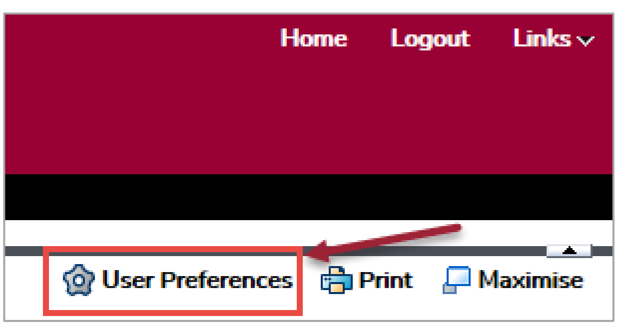
ADMIN TEAM CALENDAR



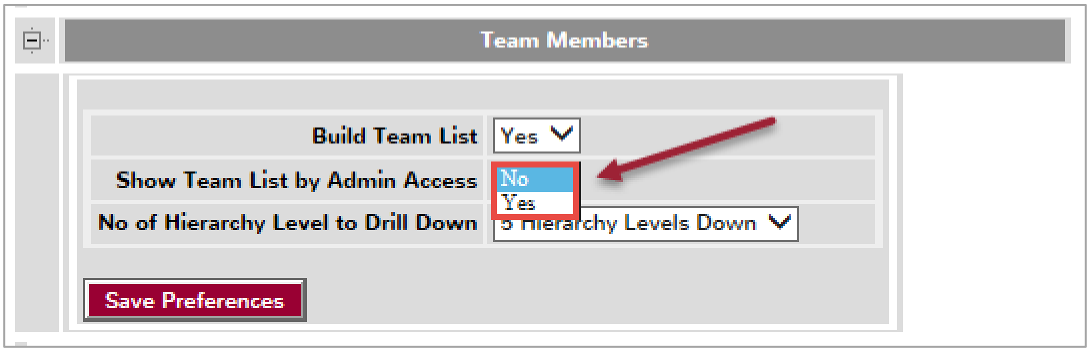
Team leaders that have admin access are able to separate their team to view their direct reports only in the Team Calendar and admin access team in the Admin Team Calendar.

In addition, team leaders can switch the team displayed in My Team to their direct reports or the admin access team. This is controlled by your User Preferences.

The user preferences are located below within Staff OnLine.



The option to update the team list sits under the 'Team Members' tab within the preferences.



If this setting is set to ‘No’, the team leader will only view their direct reports within the team list. Setting this to ‘Yes’ will mean the team leader will view the admin access only.

***Note**: Users must log out from their Staff OnLine session once these preferences are updated and log back in to ensure the preference is updated.*

Team Calendar

Start Date 19-OCT-2017 to 15-Nov-2017 Display ☑ Show All Staff

Display Options: ☑ Training ☑ Holidays ☑ Leave All Leave Codes

Person Id	Name	OCTOBER								
		19 T	20 F	21 S	22 S	23 M	24 T	25 W	26 T	27 F
30036970	1. Price, Mr Ray	7 hours	7 hours			7 hours	7 hours	7 hours	7 hours	7 hours
30026184	2. Gilbert, Miss Jules	7 hours	7 hours			7 hours	7 hours	7 hours	7 hours	7 hours
30045749	3. Jackson, Mrs Veronica	U	U	U	U	U	U	U	U	U
30047033	4. Simpson, Ms Sally	A	7 hours			7 hours	7 hours	7 hours	7 hours	7 hours