SESSIONAL ACADEMIC STAFF TIME REPORTING CODES (TRC)

GRIFFITH UNIVERSITY

Queensland Australia

Make it matter

Key changes

- Names of Time Reporting Codes (TRCs) have been updated, however, TRC descriptions remain mostly the same.

- The exception to this are the new TRCs introduced to replace the old "Other Required Academic Activity" codes.

  - New CLS codes capture associated time for preparation and student consultation for teaching activities not described as lectures or tutorials.

  - New ENGPD code allows us to track time spent in activities not related to a course, including meetings, professional development and training.

  - New NOCLS code can be used for course development, convening, moderating and other quality assurance activities.

- Different TRCs are no longer needed to indicate when a sessional staff member has a doctoral qualification or is responsible for full subject/course coordination. The system now identifies this and allocates the correct rate.

When to use different Time Reporting Codes (TRCs)

Activity	Lectures	Tutorials	Clinical Facilitator	Other Required Academic Activity				Marking
TRC	SPLEC, DVLEC, BSLEC, RPLEC	CSTUT, REPTU	CLNFL, CLNFN	CLS.5/1/2/3/4	CLS0	ENGPD	NOCLS	MKSVR, MARKN
Rate type	Wrapped rate	Wrapped rate	Wrapped rate	Wrapped rate	Hourly rate	Hourly rate	Hourly rate	Bulk hourly rate
	Rate is for more than one hour, including education delivery time + associated hours for preparation and student consultation.				*Rate is for one hour consisting of education delivery or activity time only. No associated hours.*			*Hourly rate based on students.*
When to use this code	Where the timetable section of the Course Profile describes the education delivery as a "lecture". Use RPLEC for a subsequent delivery of substantially the same course matter with 7 days.	Where the timetable section of the Course Profile describes the education delivery as a "tutorial". Use RPTU for a subsequent delivery of substantially the same course matter with 7 days.	Where undergraduate clinical health education is undertaken.	Where the activity is timetabled and requires associated hours. For example: • practical class • demonstration • workshop • studio session • field trip • Laboratory	Where the activity is timetabled and doesn't need any associated hours such as preparation time. For example: • timetabled discussion board • lab setup	Where activities aren't specific to a course. For example: • professional development • training • school meetings	Where additional activities are required, including: • course convening • course development • moderating • other QA activities	All marking other than that undertaken during a lecture, tutorial or clinical session, or a type that is normally done in the session and could have been undertaken during that session.
How to record this in your timesheet	Record the delivery time only, e.g. 10.00 – 11.00am. Associated hours can be undertaken at a time of your choosing and are not recorded in the timesheet.				Record the delivery time, e.g. 10.00 – 11.00am.			Record the quantity of hours worked.

See Pay and Conditions | Salary rates for further information.

TRCs and applicable hours

Activity type	Rate type	Academic base rate		Delivery hours		Associated hours		Total hours	TRC
Specialised lecture	Wrapped	Level B, step 2 + 25%	x	(1	+	4)	=	5	SPLCT
Developed lecture	Wrapped	Level B, step 2 + 25%	x	(1	+	3)	=	4	DVLCT
Basic lecture	Wrapped	Level B, step 2 + 25%	x	(1	+	2)	=	3	BSLCT
Repeat lecture	Wrapped	Level B, step 2 + 25%	x	(1	+	1)	=	2	RPLCT
Tutorial + full subject coordination or PhD	Wrapped	Level A, step 6 + 25%	x	(1	+	2)	=	3	CSTUT
Tutorial		Level A, step 2 + 25%							
Repeat tutorial + full subject coordination or PhD	Wrapped	Level A, step 6 + 25%	x	(1	+	1)	=	2	REPTU
Repeat tutorial		Level A, step 2 + 25%							

See Pay and Conditions | Salary rates for further information.

TRCs and applicable hours

Activity type	Rate type	Academic base rate		Delivery hours	Associated hours			Total hours	TRC
Marking requiring significant academic judgement	Bulk hourly	Level B, step 2 + 25%		Time allocation based on the number of students, the level of complexity and how feedback is provided					MKSVR
Marking standard + full course coordination or PhD	Bulk hourly	Level A, step 6 + 25%							MARKN
Marking standard		Level A, step 2 + 25%							
Clinical Facilitator normal preparation + full course coordination or PhD	Wrapped	Level A, step 6 + 25%	x	(1	+	1)	=	2	CLNFN
Clinical Facilitator normal preparation		Level A, step 2 + 25%							
Clinical Facilitator little preparation + full course coordination or PhD	Wrapped	Level A, step 6 + 25%	x	(1	+	0.5)	=	1.5	CLNFL
Clinical Facilitator little preparation		Level A, step 2 + 25%							
Musical accompanying et al + full course coordination or PhD	Wrapped	Level A, step 6 + 25%	x	(1	+	1)	=	2	MSACCM
Musical accompanying et al		Level A, step 2 + 25%							

See Pay and Conditions | Salary rates for further information.

