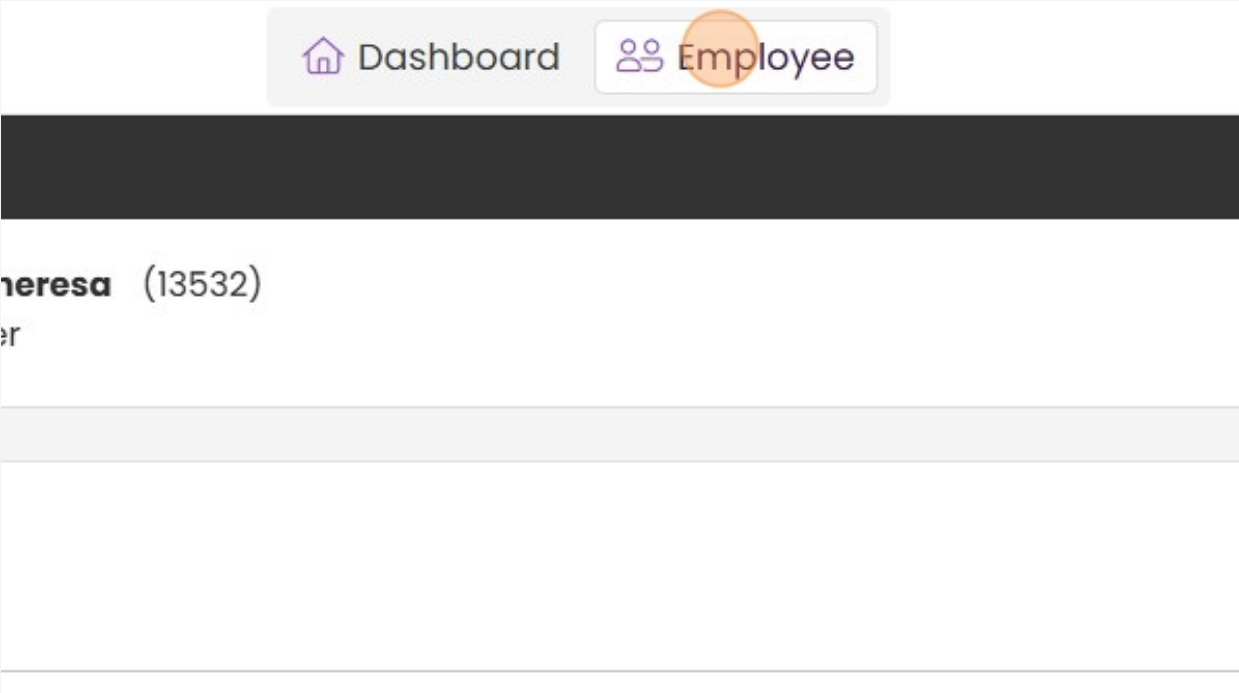


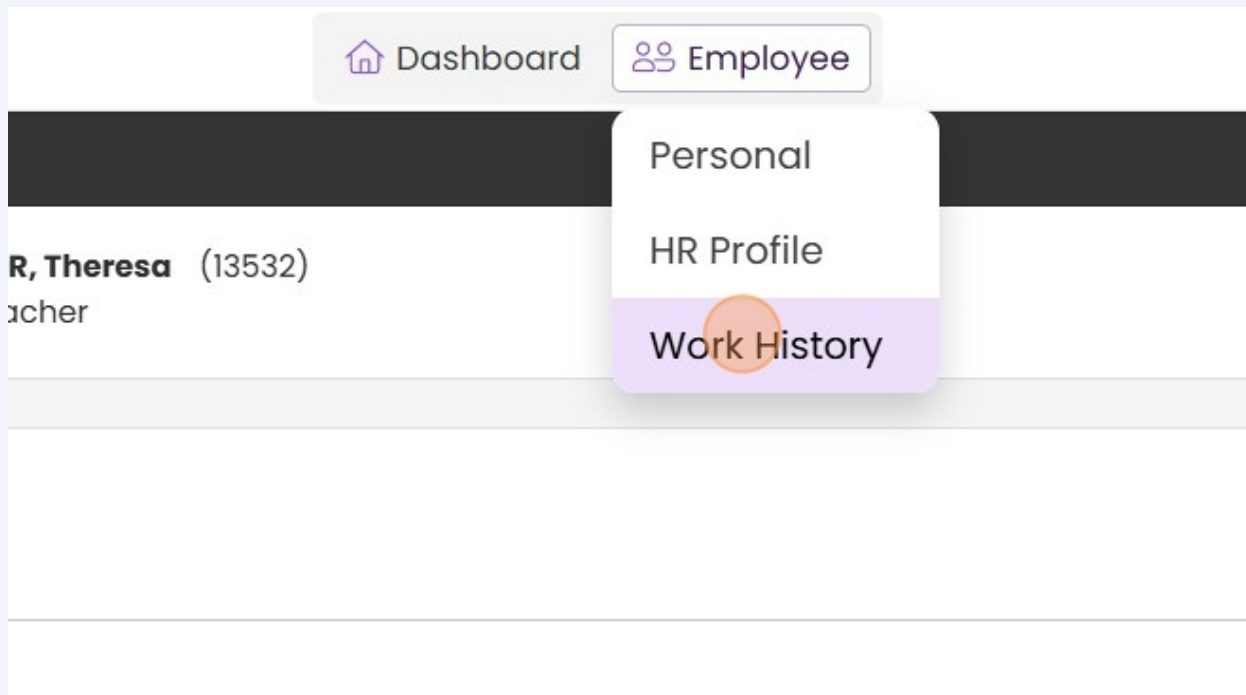
# ESS- Employee Work History

1

Click "Employee"



