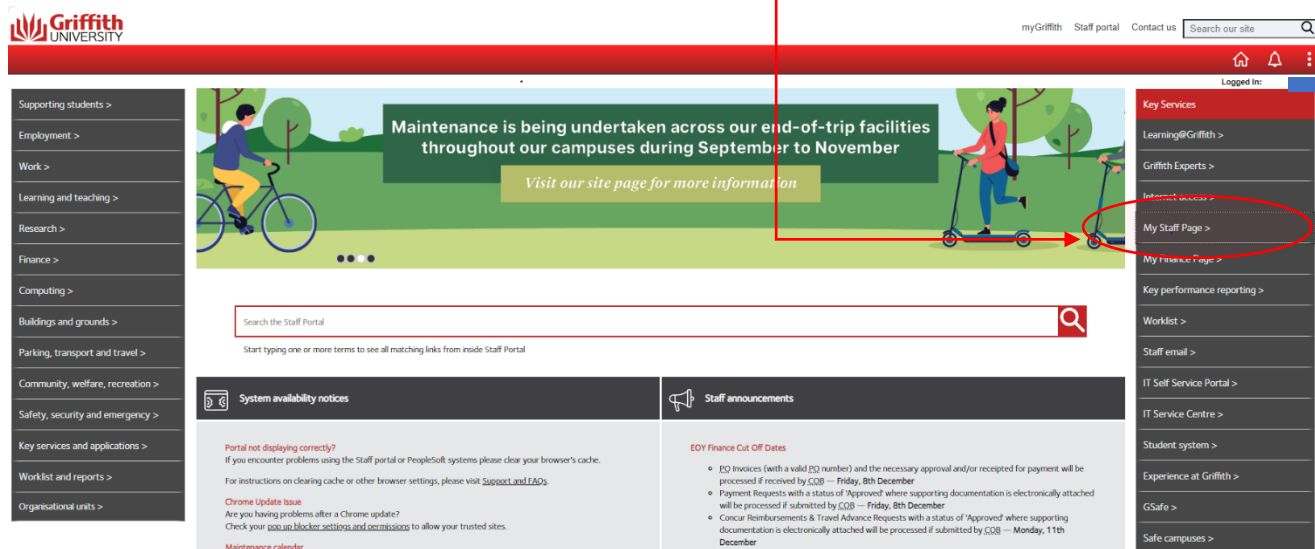# How to…

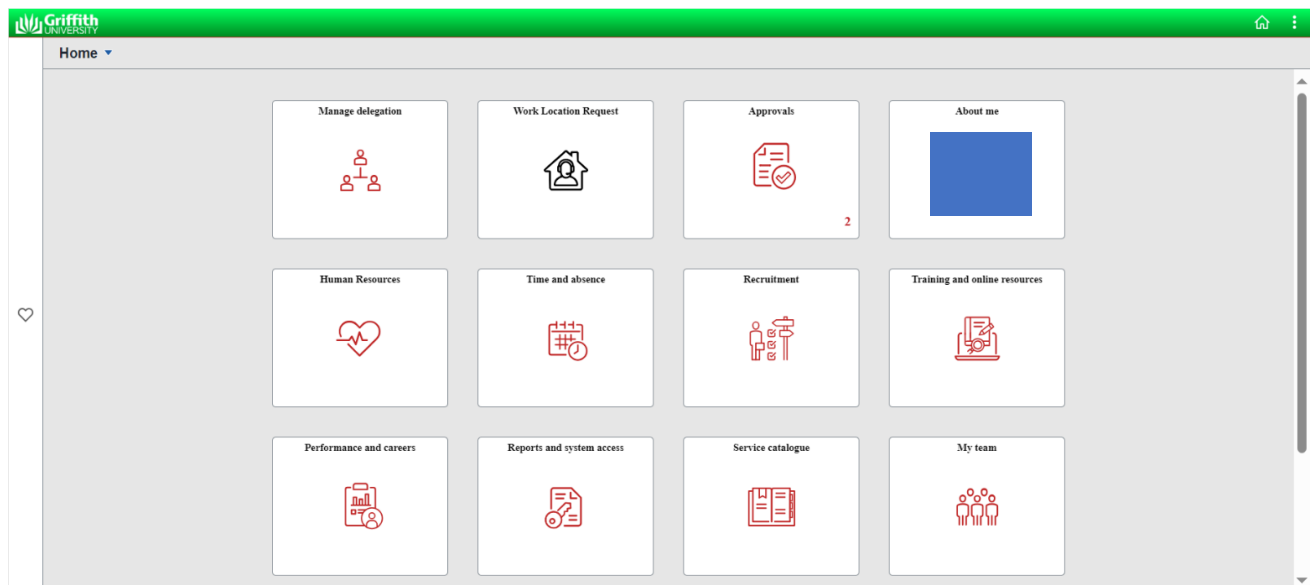*View a Sessional Timetable (Sessional View)*