New TRCs and applicable hours

Activity type	Rate type	Academic base rate	Delivery hours			Associated hours		Total hours	TRC
Other required academic activity + full course coordination or PhD	Hourly	Level A, step 6 + 25%	Used for meetings and training unrelated to a course						ENGPD
	Hourly		Used for course development, convening, moderating and QA						NOCLS
	Hourly		x	(1	+	(1 x 0 = 0))	=	1	CLS0
	Wrapped		x	(1	+	(1 x .5 = .5))	=	1.5	CLS.5
Other required academic activity	Wrapped	Level A, step 2 + 25%	x	(1	+	(1 x 1 = 1))	=	2	CLS1
	Wrapped		x	(1	+	(1 x 2 = 2))	=	3	CLS2
	Wrapped		x	(1	+	(1 x 3 = 3))	=	4	CLS3
	Wrapped		x	(1	+	(1 x 4 = 4))	=	5	CLS4

See Pay and Conditions | Salary rates for further information.

How to use the CLS TRCs

TRC	1 DELIVERY HOUR EXAMPLE				2 DELIVERY HOURS EXAMPLE				3 DELIVERY HOURS EXAMPLE			
	Delivery hours	Multiplier	Associated hours	Total hours	Delivery hours	Multiplier	Associated hours	Total hours	Delivery hours	Multiplier	Associated hours	Total hours
CLS0	1	0	0	1	2	0	0	2	3	0	0	3
CLS.5	1	.5	.5	1.5	2	.5	1	3	3	.5	1.5	4.5
CLS1	1	1	1	2	2	1	2	4	3	1	3	6
CLS2	1	2	2	3	2	2	4	6	3	2	6	9
CLS3	1	3	3	4	2	3	6	8	3	3	9	12
CLS4	1	4	4	5	2	4	8	10	3	4	12	15

Course Timetable

		Day	*Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024 📅	🔍		🔍			0.000		➕	➖
2	☐	Tuesday	03/05/2024 📅	🔍		🔍			0.000		➕	➖
3	☐	Wednesday	03/06/2024 📅	CLS4 🔍	Additional Associated Work +4	NA 🔍	1:00:00PM	2:00:00PM	0.000		➕	➖
4	☐	Thursday	03/07/2024 📅	🔍		🔍			0.000		➕	➖
5	☐	Friday	03/08/2024 📅	🔍		🔍			0.000		➕	➖
6	☐	Saturday	03/09/2024 📅	🔍		🔍			0.000		➕	➖
7	☐	Sunday	03/10/2024 📅	🔍		🔍			0.000		➕	➖

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Associated hours
=
Delivery hours
x TRC Multiplier

Total hours
=
Delivery hours
+ Associated hours

Total work hours = 5
Noting that associated hours do not have to be performed on the same day

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Example: 2-hour timetabled discussion board

The CLS code used for other academic activities is dependent on the length of time required for associated work such as preparation or student consultation. For timetabled teaching activities that don't require associated time, use CLS0.

Discussion Board

CSL0

=

2-hour discussion board

Total hours = 2

Course Timetable

		Day	*Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024 📅	🔍		🔍			0.000		+	−
2	☐	Tuesday	03/05/2024 📅	🔍		🔍			0.000		+	−
3	☐	Wednesday	03/06/2024 📅	🔍		🔍			0.000		+	−
4	☐	Thursday	03/07/2024 📅	🔍		🔍			0.000		+	−
5	☐	Friday	03/08/2024 📅	CLS0 🔍	Additional Associated Work +0	OL 🔍	9:00:00	11:00:00	0.000		+	−
6	☐	Saturday	03/09/2024 📅	🔍		🔍			0.000		+	−
7	☐	Sunday	03/10/2024 📅	🔍		🔍			0.000		+	−

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Delivery hours = 2

Only the delivery time is recorded in the timesheet.

Example: 2.5-hour workshop, 7.5 associated hours

The following example uses the TRCs to record payment for a Workshop with a total duration of 10 hours, including 2.5 hours of delivery and 7.5 hours of associated preparation and consultation time.

Workshop
CSL3

= [2.5 hour workshop] + [5 x associated hours for preparation] + [2.5 x associated hours for student consultation]

2.5 x 3 = 7.5 hours

Total hours = 10

Noting that associated hours do not have to be performed on the same day

Course Timetable

		Day	•Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024	🔍		🔍			0.000		+	−
2	☐	Tuesday	03/05/2024	CLS3 🔍	Additional Associated Work +3	NA 🔍	9:00:00	11:30:00	0.000		+	−
3	☐	Wednesday	03/06/2024	🔍		🔍			0.000		+	−
4	☐	Thursday	03/07/2024	🔍		🔍			0.000		+	−
5	☐	Friday	03/08/2024	🔍		🔍			0.000		+	−
6	☐	Saturday	03/09/2024	🔍		🔍			0.000		+	−
7	☐	Sunday	03/10/2024	🔍		🔍			0.000		+	−

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Delivery hours = 2.5

Only the delivery time is recorded in the timesheet. Associated hours are not scheduled.

