User Guide

Create a Sessional Staff Engagement

Brief Document Description

Overview

Sessional (Casual Academic) staff are engaged by Griffith University for various engagements. This User Guide explains how to initiate the engagement of a Sessional Staff member.

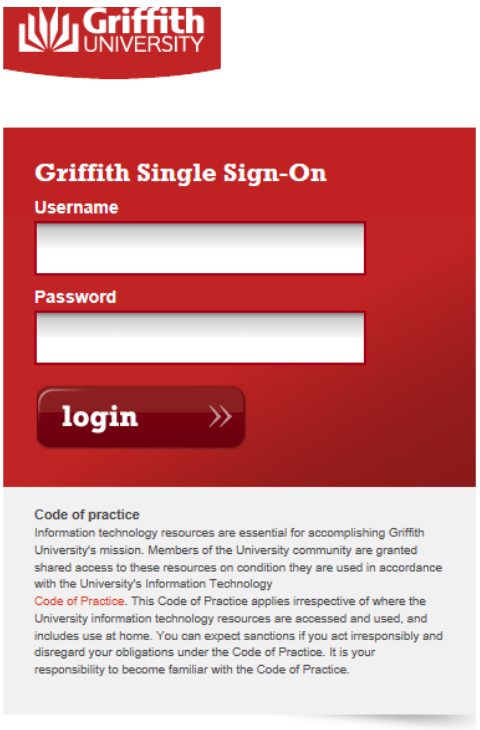
Steps

Step 1	Log in to the Griffith Staff Portal
Step 2	Navigate to Recruitment
Step 3	Initiate an Online Engagement
Step 4	Enter Applicant Details
Step 5	Enter Job Information
Step 6	Save for Later
Step 7	Submit an Online Engagement

Step 1 - Login in to Griffith Staff Portal

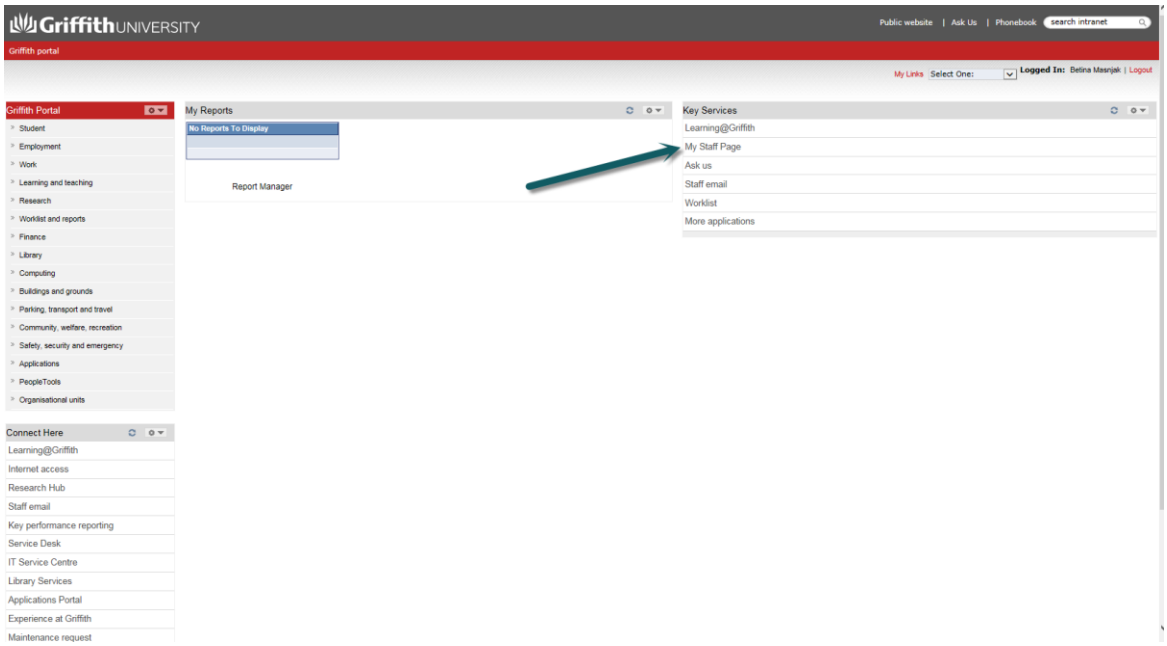
Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.

