



User Guide

Sessional Schedule Course Code School Admin Report

Brief Document Description

Overview

This report provides the School Administration Officer with a list of course codes for their school or department.

About this Business Process

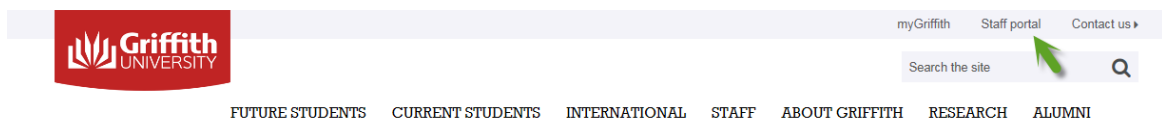
The course code School Admin Report is only available to School Administration Officers. When entering or searching for sessional schedules the School Administration Officer does not have the view to select from the course code field. Therefore, this report is to provide with a list of course codes for their school or department.

Steps

Step 1	Log in to the Griffith Staff Portal
Step 2	Navigate to School Admin Report
Step 3	Running the School Admin Report
Step 4	Review Report Data

Step 1 - Login in to Griffith Staff Portal

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password.

Griffith Single Sign-On

Username

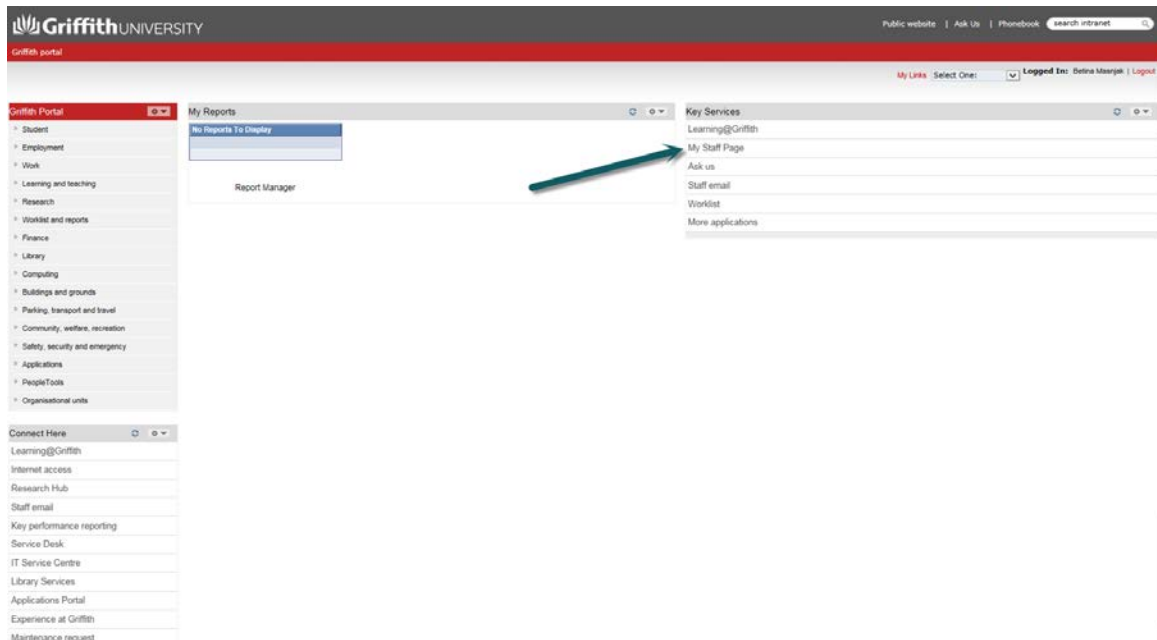
Password

login >>

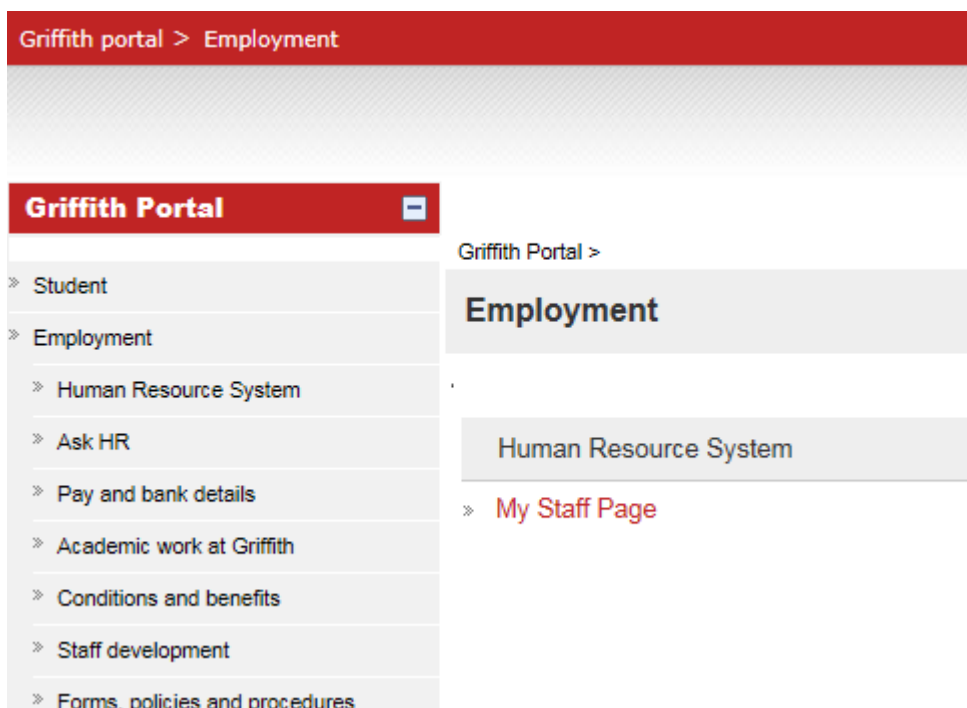
Code of practice
Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

The first location is by clicking on My Staff Page under “Key Services”.



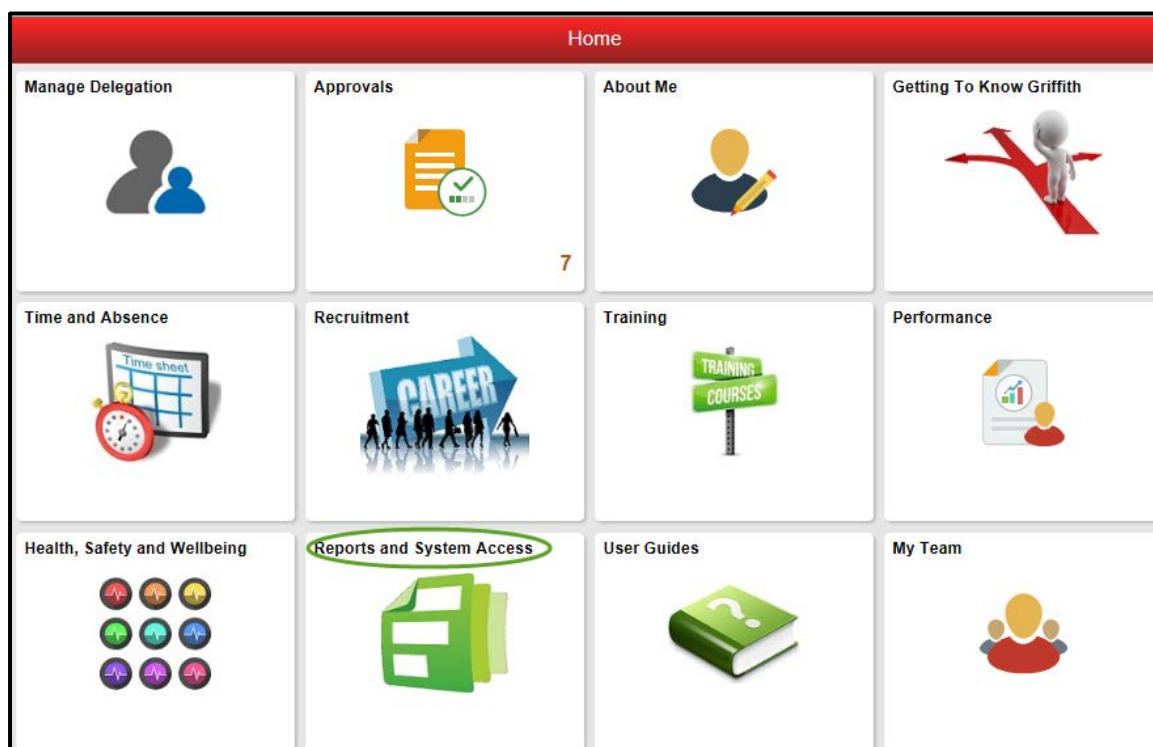
Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.



Step 2 - Navigate to School Admin Report

A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.