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Example: 3-hour studio, 4 associated hours

In situations where the CLS codes do not multiply to the requisite number of total hours required, you will need to use a combination of TRCs. The following example uses 2 TRCs to record payment for a Studio that runs for 3 hours with 4 hours of associated preparation time required.

Studio
CSL0 + CLS2

=

3-hour studio
[CLS0 x 1 hour delivery + CLS2 x 2 hours delivery]

+

4 x associated hours for preparation
[CLS0 = 0 associated hours + CLS2 = 4 associated hours (2 x 2)]
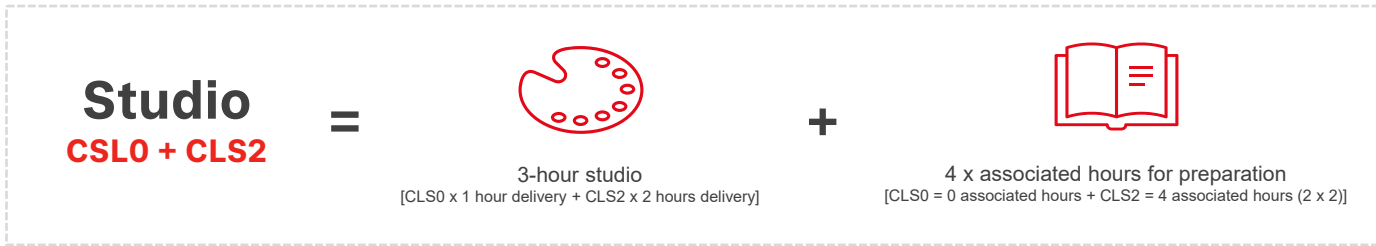
Total hours = 7

Noting that associated hours do not have to be performed on the same day

Delivery hours = 3

Only the delivery time is recorded in the timesheet. Associated hours are not scheduled.

Course Timetable

		Day	·Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024						0.000		+	−
2	☐	Tuesday	03/05/2024						0.000		+	−
3	☐	Wednesday	03/06/2024	CLS0	Additional Associated Work +0	NA	1:00:00PM	2:00:00PM	0.000		+	−
4	☐	Wednesday	03/06/2024	CLS2	Additional Associated Work +2	NA	2:00:00PM	4:00:00PM	0.000		+	−
5	☐	Thursday	03/07/2024						0.000		+	−
6	☐	Friday	03/08/2024						0.000		+	−
7	☐	Saturday	03/09/2024						0.000		+	−

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Example: Training not related to a course

Generally, when sessional staff undertake meetings, training or professional development, it is not related to a specific course. For these activities, use the ENGPD code and attribute it to any course code within your School or Department. Finance will redistribute all costs recorded against the ENGPD code across your School/Department.

Training
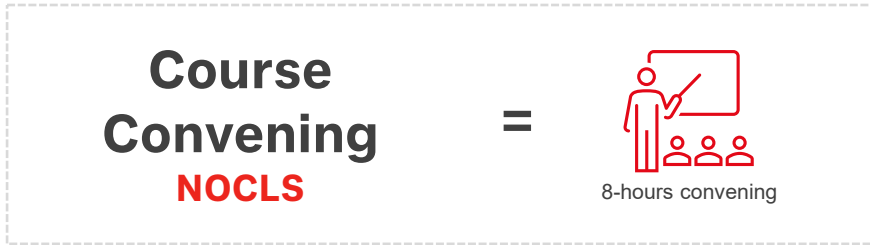**ENGPD**

=

4-hour training course

Total hours = 4

Course Timetable

	Day	•Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	Monday	03/04/2024						0.000		+	−
2	Tuesday	03/05/2024						0.000		+	−
3	Wednesday	03/06/2024						0.000		+	−
4	Thursday	03/07/2024						0.000		+	−
5	Friday	03/08/2024	ENGPD	Meetings Prof Dev	SB	9:30:00	13:30:00	0.000		+	−
6	Saturday	03/09/2024						0.000		+	−
7	Sunday	03/10/2024						0.000		+	−

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Work hours = 4

Actual training time is recorded.

Example: Course Convening

The TRC used for other academic activities such as course convening is NOCLS rate. This is an hourly rate requiring in and out times to be recorded when the work is performed.

Course Convening NOCLS = 8-hours convening

Total hours = 8

Course Timetable

		Day	*Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024						0.000		+	−
2	☐	Tuesday	03/05/2024	NOCLS	Conv, Mod or Oth QA		17:00:00	21:00:00	0.000		+	−
3	☐	Wednesday	03/06/2024						0.000		+	−
4	☐	Thursday	03/07/2024						0.000		+	−
5	☐	Friday	03/08/2024	NOCLS	Conv, Mod or Oth QA	OL	7:00:00	11:00:00	0.000		+	−
6	☐	Saturday	03/09/2024						0.000		+	−
7	☐	Sunday	03/10/2024						0.000		+	−

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Work hours = 8

Hours spent on course convening are recorded.