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.
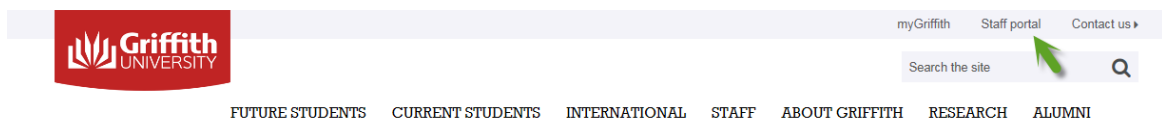
About this Business Process

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.

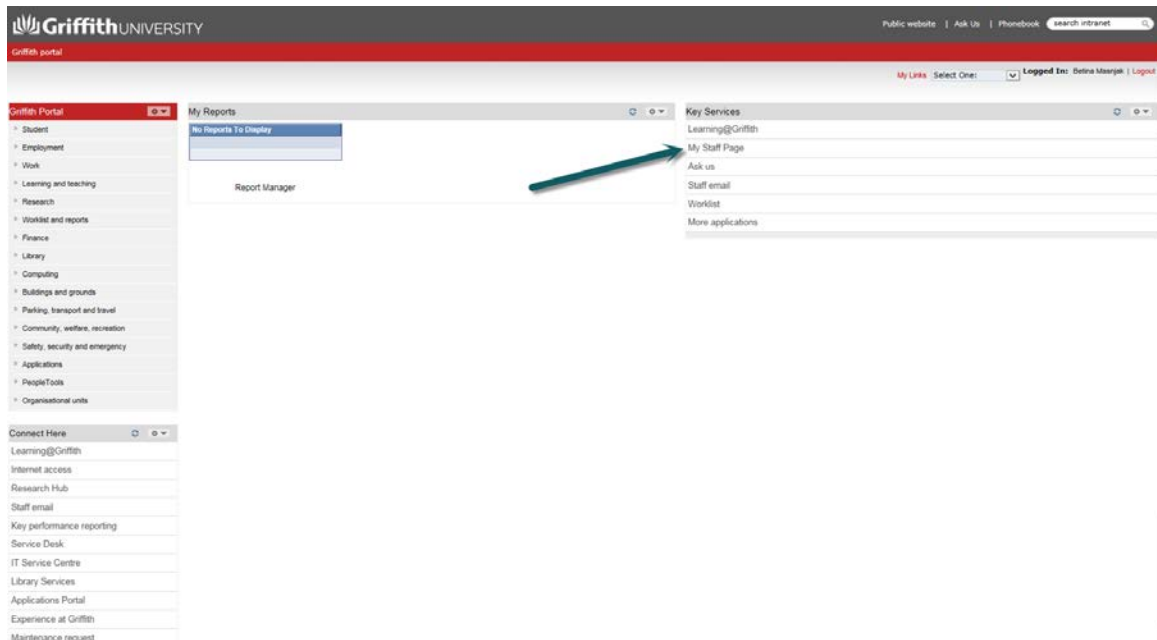Log into the Staff Portal using your Griffith ID and Password.

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".
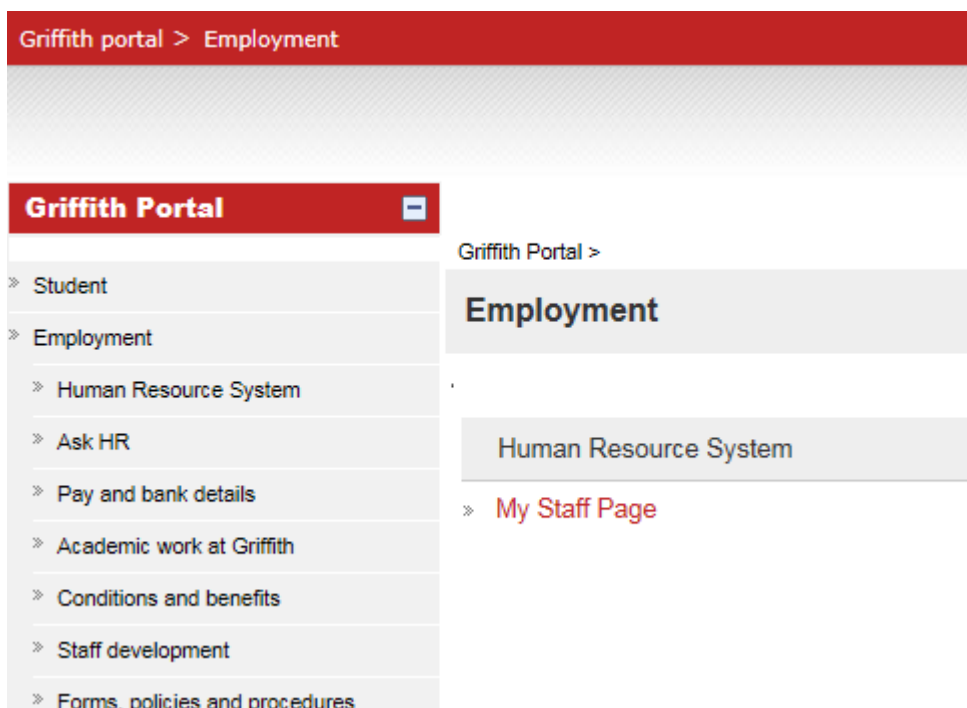
Step 2 – Navigate to School Admin Report

