



## **User Guide**

# **Creating and Varying Sessional Schedule**

**(Course Convenors, School Admin/Secretaries)**

## **Brief Document Description**

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### **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**

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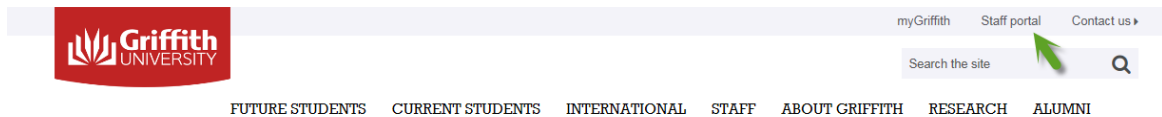
Schedules are generally created prior to the start of each Academic Semester. Schedule Variations are generally created during the Academic Semester. This User Guide details the process.

## Steps

<a href="#">Step 1</a>	Login into the Staff Portal
<a href="#">Step 2</a>	Selecting a Schedule
<a href="#">Step 3</a>	Create New Schedule
<a href="#">Step 4</a>	Check Course Convenor
<a href="#">Step 5</a>	Choose valid Work Types
<a href="#">Step 6</a>	Enter the delivery hours for applicable weeks
<a href="#">Step 7</a>	Entering and reading comments
<a href="#">Step 8</a>	Save Schedule
<a href="#">Step 9</a>	Varying a Schedule
<a href="#">Step 10</a>	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.

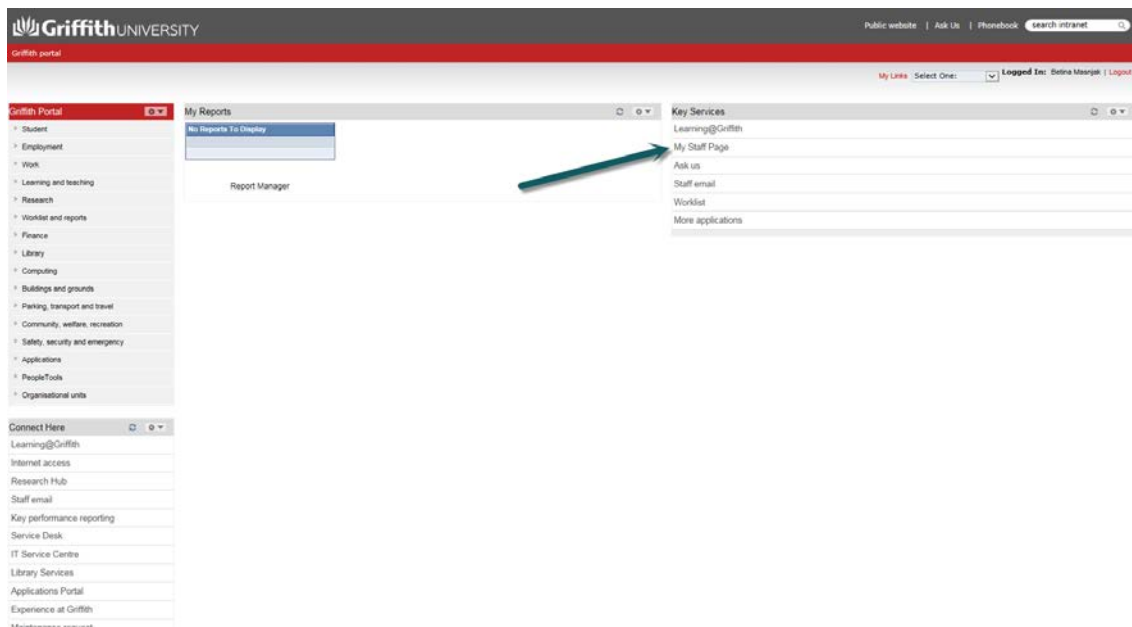


Log into the Staff Portal using your Griffith ID and Password.

