

How to...

Create a Sessional Appointment Using the Sessional Pool

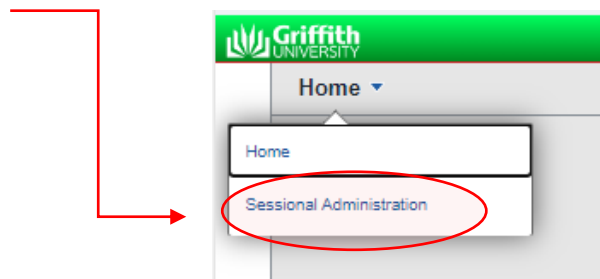
Introduction

This guide will show you how to create a sessional appointment using the sessional pool if you are a school manager or department administrator. The sessional pool displays the details of all sessional staff who are currently active or have been inactive for less than 12 months, making it easier for you to create a new appointment if required or go straight to timetable creation.

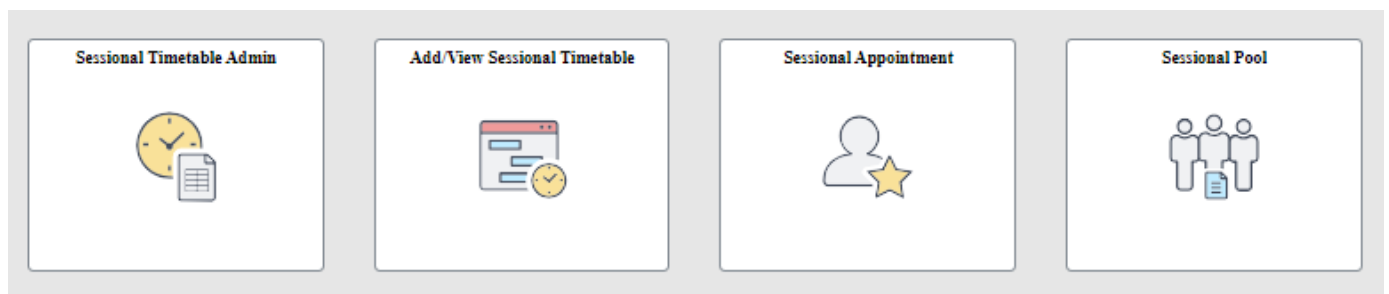
Step 1: Navigate to the Sessional Administration homepage

- Log in to the **Staff Portal** and select **My Staff Page**.

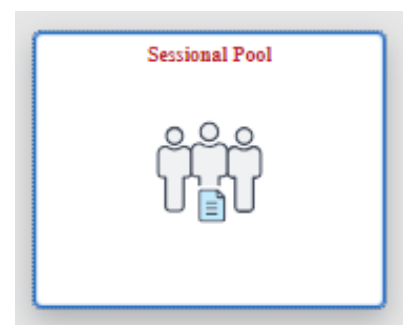
- 1 Select the **Sessional Administration** homepage.



- 2 The **Sessional Administration** tiles will appear.



- 3 Select the **Sessional Pool** tile.



Step 2: Search the Sessional Pool

- 1 Click **Clear** to delete any text in the fields. **IMPORTANT:** If there is 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.

Sessional Administration | Sessional Pool

▼ Prompts

Empl ID

First Name
Please enter Name

Last Name

Dept ID

HR Status

Search Clear

No results found.

- 2 Enter any information you have for the following **Search Criteria** and click **Search** (fields are case-sensitive; First Name and Last Name should be in title case):

- Employee ID
- First Name
- Last Name
- Department ID
- HR Status

▼ Prompts

Empl ID

First Name

Last Name

Dept ID

HR Status

Search Clear

- 3 The sessional pool results will appear. You can filter the results further expanding the fields on the left-hand side.

Sessional Administration | Sessional Pool

Empl ID

First Name

Last Name

Dept ID

HR Status

Search Clear

100 rows

Empl ID	Empl Record	First Name	Last Name	Dept ID	HR Status	New Appointment	New Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
1				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Inactive	New Appointment	
3				CMS	Active		Create Timetable
2				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
0				CMS	Active		Create Timetable
2				CMS	Active		Create Timetable
0				CMS	Inactive	New Appointment	

Dept ID

Empl ID

Empl Record

First Name

Last Name

HR Status

4 If the employee has been inactive for less than 12 months, there will be a link to create a **New Appointment**. Please proceed to Step 3.

5 If the employee is currently active, there is no need to create a **New Appointment**. There will be a link to **Create Timetable** instead. This is detailed in **Sessional Timesheeting User Guide_Create a Sessional Timetable Using the Sessional Pool**.

Empl ID	Empl Record	First Name	Last Name	Dept ID	HR Status	New Appointment	New Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	1			CMS	Active		Create Timetable
	0			CMS	Active	New Appointment	Create Timetable
	0			CMS	Inactive	New Appointment	
	3			CMS	Active		Create Timetable
	2			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	2			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Inactive	New Appointment	

Step 3: Add a new appointment

1 Click **Add**.

N.B. If you wish to create multiple appointments in multiple windows at the same time, please ensure you have saved your current form before opening a new window to start a new form.

