Griffith UNIVERSITY

User Guide

Creating and Varying Sessional Schedule
(Course Convenors, School Admin/Secretaries)

Brief Document Description

Overview

Sessional staff are required to submit their agreed Work Schedule for approval and payment. Schedules and Variations can be created by the Sessional themselves, a Course Convenor, School Secretary, or School Administrator.
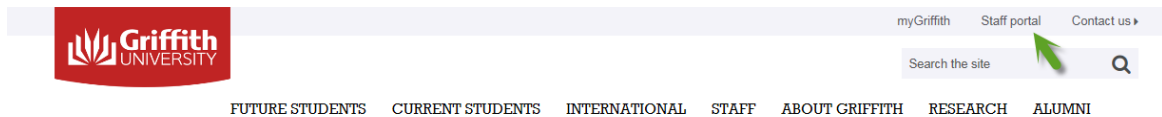
About this Business Process

Schedules are generally created prior to the start of each Academic Semester. Schedule Variations are generally created during the Academic Semester. This User Guide details the process.

Steps

Step	
Step 1	Login into the Staff Portal
Step 2	Selecting a Schedule
Step 3	Create New Schedule
Step 4	Check Course Convenor
Step 5	Choose valid Work Types
Step 6	Enter the delivery hours for applicable weeks
Step 7	Entering and reading comments
Step 8	Save Schedule
Step 9	Varying a Schedule
Step 10	Print Report for Approved Hours

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.