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

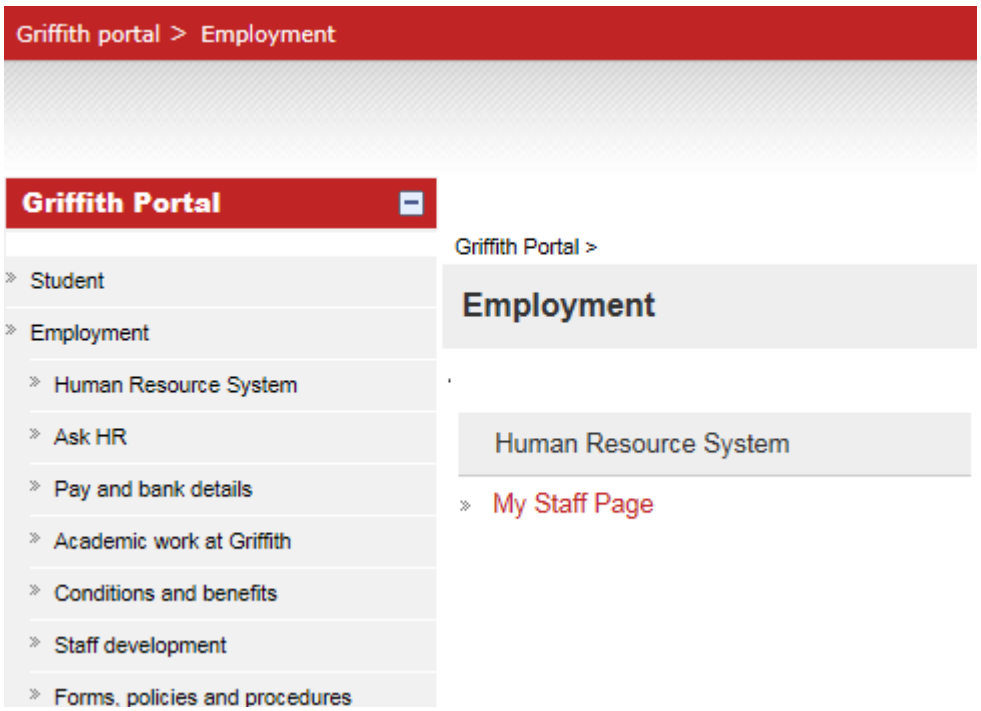


The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

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



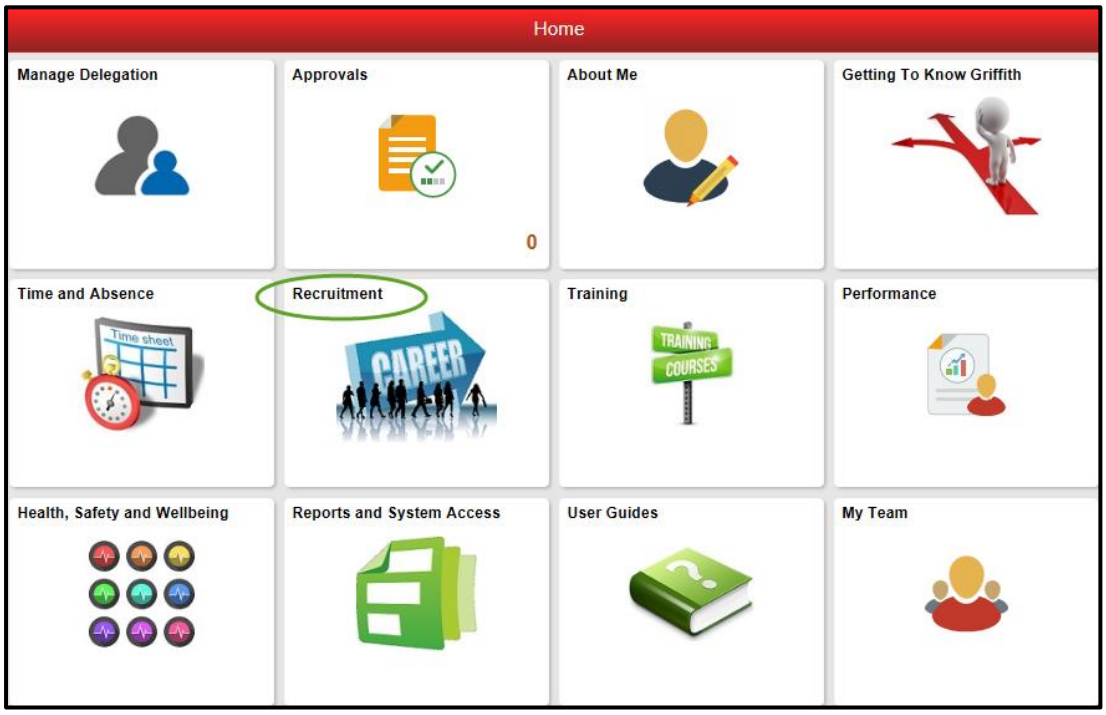
Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under "Human Resource Management".



Step 2 - Navigate to Recruitment

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

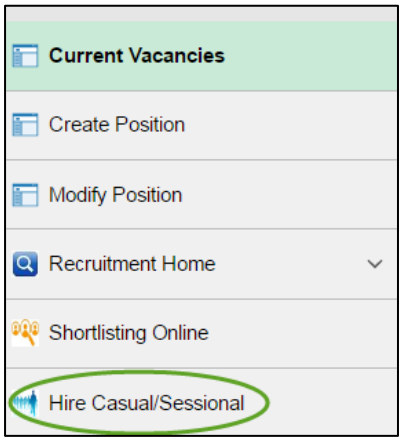
Click on the 'Recruitment' tile.



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.

On the left hand side menu, click on the 'Hire Casual/Sessional' menu item.

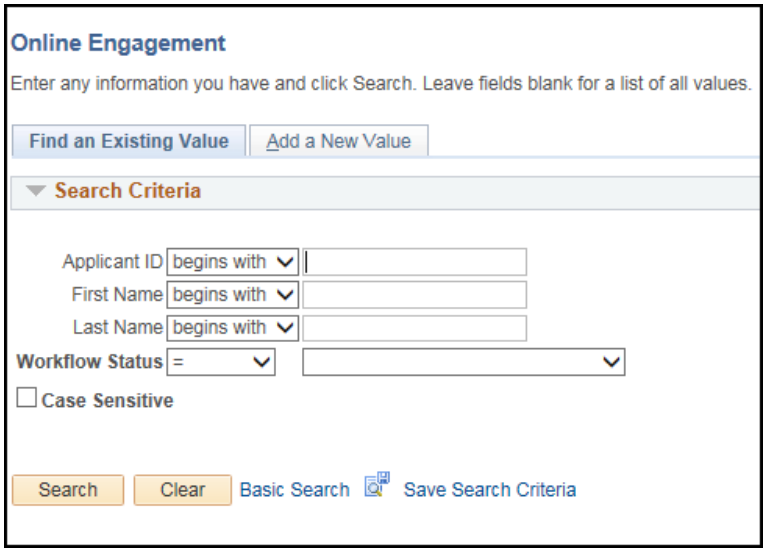


Step 3 - Initiate an Online Engagement

The Online Engagement screen will appear and will show two tabs.

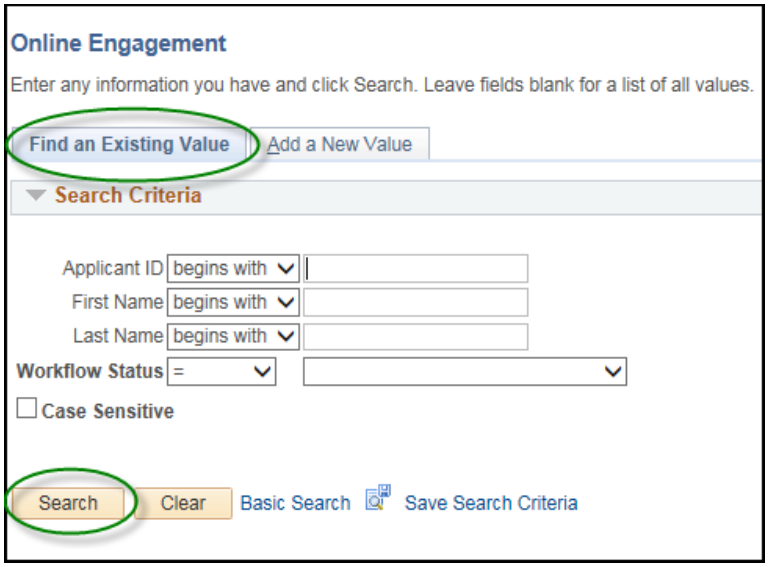
The "Find an Existing value" tab which will list all current casual or sessional staff engagements that have been raised by you within your School, Department or Element.

