

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.	
	myGriffith Staff portal Contact us Search our site Q
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Supporting students > Employment > Work > Learning and teaching > Research > Finance >	n across our end-of-trip facilities tring September to November or more information Wy Staff Page > Ny Staff Page > Ny Ymaxin age >
Computing >	Key performance reporting >
Buildings and grounds > Search the Staff Portal	Q Worklist >
Parking, transport and travel > Start typing one or more terms to see all matching links from inside Staff Portal	Staff email >
Community, welfare, recreation >	IT Self Service Portal >
Safety, security and emergency >	T Service Centre >
Key services and applications > Portal not displaying correctly? If you executed anothers using the Staff partial or Propietion systems player day your browset's cache	EOY Finance Cut Off Dates Student: system >
Worklist and reports > For instructions on clearing cache or other browser settings, please visit <u>Support and FAOs</u> .	<u>PO</u> Invoices (with a vald <u>PO</u> number) and the necessary approval and/or receipted for payment will be processed if received by <u>COB</u> — riday, <u>Bh</u> December December and the statement of the second the second transmission is electronically attached
Organisational units > Chrone Update Issue Are you having problems after a Chrone update? Check you goo up blocks settings and permissions to allow your trusted sites. Maintenance calendar	Togenes requests must asked of Approved Winder Supporting documentation is executionally attached will be processed if similar the SQD = Pridux (BA Deember Concur leinstruements & Travel Advance Requests with a status of Approved where supporting documentation is electronically attached will be processed if submitted by <u>COB</u> = Pridux (BA Deember GSafe > Safe campuses > Safe campuses >



Home 🔻					
		Work Location Request	Approvals E E C 2	About me	
♡	Human Resources	Time and absence	Recruitment	Training and online resources	
	Performance and careers	Reports and system access	Service catalogue	My team	





< Home
() Instructions
My Sessional Schedules
My Sessional Timetables
My Absence / Leave
Enter Timesheet / Adhoc Claim
🚏 Sessional Activity Rate Descri

Step 2: View the Timetable





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

Home		Time and Absence	<u>ش</u> :
() Instructions	✓ Prompts		•
🚱 My Time & Absence 🔹 🔿	Trimester 3241 Q		1 row
My Sessional Schedules	Course ID	Employee Empl ID \diamond Trimester \diamond Course \diamond Convenor \diamond	Final WF Approver ◇ Status ◇
My Sessional Timetables		XXXXXXX 2 3241 - Trimester 1 2024	Approved
My Absence / Leave	Search Clear		
Enter Timesheet / Adhoc Claim		L	
Sessional Activity Rate Descri	II - Employee ID		
		E	
	➡ Empl Record		
	□ 2 (1)		
	▼ Term		
	□ 3241 (1)		

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										sional Timetable
	E	mploy Em 1	yee Name: nployee ID: Trimester: 3241	Emple Trimester 1 2024	oyment Rcd:	2 PHD/CC: Rates				•	5
Cour	Course Details										
Co	Course Details Course Code: 1499EDN Understanding Lifelong Learner Convenor: Final approver: School Manager School Manager School Manager Course Costing *Speedtype Key EDN1001 *Class 00000 *Account 2150										
E		Q									I 4 1-7 of 147 ▶ ▶ I View 100
			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



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

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		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

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

Cours	Course Timetable									
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		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	
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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	