myGriffith   Staff portal   Contact us ▶

Search the site

FUTURE STUDENTS   CURRENT STUDENTS   INTERNATIONAL   STAFF   ABOUT GRIFFITH   RESEARCH   ALUMNI

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.
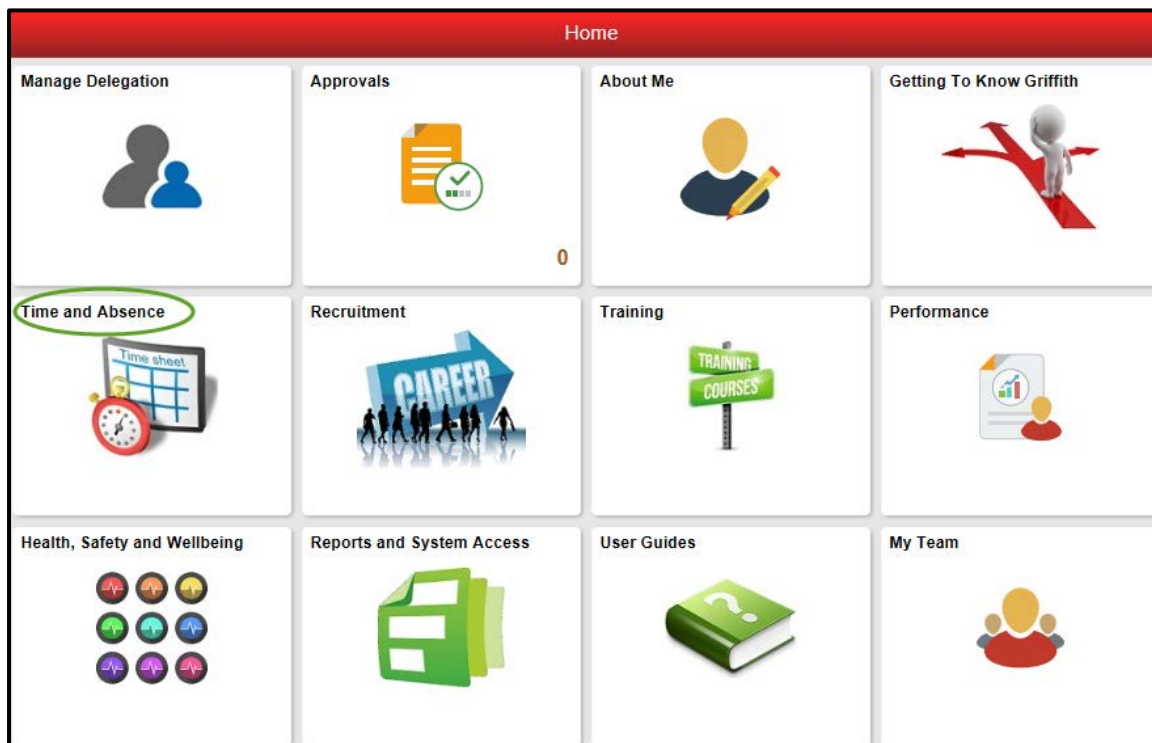
The first location is by clicking on My Staff Page under "Key Services".
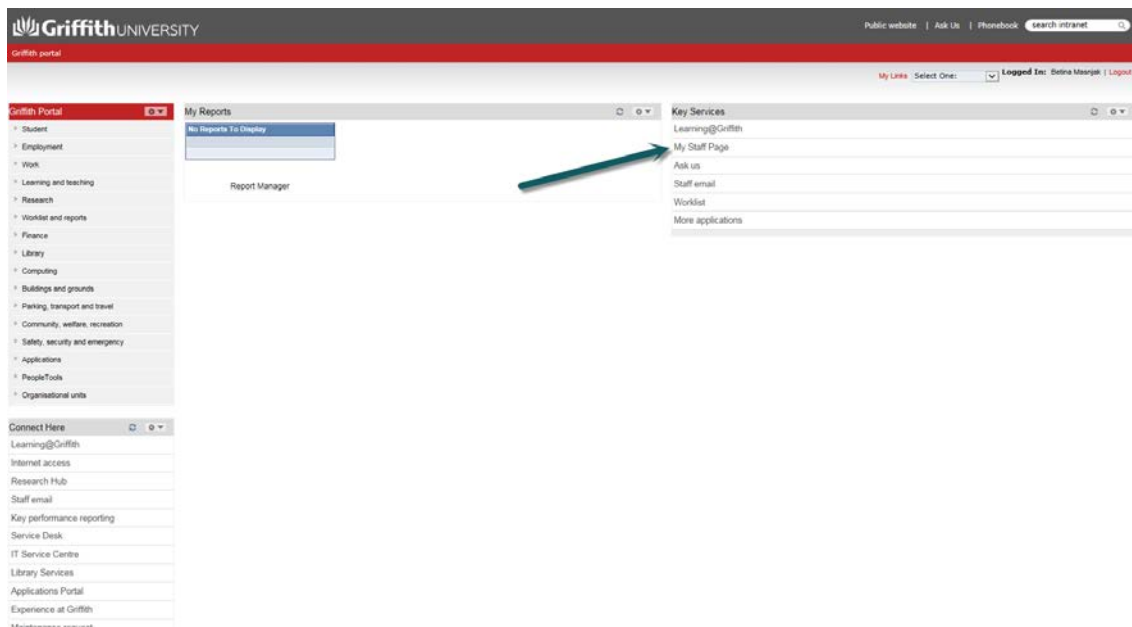
Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under "Human Resource Management".
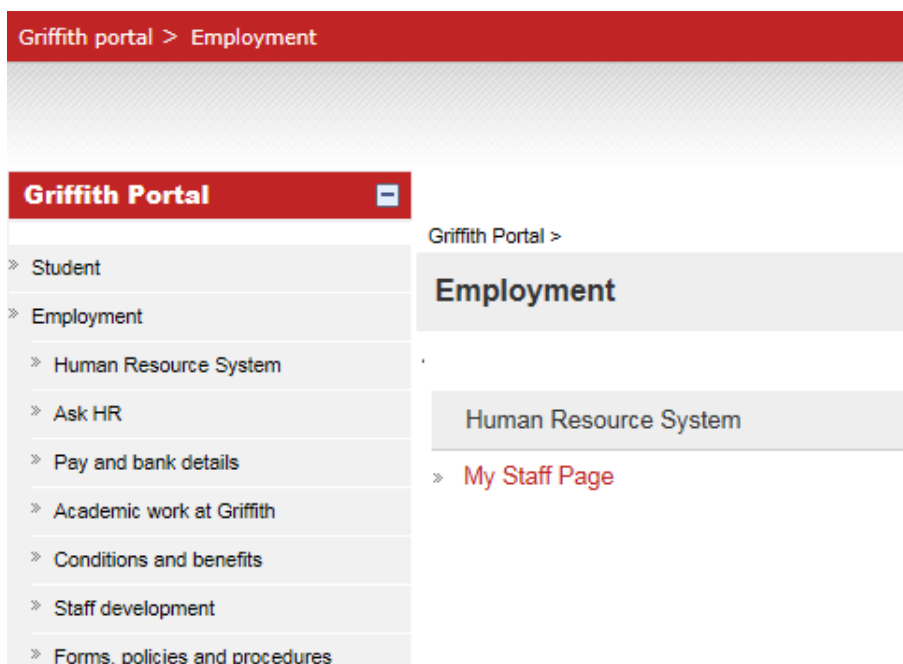
A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page. Click on the 'Time and Absence' tile.
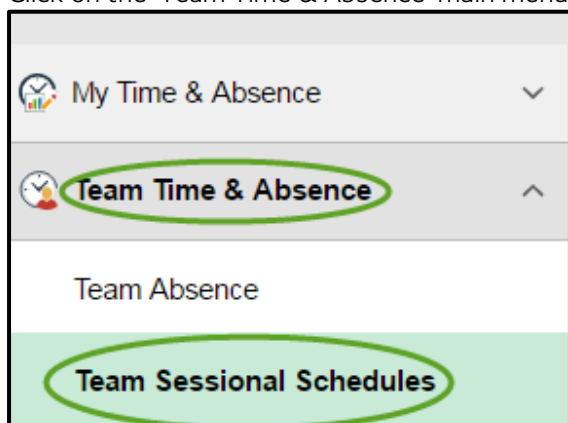

