



St Mary's  
University  
Twickenham  
London

# **Employee Self-Service PeopleNet User Guide**

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## INTRODUCTION

PeopleNet is a tool that enables St Mary's staff to have direct access to their personal information and job related details. It allows you to make changes to your details without having to complete paper forms and enables you to keep your information up to date.

A great feature of this new system is that it allows you access to your information from one location.

To support this written guide, an online **video guide** is available to help you navigate your way through the system and can be found on the [Staff site](#).

## SECURITY

As PeopleNet includes some very sensitive information about you, it is important that you ensure the security of your personal information is maintained. You should therefore always log out of PeopleNet once you have finished using it and should never let anyone know your username & password.

If you notice any information stored on the system is incorrect and you cannot correct yourself, please contact HR Systems team [hrrsystems@stmarys.ac.uk](mailto:hrrsystems@stmarys.ac.uk)

## HOW TO ACCESS PEOPLENET

You can access PeopleNet from any internet connected computer device. You can access via your St Mary's computer or device, your own home computer, laptop, tablet, iPad, iPhone or Smartphone

### To access on iPad and iPhone

- Add the following website address in your address bar:  
[https://ce0230li.webitrent.com/ce0230li\\_ess](https://ce0230li.webitrent.com/ce0230li_ess)
- On your device select the “Send To” icon.



- At this stage you have 3 Options
  - “Add to Favourites” and click Save
  - “Add Bookmark” and click Save
  - “Add to Home Screen” and click Add.

Now the Icon will appear on your Home screen like an app would

### To access from a St Marys site

- Go to the StaffNet page or the Quick Links menu
- Click on the PeopleNet icon

### To access remotely from a personal device

- Go to URL [https://ce0230li.webitrent.com/ce0230li\\_ess](https://ce0230li.webitrent.com/ce0230li_ess)

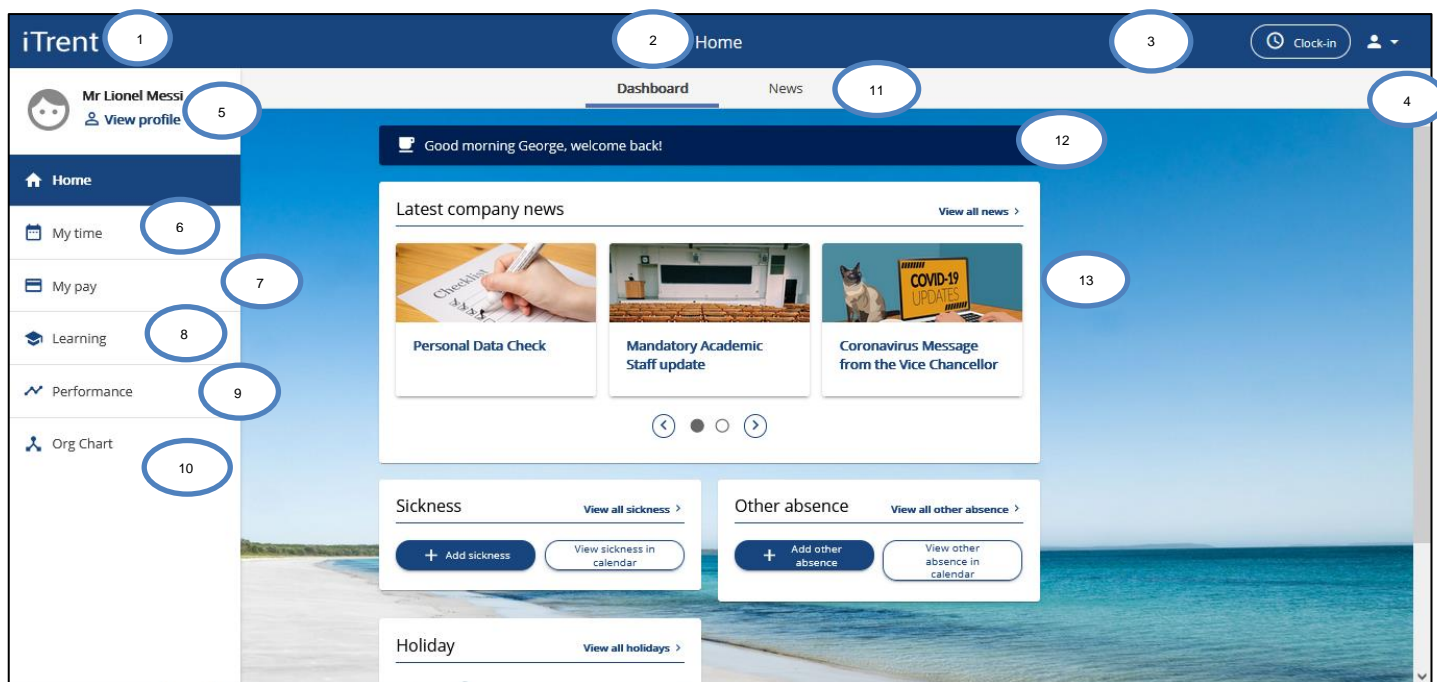
Once you have accessed PeopleNet, you will see the login screen below appear.

- Login with your PeopleNet user name (your payroll number with a leading zero i.e. 0526890) and password then press ok.


A screenshot of the iTrent login screen. The background is a solid blue color. In the center, there is a white rectangular box containing the login form. At the top of the box, the text 'iTrent' is displayed in blue. Below it, the word 'Login' is written in black, followed by a small lock icon. The form has two input fields: the first is for the username, with a red asterisk and the text '\* Username (required)' above it; the second is for the password, with a red asterisk and the text '\* Password (required)' above it. Below each input field is a link: 'Forgotten username?' and 'Forgotten password?'. At the bottom of the form is a 'Login' button with a right-pointing arrow. Below the button is a link that says 'Contact administrator' with a small circular icon to its left.

# NAVIGATION OF PEOPLENET

When first logging in to ESS, the home page is displayed, as pictured.

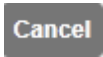














The home page is made of the following areas

| Item   | Details   |
|--|---|
| 1. Logo  | The logo is a link that allows you to return to the home page.  |
| 2. Section Name  | The section name heading correlates to the area of navigation being viewed e.g., My profile, Home, My time, My pay etc  |
| 3. Clock in/out  | This is not applicable to St Mary's employees.  |
| 4. Utility Menu<br> | The login screen allows you to: <ul style="list-style-type: none"> <li>• Access useful links – HR Policies, Employee Assistance Programmes, People Manager</li> <li>• Change your own password</li> <li>• Set your preferences</li> <li>• Log out</li> </ul>  |
| 5. Profile access  | Clicking the profile picture or the link to view the My profile area allows you view and update your <ul style="list-style-type: none"> <li>• Personal Details</li> <li>• Sensitive Information</li> <li>• Contact Information - Mailing Address and Telephone Numbers</li> <li>• Friends and Family – Emergency Contact Information</li> <li>• Bank Details</li> <li>• View your current and previous job details</li> </ul> |