## 2 Click "Work History"



## 3 You will be directed to this page, where you can view your employment history and service history.

### Employment History

Export ▾

Job Title	Date Effective	Date To	Type	Classification	Organisation Unit	Status
English Teacher	27/01/2025		Commencement	Teacher Translocation Step 2	Secondary/Senior School	Placement (Current)

### Service History

Export ▾

Date From	Date To	Organisation	Hours Per Week
27/01/2025			38:00:00

- 4 Click on the title you would like to see more details about.

### Employment History ?

Export ▾

Job Title	Date Effective	Date To	Type	Classification	Organisation Unit	Status
English Teacher	27/01/2025		Commencement	Teacher Translocation Step 2	Secondary/Senior School	Placement (Current)

### Service History ?

Export ▾

Date From	Date To	Organisation	Hours Per Week
27/01/2025			38:00:00

- 5 In the Placement tab, you can view details such as your role, location, approver, and more.

Placement

Current Role

JOB TITLE: English Teacher

POSITION: English Teacher (50879)

PLACEMENT PERIOD: 27 Jan 2025 to present (148 days)

PLACEMENT TYPE: Commencement (COMM)

ORGANISATION UNIT: Secondary/Senior School (74)

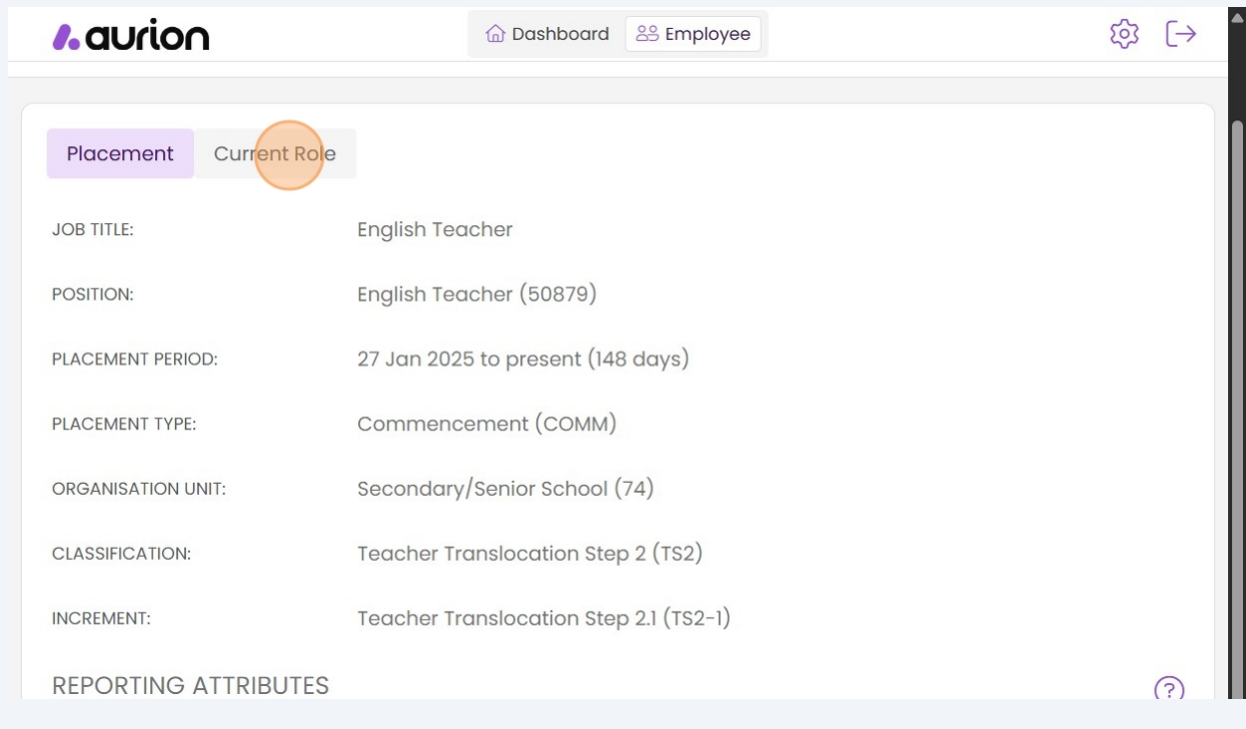
CLASSIFICATION: Teacher Translocation Step 2 (TS2)

INCREMENT: Teacher Translocation Step 2.1 (TS2-1)

REPORTING ATTRIBUTES ?

