CRICOS No. 00233E

How to…

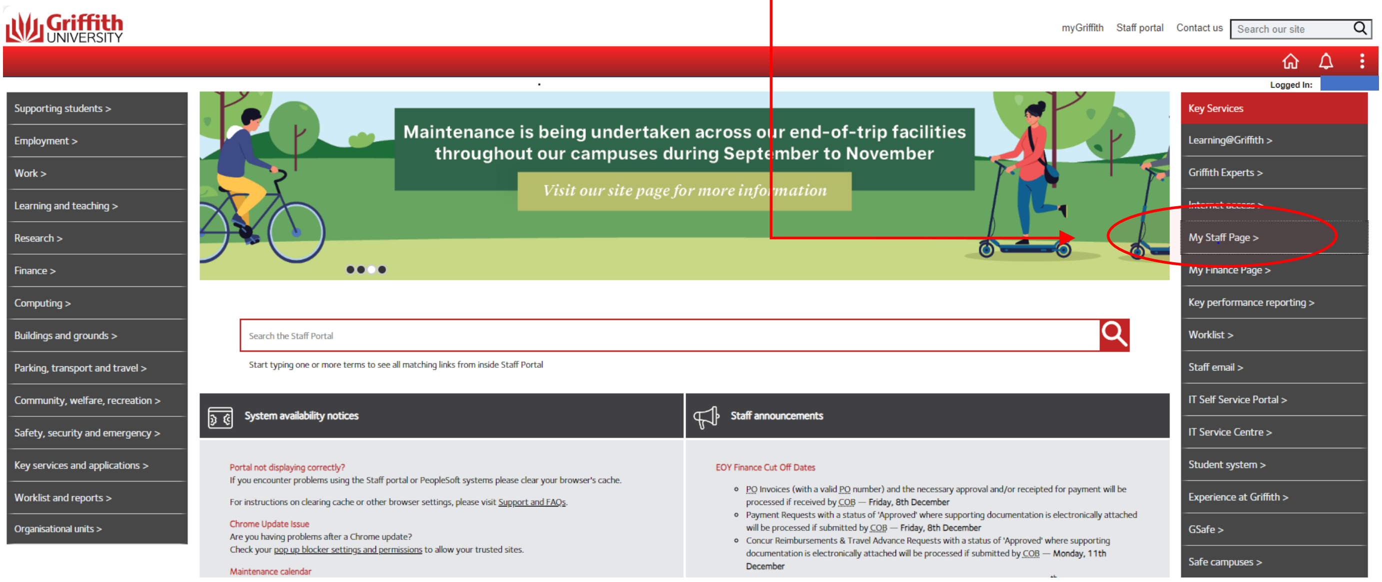
Review and Approve/Deny a Sessional Appointment