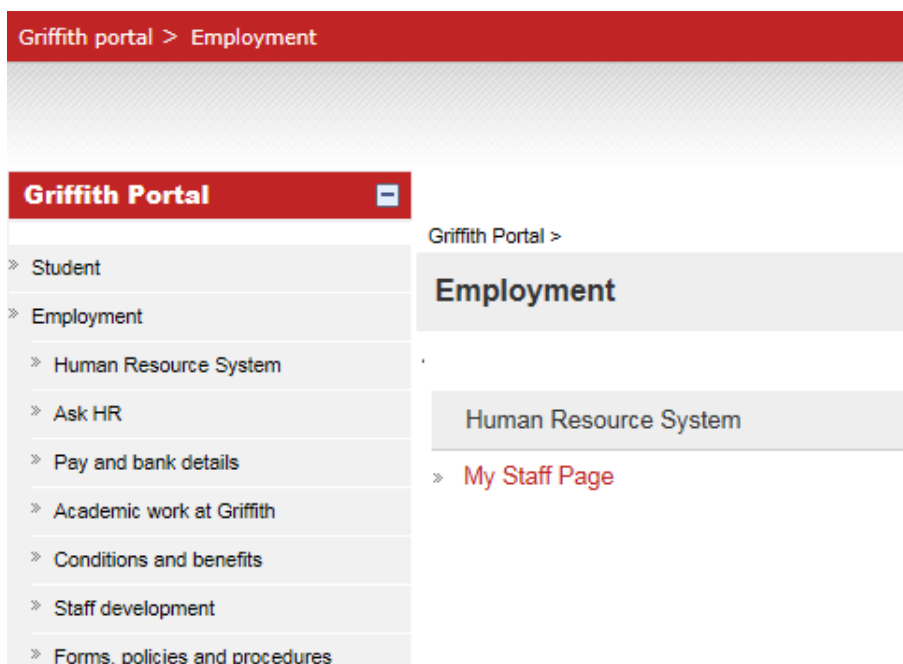
 A screenshot of the Griffith Single Sign-On login form. The form has a red header with the Griffith University logo and the title 'Griffith Single Sign-On'. Below the title are two input fields: 'Username' and 'Password'. At the bottom of the form is a red button with the text 'login' and two right-pointing arrows. Below the login button is a section titled 'Code of practice' with a small text block explaining the university's information technology resources and the Code of Practice.

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

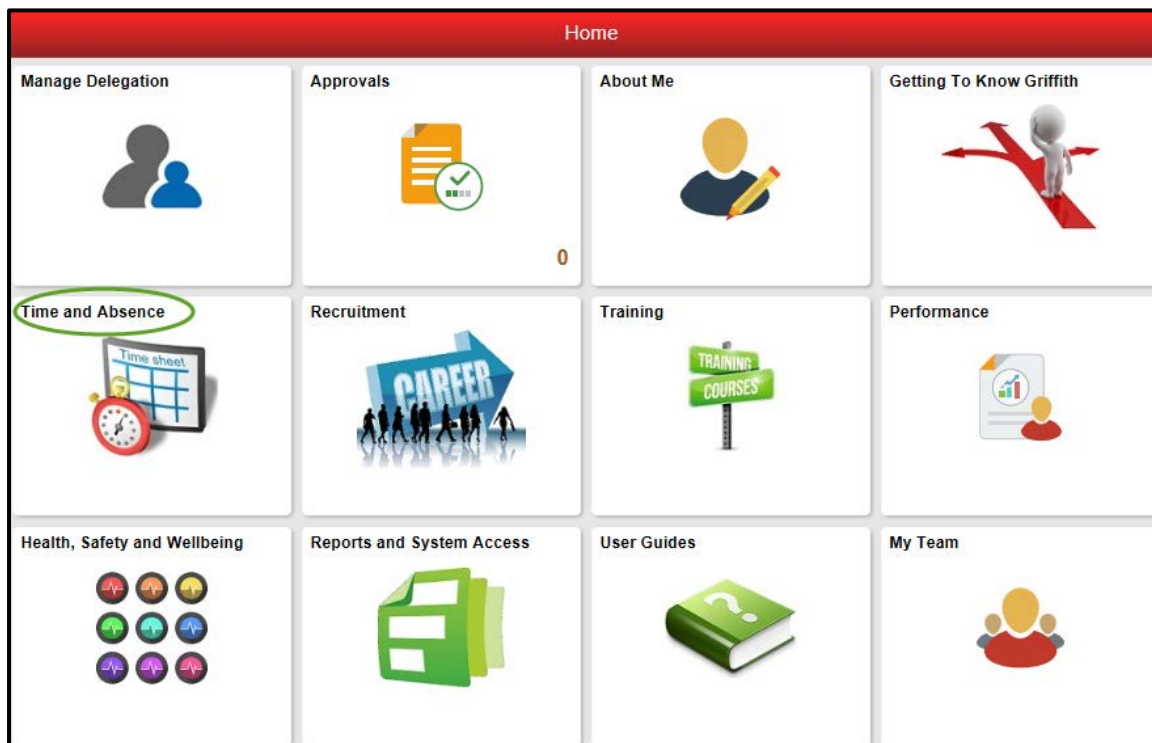
The first location is by clicking on My Staff Page under “Key Services”.



