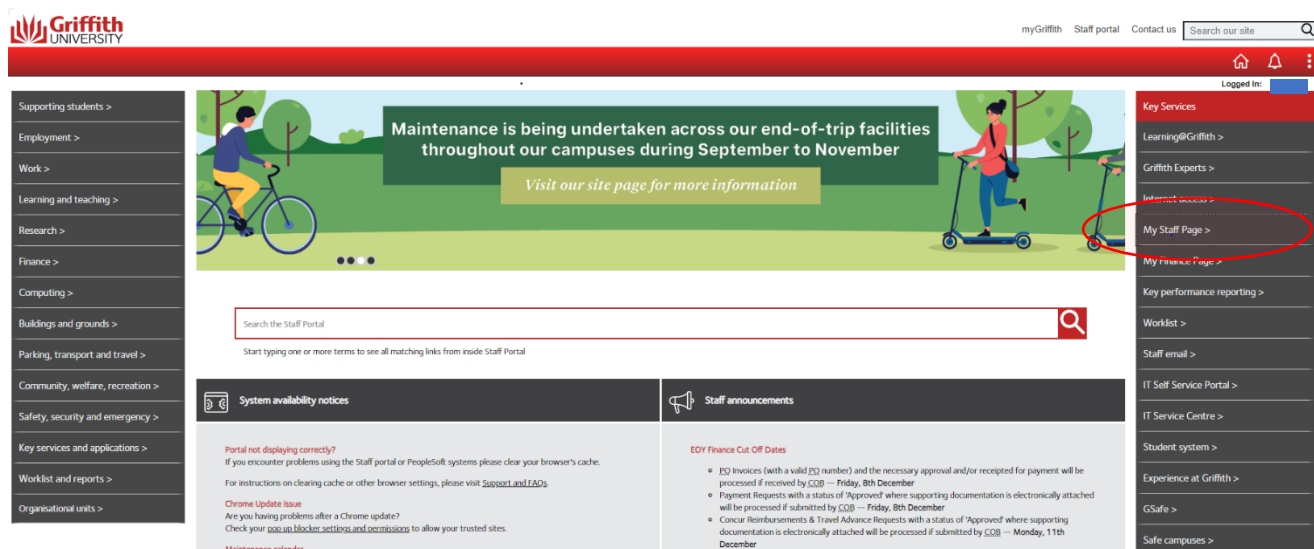# How to…
Submit a Sessional Timesheet (Sessional View)

Introduction

This guide will show you how to submit a sessional timesheet if you are a sessional employee. You will receive an email notification when there is a timesheet pending your review and submission. Sessional employees are responsible for ensuring timesheets accurately reflect the work that has been done. To ensure timely payments, **timesheets must be submitted within two weeks of performing work items** and approved in accordance with the Payment Schedule and Deadlines on the Pay and Conditions page.
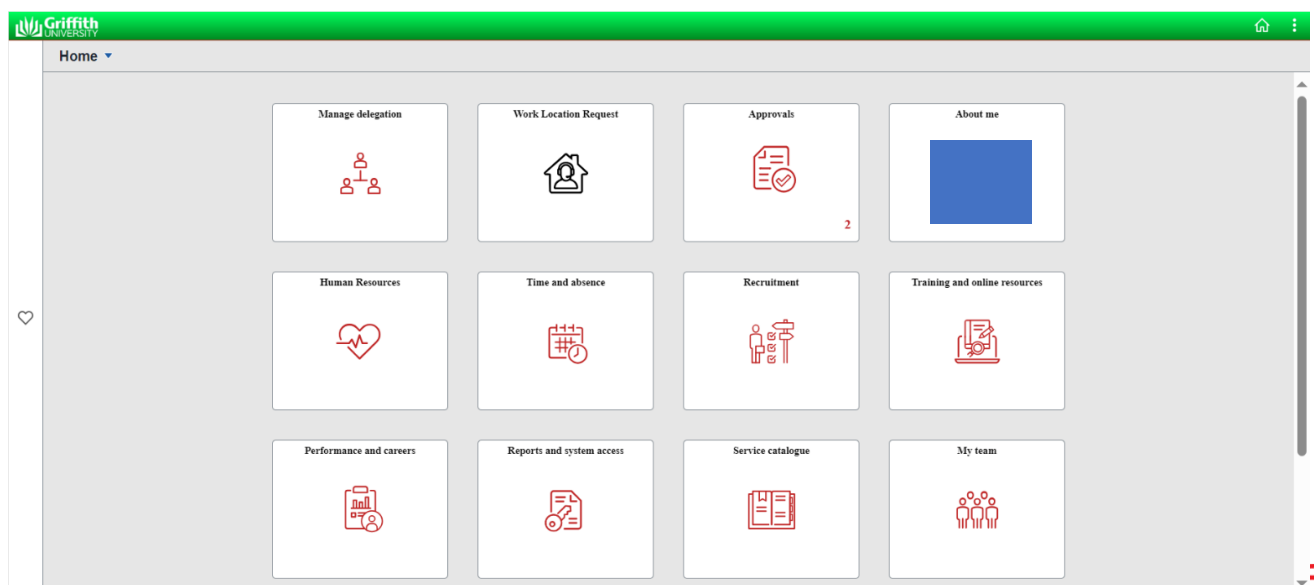
Step 1: Navigate to the Staff Portal

