

## STAFF SERVICES – MY STAFF

### What is My Staff?

The purpose of My Staff is to provide a simple view of those people who report directly to you, as recorded in the University's Human Resource (HR) system. Only permanent staff will be shown – casual staff will be excluded from this view.

Using My Staff will allow you to see basic information about your directly managed staff and their posts, with links to their profile page. You also have the option to export these details to a spreadsheet.

### How do I make changes to My Staff?

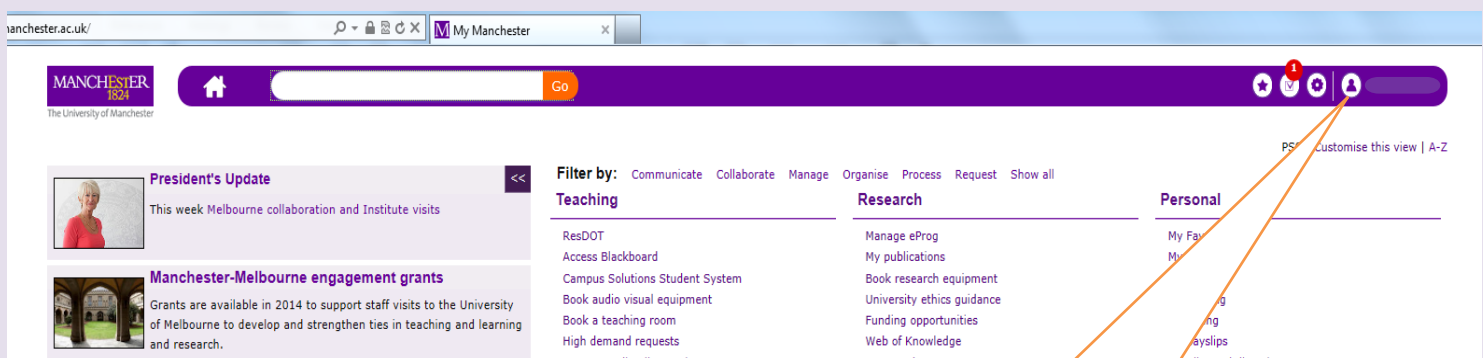
If you think that the information currently displayed needs to be updated, please contact HR Services using the link provided on the My Staff page.



### Why is it needed?

My Staff has been designed to simplify the management of staff for line managers by gathering data in one location within the My Manchester environment.

### How do I access My Staff?



Click on the **profile icon** in the top right hand corner of the Header Bar to access **My Profile**

My Staff can be accessed from My Profile.

# STAFF SERVICES – MY STAFF

**My Profile**

The contact information shown here can currently be updated via the online directory.

Name:  
Email:  
Position:  
Phone:  
Research Profile: [View profile](#)

**My Staff**

From My Profile you can access **My Staff** from the menu on the left hand side of the page

[Access MyView](#)  
[Update Profile](#)

If you have staff that report to you directly, the following details will be displayed:

**My Staff**

[More information \(click to hide\)](#)

The purpose of My Staff is to provide a simple view of those people who report directly to you, as recorded in the University's Human Resources (HR) system. Only core/substantive post staff will be shown – casuals will be excluded from this view. You can see basic information about your staff and their posts, with links to their profile page. You can also export these details to a spreadsheet.

Record 1 to 4 of 4

Name	Post Number	Post Title	Start Date	Projected End Date	Actual End Date	T&C Description
		Research Associate	01/12/2013	30/11/2015		
		Research Associate	21/01/2013	30/09/2015		
		Research Associate	08/07/2013	30/06/2015		
		RESEARCH FELLOW	01/03/2009	31/12/2014		

Show 10 records per page

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[Export to Spreadsheet](#)

If you have any queries about the information displayed here, please contact [HR Services](#).

[Glossary \(Last Updated: 05/03/2014\)](#)  
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You have the option to export these details to a separate spreadsheet

If you do not have staff who report to you directly, the following message will be displayed:

**My Staff**

[More information \(click to show\)](#)

Sorry, there are no matching results to display.

If you have any queries about the information displayed here, please contact [HR Services](#).