PRIMARY COST CODE: 500 (500)

## 6 Click "Current Role"

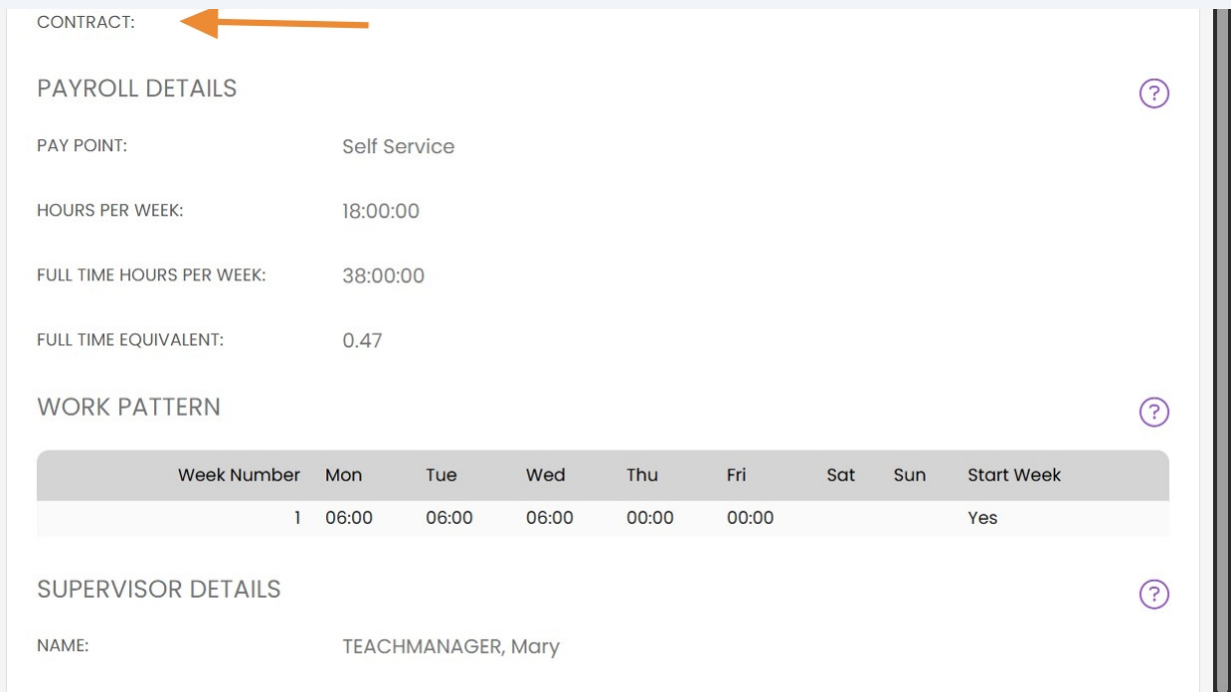


The screenshot shows the Aurion Employee page. The 'Current Role' tab is selected and highlighted with an orange circle. The page displays the following details:

JOB TITLE:	English Teacher
POSITION:	English Teacher (50879)
PLACEMENT PERIOD:	27 Jan 2025 to present (148 days)
PLACEMENT TYPE:	Commencement (COMM)
ORGANISATION UNIT:	Secondary/Senior School (74)
CLASSIFICATION:	Teacher Translocation Step 2 (TS2)
INCREMENT:	Teacher Translocation Step 2.1 (TS2-1)
REPORTING ATTRIBUTES	

There are help icons (question marks) next to the 'REPORTING ATTRIBUTES' and 'Current Role' tabs.

## 7 Within the Current Role section, you can view more details about your role. If you joined after the Aurion go-live date or have had a contract change after, you can also download your contract as a PDF here.



The screenshot shows the 'Current Role' section of the Aurion Employee page. An orange arrow points to the 'CONTRACT:' link. The page displays the following details:

**CONTRACT:**

**PAYROLL DETAILS**

PAY POINT:	Self Service
HOURS PER WEEK:	18:00:00
FULL TIME HOURS PER WEEK:	38:00:00
FULL TIME EQUIVALENT:	0.47

**WORK PATTERN**

Week Number	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Week
1	06:00	06:00	06:00	00:00	00:00			Yes

**SUPERVISOR DETAILS**

NAME:	TEACHMANAGER, Mary
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There are help icons (question marks) next to the 'CONTRACT:', 'PAYROLL DETAILS', 'WORK PATTERN', and 'SUPERVISOR DETAILS' sections.

8

You can also scroll down to view your work pattern within this role.

#### PAYROLL DETAILS



PAY POINT: Self Service

HOURS PER WEEK: 18:00:00

FULL TIME HOURS PER WEEK: 38:00:00

FULL TIME EQUIVALENT: 0.47

#### WORK PATTERN



Week Number	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Week
1	06:00	06:00	06:00	00:00	00:00			Yes

#### SUPERVISOR DETAILS



NAME: TEACHMANAGER, Mary

JOB TITLE: Interim Deputy Principal 2