NEW! The layout of the Time and Absence dashboard page has changed. The new page is divided into two sections.

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.

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

Step 2 - Selecting a Schedule

Tip: User Guides are available for assistance. Click on User Guide link to go straight into the User Guide page for reference.

To view Sessional Employees, click 'View as School Admin' tab.

- **Note:** The 'View as Manager' tab will display only if you have Sessionals reporting to you as a Supervisor/Course Convenor.

- The 'View as Employee' tab will display only if you are a Sessional employee.

If you have access for more than one department then you will see the below. Select appropriate Department and click on [Select]

If you only have access for one department you will be taken straight into the view:

Click on View Schedule or Create Schedule depending on the Status of the Schedule.

Various Statuses are as follows:

Status	Description	Action
Blank	New schedule to create	Create Schedule
Submitted	Submitted and awaiting approval from Course Convenor	View Schedule
Data Saved	Not yet submitted	View Schedule
Approved	Approved and can enter in variation	View Schedule
In Approval	Awaiting HOS approval	View Schedule
Denied	Not approved	View Schedule

Please note the following highlighted items can assist you with collating and interacting with the screens information.

Further explanations will follow.

The following icon with a red arrow will allow for the exporting of that screen's list to a Microsoft Excel spreadsheet.

An example of thiscan be seen below when exporting the above screen to the spreadsheet.

Clicking on the column headings will perform a sort and reorder the list based on the column selected for sorting.

To search the displayed screen click on 'Find'.

This can be found on the top row of the screen beside 'Personalize'.

Once selected a script prompt window as per the below example will open for the search string to be inputted.

Click 'OK' once the input is made and your screen will filter to display only those items matching your string. See example below.

Step 3 - Create New Schedule

Find the Sessional staff as per options provided above and click on

Create Schedule

A new Sessional Schedule will display.