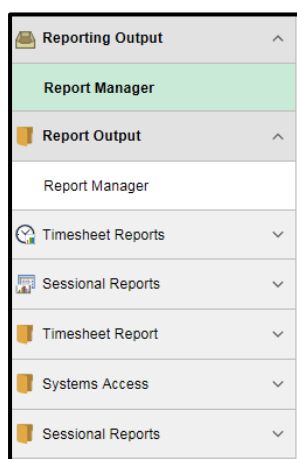
Click on 'Reports and System Access' tile.



The layout of the Time and Absence dashboard page has changed. The new page is divided into two sections.

Left hand menu - lists all the menu items under each main heading. **The right hand screen** - provides functionalities of the menu item chosen on the left hand screen.

Based on your user security, some or all of the following reports will appear on the left hand menu.

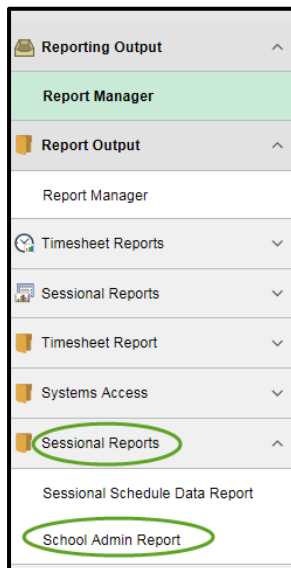


Step 3 - Running the School Admin Report


Note: Reports will appear based on the user security.

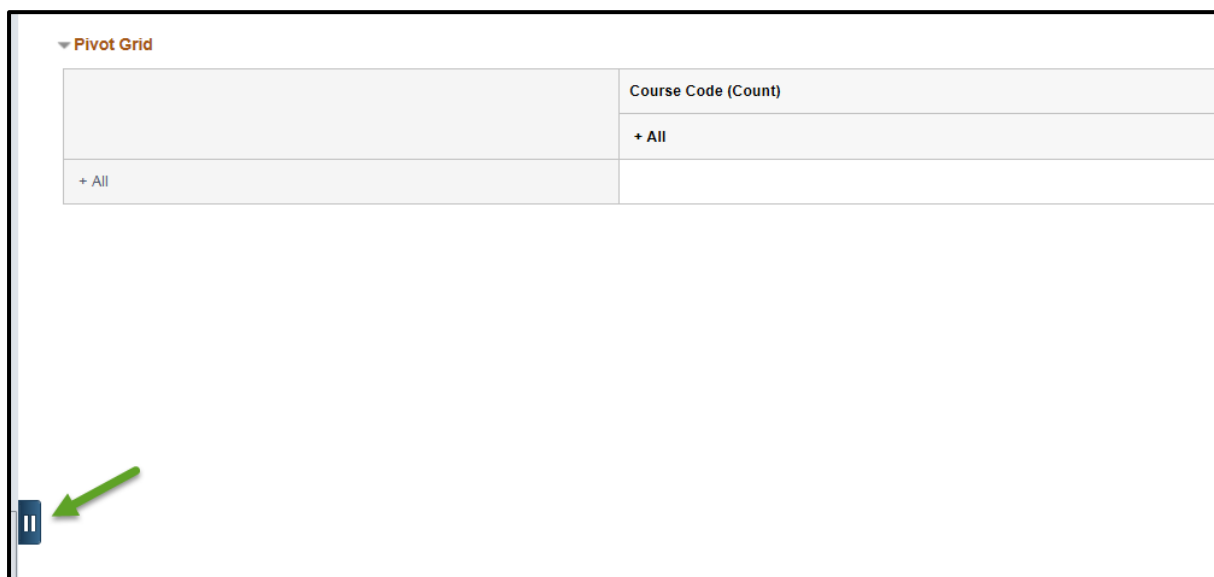
(i.e. only a School Admin Officer will have this report displayed.)

Click on Sessional Reports menu, and then School Admin Report.



The School Admin Report will then display.

To refine the report, click on the  icon on the left hand side of the screen to select your additional parameters.



The following parameter list will open allowing you to refine your search options by Department, Name, Location and Supervisor.

To choose from this list select the check box beside the relevant criteria.

This will insert a tick into the box stipulating that you wish to filter the results for items matching the ticked criteria.

The screenshot shows a vertical list of filter categories, each with a dropdown arrow and a list of items with checkboxes:

- Dept ID**: AHS (53), APB (23), MSC (9), MED (3). A "More" link is at the bottom.
- Name**: Four placeholder boxes. A "More" link is at the bottom.
- Location**: CAMGCC (93), CAMNAT (2), CAMOCL (1).
- Supervisor Name**: Four placeholder boxes. A "More" link is at the bottom.

