

How to...

View a Sessional Timetable (Convenor View)

Introduction

This guide will show you how to view a sessional timetable for existing active sessional staff if you are a supervisor or course convenor.

Step 1: Navigate to the Staff Portal

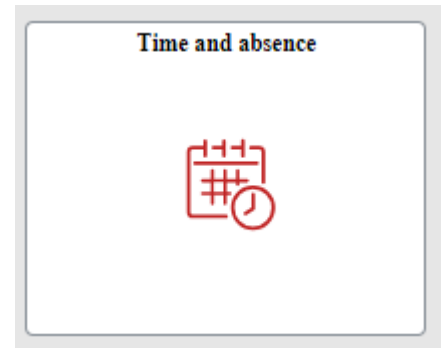
1 Click on the **My Staff Page** link.


The screenshot shows the Griffith University website. On the left is a navigation menu with categories like 'Supporting students', 'Employment', 'Work', etc. On the right is a 'Key Services' menu where 'My Staff Page' is circled in red. A red line connects this link to the instruction 'Click on the My Staff Page link.' Below the navigation is a banner for campus maintenance. At the bottom, there are sections for 'System availability notices' and 'Staff announcements'.

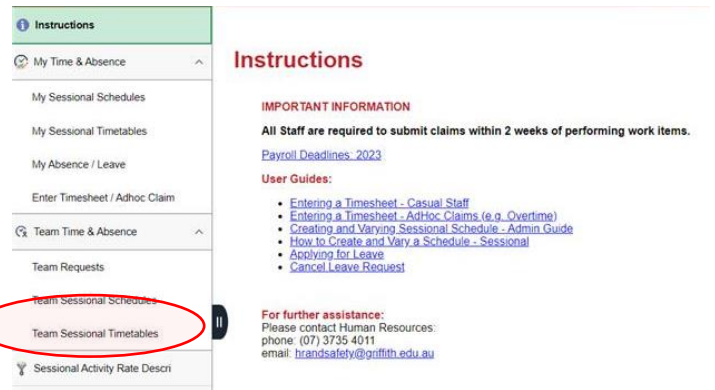
2 The PeopleSoft tiles will appear.


The screenshot shows the PeopleSoft staff portal home page. It features a grid of 12 service tiles, each with an icon and a title: 'Manage delegation', 'Work Location Request', 'Approvals', 'About me', 'Human Resources', 'Time and absence', 'Recruitment', 'Training and online resources', 'Performance and careers', 'Reports and system access', 'Service catalogue', and 'My team'. The 'Approvals' tile has a small red '2' in the bottom right corner.

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



4 Click on the arrow next to **Team Time & Absence** to expand the menu. 



5 Click on **Team Sessional Timetables**. 



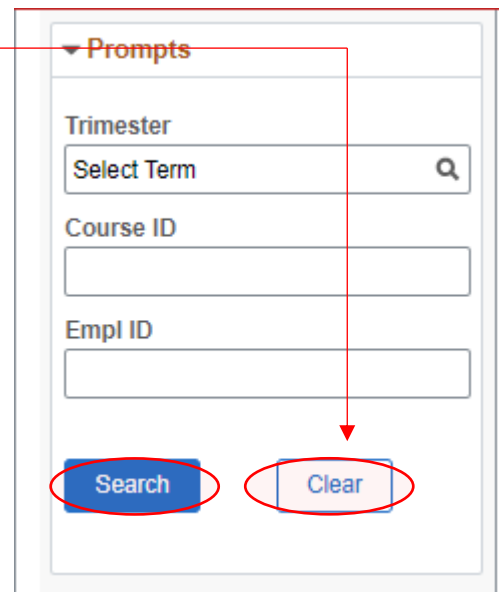
Step 2: View a timetable

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
- Empl ID

3 Click **Search**. 




- 4 Select the applicable record from the results displayed. If there are multiple results displayed, please select the lowest **Empl Record**.



Employee ID	Employee Name	Empl Record	Trimester	Course	Final Approver	WF Status
		3	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		1	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		27	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		0	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		2	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		3	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		1	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		2	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		2	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process

- 5 If the sessional staff has multiple timetables, use the buttons to click through to view the relevant timetable.



Sessional Administration | Add/View Sessional Timetable | New Window | Personalize Page

Employee Name: [Redacted] | Employee ID: [Redacted] | Employment Rcd: 4 | PHD/CC: | Rates

Trimester: 3238 | Trimester 3 2023

Course Details | 1 of 3 | + -

Course Code: [Redacted] | Convenor: [Redacted] | *Final approver: [Redacted] | Approval Status: In Approval Process
Sessional employee

Schedule Start Date: 06/11/2023 | Number of Weeks: 5

Course Costing

*Speedtype Key: HRM1001
*Class: 00000
*Account: 2150

Course Timetable | 1-7 of 35 | View All

Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
1 Monday	06/11/2023						0.000	Not in future T&L period.