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.

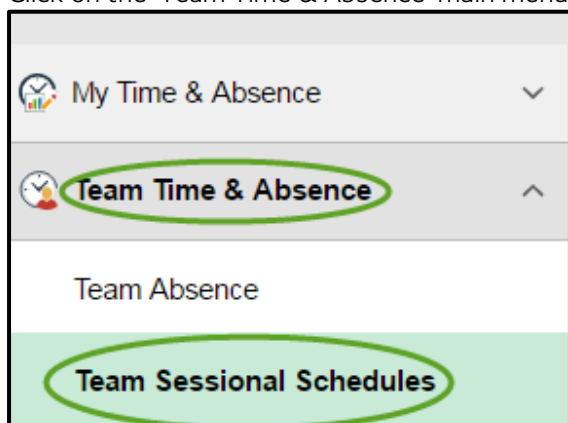


The layout of the Time and Absence dashboard page has changed. The new page is divided into two sections.

**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.

View as Manager View as School Admin View as Employee

Select Sessional Employee from list below. Once you Select an employee you will be able to 'Add' schedule if it has not been created or view and finalise already created Schedule.

### User Guides

- [Add Schedule](#)
- [Schedule Variation](#)

#### Suchi Rao's employees

	Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Code	Course Code Description
1		0					

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

View as Manager **View as School Admin** View as Employee

Select Sessional Employee from list below. Once you Select an employee you will be able to 'Add' schedule if it has not been created or view and finalise already created Schedule.

**User Guides**

- [Add Schedule](#)
- [Schedule Variation](#)

**Suchi Rao's employees**

	Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Code	Course Code Description
1		0					

- **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**

View as School Admin

Select Sessional Employee from list below. Once you Select an employee you will be able to 'Add' schedule if it has not been created or view and finalise already created Schedule.

**User Guides**

- [Add Schedule](#)
- [Schedule Variation](#)



**Select Group**

Select	Group ID	Description
<b>Select</b>	GU_GIL	Service Learning
<b>Select</b>	GU_GIQ	Program and Teaching Quality
<b>Select</b>	GU_NRS	School of Nursing & Midwifery

Personalize Find View All 1 of 1 Last

	Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description	Location	Workflow Status	Create/View Schedule
1		0									Create/View Sched