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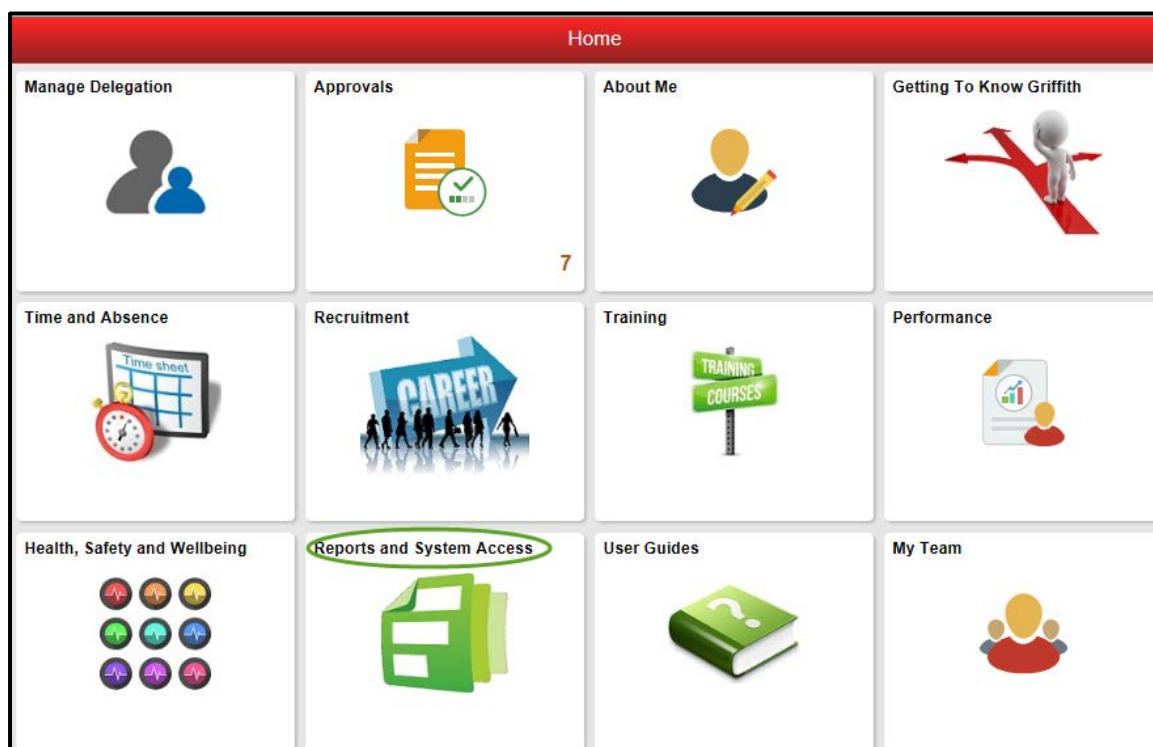
 The layout of the Time and Absence dashboard page has changed. The new page is divided into two sections.

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.
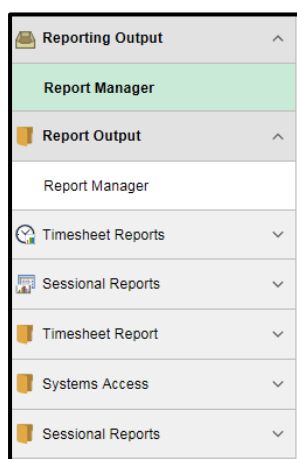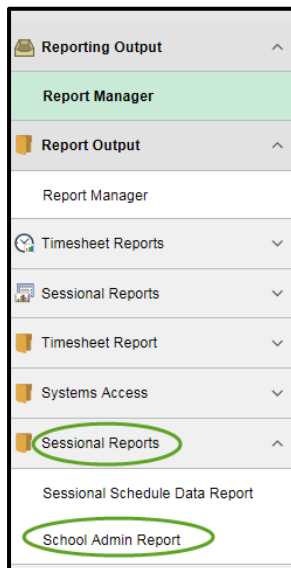
Step 3 – Running the School Admin Report