The "Add a New Value" tab which will allow you to search and/or add a new employee to the online engagement process.

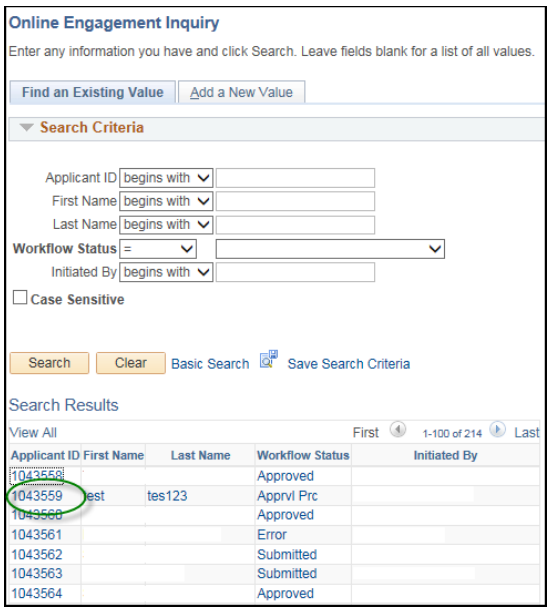


To Find an Existing Value:

If you have raised an Online Engagement and have saved but not submitted the engagement raised, OR you wish to view the status of an engagement already submitted, select "Search".

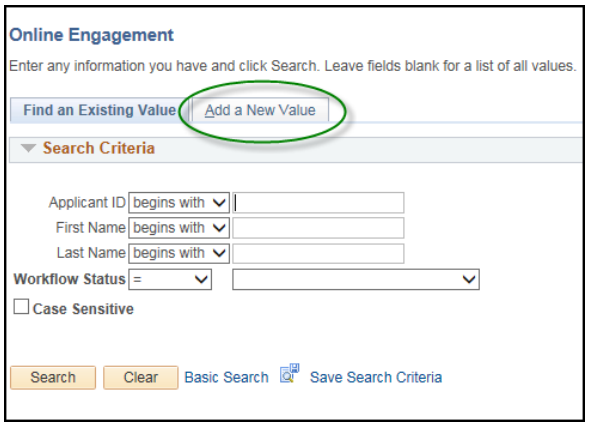


A list of employees will appear. From the list of employees, select the Applicant ID of the relevant employee on the left hand side.



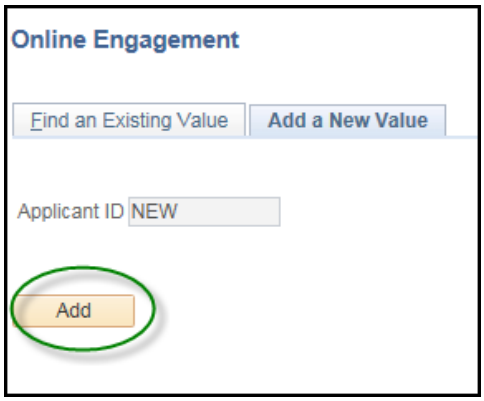
To Add a New Value:

If you wish to raise a new Engagement, select the "Add a New Value" tab.

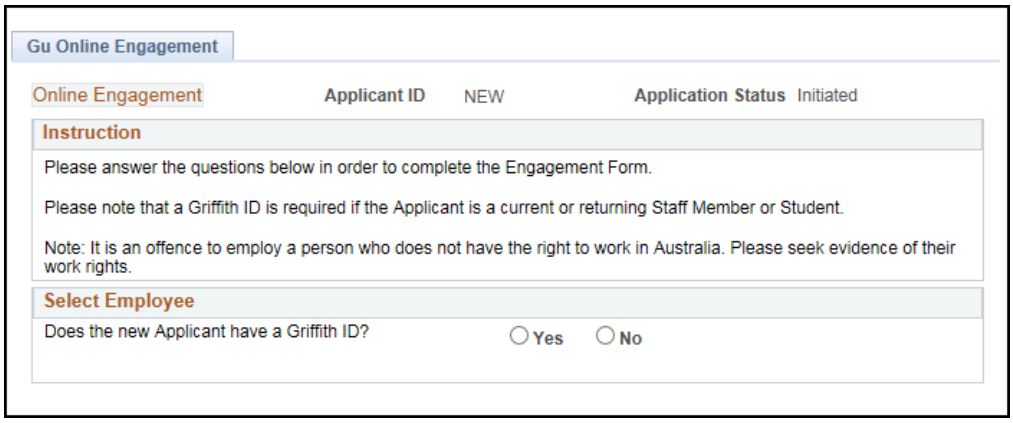


Select the

button.



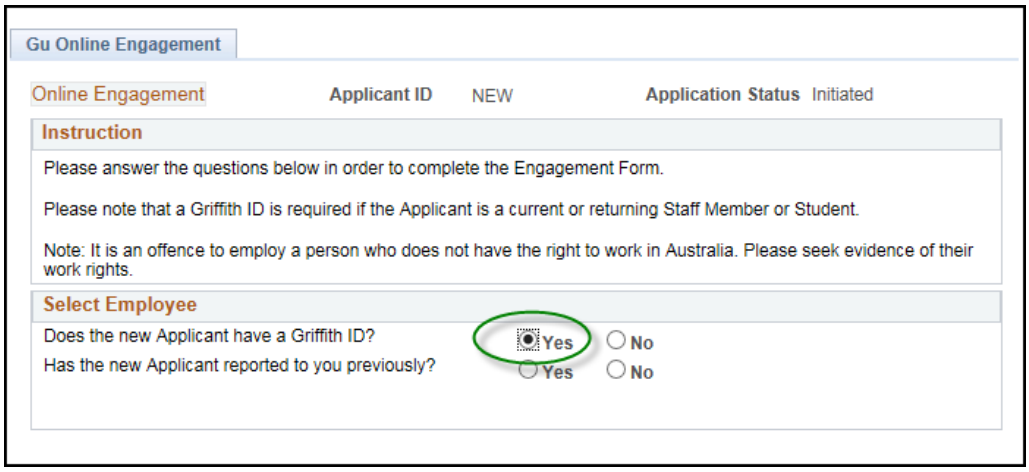
A new Online Engagement will open as per below:



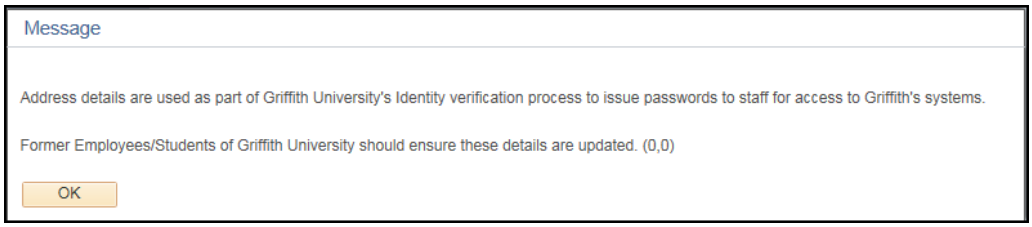
Note: It is an offence to employ a person who does not have the right to work in Australia. Please seek evidence of their work rights.

Note: It is important to know if the employee has a Griffith ID and this is entered, otherwise the employee will be sent unnecessary forms to complete as part of their engagement/onboarding.

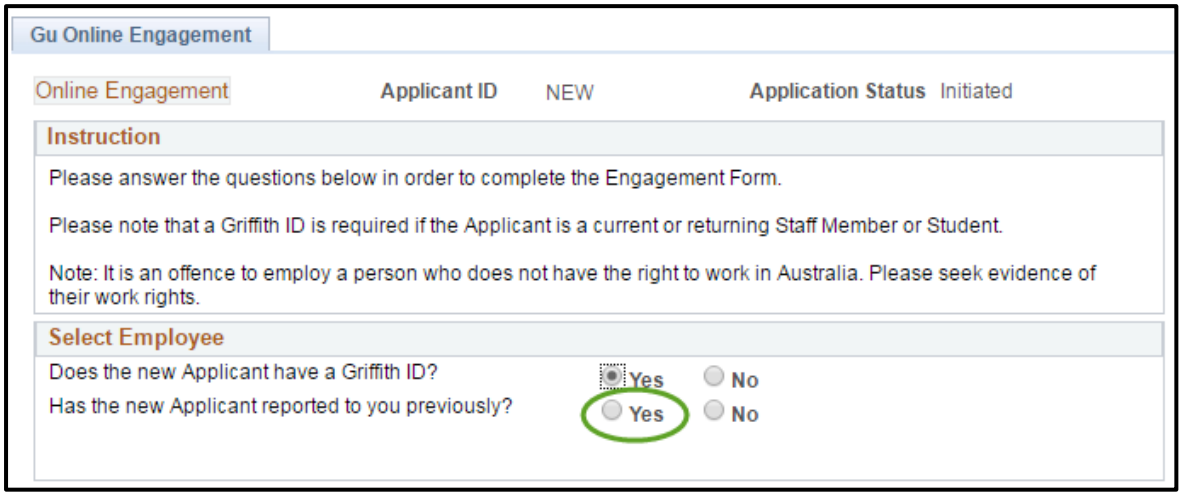
If the person does have a Griffith ID (i.e. current or previous Griffith staff member or current or previous Griffith student), select "Yes" to the question.



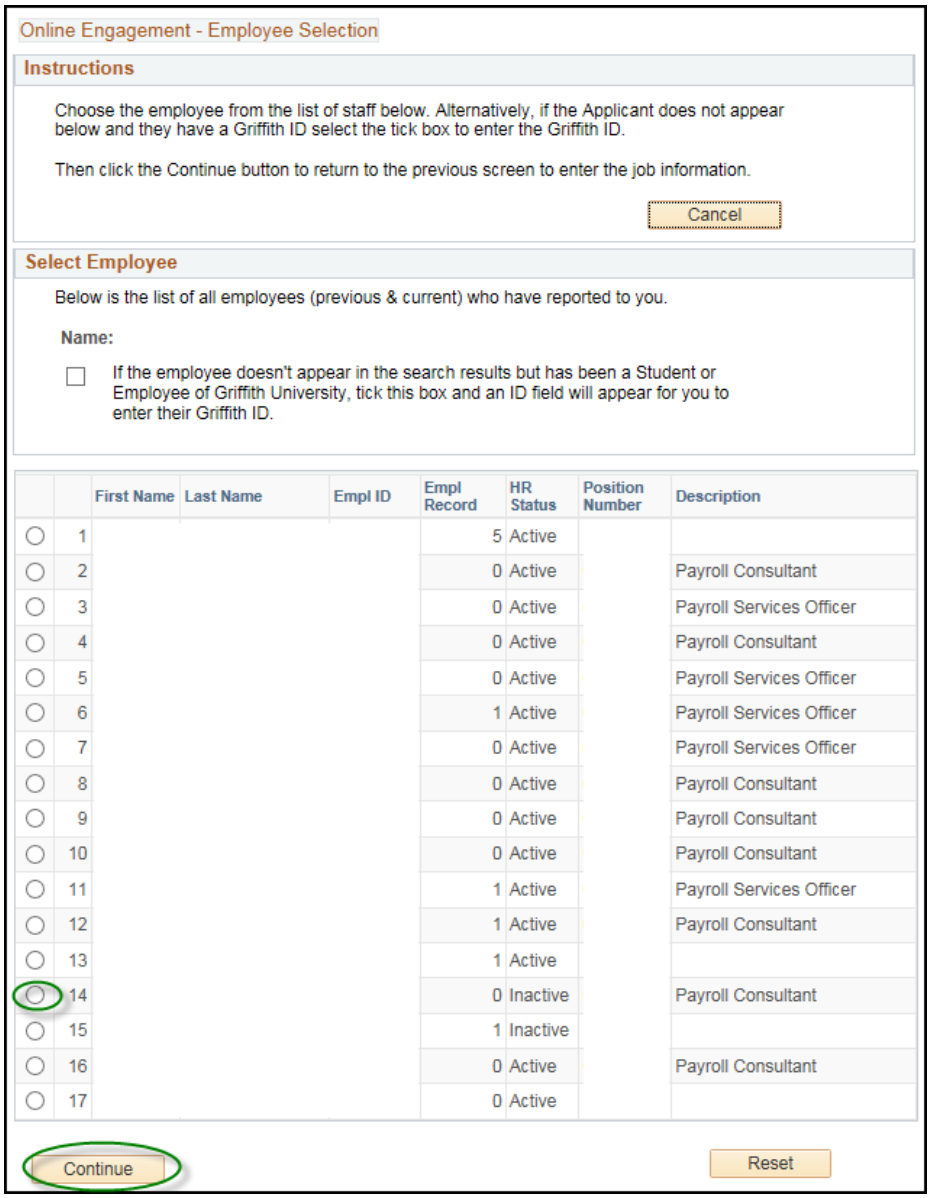
The following message will appear as an information only prompt to establish a reminder of Griffith University's Identity verification process. Click "OK" to acknowledge this reminder.



