



Managers Guide: Where and how to record a Staff Review and Development Scheme (SRDS) meeting has taken place

Following the SRDS meeting, the date that the SRDS took place should be recorded in 'myTeam' against the individual's name. SRDS completions are recorded in 'myTeam' so that completion rates can be reported on at a Department, Faculty or University level. If you have a SRDS Co-ordinator in your Department you may be able to send the signed SRDS form so that they can record the completion within MyTeam on your behalf. Please check local arrangements and deadlines within your Department/Faculty.

1. Click on 'SRDS Tracking' link within 'myTeam':



2. A list of all the staff that you have access to will become visible, including both your direct reports and their subordinates.
3. Select the review year that the SRDS meeting took place in (the current year):



4. If you wish to only see your direct reports then click on line manager and click on your name, this will filter on your direct reports. Or if you only wish to see those staff reporting into a manager within your team, then click on that manager's name:

Pers.No.	Last name	Known As	Title	Position	Position Title	Org.unit	Org Unit Name	Line Manager	Locked	Review
10001341	Apprentice	Andrew	Mr	50006341	Apprentice Engineer	50001277	Engineering			25.03.2
10000010	Gold	Gina	Mrs	50000266	Administrator	50000263	Law			
10000008	Hollis	Reg	Mr	50000264	Clerical Assistant	50000263	Law			01.06.2
10001395	Miller	Windy	Mr	50006879	Head of Guidance	50000000	The University of C			
10000652	Moscow	Marianne	Miss	50003103	Research Assistant	50002811	Russian			
10000721	Novosibirsk	Nicola	Miss	50003108	Technician	50002811	Russian			
10001330	Sickness	Beryllium	Miss	50006351	Laboratory Technician	50005203	Chemistry			01.01.2
10001332	Sickness	Dysprosium	Mr	50006353	Laboratory Technician	50005203	Chemistry			

- Sort in Ascending Order
- Sort in Descending Order
- (All)
- (User-Defined Filter...)
- Emzy Keen
- June Ackland
- Marianne Moscow
- Windy Miller

Note: If the individual has a 'locked' symbol next to their name, this indicates that another user is editing their record



- Click within the 'Review Date' cell against the member of staff's name and enter/select the date that the SRDS meeting took place. This is a mandatory field and the date you enter must be within the current year that you have selected:

SRDS Tracking

Selection

Review Year Ending: 2017

Staff List

Save

Export

Pers. No.	Last name	Known As	Title	Position	Position Title	Org unit	Org Unit Name	Line Manager	Locked	Review Date	Notes
10001341	Apprentice	Andrew	Mr	50006341	Apprentice Engineer	50001277	Engineering	Windy Miller	<input type="checkbox"/>	25.03.2017	
10000010	Gold	Gina	Mrs	50000266	Administrator	50000263	Law	June Ackland	<input type="checkbox"/>		
10000008	Hollis	Reg	Mr	50000264	Clerical Assistant	50000263	Law	June Ackland	<input type="checkbox"/>	01.06.2017	SRDS done by Tony Stamp
10001395	Miller	Windy	Mr	50006879	Head of Guidance	50000000	The University of Chorley	Emzy Keen	<input type="checkbox"/>		
10000652	Moscow	Marianne	Miss	50003103	Research Assistant	50002811	Russian	Windy Miller	<input type="checkbox"/>		
10000721	Novosibirsk	Nicola	Miss	50003108	Technician	50002811	Russian	Marianne Moscow	<input type="checkbox"/>		
10001330	Sickness	Beryllium	Miss	50006351	Laboratory Technician	50005203	Chemistry	Windy Miller	<input type="checkbox"/>	01.01.2017	Currently on Long-Term Sickness
10001332	Sickness	Dysprosium	Mr	50006353	Laboratory Technician	50005203	Chemistry	Windy Miller	<input type="checkbox"/>		
10001333	Sickness	Erbium	Miss	50006354	Laboratory Technician	50005203	Chemistry	Windy Miller	<input type="checkbox"/>		
10000168	Stamp	Tony	Mr	50000717	Lecturer	50000263	Law	June Ackland	<input type="checkbox"/>	05.06.2017	
10000722	Vladivostok	Vera	Mrs	50003110	Technician	50002811	Russian	Marianne Moscow	<input type="checkbox"/>		
10000169	Webb	Mickey	Mr	50000718	Lecturer	50000263	Law	June Ackland	<input type="checkbox"/>		

Note:

- If you leave the date blank, this will be reported that no SRDS has taken place
- If there is a genuine reason why the SRDS did not take place (e.g. the individual was on long-term sick), you can enter a note in the notes field next to the individual's name and input a default date as described below.

- The notes field is an optional field. You may wish to enter a note if there is a genuine reason why the SRDS could not take place (please refer to the [SRDS webpages](#) for further guidance) or to indicate if someone else undertook the review for example. In order to enter a note against the individual's name you need to first enter a date. If a SRDS has not taken place, and you wish to explain why then please use the default date of 1 January for the current year e.g. 01/01/2017.
- When you have entered the information against the individual's name, click on 'Save' in the top left of the screen.
- If you wish to report on the data, then click on 'Export' and follow the steps to transfer the data into 'Excel'.

What happens next?

SRDS completion rate data for your Department/Faculty will be monitored and reported on each year.

Further guidance and information:

<https://www.sheffield.ac.uk/hr/guidance/srds>