

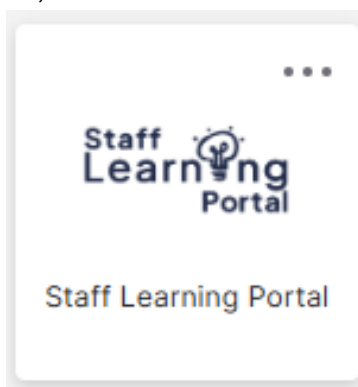
How to View and Export Casual Staff Reports in the Staff Learning Portal

Contents

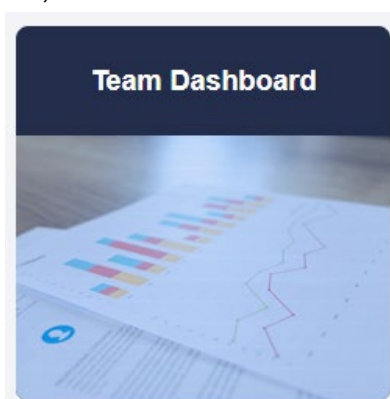
Navigating to your Casual Staff Reports in the Staff Learning Portal	1
Viewing Casual Staff Reports in the Staff Learning Portal	3
Exporting Casual Staff Reports from the Staff Learning Portal to Excel.....	4
Additional Reporting Options in the Staff Learning Portal	5

Navigating to your Casual Staff Reports in the Staff Learning Portal

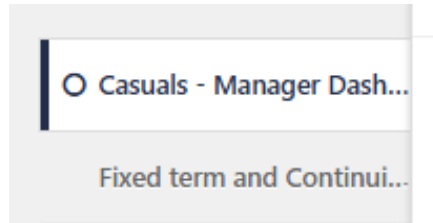
1. From your Okta Dashboard, click on the **Staff Learning Portal** chiclet.



2. From the Welcome screen, click on the **Team Dashboard** tile.



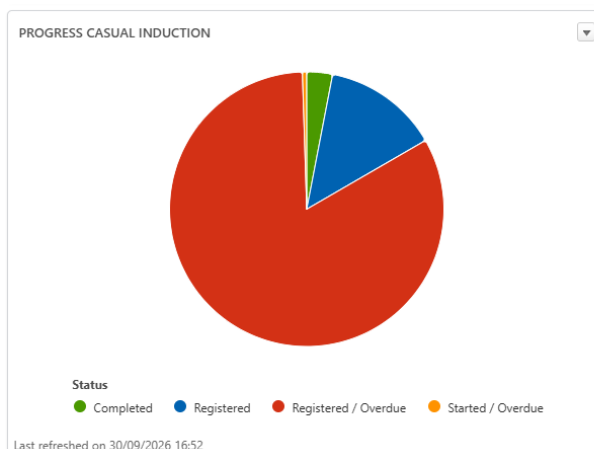
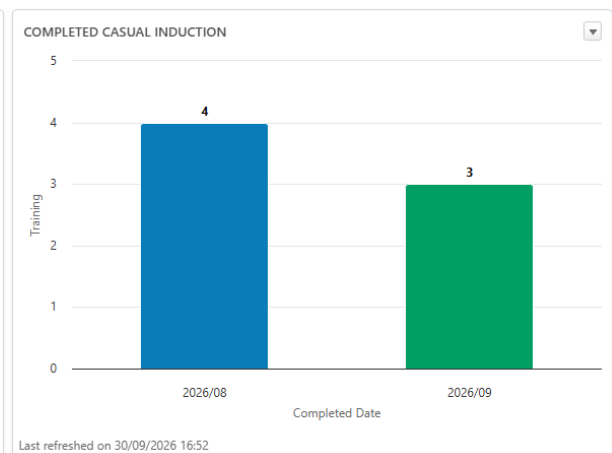
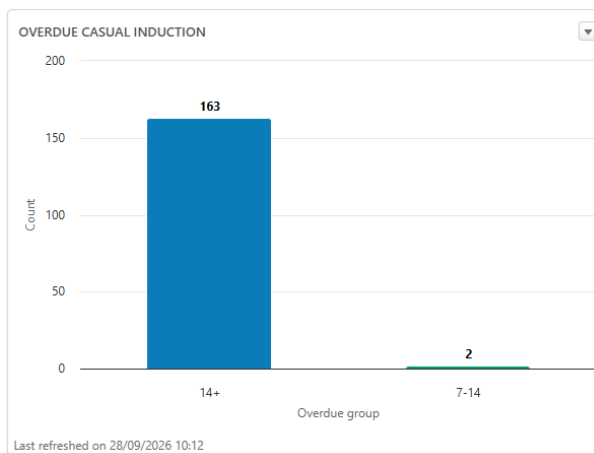
3. On the left-hand side of the screen, click on the **Casuals – Manager Dashboard** link.