If, the applicant has previously reported to you, please select Yes" to the second question.

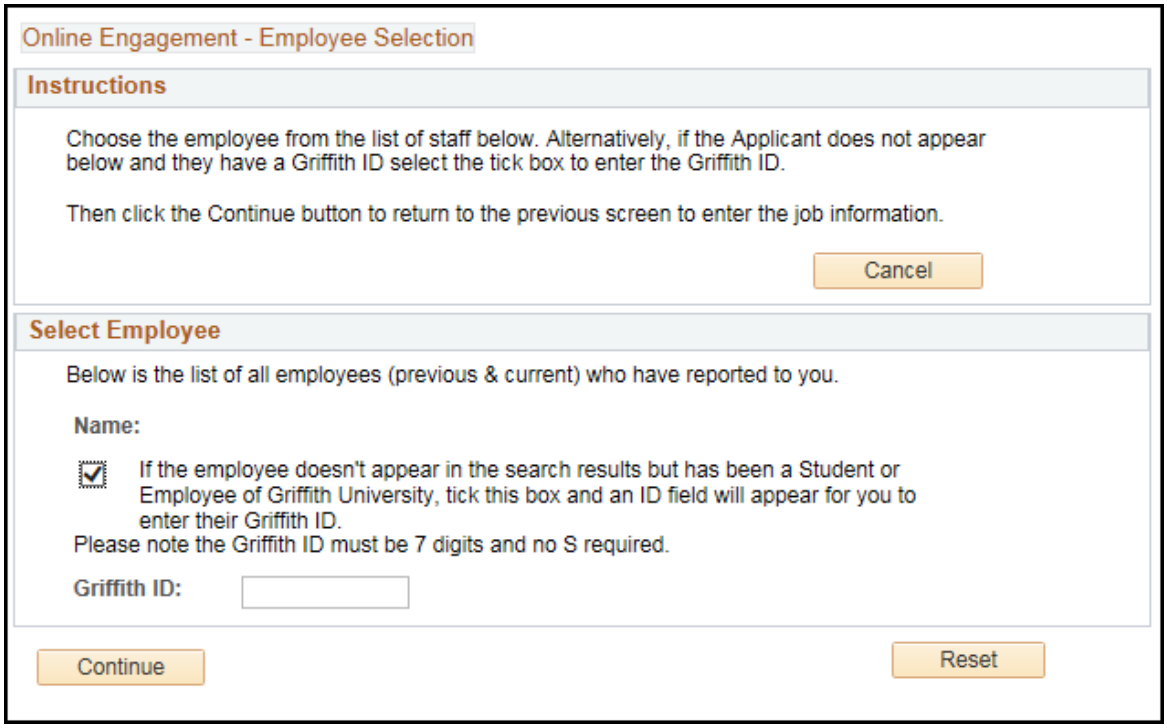


Choose from the list of employees who have previously reported to you. To select an employee, click on the circle on the left hand side and select "Continue". The employee's details will appear.



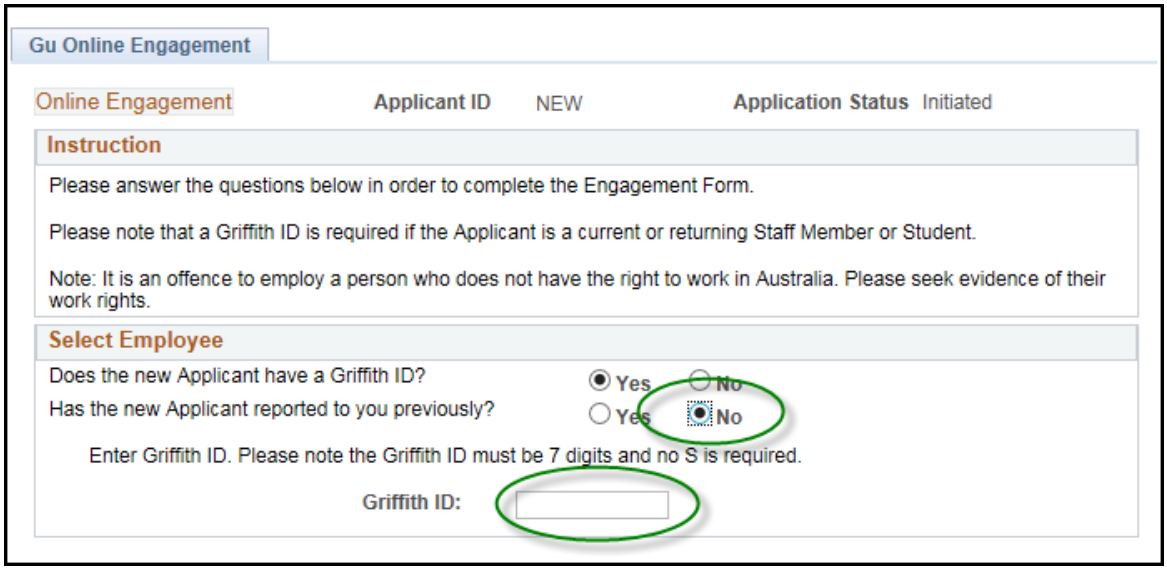
		First Name	Last Name	Empl ID	Empl Record	HR Status	Position Number	Description
○	1				5	Active		
○	2				0	Active		Payroll Consultant
○	3				0	Active		Payroll Services Officer
○	4				0	Active		Payroll Consultant
○	5				0	Active		Payroll Services Officer
○	6				1	Active		Payroll Services Officer
○	7				0	Active		Payroll Services Officer
○	8				0	Active		Payroll Consultant
○	9				0	Active		Payroll Consultant
○	10				0	Active		Payroll Consultant
○	11				1	Active		Payroll Services Officer
○	12				1	Active		Payroll Consultant
○	13				1	Active		
○	14				0	Inactive		Payroll Consultant
○	15				1	Inactive		
○	16				0	Active		Payroll Consultant
○	17				0	Active		

If the employee does not appear in the list, but you know their Griffith ID, select the checkbox as per below and enter the Griffith ID of the employee in the field provided and select "Continue".



