

How to...

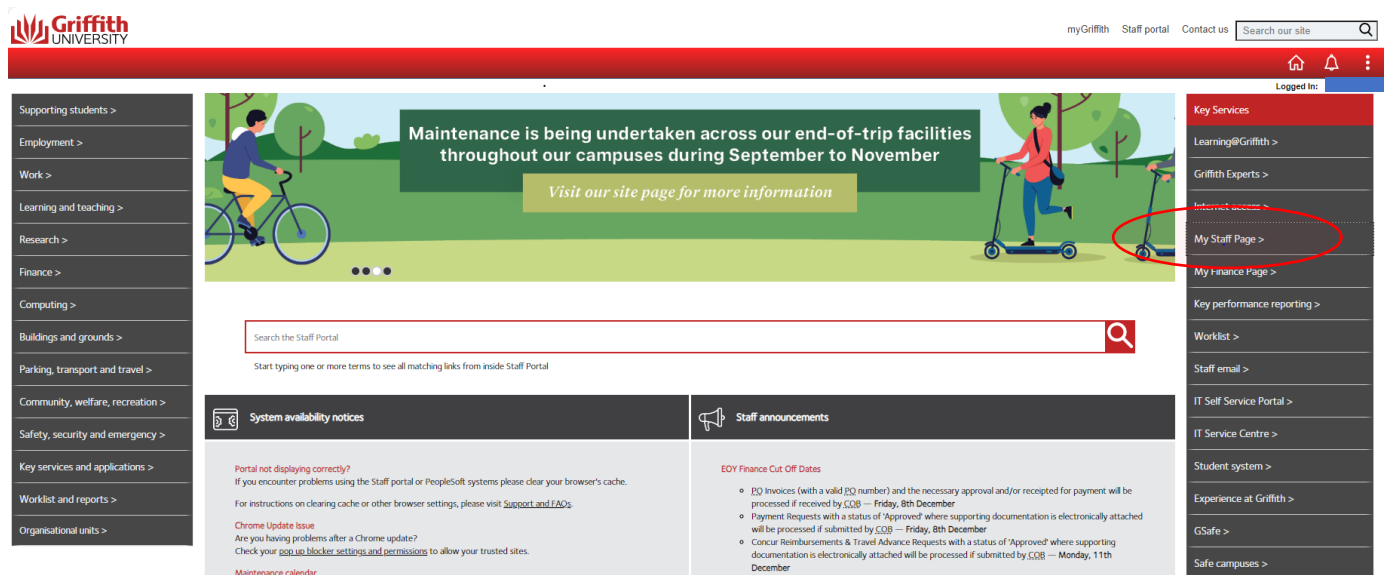
*Review and Approve/Deny a Sessional Timetable
(Sessional View)*

Introduction

This guide will show you how to review and approve or deny a sessional timetable if you are a sessional employee. You will receive an email notification when there is a sessional timetable pending your review and approval.