Introduction

This guide will show you how to view a sessional timetable if you are a sessional employee.

Step 1: Navigate to the Staff Portal

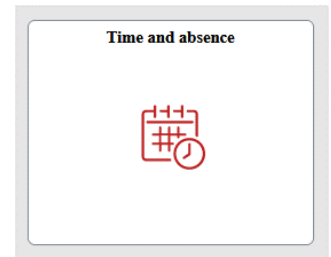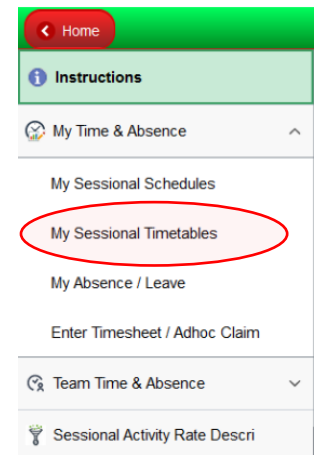**1** Click on the **My Staff Page** link.

2 The **PeopleSoft tiles** will appear.

3 Click on the **Time and Absence** tile.

4 Click on **My Time & Absence**, then **My Sessional Timetables.**

Step 2: View the Timetable

1 Click **Clear** to delete any text in the search fields. **IMPORTANT**: If there is any existing text in any of the fields that is not part of the search criteria, the search will not return any results. This is a known system limitation.

2 Enter any information you have for the following **Search Criteria** to search for their record (fields are case-sensitive):
- Trimester
- Course ID

3 Click **Search.**

4 Click on the **Employee ID**. The record will open in a new window.

5 If you have multiple timetables, click on the **arrow buttons** to move to the relevant timetable.

6 The **Approval Status** of your timetable is displayed here.

7 Click on **View 100** to will expand the timetable to display all entries in the timetable.

Course Timetable

		Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
1	☐	Monday	04/03/2024	CLS0	Additional Associated Work +0	GC	20:00:00	23:00:00	0.000	
2	☐	Tuesday	05/03/2024						0.000	
3	☐	Wednesday	06/03/2024	CSTUT	Casual Tutorial	GC	15:00:00	17:00:00	0.000	
4	☐	Thursday	07/03/2024						0.000	
5	☐	Friday	08/03/2024						0.000	
6	☐	Saturday	09/03/2024						0.000	
7	☐	Sunday	10/03/2024						0.000	

Total hours by reporting code   Total hours by course   Total hours by course and reporting code

8 If you have more than 100 rows in your timetable, click on the **arrow buttons** to view the relevant rows.

Course Timetable

		Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
1	☐	Monday	04/03/2024	CLS0	Additional Associated Work +0	GC	20:00:00	23:00:00	0.000	
2	☐	Tuesday	05/03/2024						0.000	
3	☐	Wednesday	06/03/2024	CSTUT	Casual Tutorial	GC	15:00:00	17:00:00	0.000	
4	☐	Thursday	07/03/2024						0.000	
5	☐	Friday	08/03/2024						0.000	
6	☐	Saturday	09/03/2024						0.000	
7	☐	Sunday	10/03/2024						0.000	
8	☐	Monday	11/03/2024						0.000	
9	☐	Tuesday	12/03/2024						0.000	

Griffith UNIVERSITY
Queensland, Australia