Step 4 – Check Course Convenor

> **NEW!** **Note:** The information on Course Convenor has moved under 'Approval Workflow' section.
>
> Check that the correct Course Convenor is assigned to the Schedule for the course.
>
> T h e ' Final Approver' (or Head of Element approver) information will auto-populate based on the Convenor ID.
>
> If you wish to select a different Head of Element approver, click on the highlighted link to choose from a list of appropriate alternate approver for your group.

If the Course Convenor and Final Approver information correct, go to Step 5 – 'Choose Valid Work types'.

If the Course Convenor is incorrect, email hrservices@griffith.edu.au to advice change of supervisor before entering in any hours.

Step 5 - Choose valid Work Types

Enter the 'Work Type' in the Work Type field, if known.

If you are uncertain of the work type, click on Look Up icon 🔍 which will display all Work Types available for selection.

Click on the relevant work type to select.

To enter another work type, click on ➕ on the right hand side which will create a new blank line.

Follow the same steps as above to select the work type.

To delete a line (e.g. you have entered incorrect work type or hours), simply click on ➖ on the right hand side beside whichever line you wish to delete. The entire line will be deleted.

Step 6 - Enter valid Delivery Hours for applicable weeks commencing

Week one is your first week of work as per the date of commencement on your Sessional Engagement Form.

The Schedule breaks down to 10 weeks.

To see the entire Schedule click on [icon] to expand the weeks.

NOTE: Delivery hours refers only to those hours for which the sessional staff member provides face-to-face contact with students. The activity rate of payment will include any associated hours required. E.g. BASIC LECT = You enter 1 hour delivery time, 2 hours associated work time will be included in the activity rate paid.

Enter the work hours for each week you have worked.

Step 7 – Entering and reading Comments

To add comments enter information into the comments field.

If you have a Comment noted in the right hand side of the Request History table, click on to view/read the comment.
NOTE: All parties can view the comments

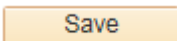Input comment and click 'Return' to save this against the record.

Step 8 - Save Schedule

If the details of the Schedule are incomplete, or they are complete but you do not wish to submit the schedule for approval at this stage, select the [Save] button which will allow your schedule to be saved in its current state.

To save the Schedule in its current state, select 'Prevent Editing by Others' checkbox which prevents other users from editing the Schedule.

☑ Prevent Editing by Others

The Schedule will be saved and can be completed at a later date.

Click the [Save] button with the *Prevent submission by others* checkbox unticked when the schedule is finalised and you want to forward the Schedule to the Sessional staff member for confirmation. An email will be sent to the Sessional staff member allowing them to log into the Staff Portal to submit the schedule.