Once you have selected the options to refine the report, click the number count on the right hand side to rerun it against these new parameters.

The screenshot shows the report interface after selecting the 'AHS' filter. The filter list on the left now has 'AHS (53)' checked. Above the pivot grid, a button shows 'AHS' with a close icon. The pivot grid is titled 'Pivot Grid' and has a '+ Expand All' link. The grid shows a single row for 'Course Code (Count)' with a value of 53, which is circled in green with an arrow pointing to it.

Course Code (Count)	
+ All	53

The search results will then be displayed.

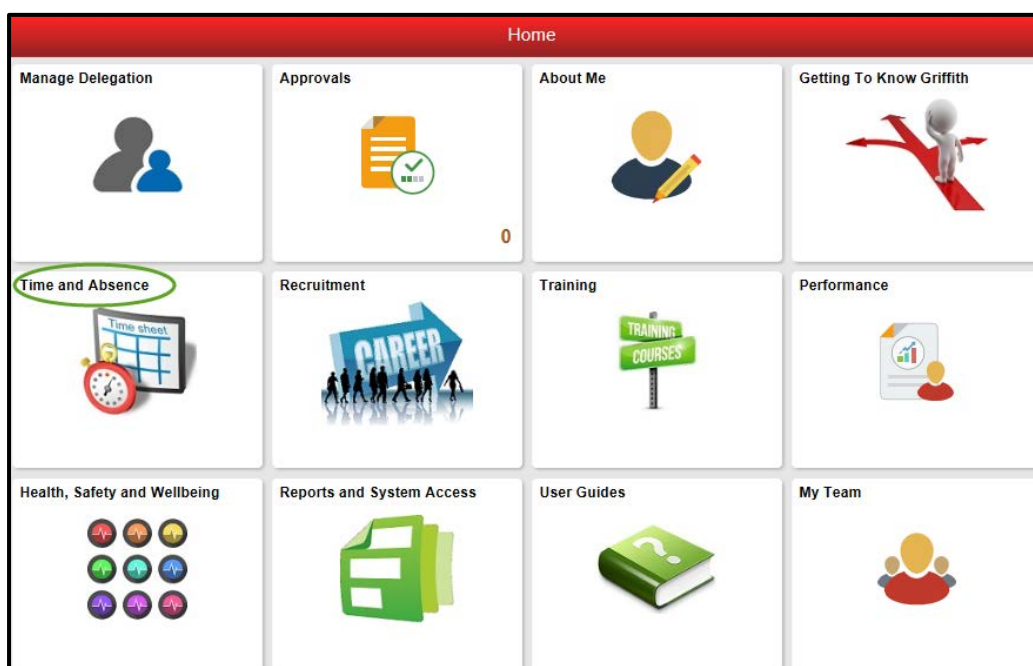
In the below screen you can see the results of the above criteria selection being 'Dept Id' = AHS.

Name	ID	Empl Record	Course Code	Dept ID	Location	Supervisor Name
		1	3101AHS	AHS	CAMGCC	
		1	3004AHS	AHS	CAMGCC	
		6	4110AHS	AHS	CAMGCC	
		11	3101AHS	AHS	CAMGCC	
		2	1001AHS	AHS	CAMGCC	
		2	1001AHS	AHS	CAMGCC	
		6	7702AHS	AHS	CAMGCC	

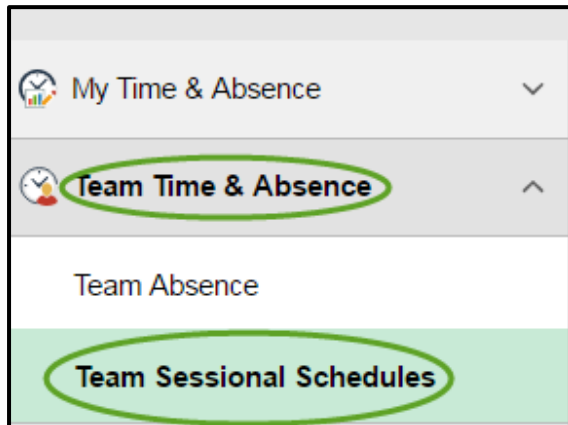
Step 4 - Review Report Data

Once you have found the correct course code, return to the 'Team Sessional Schedules'.

Navigate to the Home Page and select the 'Time and Absence' tile.



Click on the 'Team Time & Absence' main menu and select 'Team Sessional Schedules' from the sub-menu.



Click on the 'Team Sessional Schedules' tile.

Locate your sessional by the Empl Record Number.

Further information

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