If you or the employee does not know their Griffith ID, please contact HR Services on 3735 4011 or email hrservices@griffith.edu.au

However, if the applicant has not previously reported to you, please select "No" to the second question. A section will appear for you to enter the Griffith ID. Enter the Griffith ID and press tab on your keyboard (Please note that the S is NOT required).



Personal Information screen will appear. Select 'Sessional Employee' from the employee types for new hire

You will be required to enter the employee's first name, last name, email address, date of birth and gender.

Step 4 - Enter Applicant Details

If you select that the employee does not have a Griffith ID, or for a previous employee who has had a break in service greater than 12 months, you will be required to provide the employee's personal information as part of the engagement process.

The below screen will appear

Select 'Sessional Employee' from the employee types for new hire.

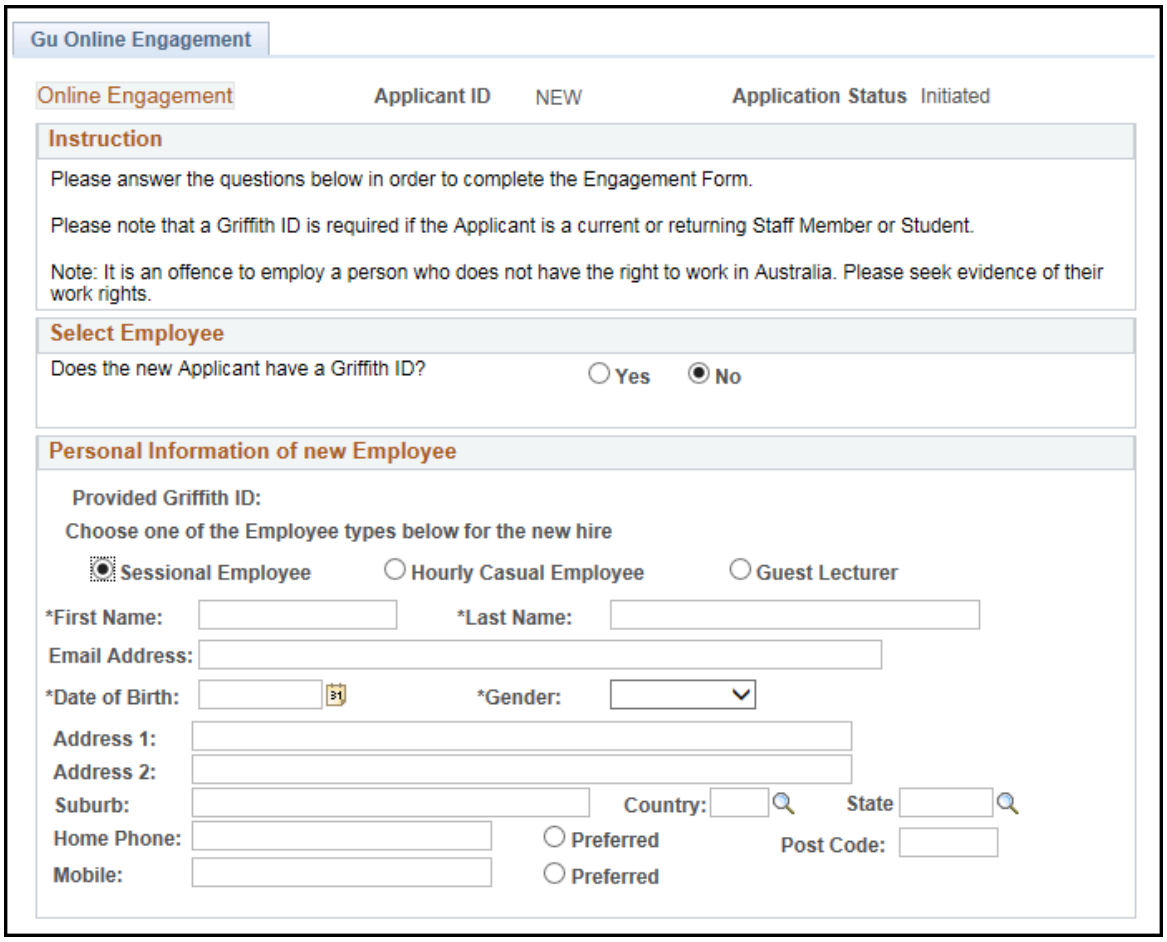
Enter the employee's personal details including first name, last name, email address, date of birth and gender. When entering the employee's address, please note that it must be a home address including Suburb, State and Country. PO Box addresses are not permitted in accordance with the Australian Taxation Office.

Note: Only use one email address and not the Griffith address if not currently active.

If the employee is new to Griffith University, is a current or previous Griffith student only, or is a previous employee of Griffith who has not been employed at Griffith for a period greater than 12 months, they will be required to complete onboarding tasks including bank and tax information, emergency contact details etc.

Once this engagement is initiated, the onboarding must be completed by the employee before they can be paid at Griffith.

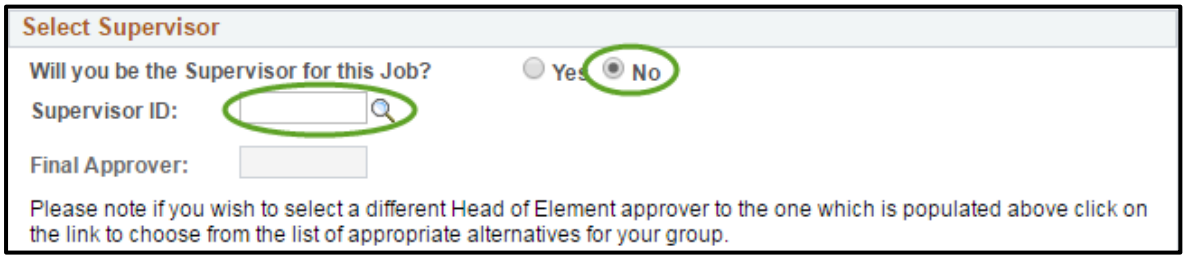
If the employee is current or has been employed at Griffith University within the last 12 months, they will not be required to complete onboarding tasks.