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.
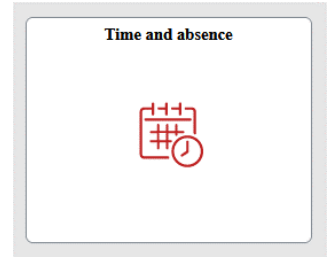

2 The **PeopleSoft tiles** will appear.

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

Time and absence

4 Click on **My Time & Absence**, then **Enter Timesheet/Adhoc Claim.** ———→

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ℹ Instructions

🕐 My Time & Absence ⌃

My Sessional Schedules

My Sessional Timetables

My Absence / Leave

Enter Timesheet / Adhoc Claim

🕐 Team Time & Absence ⌄

⚷ Sessional Activity Rate Descri
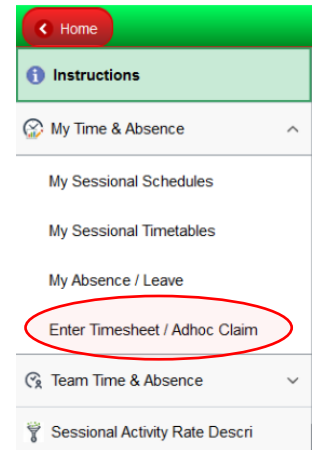
Step 2: View the Timesheet

1 Click on the applicable **Sessional** job title.

Griffith UNIVERSITY
Queensland, Australia
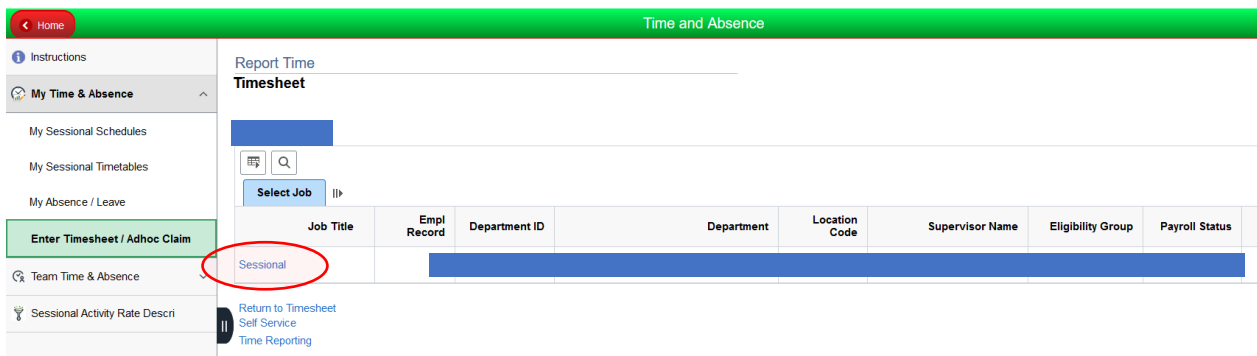
2 A timesheet for the current pay period will appear. Any scheduled hours for the pay period as per your approved timetable will be pre-loaded into the timesheet. **If your timetable is not approved prior to the pay cycle deadline, it will not be loaded into the timesheet.**

If your actual hours worked for the pay period **does not** match what has been pre-loaded into the timesheet or you need to amend a timesheet from the two previous pay cycles, please refer to **Sessional Timesheeting User Guide_Amend a Sessional Timesheet** on the [Pay and Conditions](#) page for details on how to amend your timesheet before submission.

3 To view the timesheet for a previous pay period, click on the **left arrow** next to the displayed pay period. To view the timesheet for a future pay period, click on the **right arrow** next to the displayed pay period. N.B. Timetable data will only be loaded for the current pay period.

Step 3: Submit the Timesheet

1 If your actual hours worked for the pay period matches what has been pre-loaded into the timesheet, click **Submit**.

2 The icon for the timesheet entry will be updated to the **Approved** status. The timesheet will be routed to payroll.

Tip: To view the status of a timesheet entry, click on the **information icon** in the top-left hand corner of the timesheet. A legend will appear.