

Aston Staff Portal Dashboard Overview

Once you have logged in to Aston Staff Portal you will be taken to your **Employee Dashboard**. Here's what you can do from the Dashboard:

The dashboard for Henry Simpson, a Yoga Instructor in Human Resources, includes the following sections and callouts:

- Navigation Bar:**
 - core hr** logo: Click here to access Employee, Manager & Admin Dashboards.
 - Quick Jump** search bar: Search on words e.g. 'Expense' to use the Quick Jump to change dashboards.
 - HENRY SIMPSON** profile: Click here to access My Profile or log out of Aston Staff Portal.
- User Profile:**
 - Henry Simpson**, Yoga Instructor, Human Resources.
 - Profile Completeness:** 40% (with 'Improve' icon). Once your 'Profile Completeness' is 100% the 'Improve' icon will change to 'My Profile', you will then be able to access your full profile here or as detailed above.
- Work Week - Daily Hours & Leave/Absences/Training 16** (May 2016 - 22 May 2016):

Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22
7.3	7.3	7.3	7.3	7.3	Resting	Resting
			Working Safely			
- My Contracts:**
 - Contract ID: 503537-1
 - Job Title: Yoga Instructor
 - Department: Human Resources Department
 - FTE: 1
 - Effective Date: 11 Apr 2016
- Navigation Menu (Left):**
 - Welcome**
 - Leave Requests:** This tab is where you book leave and manage leave requests. Please refer to Leave Guide.
 - Payment:** This tab is where you view your payslips, P60's and bank account details. Please refer to Pay Guide.
 - Expenses:** This tab is where you view submit expense claims. Please refer to Expenses Guide.
 - Training:** This tab is where you can book training courses. Please refer to Training Guide.
- Contract Overview:** This area shows you an overview of your **current Contract/s** (job/s). Please refer to the Full Profile Overview Guide to view more detailed information.
- Working Hours:** This area shows your normal working hours and any leave that has been taken.