



The
University
Of
Sheffield.

Human
Resources

myJob Guide
My Staff Record

SBusiness
Solutions

My Staff Record

Select the 'My Staff Record' option in the myJob Overview screen to view your record. Here you can see:

- Your Personal Data (including staff photo);
- Appointment Summary;
- Academic Qualifications;
- Professional Qualifications;
- Clinical Details/Professional Registrations;
- Working Pattern.

Academic and Professional Qualifications can be edited via My Staff Record. Please see the myJob Qualifications guide for details.

Select these squares to display further information on each appointment

The screenshot shows the 'My Staff Record' page for Dr Tony Benn. It includes sections for Personal Data, Appointment Summary, Academic Qualifications, Professional Qualifications, and Clinical Details/Professional Registrations. A red arrow points to the selection squares in the Appointment Summary table.

Start Date	Position Number	Position Title	Department	FTE Expiry End Date	End Date	Grade
01.04.2007	50002556	Professor	History			PREG
01.04.2006	50002556	Professor	History		31.03.2007	PREG

Appointment History: As the system was implemented in 2007, only appointments after this date will be displayed

The screenshot shows the 'My Staff Record' page for Dr Tony Benn. A red box highlights the Appointment History section below the Appointment Summary table.

Effective Date	Grade	Point	Appointment Summary	Weekly Hours	Weeks pa	FTE	Annual Salary	FTE Salary	Reason
01.01.1900				0.00	0.000	0.00	0.00	0.00	

By scrolling further down the page, you will be able to view your Working Pattern:

Start and End of period

Working Pattern											
Beginning date:		27.02.2013		End date:		28.03.2013					
Day	Day Type	Start Date	Start time	End time	Hours	Start of break	End of break	Hours	Start of break	End of break	Hours
Wed		27.02.2013	09:00	17:00	7.00	12:30	13:30	1.00			
Thu		28.02.2013	09:00	17:00	7.00	12:30	13:30	1.00			
Fri	Non-Work Day	01.03.2013									
Sat	Non-Work Day	02.03.2013									
Sun	Non-Work Day	03.03.2013									

Type of working day

Start and End of shift

Length of shift

Start and End of break

Length of break

Second break details