Sessional Appointment

Find an Existing Value

Add a New Value

Applicant ID NEW

Add

Find an Existing Value | Add a New Value

2 Select **Yes** for **New Hire** including existing employees who have been inactive for 12 months or more.

Sessional Appointment

Applicant ID NEW

Application Status Initiated

Instruction

Please answer the questions below in order to complete the Engagement Form.

Please note that a Griffith ID is required if the Applicant is a current or returning Staff Member or Student.

Note: It is an offence to employ a person who does not have the right to work in Australia. Please seek evidence of their work rights.

You cannot use this process to hire International employees. If the applicant is an international citizen and/or working internationally please contact Human Resources.

Select Employee

New Hire: Yes No

3 Enter the **Personal Information of the Employee** including:

- Name Prefix
- Last Name
- First Name
- Date of Birth
- Gender
- Address details

Otherwise, select **No** for current or returning employees if they have been active in the last 12 months. You will be prompted to add a **Griffith ID**. Click **Search**.

If a sessional appointment is required, you will not have to enter **Personal Information of the Employee** and may proceed to sub-step 4.

If a sessional appointment is not required, you will be instructed to proceed to timetable creation. Please refer to [Sessional Timesheeting User Guide Create a Sessional Timetable](#) or [Sessional Timesheeting User Guide Create a Sessional Timetable Using the Sessional Pool](#).

Personal Information of Employee

*Name Prefix *Last Name
*First Name Middle Name
*Date of Birth *Gender
*Email Address
*Address Line 1
Address Line 2
Suburb *Postal Code
*Country AUS *State
Home Phone Preferred
Mobile Preferred

Sessional Appointment

Applicant ID NEW Application Status Initiated

Instruction

Please answer the questions below in order to complete the Engagement Form.
Please note that a Griffith ID is required if the Applicant is a current or returning Staff Member or Student.
Note: It is an offence to employ a person who does not have the right to work in Australia. Please seek evidence of their work rights.
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Select Employee

New Hire: Yes No

Griffith ID:

4 Enter the mandatory **Job Details of the Employee** including:

- Department
- Location Code
- Start Date
- End Date (must be within 52 weeks of the **Start Date**)
- Country (must be **AUS** – sessional staff cannot be employed if working outside Australia)
- State
- Supervisor ID (this field will autopopulate the **Final Approver** field).

If you wish to select an **Alternate Approver**, click on the title link next to the Final Approver's name.

Job Details of the Employee

*Department AEL Arts Education and Law
*Location Code CAMNAT Nathan Campus
*Start Date 01/27/2024 *End Date 12/20/2024
*Country AUS State QLD
*Supervisor ID Professor (Level E)
Final Approver Dean (Academic)

Select a different final approver

5 Select the **Alternate Approver**.
The **Final Approver** name and title will be updated.

1	Select	Dean (Academic)	AEL Dean (Academic)	Arts Education and Law Group
2	Select	Deputy Director (Research)	Queensland Conservatorium	Arts Education and Law Group
3	Select	School Manager	Griffith Film School	Arts Education and Law Group
4	Select	School Manager	Sch of Crim & Criminal Justice	Arts Education and Law Group
5	Select	School Manager	Griffith Law School	Arts Education and Law Group
6	Select	Deputy Dir (Learn & Teaching)	Queensland Conservatorium	Arts Education and Law Group
7	Select	Deputy Head (Learn & Teaching)	Sch of Edu and Prof Studies	Arts Education and Law Group
8	Select	Deputy Head (Learn & Teaching)	School of Hum Lang and Soc Sci	Arts Education and Law Group
9	Select	Institute Manager	Griffith Criminology Institute	Arts Education and Law Group
10	Select	Deputy Head (Learn & Teaching)	Griffith Law School	Arts Education and Law Group
11	Select	Deputy Director (Learning & Te	Queensland College of Art	Arts Education and Law Group
12	Select	Deputy Head (Research)	Sch of Crim & Criminal Justice	Arts Education and Law Group
13	Select	School Manager	School of Hum Lang and Soc Sci	Arts Education and Law Group
14	Select	Deputy Head of School	Sch of Crim & Criminal Justice	Arts Education and Law Group
15	Select	Deputy Director (L&T)	Griffith Film School	Arts Education and Law Group

Job Details of the Employee

*Department: AEL Arts Education and Law
*Location Code: CAMNAT Nathan Campus
*Start Date: 01/27/2024 *End Date: 12/20/2024
*Country: AUS State: QLD
*Supervisor ID: [Redacted] Professor (Level E)
Final Approver: Deputy Director (Research)

6 Complete the **Questionnaire** by selecting the answers relevant to the applicant.

Questionnaire

Is the applicant a citizen or resident of a [sanctioned country](#)? Yes No
Would the role require a high degree of scrutiny, and has reference check been performed? Yes No Not Applicable
Do you have a [conflict of interest](#)? Yes No

7 Click **Submit**.

8 Click **Yes**.

Submission Confirmation

Are you sure you want to submit this Sessional Appointment Form?

9 Click **OK**.

Submit Confirmation

The Sessional Appointment Form was successfully submitted.

You will receive and **Applicant ID** and the Application Status will display as "Initiated".

Sessional Appointment

Applicant ID 1169492

Application Status Initiated

Instruction

Please answer the questions below in order to complete the Engagement Form.

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