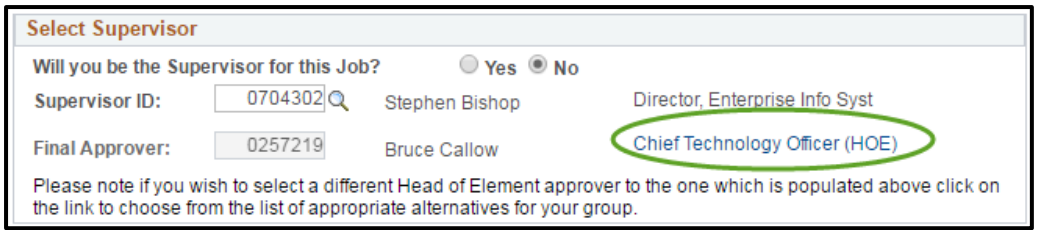
Step 5 - Enter Job Information

If you are the supervisor completing the online engagement, select "Yes" for "Will you be the Supervisor for this Job?" Your appointment details will then populate on the online engagement. These details, if incorrect, can be overridden by using the hourglass to look up the correct information.

If you are not the supervisor completing the online engagement, select "No" to the question and enter the Supervisor ID, if known, or search by clicking on the magnifying glass:



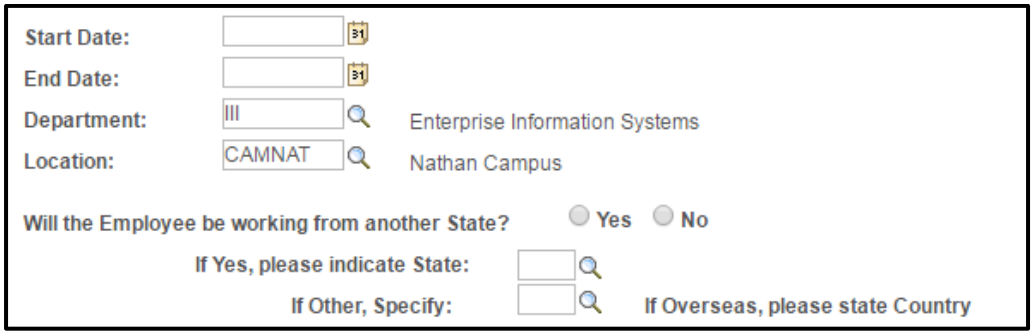
NEW! Please note: The Final Approver (or Head of Element approver) information will auto-populate based on the Supervisor ID. If you wish to select a different Head of Element approver, click on the highlighted link to choose from a list of appropriate alternate approver for your group.



On completion of Supervisor selection, complete the required information, including:

- Start Date of Engagement
- End Date of Engagement
- Department – Will auto-populate
- Location – Will auto-populate
- Will the Employee be working from another State?
- If Yes to another State, complete the State and/or other Country

Please note is the person you are employing is a citizen or resident from a country that may be subject to sanctions (http:/www.dfat.gov.au/sanctions/sanctions-regimes). If you answer yes to this question please do not proceed with raising engagement but make contact with Payroll on 07 3735 4011 for further advice.



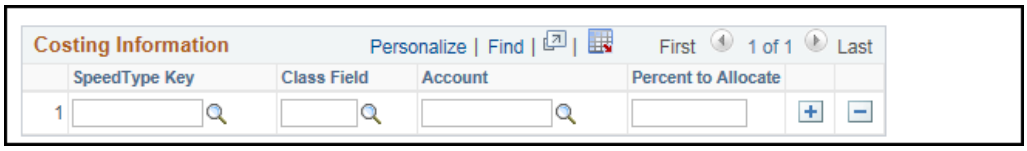
Enter Costing Information (including Speedtype and Class)

Please enter the salary costing information (including Speedtype and Class) for the engagement.

You can select the hourglass to search for the SpeedType, Class and Account if you are unsure of the correct account.

Please enter 100% if only one costing account is being used, or click the + button if the salary is being costed to two or more accounts.

The total percent to allocate must equal 100%.



Enter the Course Code for the Engagement

Please enter the course code for the sessional engagement.

Course code selection is derived from the University's Student database and course offerings.

The course code MISC has also been included if a course code does not legitimately exist for the sessional work being undertaken.

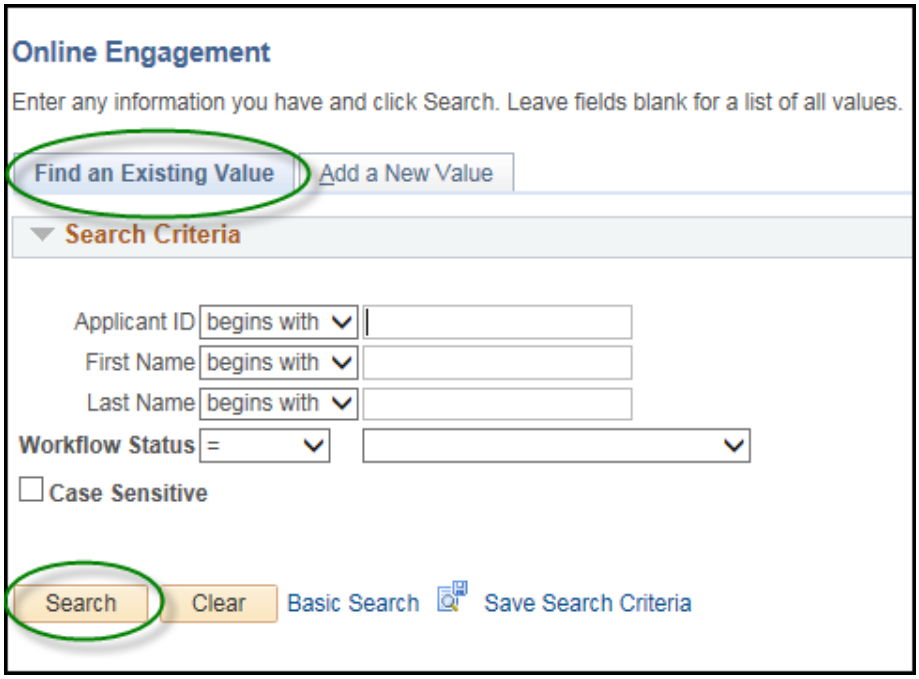
Select the hourglass to view all course codes or enter in the relevant course code.