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

School of Nursing & Midwifery's employees										Personalize   Find   View 100     First 1-50 of 358 Last	
	Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description	Location	Workflow Status	View Schedule
1		6		01/21/2017	01/06/2018		8050NRS	Promoting Sex. Hlth & Wellness	Logan	Approved	View Schedule
2		3		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Data Saved	View Schedule
3		3		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
4		5		02/18/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
5		7		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
6		8		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
7		2		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
8		0		02/18/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
9		7		04/01/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
10		3		02/18/2017	08/05/2017		2806NRS	Research in Nursing	Logan	Approved	View Schedule
11		4		02/18/2017	07/22/2017		2806NRS	Research in Nursing	Gold Coast	Approved	View Schedule
12		6		02/18/2017	07/22/2017		2806NRS	Research in Nursing	Gold Coast	Approved	View Schedule
13		3		02/18/2017	07/22/2017		2806NRS	Research in Nursing	Gold Coast	Approved	View Schedule
14		0		02/18/2017	08/05/2017		2806NRS	Research in Nursing	Logan	Approved	View Schedule
15		9		02/18/2017	07/22/2017		2806NRS	Research in Nursing	Gold Coast	Approved	View Schedule
16		4		02/18/2017	07/22/2017		2806NRS	Research in Nursing	Gold Coast	Approved	View Schedule
17		7		02/18/2017	07/22/2017		2806NRS	Research in Nursing	Gold Coast	Approved	View Schedule
19		4		02/18/2017	07/22/2017		2806NRS	Research in Nursing	Gold Coast	Approved	View Schedule
20		1		03/04/2017	07/08/2017		3875NRS	Transitions to Practice	Nathan	Submitted	View Schedule
21		4		03/04/2017	07/08/2017		3875NRS	Transitions to Practice	Nathan	Submitted	View Schedule
22		1		10/15/2016	10/14/2017		1555NRS	Midwife Prac 1: Support Women	Logan	Approved	View Schedule
23		2		02/04/2017	08/05/2017		1806NRS	Communicating Effectively	Nathan	Approved	View Schedule
24		3		03/04/2017	08/05/2017		1806NRS	Communicating Effectively	Logan	Approved	View Schedule
25		2		03/04/2017	08/05/2017		1806NRS	Communicating Effectively	Logan	Approved	View Schedule
26		2		02/18/2017	01/06/2018		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
27		3		03/04/2017	01/06/2018		2803NRS	Acute Nursing Practice	Logan	Approved	View Schedule
28		1		03/04/2017	01/06/2018		2803NRS	Acute Nursing Practice	Nathan	Approved	View Schedule
29		0		03/04/2017	01/06/2018		3978NRS	Aged Care Nursing	Nathan	Approved	View Schedule
30		1		03/04/2017	01/06/2018		3979NRS	Community Nursing	Nathan	Approved	View Schedule
31		2		03/04/2017	01/06/2018		2803NRS	Acute Nursing Practice	Logan	Approved	View Schedule
32		1		03/04/2017	01/06/2018		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
33		4		03/04/2017	01/06/2018		2803NRS	Acute Nursing Practice	Logan	Approved	View Schedule
34		2		03/04/2017	05/27/2017		8021NRS	Health Leadership & Management	Logan	Denied	View Schedule
35		7		02/18/2017	01/06/2018		3978NRS	Aged Care Nursing	Logan	Approved	View Schedule
36		9		03/04/2017	01/06/2018		2803NRS	Acute Nursing Practice	Logan	Create Schedule	View Schedule
37		6		03/18/2017	01/06/2018		2803NRS	Acute Nursing Practice	Logan	Approved	View Schedule
38		1		03/04/2017	01/06/2018		2803NRS	Acute Nursing Practice	Logan	Approved	View Schedule
39		2		02/04/2017	12/23/2017		2803NRS	Acute Nursing Practice	Logan	Create Schedule	View Schedule
40		0		02/18/2017	01/06/2018		3979NRS	Community Nursing	Logan	Approved	View Schedule
41		2		02/04/2017	01/06/2018		1809NRS	Effective Nursing Practice	Nathan	Approved	View Schedule

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.

View as Manager View as School Admin

Select Sessional Employee from list below. Once you Select an employee you will be able to 'Add' schedule if it has not been created or view and finalise already created Schedule.

**User Guides**

- [Add Schedule](#)
- [Schedule Variation](#)

School of Nursing & Midwifery's employees

Personalize | Find | View 100 | 1-50 of 337 | First | Last

Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description	Location	Workflow Status	View Schedule
1	0		06/02/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Gold Coast	Approved	View Schedule
2	1		05/03/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Gold Coast	Data Saved	View Schedule
3	2		02/04/2016	09/07/2016		3978NRS	Aged Care Nursing	Nathan	Approved	View Schedule
4	0		06/02/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Gold Coast	Approved	View Schedule
5	1		28/05/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Gold Coast	Data Saved	View Schedule
6	0		19/03/2016	09/07/2016		8031NRS	Emerg. Nurs. Prac. Foundations	Nathan	Approved	View Schedule
7	0		19/03/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Gold Coast	Approved	View Schedule
8	0		02/04/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Nathan	Approved	View Schedule
9	0		06/02/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Gold Coast	Approved	View Schedule
10	0		19/03/2016	09/07/2016		3979NRS	Community Nursing	Gold Coast	Approved	View Schedule
11	1		05/03/2016	09/07/2016		7902NRS	Int. Edu. Theory in Practice	Gold Coast	Approved	View Schedule
12	3		02/04/2016	09/07/2016		7901NRS	Teach for Learn Clin Settings	Gold Coast	Approved	View Schedule
13	2		20/02/2016	09/07/2016		2801NRS	Nursing Med-Surg Clients	Nathan	Approved	View Schedule
14	4		14/05/2016	09/07/2016		3978NRS	Aged Care Nursing	Nathan	Approved	View Schedule
15	0		20/02/2016	09/07/2016		3978NRS	Aged Care Nursing	Nathan	Approved	View Schedule

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 this can be seen below when exporting the above screen to the spreadsheet.

Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description	Location	Workflow Status	View Schedule
	0		20/02/2016	3/09/2016		3015NSC		Nathan	Data Saved	View Schedule
	0		20/02/2016	6/08/2016		7201NSC		Nathan	Data Saved	View Schedule
	0		5/03/2016	6/08/2016		7213NSC		Nathan	Data Saved	View Schedule
	3		20/02/2016	6/08/2016		10115SG		Gold Coast	Approved	View Schedule
	4		5/03/2016	3/09/2016		2203NSC		Gold Coast	Approved	View Schedule
	5		20/02/2016	1/10/2016		10125SG		Nathan	Approved	View Schedule
	3		20/02/2016	6/08/2016		7221NSC		Nathan	Approved	View Schedule

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

Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description
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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.

The screenshot shows a web browser window with a script prompt dialog box open. The dialog box has a title bar that says "griffith.edu.au needs some information". It contains a "Script Prompt:" label, an "Enter search string:" label, and a text input field containing "7201NSC". There are "OK" and "Cancel" buttons. The background shows the HRM system interface for the School of Natural Sciences. The top navigation bar includes "Personalize", "Find", and "View" buttons, with "Find" circled in green. Below the navigation bar, there is a section titled "School of Natural Sciences's employees" with a table of employee records. The table has columns for Empl ID, Empl Record, Employee Name, Contract Begin Date, Contract End Date, Course Convenor, Course Code, Course Description, Location, Workflow Status, and View Schedule. The table is filtered to show only records with "7201NSC" in the Course Code column. The "Find" button in the top navigation bar is circled in green.

griffith.edu.au needs some information

Script Prompt:  
Enter search string:  
7201NSC

OK  
Cancel

HR\_MSS:GU\_SES\_DR\_CMP:GBL

Staff portal

Griffith UNIVERSITY HR92PS - Kathy Shapiro (S2966665)

View as Manager View as School Admin

Select Sessional Employee from list below. Once you Select an employee you will be able to 'Add' schedule if it has not been created or view and finalise already created Schedule.

**User Guides**

- [Add Schedule](#)
- [Schedule Variation](#)

**Select Group**

Select	Group ID	Description
Select	GU_AVN	Aviation at Griffith
Select	GU_NSC	School of Natural Sciences

**School of Natural Sciences's employees**

Personalize Find View 100 126-167 of 167 First Last

Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description	Location	Workflow Status	View Schedule
148	0		20/02/2016	06/08/2016		7201NSC	Clin Bacteriol,Antimicro&Chemo	Nathan	Data Saved	View Schedule
149	1		11/07/2015	09/07/2016		7507NSC	Aviation Mgt Research Paper	Nathan	Data Saved	View Schedule

## 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.

Sessional Schedule

Empl ID:
Empl Rcd: 9
Element: School of Nursing & Midwifery
Campus: Logan Campus
Course Code: 2803NRS Acute Nursing Practice
Workflow Status:

**Pending Schedule**
Please enter the total delivery hours to be worked in each week. Enter part hours as decimal eg: 10min=.17, 20min=.33, 30min = .5

Sched1~10 Sched11~20 Sched21~30 Sched31~40 Sched41~52

Work type	Activity Rate	Total Delivery Hours	Total Amt	06/03/2017	13/03/2017	20/03/2017	27/03/2017	03/04/2017	10/04/2017	17/04/2017	24/04/2017	01/05/2017	08/05/2017	
1		0.00	0.00											

Gross Delivery Hours: 0.00
Gross Amount: \$0.00
Oncosts: \$0.00
Total Amount: \$0.00

The above course is to be charged to the following speed type / class.
Oncosts: 18.35 %
Oncosts Amount: \$0.00

SpeedType Key	Class Field	Account	Percent to Allocate	Total Amount incl. Oncosts
1 NUR1003	H3368	2150	100.000000	\$0.00

**Approval Workflow**
Course Convenor: 0882950 Mrs Judith Needham
Final Approver: 2592494 Debra Anderson Head of School (HOE)
Please note if you wish to select a different Head of Element approver to the one which is populated above click on the link to choose from the list of appropriate alternatives for your group.

