

How to...

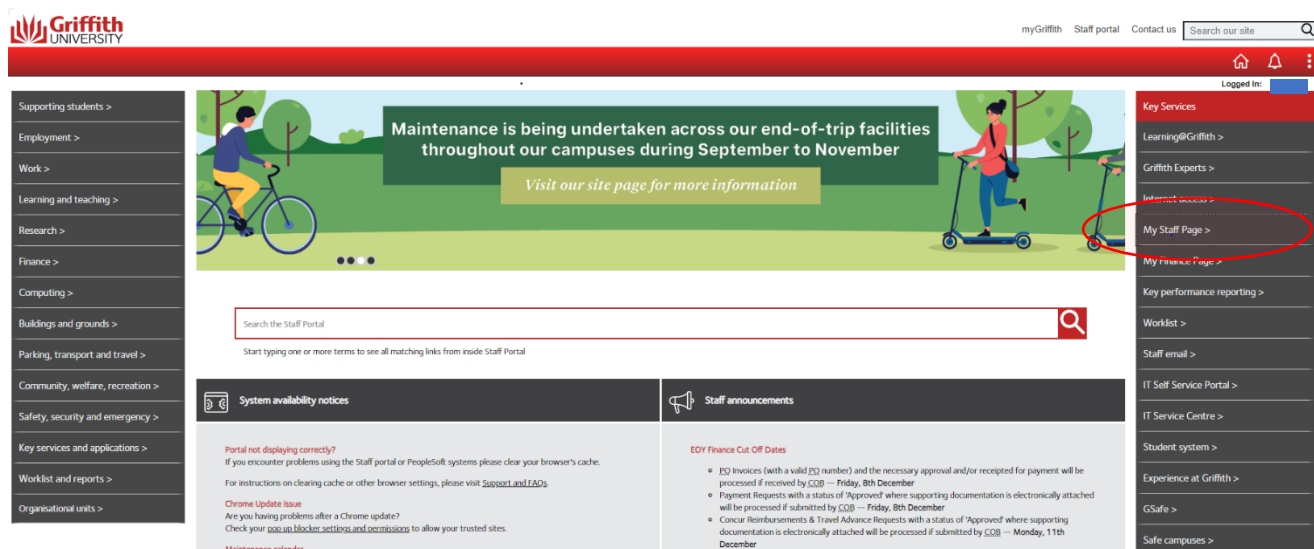
Submit a Sessional Timesheet (Sessional View)

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.

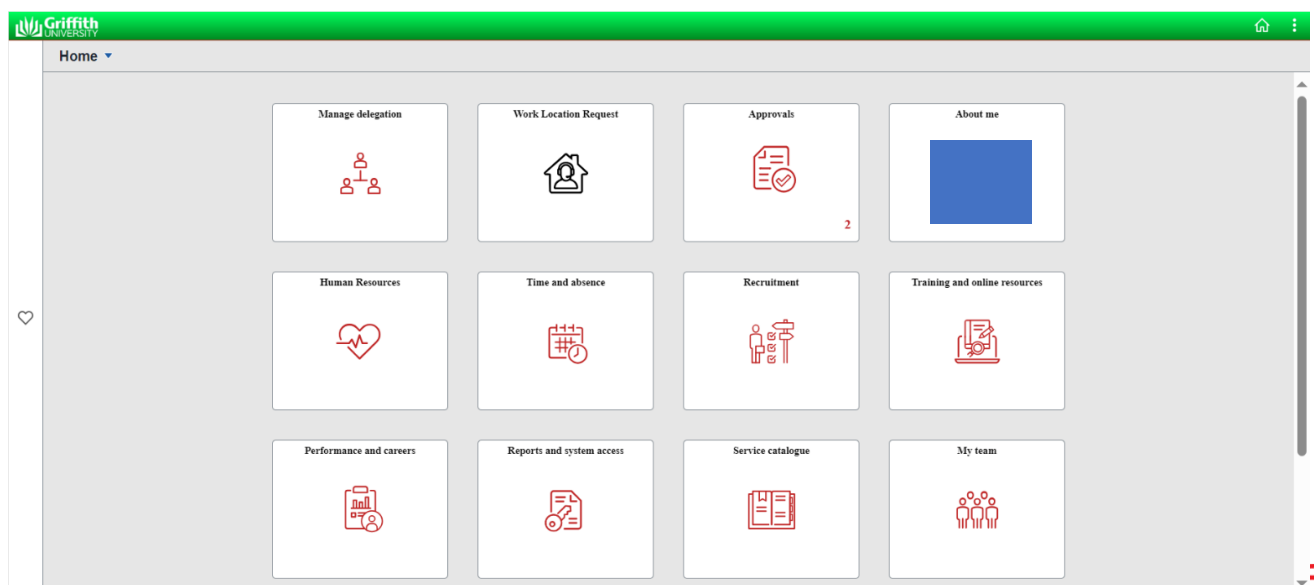
Step 1: Navigate to the Staff Portal

- 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.