Once all data is entered you can "Save for Later" or "Submit"

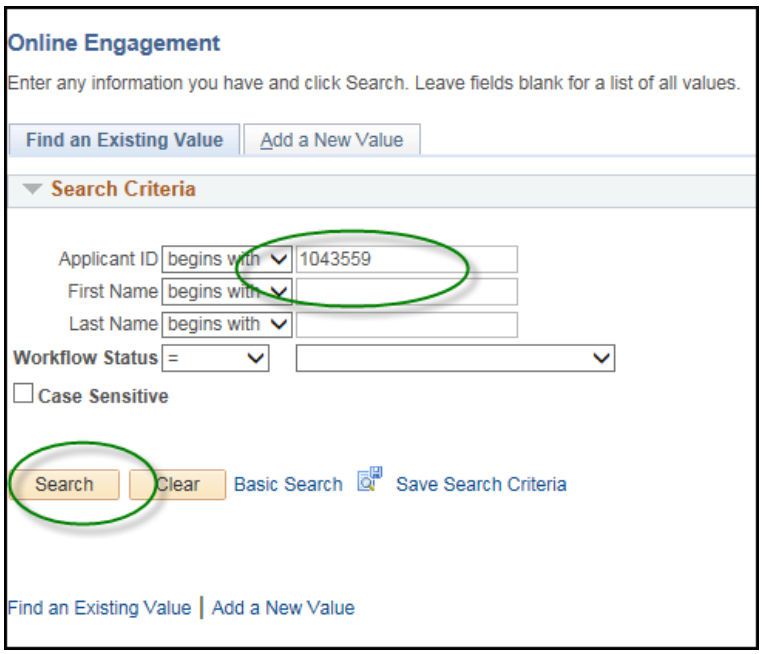
Step 6 - Save for Later

If you are partially through the new engagement process, you can select the Save for Later button at any stage.

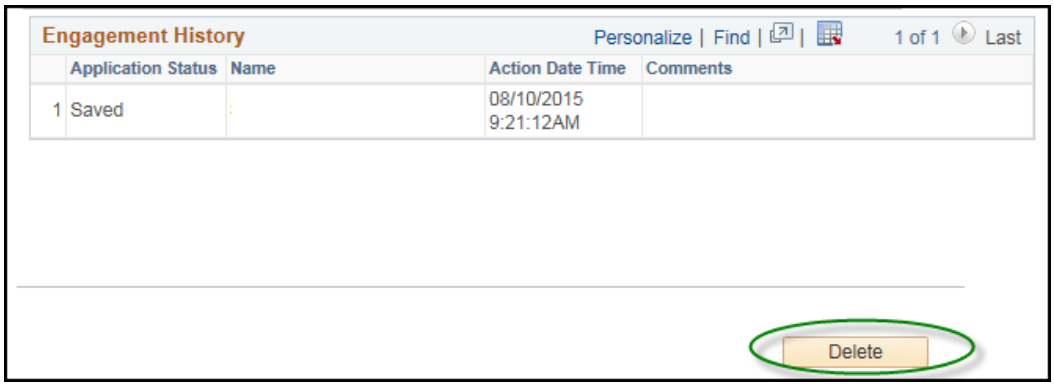
To access your saved engagements, simply return to Step 3 and select the Find an Existing Value tab.


Online Engagement
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Add a New Value
Search Criteria
Applicant ID
begins with
First Name
begins with
Last Name
begins with
Workflow Status
=
Case Sensitive
Search
Clear
Basic Search
Save Search Criteria

If you know your Applicant ID number, please enter in the Applicant ID field and select "Search".

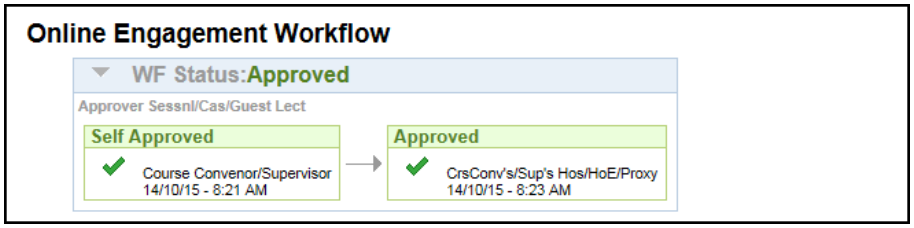


If you have a saved engagement form and no longer require to submit you can now cancel the engagement form by clicking on the Delete button.



Step 7 - Submit an Online Engagement

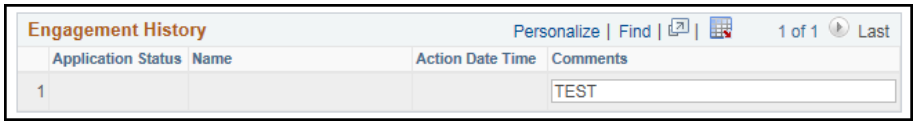
Selecting the Submit button will generate a workflow to the specified Supervisor/Course Convenor for approval or decline of the engagement and a second workflow approval step to include the Head of School/Department. If you have listed yourself as the Supervisor of the Applicant, and you are also the Head/Financial delegate then this workflow will be auto-approved.

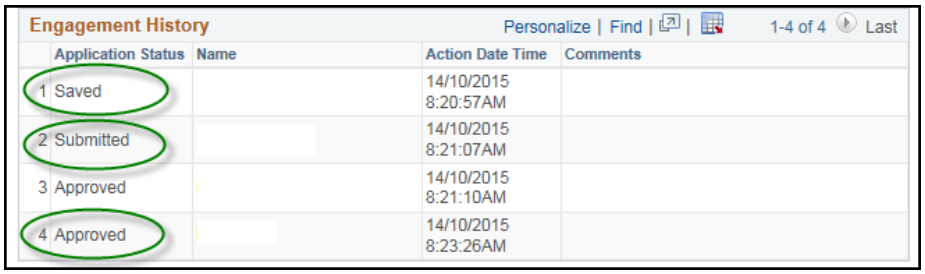


Engagement History

The Engagement History will show in real time the status of the engagement e.g. Saved, Submitted, or Approved plus any Comments provided.

Note: Comments are visible to all parties in the engagement process including the originator, supervisor and sessional staff member who is being hired.





Further information

Staff Portal Access: IT Service Centre
Phone: 373 55555
Email: hrservices@griffith.edu.au
Phone: 373 54011