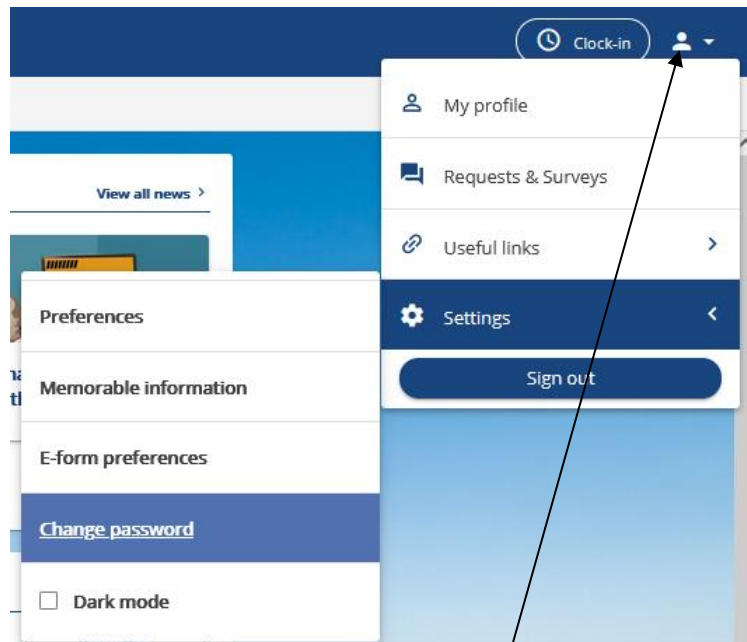
|                     |   |
|---------------------|---|
|                     |   |
| 6. My Time          | <p>My Time screen allows you to view and edit your</p> <ul style="list-style-type: none"> <li>• Personal Holiday</li> <li>• Holiday Balances</li> <li>• Sickness Absence</li> <li>• Other Absences</li> <li>• Calendar</li> </ul> |
| 7. My Pay           | <p>The pay screen allows you to view your</p> <ul style="list-style-type: none"> <li>• Payslip (available at the end of the month)</li> <li>• P60 (available at the end of May)</li> </ul>  |
| 8. Learning         | The learning screen allows you to update your learning activity.  |
| 9. Performance      | The performance screen allows you to update your appraisal.   |
| 10. Org Chart       | The Org Chart shows you the organisation chart for your department  |
| 11. Tab Name        | The tab name heading correlates to the sub-area of the navigation section being viewed e.g. When on Home, you will have Dashboard and News tabs available.  |
| 12. Welcome message | On initial log on to PeopleNet, a welcome message will be displayed.  |
| 13. Content area    | The content area displays the data relevant to the users' access for the selected tab, within the section being viewed.   |

## Icons and Buttons Key

| Icon/ Button  | Name            | Description   |
|---|-----------------|---|
|    | Cancel Button   | Click Cancel button to exit without saving changes.         |
|    | Save Button     | Click to Save new or edited data.                           |
|    | Delete Button   | Delete a record card.                                       |
|    | Close           | Close current window.                                       |
|    | + Add           | Add a new record card                                       |
|    | Document Viewer | Select to View/Select data record                           |
|    | Paperclip       | Select to attach a document.<br>E.g. Upload a Doctor's Note |
|   | Add             | Add a new document attachment                               |
|  | Calendar        | Select to expand and select calendar dates.                 |
|  | Dot             | Indicates a Mandatory field.                                |
|  | Down Arrow      | Indicates further options are available in a drop-down menu |
|  | Search          | Search for relevant content                                 |
|  | Information     | Indicates text  |

# LOGIN AND ACCESS

## Changing your Password



Select the icon in the top right-hand corner, click on settings and click **Change Password**.

Change password Close X

**i** The password can only use the characters A-Z, a-z, 0-9, or ! \* \$ % ^ & \* ( ) - \_ + [ ] { } ? , . : @ # - / | \ < >

\* Current password (required)

\* New password (required)

\* Confirm password (required)

**Save** **Cancel**

Enter:

**Current password**

**New password**

**Confirm password**

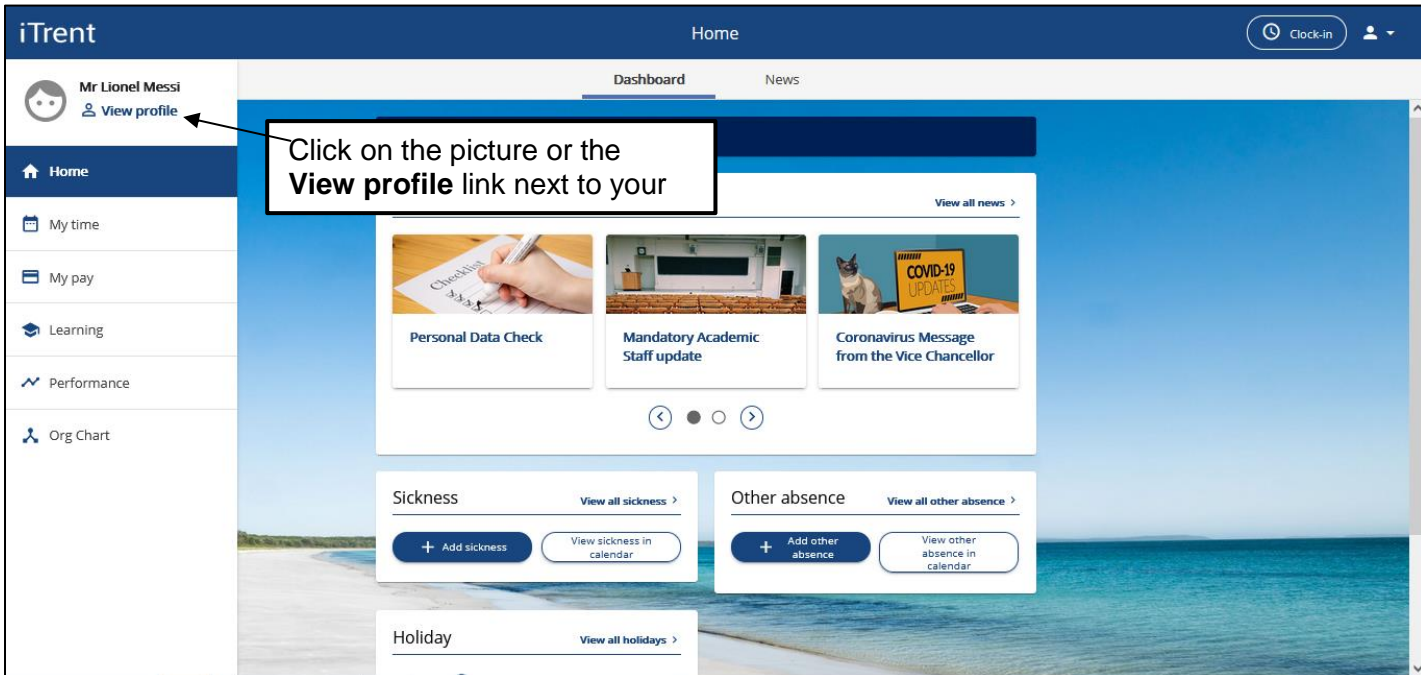
Click **save**

**NOTE: Your password must contain a minimum of 8 characters and letter and one number.**

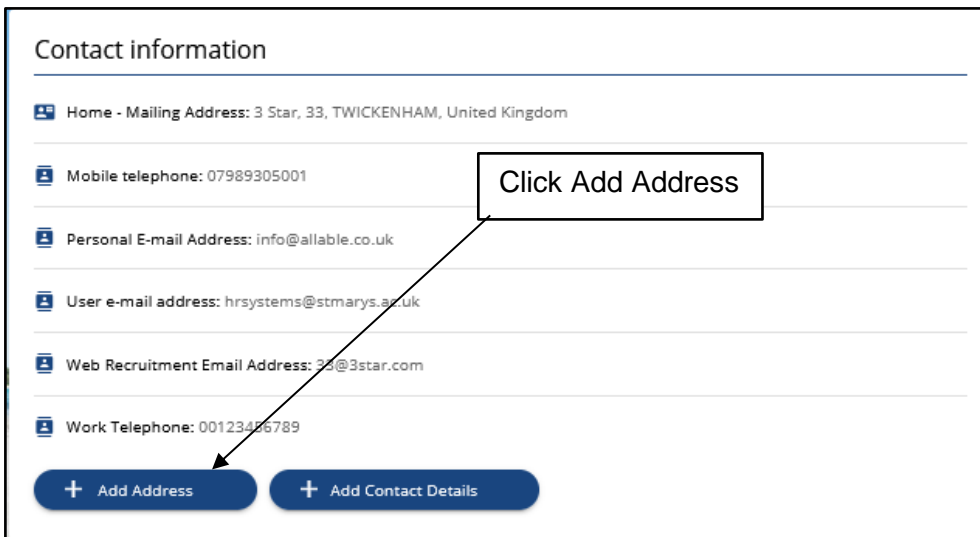


## UPDATING YOUR PERSONAL INFORMATION

This screen shows your personal information and contact details including emergency contacts. You can view, add or amend your Personal Details. This also shows your current and previous jobs.



## Adding a new address or contact details



[< Back to Personal](#)

Address details

**\*Address type (required)**

Home

Mailing address

**Postcode**

**House name**

**Number/Street**

**Local area**

**Post Town**

**County**

**Country**

United Kingdom

**Save** **Cancel**

Enter the address details and click **save**.

To add contact details, follow the instructions above but select **Add contact details** and select the details you want to update from the drop down list.

The red Asterix indicates a mandatory field

< Back to Personal

---

Contact details

\*Contact type (required)

Please choose

\*Contact at (required)

Save Cancel

< Back to Personal

---

Contact details

\*Contact type (required)

Please choose

- Home telephone
- Mobile telephone
- Personal E-mail Address
- Web Recruitment Email Address

You can add emergency and next of kin details by following the instructions above


### Friends and family

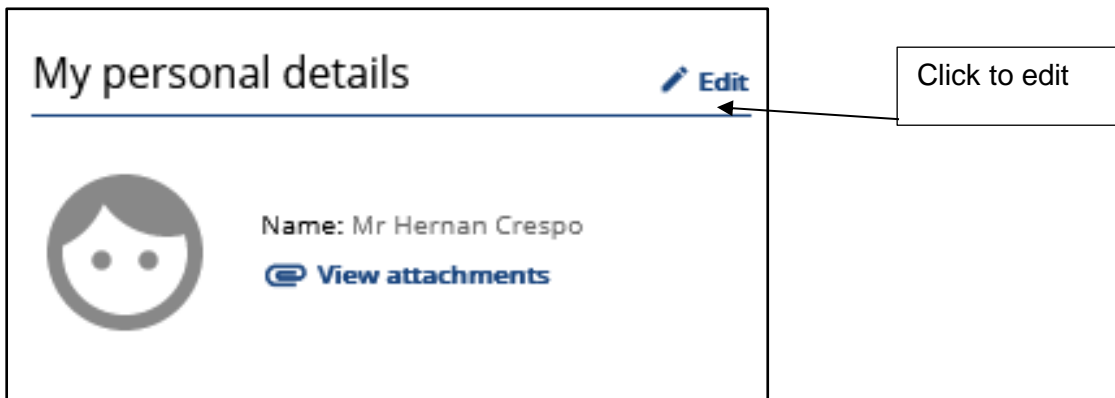
---

| Type              | Contact name ↑ | Relationship | Contact number | Primary contact |
|-------------------|----------------|--------------|----------------|-----------------|
| Emergency contact | Helen Crespo   | Wife         |                | No              |

+ Add Emergency Contact + Add Next of Kin

## Amending your personal details

To amend or update your personal details, contact information or emergency/next of kin details, click on the edit icon  in the details card.



**NOTE: Contact HR Helpdesk for any changes to name or title, you will need to provide evidence of this.**

## Sensitive Information

View and edit your sensitive information, make sure this is accurate.

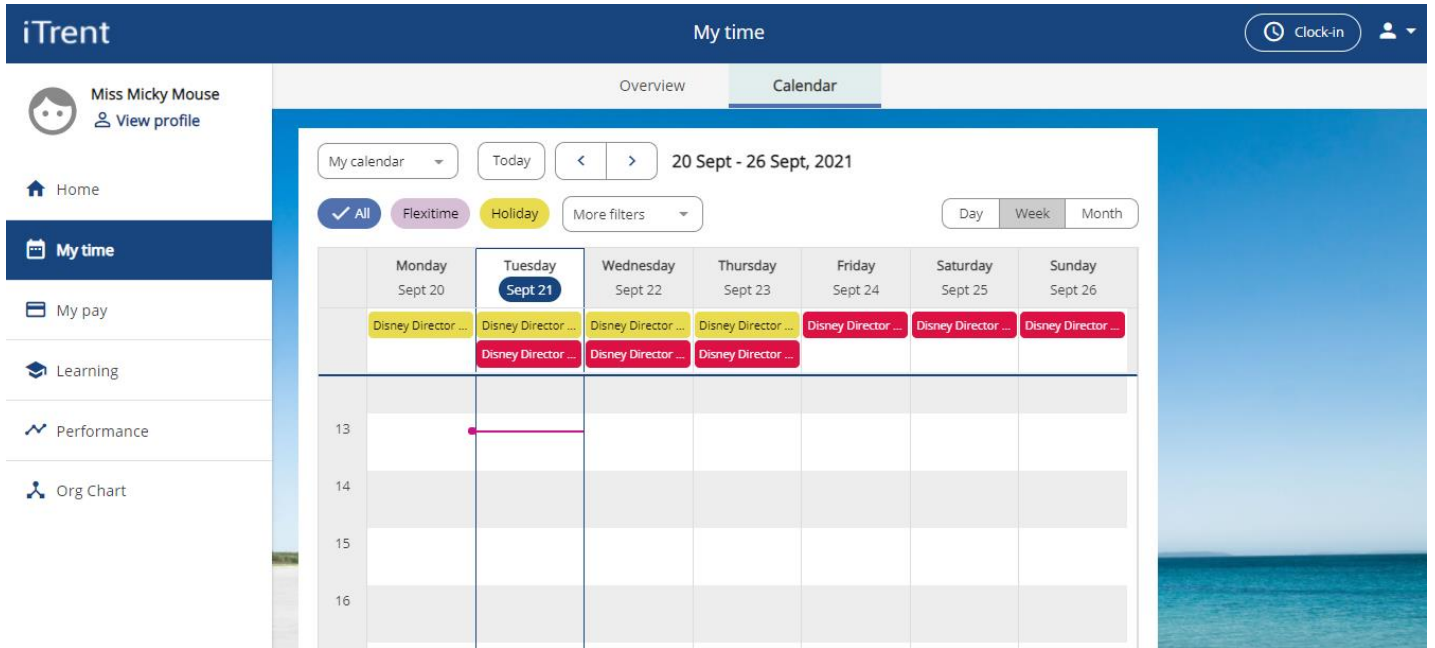
This data can only be seen by Human Resources. Your Line Manager will not have access to your personal details or sensitive information.