Note: If you also manage Fixed Term and Continuing Staff, their training reports will be found under the **Fixed Term and Continuing – Manager Dashboard**.

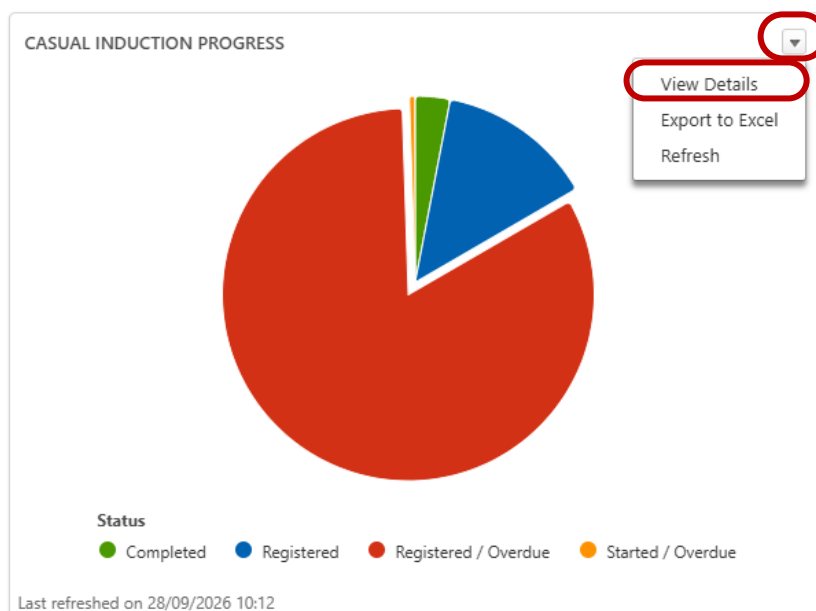
4. From here you can view the following reports:
 - Overdue Casual Induction
 - Completed Casual Induction
 - Progress Casual Induction.

Casuals - Manager Dashboard



Viewing Casual Staff Reports in the Staff Learning Portal

1. Once you have navigated to the *Casuals – Manager Dashboard*, you can open any of the reports by clicking on the **drop-down arrow**, then clicking **View Details**.

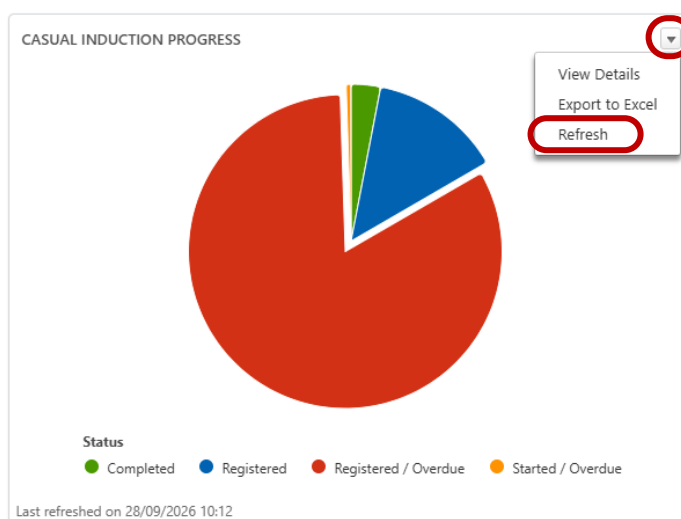


2. A pop-up window will open which will show you details relating to the Casuals reporting to you in Workday. If you scroll down on this pop-up window, you can see detailed reporting information.

Note: Some casual staff hold multiple roles at Flinders.