**Comments**
Requestor Comments:

**Request History**
Find | View All | 1 of 1 | First | Last

Seq	Status	Display Name	Action Date/Time

☐ Prevent Editing by Others

Save

## Step 4 - Check Course Convenor



**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.

The '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'.

**Sessional Schedule**

Empl ID: [redacted] Workflow Status: [redacted]  
 Empl Rcd: 9  
 Element: School of Nursing & Midwifery  
 Campus: Logan Campus  
 Course Code: 2803NRS Acute Nursing Practice

**Pending Schedule**  
 Please enter the total delivery hours to be worked in each week. Enter part hours as decimal eg: 10min=.17, 20min=.33, 30min = .5

Sched1~10	Sched11~20	Sched21~30	Sched31~40	Sched41~52
1				

Gross Delivery Hours: 0.00 Gross Amount: \$0.00 Oncosts: \$0.00 Total Amount: \$0.00

The above course is to be charged to the following speed type / class. Oncosts: 18.35 % Oncosts Amount: \$0.00

SpeedType Key	Class Field	Account	Percent to Allocate	Total Amount incl. Oncosts
1 NUR1003	H3368	2150	100.000000	\$0.00

**Approval Workflow**

Course Convenor: [redacted]  
 Final Approver: [redacted] Debra Anderson [Head of School \(HOE\)](#)

Please note if you wish to select a different Head of Element approver to the one which is populated above click on the link to choose from the list of appropriate alternatives for your group.

**Comments**  
 Requestor Comments: [text area]

**Request History** Find | View All | First 1 of 1 Last

Seq	Status	Display Name	Action Date/Time


☐ Prevent Editing by Others

Save


If the Course Convenor is incorrect, email [hrservices@griffith.edu.au](mailto: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.

Work type	Activity Rate	Total Delivery Hours	Total Amt	27/07/2015	03/08/2015	10/08/2015	17/08/2015	24/08/2015	31/08/2015	07/09/2015	14/09/2015	21/09/2015	28/09/2015	
1 MARK ROUTINE 	49.210000	15.00	738.15		5.00	5.00	5.00							
2 		0.00	0.00											

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  to expand the weeks.

**Pending Schedule**

Please enter the total delivery hours to be worked in each week. Enter part hours as decimal eg: 10min=.17, 20min=.33, 30min = .5

		Sched1~10	Sched11~20	Sched21~30	Sched31~40	Sched41~52										
Work type	Activity Rate	Total Delivery Hours	Total Amt	06/03/2017	13/03/2017	20/03/2017	27/03/2017	03/04/2017	10/04/2017	17/04/2017	24/04/2017	01/05/2017	08/05/2017			
1 BASIC LECT	178.300000	12.00	2,139.60		7.00	5.00										
2 CHF PRAC STD	127.160000	12.00	1,525.92		7.00	5.00										
Gross Delivery Hours: 24.00		Gross Amount: \$3,665.52		Oncosts: \$672.62		Total Amount: \$4,338.14										

**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

**Comments**

Requestor Comments:

**Request History** Find | View All | 1 of 1 | First | Last

Seq	Status	Display Name	Action Date/Time	Comments
1	Saved		05/16/2017 12:56:59PM	<a href="#">Comments</a>


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

**Comments page**

Comment:

TEST

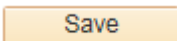
## Step 8 - Save Schedule

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  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.