The screenshot shows a web form titled "Sensitive Information" with a "Back to Personal" link at the top left. A blue banner contains a warning: "The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form." The form contains several dropdown menus: "Marital status" (Married), "Religion" (Christian), "Ethnic origin" (Other Mixed background), "Nationality" (Argentinian), "Sex identifier" (Male), "Gender reassignment" (No), "Sexual orientation" (Heterosexual), and "Self-certified disabled" (Not disabled). Below these is a "Disability description" text area. At the bottom are "Save" and "Cancel" buttons. A callout box with an arrow points to the "Save" button, containing the text: "Enter the details and click **save**."

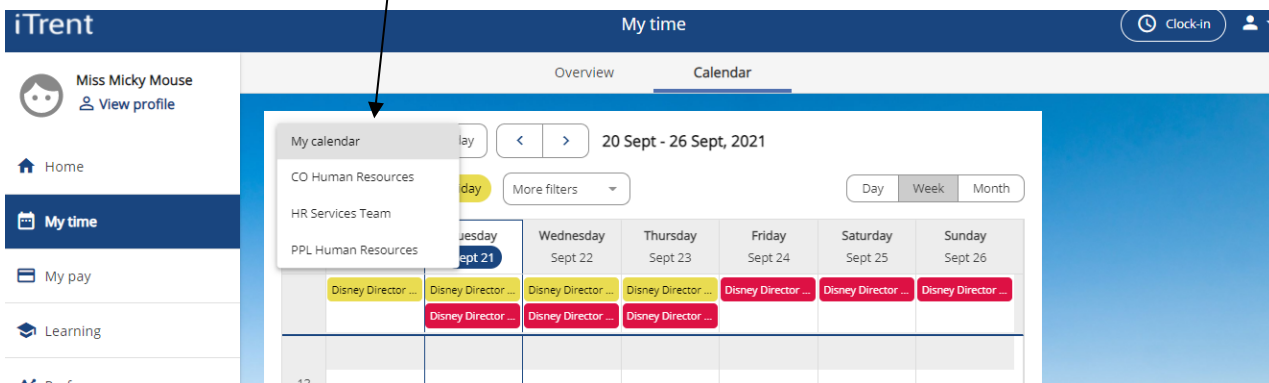
# ABSENCE

## My Calendar

My calendar shows details of your absences and working patterns. You can also book annual leave from this page. You can also view your team calendar to show details of holidays your colleagues have booked. Each activity will be shown in a different colour.

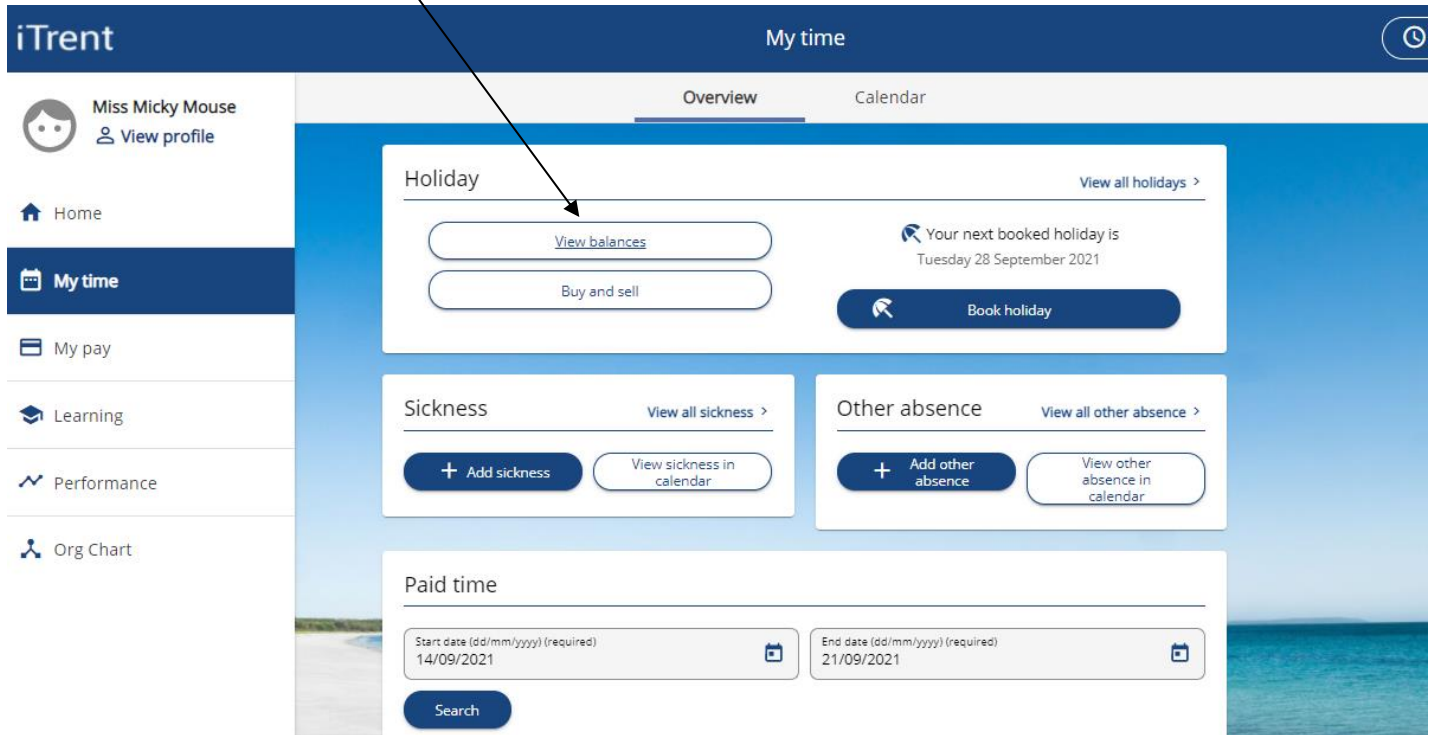


Click on the **My Calendar** to view other **Peer group** to view your team calendar



## Viewing Holiday Balance

Select **Holiday Balance** from the My Time homepage.



A Summary of your holiday balances will then appear showing last year, this year and next year.

The screenshot shows the 'Holiday balances' summary page. It features a 'Back to Overview' link and a notification: 'The balance takes account of all recorded holidays including any awaiting authorisation'. Below this, there are three tables for the 'Disney Director' scheme, showing holiday periods from 2020 to 2023, along with entitlement, taken, and balance hours.

| Disney Director            |                           |
|----------------------------|---------------------------|
| Scheme name                | Holiday period            |
| Holiday Support (Hours) 23 | 01 Aug 2020 - 31 Jul 2021 |
| Entitlement                | Taken                     |
| 284.5 hours                | 54.375 hours              |
| Scheduled                  | Balance                   |
| 0 hours                    | 230.125 hours             |

|                            |                           |
|----------------------------|---------------------------|
| Scheme name                | Holiday period            |
| Holiday Support (Hours) 23 | 01 Aug 2021 - 31 Jul 2022 |
| Entitlement                | Taken                     |
| 216 hours                  | 14.5 hours                |
| Scheduled                  | Balance                   |
| 21.75 hours                | 179.75 hours              |

|                            |                           |
|----------------------------|---------------------------|
| Scheme name                | Holiday period            |
| Holiday Support (Hours) 23 | 01 Aug 2022 - 31 Jul 2023 |
| Entitlement                | Taken                     |
| 180 hours                  | 0 hours                   |
| Scheduled                  | Balance                   |
| 0 hours                    | 180 hours                 |

The Holiday Balances screen shows the following information:

Holiday period: The calendar year to which the holiday figures relate

- **Entitlement:** Your total holiday allowance
- **Taken:** Any leave that you have already taken
- **Scheduled:** Any leave that is due to take place in the future. This includes any holiday requests still awaiting authorisation
- **Balance:** The total of outstanding holiday still to be taken during the current calendar year.