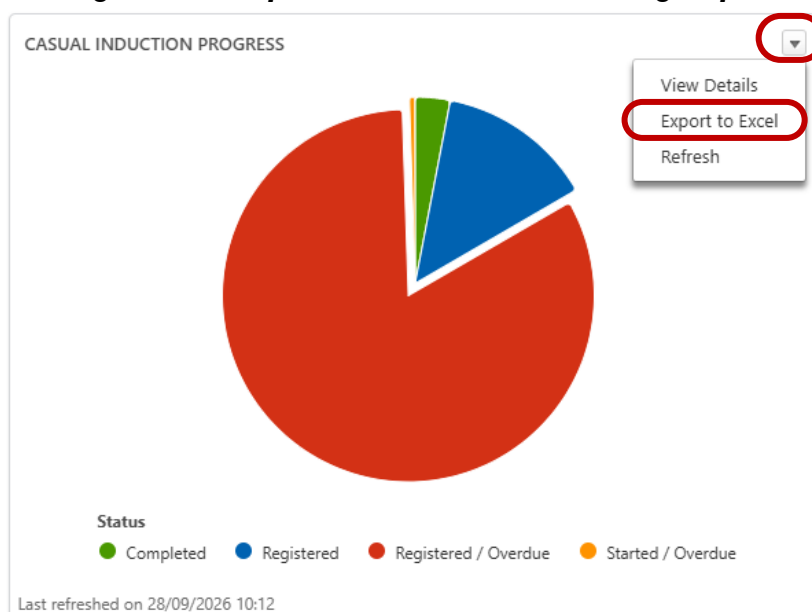
- Casual staff who also have a fixed-term or continuing role are not required to complete the **New Staff Induction - Casual Staff** module, as they will complete the equivalent induction training assigned to fixed-term and continuing employees.
- Casual staff with multiple jobs may have multiple managers. While all managers are responsible for ensuring required training is completed, reporting is based on the staff member's **Primary Manager**, which is determined by Workday's job ranking process. All managers can view their casual staff members in Staff Learning Portal reports, even if they are not the Primary Manager.
- If you also manage Fixed Term and Continuing Staff, their training reports will be found under the **Fixed Term and Continuing – Manager Dashboard**.

- To ensure you are viewing the latest information, you may need to refresh the report. Click the **drop-down arrow**, then select **Refresh**.

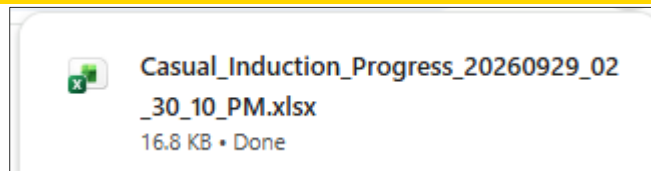


Exporting Casual Staff Reports from the Staff Learning Portal to Excel

1. Once you have navigated to the *Casuals – Manager Dashboard*, you can export any of the reports by clicking on the **drop-down arrow**, then clicking **Export to Excel**.



2. The Excel file will download and appear on the right-hand side of the screen. Click the downloaded file to open it.

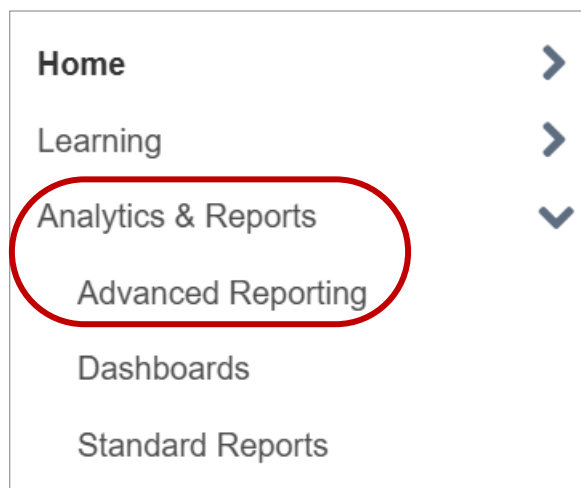


3. The full report will open in Excel. If required, select **Enable Editing** at the top of the screen. You can then use **Data > Sort & Filter** functionality to view the information you need.

Additional Reporting Options in the Staff Learning Portal

You also have access to additional reporting under the Advanced Reporting menu.

1. To access, click on the  button at the top right-hand side of the screen.
2. From the menu, select **Analytics & Reports** and then **Advanced Reporting**.



From here, you can access all reports available to you. Open the relevant report and use the filter options to refine the results based on the information you want to view.