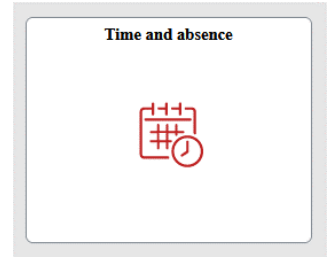
The screenshot shows the Griffith University Staff Portal homepage. On the left is a navigation menu with categories like 'Supporting students', 'Employment', 'Work', etc. The main content area features a banner about maintenance and a search bar. On the right, a 'Key Services' menu is visible, with 'My Staff Page' highlighted by a red circle. Below the banner are sections for 'System availability notices' and 'Staff announcements'.

- 2 The PeopleSoft tiles will appear.

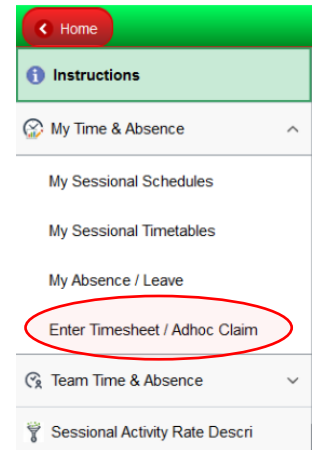


The screenshot shows the PeopleSoft dashboard with a grid of service tiles. The tiles include: 'Manage delegation', 'Work Location Request', 'Approvals', 'About me', 'Human Resources', 'Time and absence', 'Recruitment', 'Training and online resources', 'Performance and careers', 'Reports and system access', 'Service catalogue', and 'My team'. Each tile contains a red icon representing its function.

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

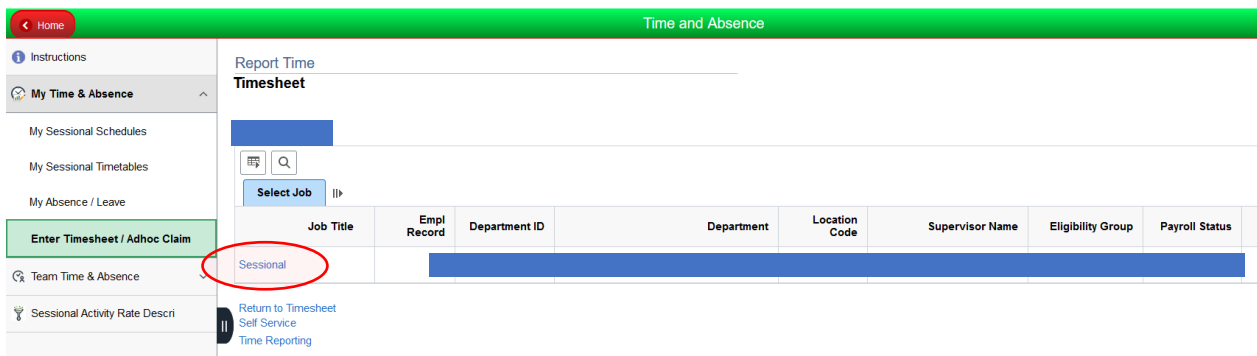


4 Click on **My Time & Absence**, then **Enter Timesheet/Adhoc Claim**. →



Step 2: View the Timesheet

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



- 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.

Day Summary	In	Out	Time Reporting Code	Quantity	Comments	Business Unit	SpeedType Key	Class	Course Code
03 Saturday						GRFF			
04 Sunday						GRFF			
05 Monday	09:00:00	10:00:00	BSLCT - Basic Lecture	1.00		GRFF	HRM1001	00000	1001QR
06 Tuesday	09:00:00	10:00:00	BSLCT - Basic Lecture	1.00		GRFF	HRM1001	00000	1001QR
07 Wednesday						GRFF			

- 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**.

The screenshot shows the 'Enter Time' interface with a table of timesheet entries. The table has columns for Day Summary, In, Out, Time Reporting Code, Quantity, Comments, Business Unit, Speed/Type Key, Class, and Course Code. The 'Submit' button is circled in red.

Day Summary	In	Out	Time Reporting Code	Quantity	Comments	Business Unit	Speed/Type Key	Class	Course Code
03 Saturday						GRFF			
04 Sunday						GRFF			
05 Monday	09:00:00	10:00:00	BSLCT - Basic Lecture			GRFF	HRM1001	00000	1001GR NA
06 Tuesday	09:00:00	10:00:00	BSLCT - Basic Lecture			GRFF	HRM1001	00000	1001GR NA
07 Wednesday						GRFF			

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

The close-up shows the entry for Monday 05 with 'Reported 1.00' and a green checkmark icon circled in red.

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.

The screenshot shows the 'Legend' popup window with various status icons and their corresponding labels. The information icon in the timesheet interface is circled in red, and a red arrow points to the legend.

Legend
Time Details
Saved
Approved
Pending Approvals
Denied
Pushed Back
Exception
Absence
Reported
Reported Under Schedule
Reported Over Schedule
OFF Day