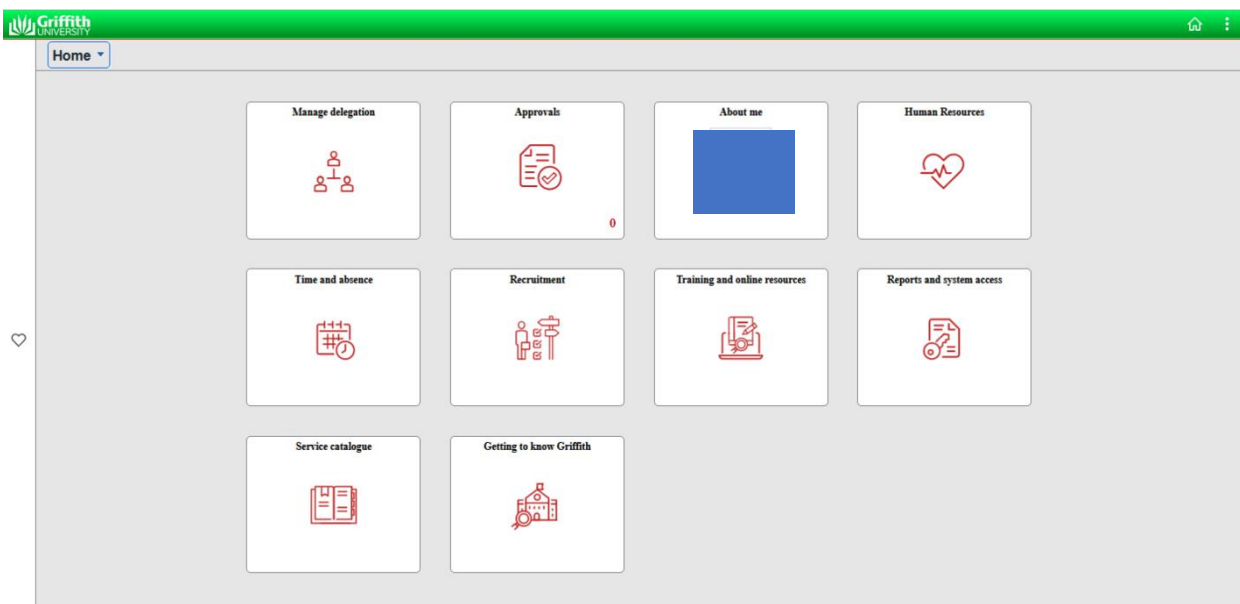
Step 1: Navigate to the Staff Portal

- 1 Click on the **My Staff Page** link. **IMPORTANT:** If you are off-campus, please ensure you are connected to the VPN before accessing this page. For details on how to connect to the VPN, please refer to the [Virtual Private Network for Griffith](#) page.



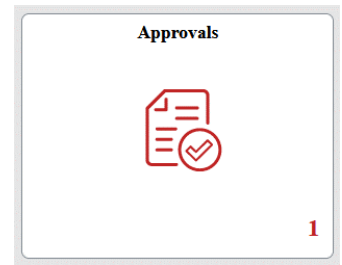
The screenshot shows the Griffith University website. The navigation menu on the left includes links for Supporting students, Employment, Work, Learning and teaching, Research, Finance, Computing, Buildings and grounds, Parking, transport and travel, Community, welfare, recreation, Safety, security and emergency, Key services and applications, Worklist and reports, and Organisational units. The main content area features a banner for maintenance and a search bar. The right-hand navigation menu includes Key Services, Learning@Griffith, Griffith Experts, Internet access, **My Staff Page** (circled in red), My Finance Page, Key performance reporting, Worklist, Staff email, IT Self Service Portal, IT Service Centre, Student system, Experience at Griffith, GSafe, and Safe campuses.

- 2 The PeopleSoft tiles will appear.

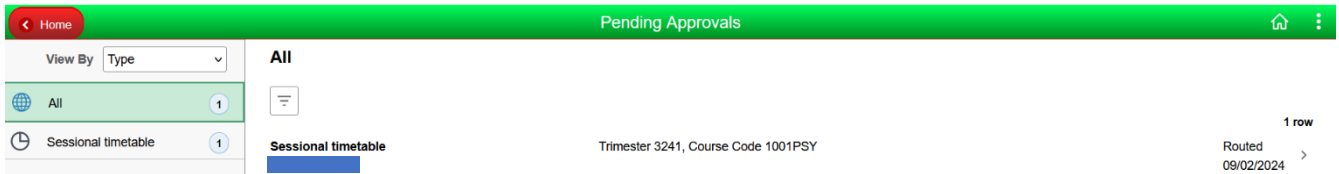


The screenshot shows the PeopleSoft tiles interface. The tiles are arranged in a grid and include: Manage delegation, Approvals, About me, Human Resources, Time and absence, Recruitment, Training and online resources, Reports and system access, Service catalogue, and Getting to know Griffith. The interface has a green header with the Griffith University logo and a 'Home' dropdown menu.