Your holiday entitlement is calculated using the contractual hours and working pattern information we have recorded for you on the HR and Payroll system. You can view your hours and working pattern in Absence screen – My calendar.

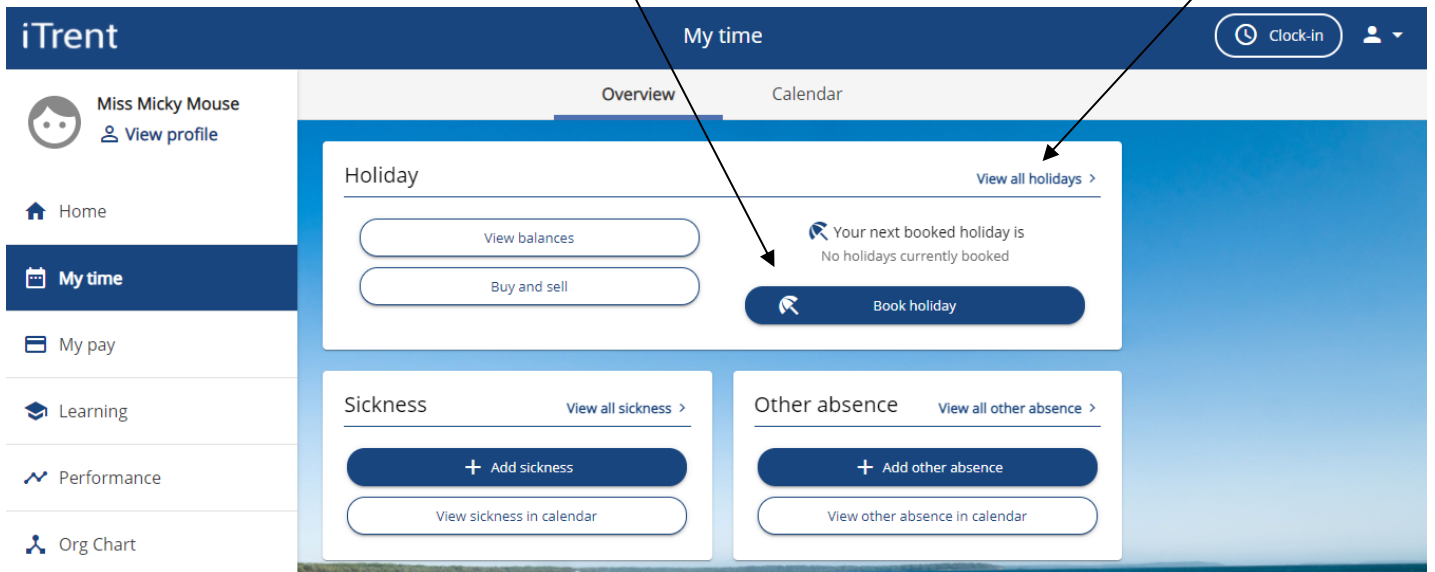
At the end of the holiday year, if you have 5 or less days of holiday to **carry forward** this will be automatically added to your entitlement the following year. If you have more than 5 days to carry forward please contact the HR Systems team.

## Booking Holiday

The screenshot shows the iTrent HR system interface. On the left is a navigation sidebar with a user profile for 'Miss Micky Mouse' and menu items: Home, My time (circled in orange), My pay, Learning, Performance, and Org Chart. The main dashboard area is titled 'Home' and contains several widgets. The 'Latest company news' widget shows three articles: 'Personal Data Check', 'Mandatory Academic Staff update', and 'Coronavirus Message from the Vice Chancellor'. Below this are 'Sickness' and 'Other absence' widgets, each with a '+ Add' button and a 'View in calendar' button. The 'Holiday' widget is prominent, displaying a large blue circle with the number '216' and the text 'Hours available' below it. At the bottom of this widget is a blue button with a calendar icon and the text 'Book holiday'. A callout box with a black border and white background contains the text: 'From the side Bar select My Time or select Book a Holiday from the quick links Widget as shown.' An arrow points from the 'My time' menu item to the 'Book holiday' button.



You will be taken to the My Time Screen which will show you an all Absence Summary. To book a holiday click on the **Book Holiday button**. To view all holiday bookings, click on **View all holidays**.



[< Back to Dashboard](#)

### Holiday details

\*Absence type (required)

\*Holiday period (required)

\*Start date (dd/mm/yyyy) (required)

\*Full or part day (required)

\*End date (dd/mm/yyyy) (required)

\*Full or part day (required)

Notes

Select the **Personal Holiday** absencetype

**NB:** If you have accrued additional holiday for Long Service, this will appear as 'Long Service Leave' in the drop down list

Select the holiday period – this will be **Half day**, **Full day** or **More than one day** and then add the start and end date of your holiday. A pop up calendar will assist you.

Click **Save** to submit the request. An email notification will be sent to your line manager to alert them to your request.

**Once your Manager has reviewed your request, you will receive an email notification informing you if this has been approved or rejected**

Your request will appear in your Holiday booking Summary page and will show as **awaiting authorisation** until it has been approved

[< Back to Overview](#)

---

### Absence records

📘 Searching with neither Start date nor End date will return all absences.

All ✓ Holiday Sickness Other

Type  
All

Status  
Not refused

Start date (dd/mm/yyyy)  
22/08/2021

End date (dd/mm/yyyy)

Search

| Start date ↓ | End Date     | Duration | Type             | Position        | Status                 | Attachments |
|--------------|--------------|----------|------------------|-----------------|------------------------|-------------|
| 20 Sept 2021 | 23 Sept 2021 | 29       | Personal Holiday | Disney Director | Awaiting authorisation |             |

All requests for annual leave should be made in line with Annual Leave policy.

## Deleting Holiday

You can delete a holiday request for any future leave that you have booked that is still waiting authorisation. You will not be able to delete a holiday that has already been authorised.

In your absence summary screen click on the holiday you wish to delete.

< [Back to Overview](#)

Absence records

*Searching with neither Start date nor End date will return all absences.*

[All](#) [✓ Holiday](#) [Sickness](#) [Other](#)

Type: All | Status: Not refused

Start date (dd/mm/yyyy): 22/08/2021 | End date (dd/mm/yyyy):

[Search](#)

| Start date ↓                 | End Date                     | Duration             | Type                             | Position                        | Status                                 | Attachments |
|------------------------------|------------------------------|----------------------|----------------------------------|---------------------------------|--|-------------|
| <a href="#">28 Sept 2021</a> | <a href="#">28 Sept 2021</a> | <a href="#">7.25</a> | <a href="#">Personal Holiday</a> | <a href="#">Disney Director</a> | <a href="#">Awaiting authorisation</a> |             |
| 20 Sept 2021                 | 23 Sept 2021                 | 29                   | Personal Holiday                 | Disney Director                 | Awaiting authorisation                 |             |

In your absence summary screen click on the holiday you wish to delete.

