

How to...

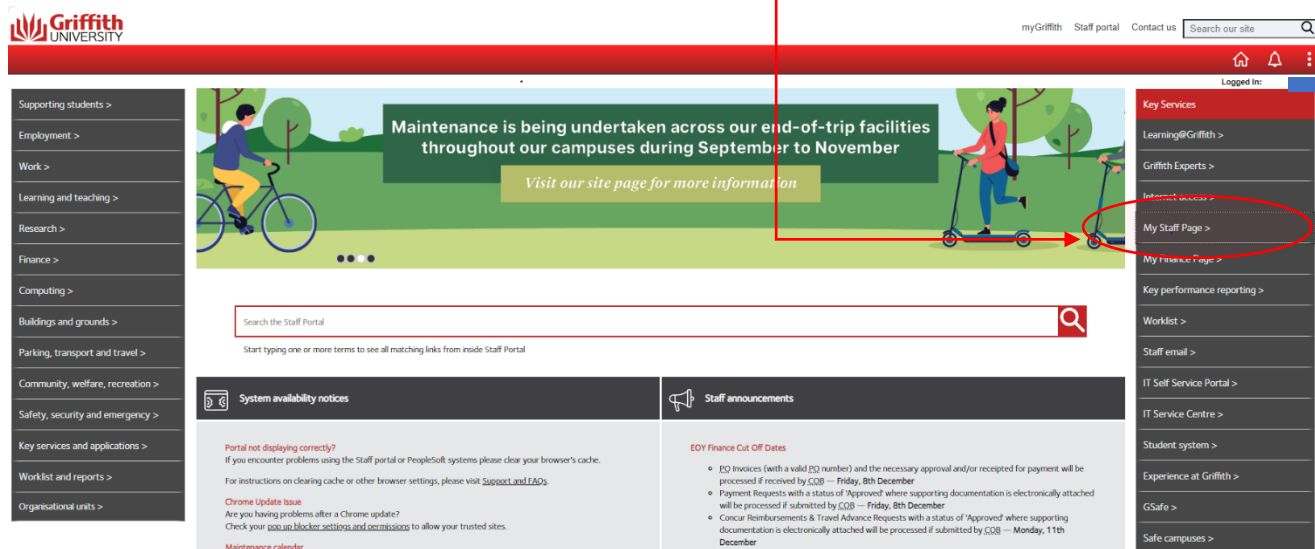
View a Sessional Timetable (Sessional View)

Introduction

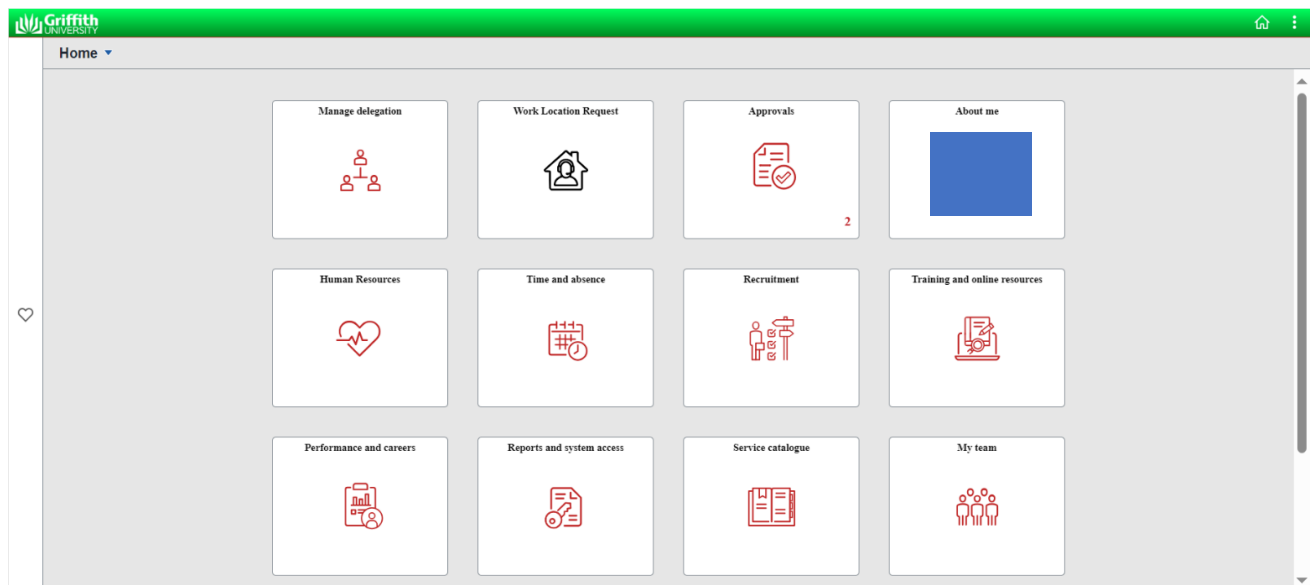
This guide will show you how to view a sessional timetable if you are a sessional employee.

Step 1: Navigate to the Staff Portal

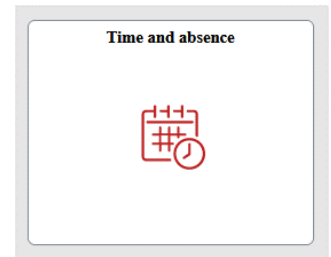
1 Click on the **My Staff Page** link.



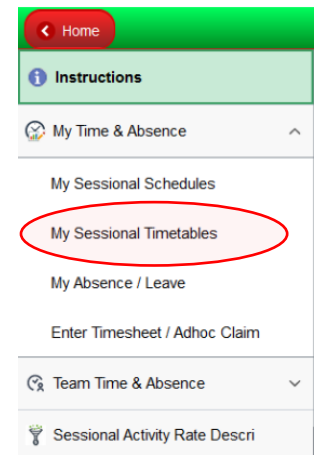
2 The **PeopleSoft** tiles will appear.



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.

Time and Absence

1 row

Employee ID	Empl Record	Trimester	Course	Convenor	Final Approver	WF Status
XXXXXXXX	2	3241 - Trimester 1 2024				Approved

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.

Add/View Sessional Timetable

Employee Name: [Redacted]
Employee ID: [Redacted] Employment Rcd: 2 PHD/CC: Rates
Trimester: 3241 Trimester 1 2024

Course Details

Course Code: 1499EDN Understanding Lifelong Learner
Convenor: [Redacted]
*Final Approver: [Redacted] School Manager
Schedule Start Date: 04/03/2024
Number of Weeks: 21

Course Costing

*Speedtype Key EDN1001
*Class 00000
*Account 2150

Course Timetable

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

Approval Status: In Approval Process
Sessional employee

2 of 2

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

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

Course Timetable

1-7 of 147 [View 100](#)

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

1-100 of 147 [View 7](#)

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