3 Click on the **Approvals** tile. →

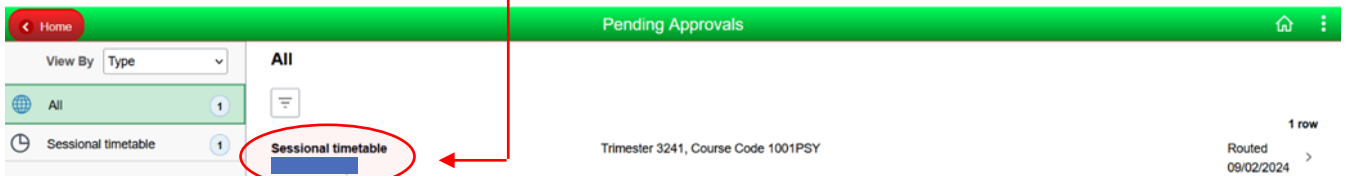


4 You will see all your pending approvals.

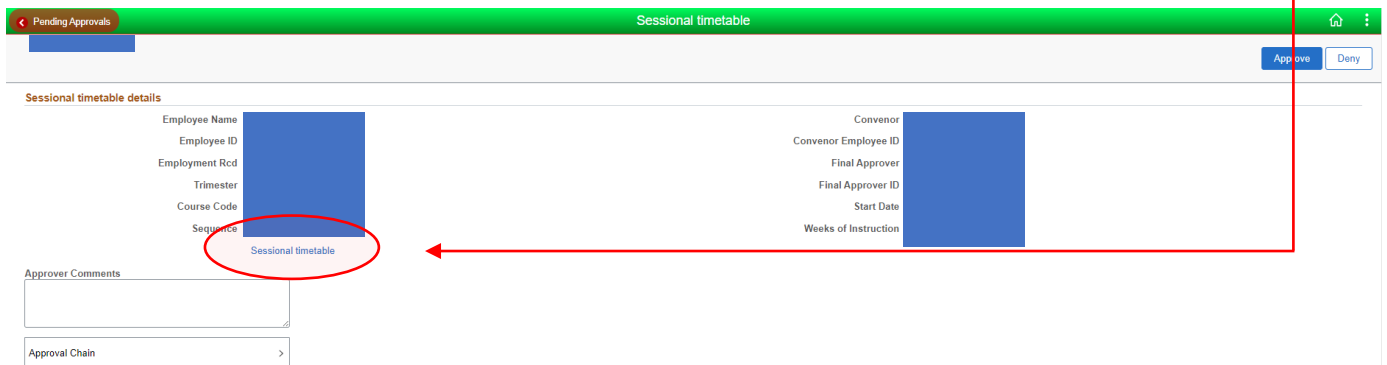


Step 2: Review the Timetable

1 Click on **Sessional Timetable** item.



2 Click on the **Sessional Timetable** link to review the timetable for the entire teaching period. The timetable will open in a new window.



Step 3: Approve/Deny the Timetable

- 1 Click **Approve** to approve the sessional timetable.

Sessional timetable details

Employee Name		Convenor	
Employee ID		Convenor Employee ID	
Employment Rcd		Final Approver	
Trimester		Final Approver ID	
Course Code		Start Date	
Sequence		Weeks of Instruction	

Approver Comments

Approval Chain

- 2 Enter **Approver Comments** if desired and click **Submit**. The appointment request will be routed to the next approver in the workflow.

Approve

You are about to approve this request.

Approver Comments

- 3 Alternatively, click **Deny** to deny the sessional timetable.

Sessional timetable details

Employee Name		Convenor	
Employee ID		Convenor Employee ID	
Employment Rcd		Final Approver	
Trimester		Final Approver ID	
Course Code		Start Date	
Sequence		Weeks of Instruction	

Approver Comments

Approval Chain

- 4 Enter the mandatory **Approver Comments** and click **Submit**. The appointment request will be routed back to the requester.

Deny

You are about to deny this request.

Approver Comments