## The Holiday details box will appear

Holiday details

\* Absence type (required)  
Personal Holiday

\* Holiday period (required)  
Full day

\* Start date (dd/mm/yyyy) (required)  
28/09/2021

\* Position (required)  
Disney Director (Current)

Notes

Authorisation  
Awaiting authorisation

[Save](#) [Delete](#) [Cancel](#)

Check the dates are correct and click **Delete**.

You will receive a message **'are you sure you want to delete this record?'**

Click Ok. This will delete the holiday request.

An email notification will be sent to your line manager to alert them to your request.

## Changing holiday dates

You can amend dates of a future holiday that you have booked and are still awaiting authorisation. You will not be able to amend a holiday record that has already been authorised.

< [Back to Overview](#)

Absence records

*i* Searching with neither Start date nor End date will return all absences.

All  Holiday  Sickness  Other

Type: All | Status: Not refused

Start date (dd/mm/yyyy): 22/08/2021 | End date (dd/mm/yyyy):

Search

| Start date ↓                 | End Date                     | Duration             | Type                             | Position                        | Status                                 | Attachments |
|------------------------------|------------------------------|----------------------|----------------------------------|---------------------------------|--|-------------|
| <a href="#">28 Sept 2021</a> | <a href="#">28 Sept 2021</a> | <a href="#">7.25</a> | <a href="#">Personal Holiday</a> | <a href="#">Disney Director</a> | <a href="#">Awaiting authorisation</a> |             |
| 20 Sept 2021                 | 23 Sept 2021                 | 29                   | Personal Holiday                 | Disney Director                 | Awaiting authorisation                 |             |

In your absence summary screen click on the holiday you wish to delete.

Holiday details

\* Absence type (required)  
Personal Holiday

\* Holiday period (required)  
Full day

\* Start date (dd/mm/yyyy) (required)  
28/09/2021

\* Position (required)  
Disney Director (Current)

Notes

Authorisation  
Awaiting authorisation

Save Delete Cancel

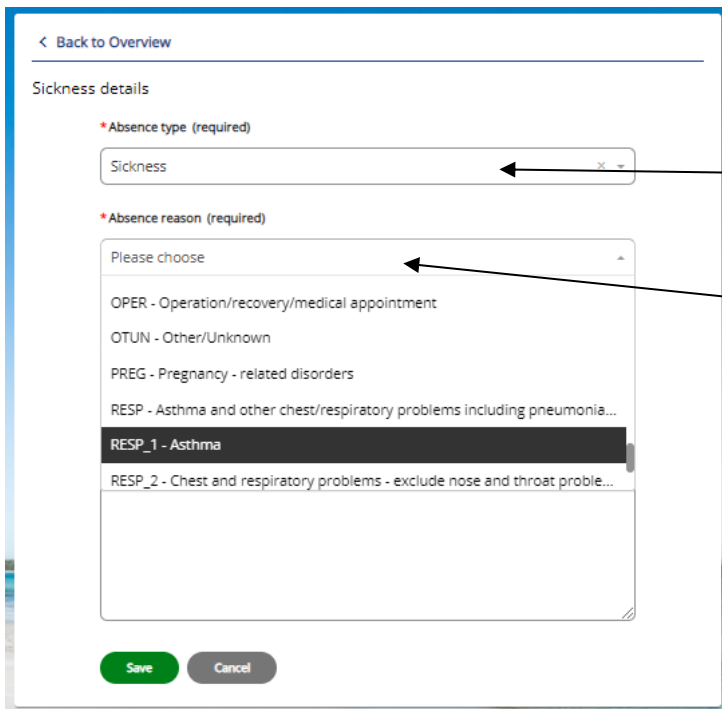
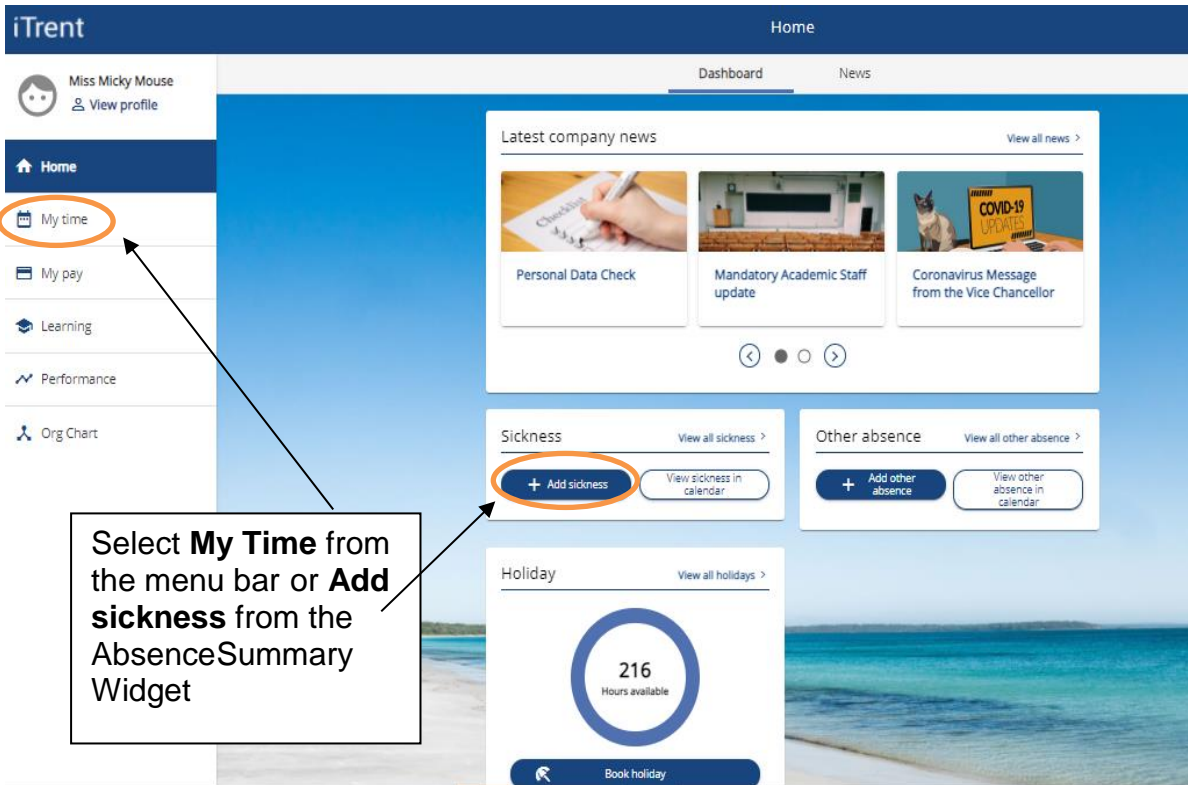
You can change the

- Absence type**
- Holiday period**
- Holiday dates**

Once you have amended the request, click **Save**.

An email notification will be sent to your line manager to alert them to your request.

# Recording Sickness Absence



In the absence type select **Sickness**.

Select the reason for sickness absence from the drop down list. If you cannot see the option you require, please use **OTUN – Other/Unknown**.

Click on the **Save** button.