Step 9 – Varying a Schedule

Repeat Step 1 & 2 to access the schedule. A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page. Click on the 'Time and Absence' tile.
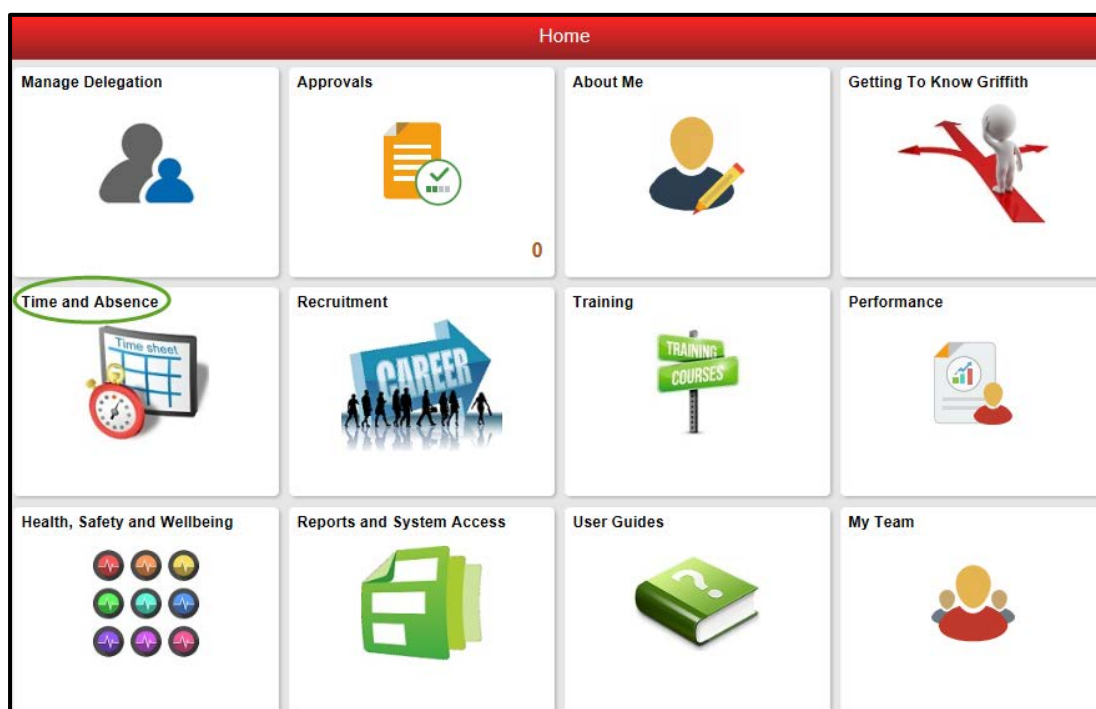
Click on the 'Team Time & Absence' main menu and select 'Team Sessional Schedules' sub-menu.
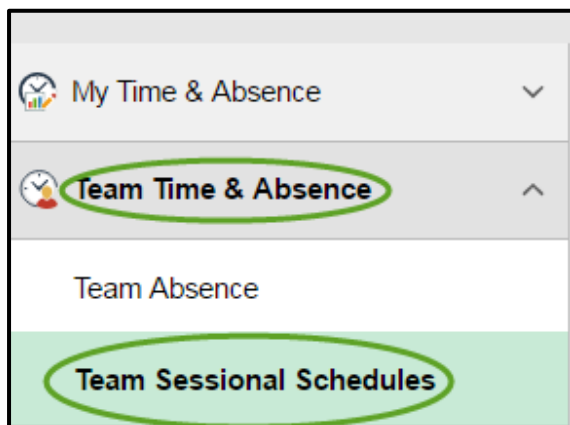
The 'View as Manager' tab will display only if you have Sessionals reporting to you as a Supervisor/Course Convenor.

Click on the 'View as School Admin' tab to view all Sessionals.

If you have access for more than one department then you will see the below.

Select appropriate Department and click on

If you only have access for one department you will be taken straight into the view.

Click on 'View as School Admin' to continue.

Create a Variation Schedule by clicking on for the appropriate active schedule available for selection.

Note: You can only enter a variation if the schedule is fully approved or in the saved status. If the schedule is in the workflow process you will be required for this to be completed.

The existing Schedule will display in the approved schedule section at the top of page.

Enter the Work Type and varied hours in the Pending Schedule section as per Step 5, 6 & 7.

 Note: The information on Course Convenor has moved under 'Approval Workflow' section. Check that the correct Course Convenor is assigned to the Schedule for the course. T h e ' Final Approver' (or Head of Element approver) information will now auto-populate based on the Convenor ID. If you wish to select a different Head of Element approver, click on the highlighted link to choose from a list of appropriate alternate approver for your group.

Save Schedule

If the details of the Schedule are incomplete, or they are complete but you do not wish to submit the schedule for approval at this stage, select the **Save** button which will allow your schedule to be saved in its current state.

Submit Schedule

Click the **Submit** button if the details of the Schedule are complete. The Schedule will workflow to the Course Convenor for approval.

Step 10 - Print Report for Approved Hours

Once the schedule has been approved and sent for processing, you will be able to generate a report.

Scroll down to the bottom of the page and click [Generate Report] button to run the report.

A PDF report will open in a new window.

***Please note: This report will display "approved hours" only. ***

To print, click on File/Print (top left side of screen).

Further information

Email: hrservices@griffith.edu.au

Phone: 373 54011