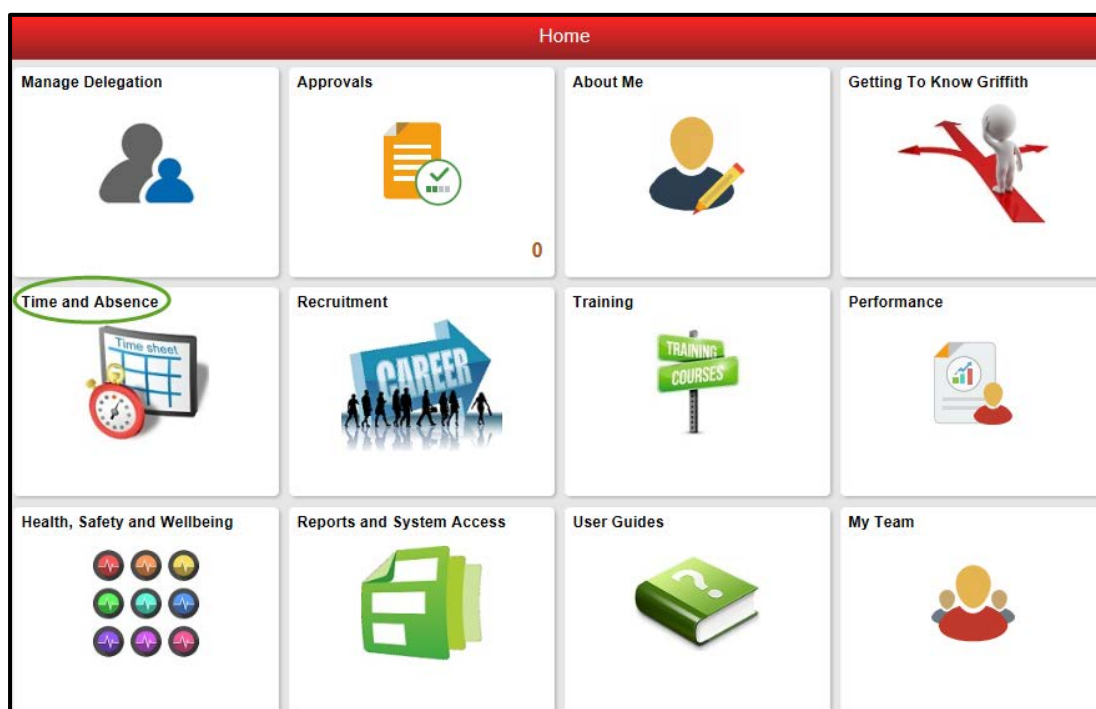
### Prevent Editing by Others

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

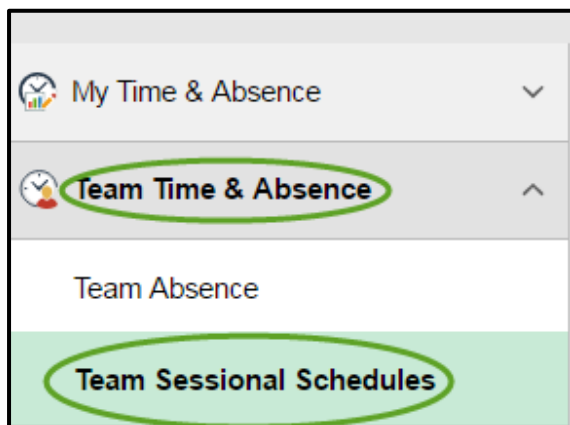
Click the  button with the *Prevent submission by others* checkbox unticked when the schedule is finalised and you want to forward the Schedule to the Sessional staff member for confirmation. An email will be sent to the Sessional staff member allowing them to log into the Staff Portal to submit the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

**View as School Admin**

Select Sessional Employee from list below. Once you Select an employee you will be able to 'Add' schedule if it has not been created or view and finalise already created Schedule.

**User Guides**

- [Add Schedule](#)
- [Schedule Variation](#)

**Select Group**

Select	Group ID	Description
<input type="button" value="Select"/>	GU_GIL	Service Learning
<input type="button" value="Select"/>	GU_GIQ	Program and Teaching Quality
<input type="button" value="Select"/>	GU_NRS	School of Nursing & Midwifery

Personalize   Find   View All     First 1 of 1 Last											
	Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description	Location	Workflow Status	Create/View Schedule
1		0									<input type="button" value="Create/View Sched"/>

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.

View as Manager View as School Admin

Select Sessional Employee from list below. Once you Select an employee you will be able to 'Add' schedule if it has not been created or view and finalise already created Schedule.

**User Guides**

- [Add Schedule](#)
- [Schedule Variation](#)

Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Code	Course Code Description	Department	Location	Create/View Schedule
1	0								Create/View Schedule

Create a Variation Schedule by clicking on [View Schedule](#) 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.