< Back to Overview

Sickness details

\* Absence type (required)  
Sickness

\* Absence reason (required)  
RESP. 1 - Asthma

Hide absence reason

\* Sickness period (required)  
More than one day

\* Start date (dd/mm/yyyy) (required)  
21/09/2021

\* Full or part day (required)  
Full day

\* End date (dd/mm/yyyy) (required)  
26/09/2021

\* Full or part day (required)  
Full day

Notes

Save Cancel

Select the **Sickness** as the absence type

Select the sickness period – this will be **Half day, Full day** or **More than one day** and then add the start and end date of your holiday. A pop up calendar will assist you.

Click **Save** to submit. An email notification will be sent to your line manager to alert them.

Mandatory fields are indicated by the blue dot

**NOTE: Absences of 7 days or more need to be accompanied by a medical certificate from your GP.**

To attach a medical certificate click into your absence once saved from the Sickness summary screen

< Back to Overview

Absence records

Searching with neither Start date nor End date will return all absences.

All Holiday  Sickness Other

Type All

Status Not refused

Start date (dd/mm/yyyy) 22/08/2021

End date (dd/mm/yyyy)

Search

| Start date ↓ | End Date     | Duration | Type     | Position        | Status                 | Attachments |
|--------------|--------------|----------|----------|-----------------|------------------------|-------------|
| 21 Sept 2021 | 26 Sept 2021 |          | Sickness | Disney Director | Awaiting authorisation |             |

To attach a medical certificate or any additional information click on the **paperclip** icon

< Back to Absence records

Document attachments

No attachments have been added yet

+ Add attachment

Click **Add Attachment** to select the document you wish to upload

Back to Absence records

### Document attachment details Close X

\* Document name (required)

Sick Certificate

Document type

Please choose

Link

Sick Note.jpg

Add a document name – e.g Fit Note

Click **Upload file** to select the document you wish to upload and click **save**

## Amending sickness absence details

From The sickness summary screen click on the Sickness summary screen and choose the sickness you wish to edit.

The screenshot shows the 'Absence records' search interface. At the top, there is a '< Back to Overview' link. Below it, a blue banner contains an information icon and the text: 'Searching with neither Start date nor End date will return all absences.' There are four filter buttons: 'All', 'Holiday', 'Sickness' (which is selected with a checkmark), and 'Other'. Below the filters are two dropdown menus: 'Type' set to 'All' and 'Status' set to 'Not refused'. There are also two date input fields: 'Start date (dd/mm/yyyy)' with the value '22/08/2021' and 'End date (dd/mm/yyyy)'. A blue 'Search' button is positioned below the date fields. The results are displayed in a table with columns: 'Start date', 'End Date', 'Duration', 'Type', 'Position', 'Status', and 'Attachments'. One record is visible with the following details: Start date '21 Sept 2021', End Date '26 Sept 2021', Type 'Sickness', Position 'Disney Director', and Status 'Awaiting authorisation'. An attachment icon is shown in the 'Attachments' column.

The screenshot shows the 'Sickness details' form. It has a '< Back to Absence records' link at the top. The form contains several required fields: 'Absence type' (set to 'Sickness'), 'Absence reason' (set to 'RESP\_1 - Asthma'), 'Sickness period' (set to 'Full day'), 'Start date (dd/mm/yyyy)' (set to '21/09/2021'), and 'Position' (set to 'Disney Director (Current)'). There is a checkbox for 'Hide absence reason' which is currently unchecked. Below the form fields is a 'Notes' section with a large text area. At the bottom, there is an 'Authorisation' dropdown set to 'Awaiting authorisation'. At the very bottom, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

Amend the details as required and click **Save**.

**NOTE: You will not be able to delete your absence record once the date has passed. If you need to delete/amend this, please contact HR.**

## Recording other types of absence

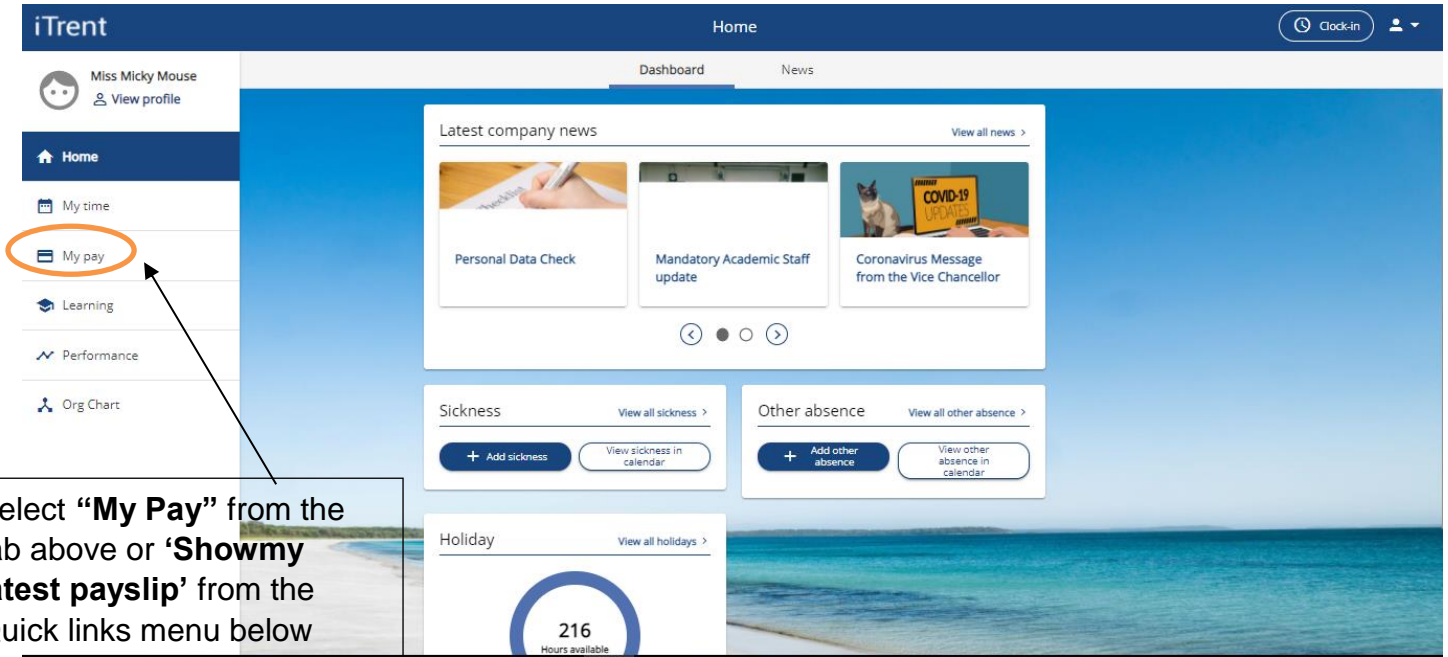
You can add other types of absence by following the same steps above. Other absence includes unpaid leave, compassionate leave and dependants leave.



