



## Service History

**Report Description** Provides a detailed listing of historical and current position and leave taken details for a specified employee, including recognised prior service and exclusion details.

**Note:** Any employee performing duties at the report generation date will also have their return to permanent position record and all future performing duties position records prior to their return to the permanent position displayed.

### Employee Details

Employee Name	Employee Number	Date of Birth	Initial Employment Date
John Michael Citizen	9876543	09/02/1997	24/01/2022

### Position Details

Service details should be verified with the employee's personnel file.

From	To	Title	Organisation Unit	No.	Reason	Status	Inconsistency			Award / Class/Level	Hours	
							1st Pref	Hrs	FTE		Avd	Total
24/01/2022	Ongoing	Teacher (Primary)	EXAMPLE SCHOOL Very Remote Area	1	Return Perm Position	Permanent	50.00	1.00	1.00	Example TCA / Level 3.1	50.00	50.00

**Data as at:** 15/02/2026 08:15:42

**Session Id:** ER-56-06-15-02-2026-774621308

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Position records marked with \* represent Calendar Days accumulated at the reporting date.

Note: Leave taken recorded in TSS is displayed in hours and leave taken recorded in HRMIS is displayed in calendar days.

Position records marked with ^ represent leave taken which is not credited as service (leave exclusion).

HRMIS to TSS conversion date: 20/07/2009.

**This example is a guide and shows what the first page of the required documentation may look like. Providing documentation in this format does not prevent the Secretary (or delegate) from requesting additional information if required.**