School of Nursing & Midwifery's employees

Empl ID	Empl Record	Employee Name	Contract Begin Date	Contract End Date	Course Convenor	Course Code	Course Description	Location	Workflow Status	View Schedule
1	6		01/21/2017	01/06/2018		8050NRS	Promoting Sex, Hlth & Wellness	Logan	Approved	<a href="#">View Schedule</a>
2	3		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Data Saved	<a href="#">View Schedule</a>
3	3		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	<a href="#">View Schedule</a>
4	5		02/18/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	<a href="#">View Schedule</a>
5	7		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	<a href="#">View Schedule</a>
6	8		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	<a href="#">View Schedule</a>
7	2		02/04/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	<a href="#">View Schedule</a>
8	0		02/18/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	<a href="#">View Schedule</a>
9	7		04/01/2017	08/05/2017		3978NRS	Aged Care Nursing	Logan	Approved	<a href="#">View Schedule</a>

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

**Sessional Schedule**

Empl ID: [Redacted] Workflow Status: Approved

Empl Rcd: 7

Element: School of Nursing & Midwifery

Campus: Logan Campus

Course Code: 3978NRS Aged Care Nursing

**Approved Schedule**

Sched1~10	Sched11~20	Sched21~30	EFF
Work type	Activity Rate	Total Delivery Hours	Total Amt
1 OTH ACD ACT1	50.690000	60.00	3,041.40
			06/02/2017 13/02/2017 20/02/2017 27/02/2017 06/03/2017 13/03/2017 20/03/2017 27/03/2017 03/04/2017 10/04/2017
			0.00 20.00 20.00 20.00 0.00 0.00 0.00 0.00 0.00 0.00
Gross Delivery Hours: 60.00		Gross Amount: \$3,041.40	Oncosts: \$558.10 Total Amount: \$3,599.50



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

**Sessional Schedule**

Empl ID: [redacted] Workflow Status: Approved  
 Empl Rcd: 7  
 Element: School of Nursing & Midwifery  
 Campus: Logan Campus  
 Course Code: 3978NRS Aged Care Nursing

**Approved Schedule**

Sched1~10	Sched11~20	Sched21~30	
Work type	Activity Rate	Total Delivery Hours	Total Amt
1 OTH ACD ACT1	50.690000	60.00	3,041.40
Gross Delivery Hours: 60.00		Gross Amount: \$3,041.40	
		Oncosts: \$558.10	
		Total Amount: \$3,599.50	

**Pending Schedule**

Please enter the total delivery hours to be worked in each week. Enter part hours as decimal eg: 10min=.17, 20min=.33, 30min = .5

Sched1~10	Sched11~20	Sched21~30	
Work type	Activity Rate	Total Delivery Hours	Total Amt
1 [input]	[input]	0.00	0.00
Gross Delivery Hours: 0.00		Gross Amount: \$0.00	
		Oncosts: \$0.00	
		Total Amount: \$0.00	

The above course is to be charged to the following speed type / class. Oncosts: 18.35 % Oncosts Amount: \$558.10

SpeedType Key	Class Field	Account	Percent to Allocate	Total Amount incl. Oncosts
1 NUR2408	H3028	2150	100.000000	\$3,599.50

**Approval Workflow**

Course Convenor: [redacted]  
 Final Approver: [redacted] Debra Anderson [Head of School \(HOE\)](#)  
 Please note if you wish to select a different Head of Element approver to the one which is populated above click on the link to choose from the list of appropriate alternatives for your group.



**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. The '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.

**Generate Report**

Scroll down to the bottom of the page and click button to run the report.

A PDF report will open in a new window.

 <b>Sessional Schedule</b> <span style="float: right;">1 of 2</span>								
<b>EmplID :</b> <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span> <b>Empl Rcd :</b> 7 <b>Element :</b> School of Nursing & Midwifery <b>Campus :</b> Logan Campus <b>Course Code :</b> 3978NRS Aged Care Nursing <b>Course Convenor :</b> <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span>								
Work Type	OTH ACD ACT1							Week Total
Activity Rate	50.69							
06/02/2017	0							0
13/02/2017	20							20
20/02/2017	20							20
27/02/2017	20							20
06/03/2017	0							0
13/03/2017	0							0
20/03/2017	0							0
27/03/2017	0							0

\*\*\*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](mailto:hrservices@griffith.edu.au)

Phone: 373 54011