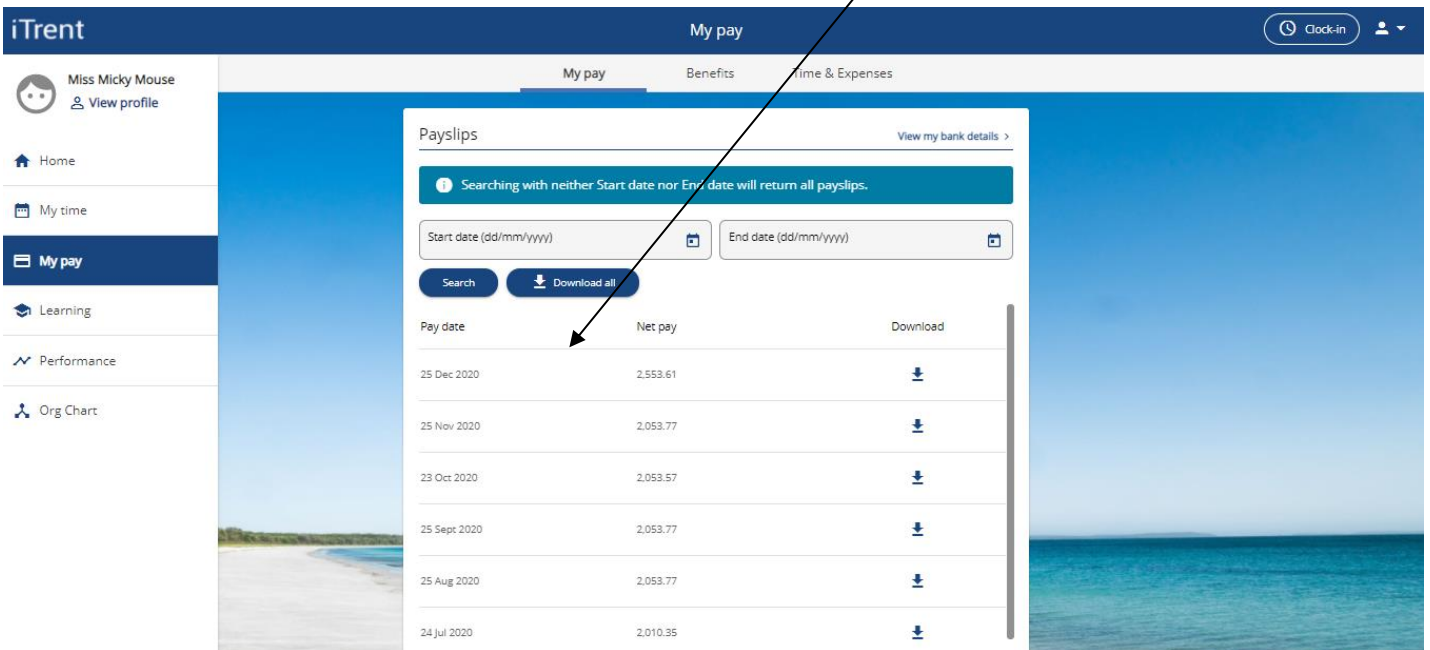
# PAY AND BENEFITS

## Viewing Payslips

You can view your Payslips, which appear automatically in chronological order with the most recent first.



To view your payslip, click on the month you wish to view.



< Back to My pay

Payslip details: 25 Dec 2020 Download

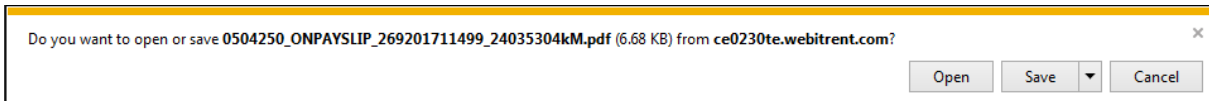
|                      |                  |                    |                  |
|----------------------|------------------|--------------------|------------------|
| <b>Employee Name</b> | Miss Micky Mouse | <b>Tax Period</b>  | 9                |
| <b>Reference No.</b> | 0503602          | <b>Tax Code</b>    | 1250L Cumulative |
|                      |                  | <b>NI Number</b>   | Jx472023D        |
|                      |                  | <b>NI Category</b> | A                |

| Payments              |     |      |                 | Deductions                 |      |                 | This Period        |        |                 |
|-----------------------|-----|------|-----------------|----------------------------|------|-----------------|--------------------|--------|-----------------|
| Payment               | U/T | Rate | Cash            | Deduction                  | Rate | Cash            | Description        | Value  |                 |
| First Aid             |     |      | 13.42           | Tax                        |      | 545.60          | Employer's NI - A  | 419.33 |                 |
| Additional Duties     |     |      | 943.91          | NI - A                     |      | 357.44          | Employer's Pension | 174.02 |                 |
| Basic Pay             |     |      | 2,900.33        | Postgraduate Loans         |      | 121.00          |                    |        |                 |
| SMU Salary Sacrifice  | 3   |      | -87.01          | Student Loans              |      | 193.00          |                    |        |                 |
|                       |     |      |                 | SMU Pension Plan AE Scheme |      | 0.00            |                    |        |                 |
| <b>Total Payments</b> |     |      | <b>3,770.65</b> | <b>Total Deductions</b>    |      | <b>1,217.04</b> | <b>NET PAY</b>     |        | <b>2,553.61</b> |

| Year-to-date                |           |
|-----------------------------|-----------|
| Description                 | Value     |
| Tax Paid YTD                | 3,456.60  |
| NI Paid YTD - A             | 2,344.49  |
| Taxable Pay YTD             | 26,665.43 |
| Student Loans YTD           | 1,084.00  |
| Employer's Pension Paid YTD | 1,583.58  |
| Employer's NI YTD - A       | 2,770.66  |

To download a PDF of your Payslip click the Download button at the bottom of this pop-up.

- The below message may appear.



- Click Save-> Save As to save the Payslip to a location of your choice or alternatively click Open to view your payslip.
- Your Payslip will appear in another window as below



***Remember, if you are using a shared computer, please be aware that if you download your payslip you will need to delete it from the folder you have saved it in (most commonly downloads).***

***Your payslip is secure whilst accessing through ESS however once you download, print or save the document you are responsible for its security.***

Your payslips and P60s are available to you on ESS whilst working for St Mary's. However in the event of you leaving, your access to ESS will end when you receive your final payslip. You are therefore be advised to print and download all Payslips and P60s prior to leaving.

# EMPLOYMENT

This sets out your current job or jobs. Any previous jobs are grouped together as being 'Contract' and the start date under this role will show your continuous service date.

**iTrent** My profile Clock-in

Mr Hernan Crespo [View profile](#)

Personal **Employment** Talent

### My employment

| Period of employment  | Position                   | Department                 |
|-----------------------|----------------------------|----------------------------|
| 09 Jul 2020 - present | Technology Services Casual | CO Library Advisory Team C |
| 10 Oct 2020 - present | HR Test HC 2nd position    | CO HR Partner Team         |

### Additional employment information

**HESA details:** There are no current details [Add HESA details >](#)

**SIR details:** There are no current details [Add SIR details >](#)

Clicking on each **Position Name** allows you to view your department, contractual hours, manager and working pattern.

[< Back to Employment](#)

### Current job details

#### Job details

|                                |                            |                           |               |
|--------------------------------|----------------------------|---------------------------|---------------|
| <b>Department</b>              | CO Library Advisory Team C | <b>Position reference</b> | P10000000045G |
| <b>Position name</b>           | Technology Services Casual | <b>Personal reference</b> | 21353         |
| <b>Start date (dd/mm/yyyy)</b> | 09/07/2020                 | <b>Payroll reference</b>  | 1001711       |
| <b>Contractual hours</b>       | 36.00                      |                           |               |