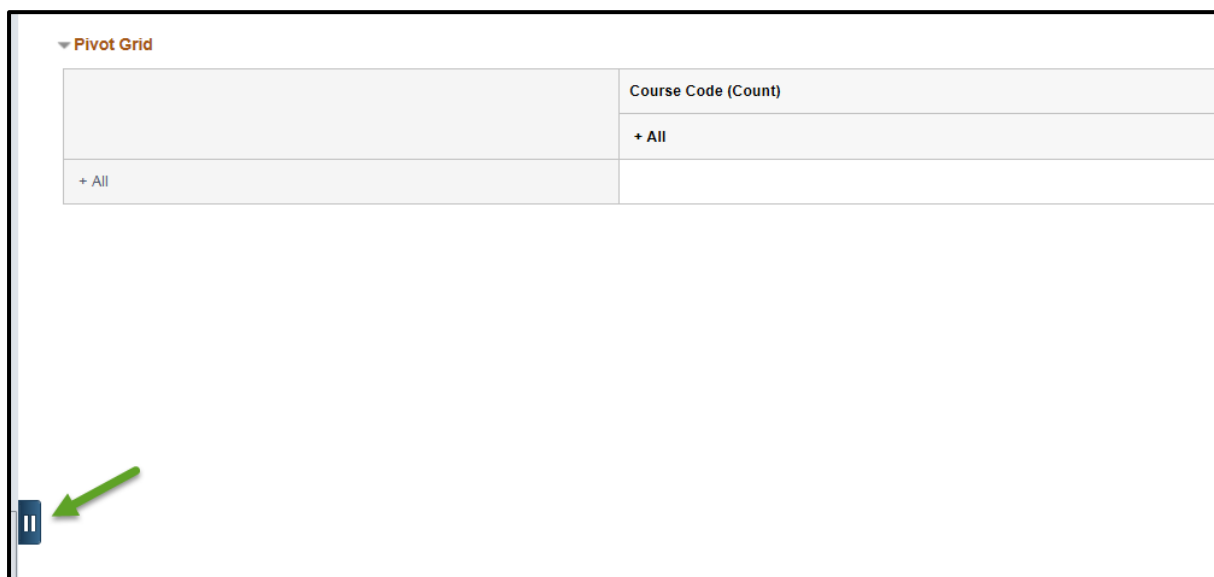Note: Reports will appear based on the user security.

(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.

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 search results will then be displayed.

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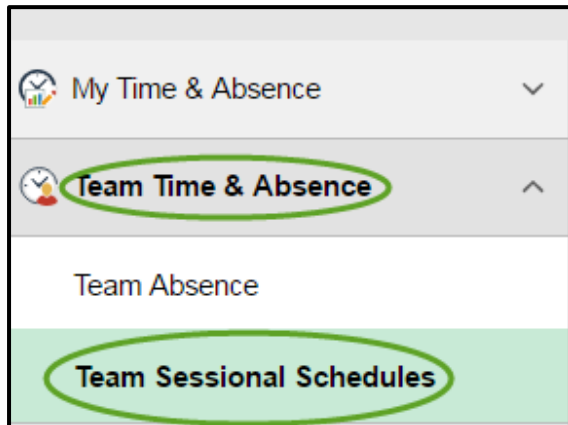

Step 4 – Review Report Data

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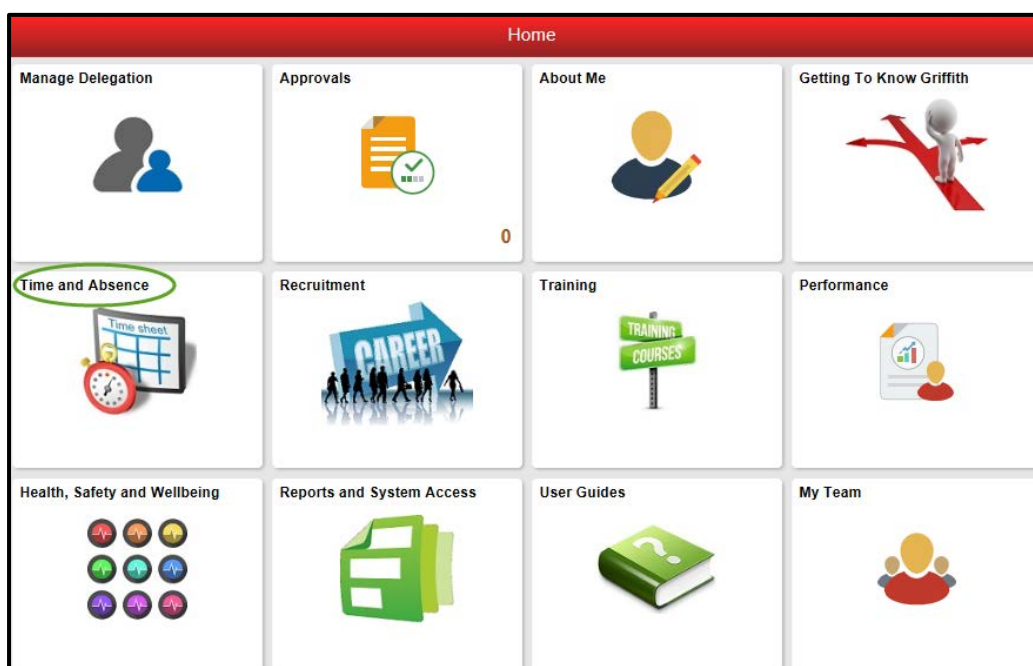
Click on the 'Team Time & Absence' main menu and select 'Team Sessional Schedules' from the sub-menu.

Click on the 'Team Sessional Schedules' tile.

Locate your sessional by the Empl Record Number.

Further information

Email: hrservices@griffith.edu.au
Phone: 373 54011