Introduction

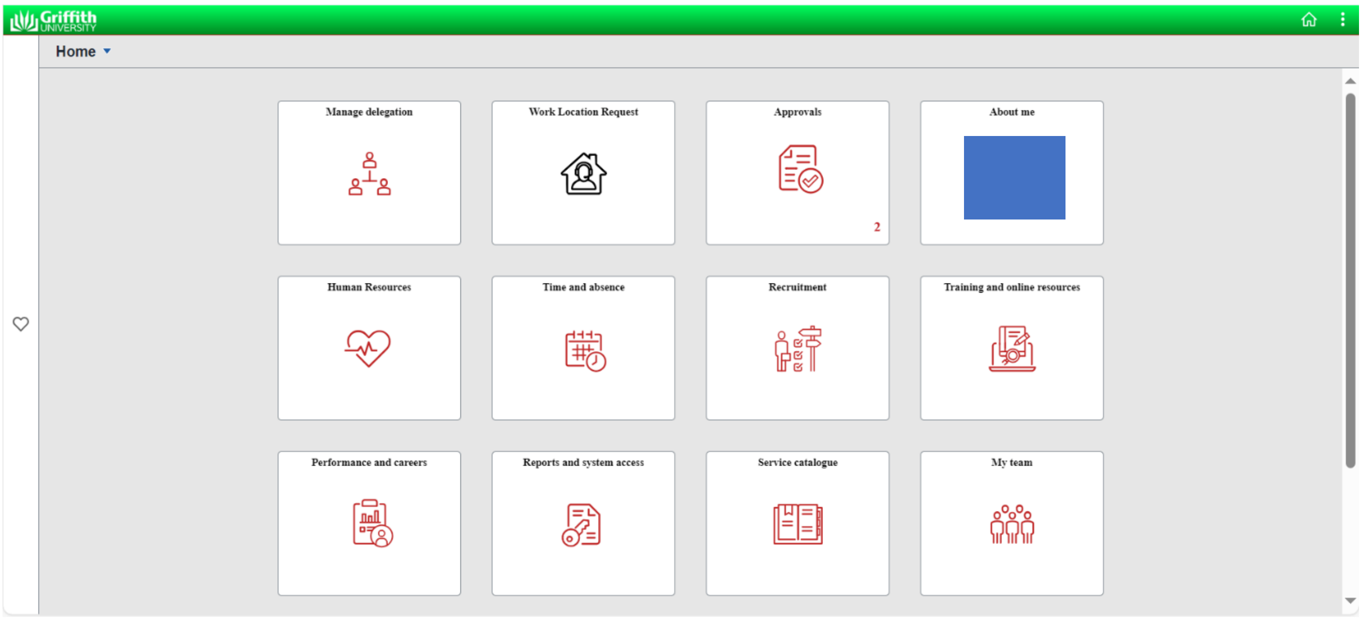
This guide will show you how to review and approve or deny a sessional appointment if you are a first level or final approver.

Step 1: Navigate to the Staff Portal

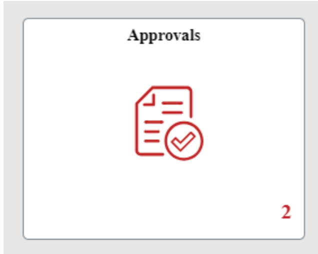
1. Click on the **My Staff Page** link.



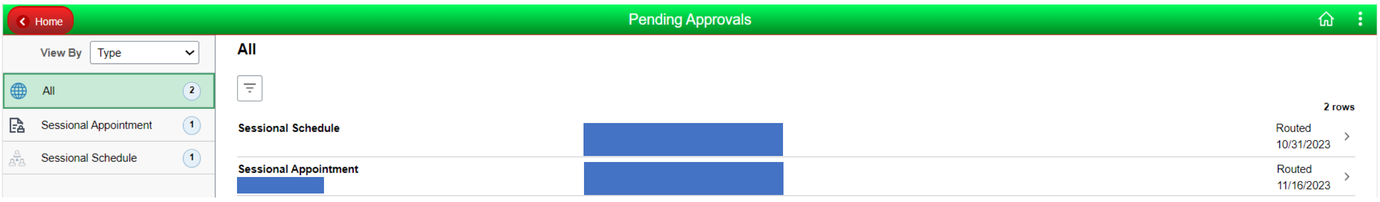
2. The **PeopleSoft tiles** will appear.



3 Click on the **Approvals** tile.

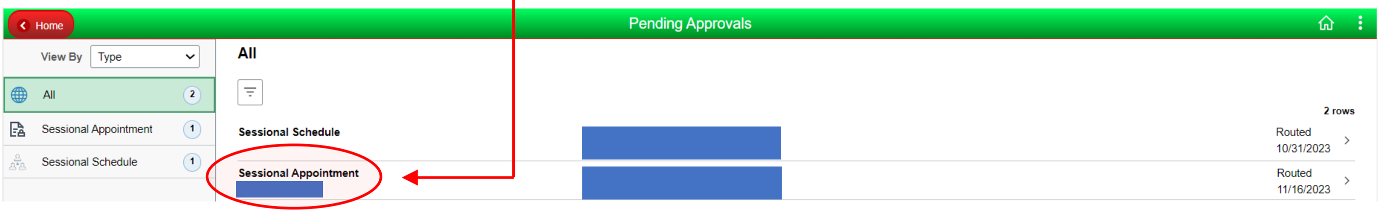


4 You will see all your pending approvals.

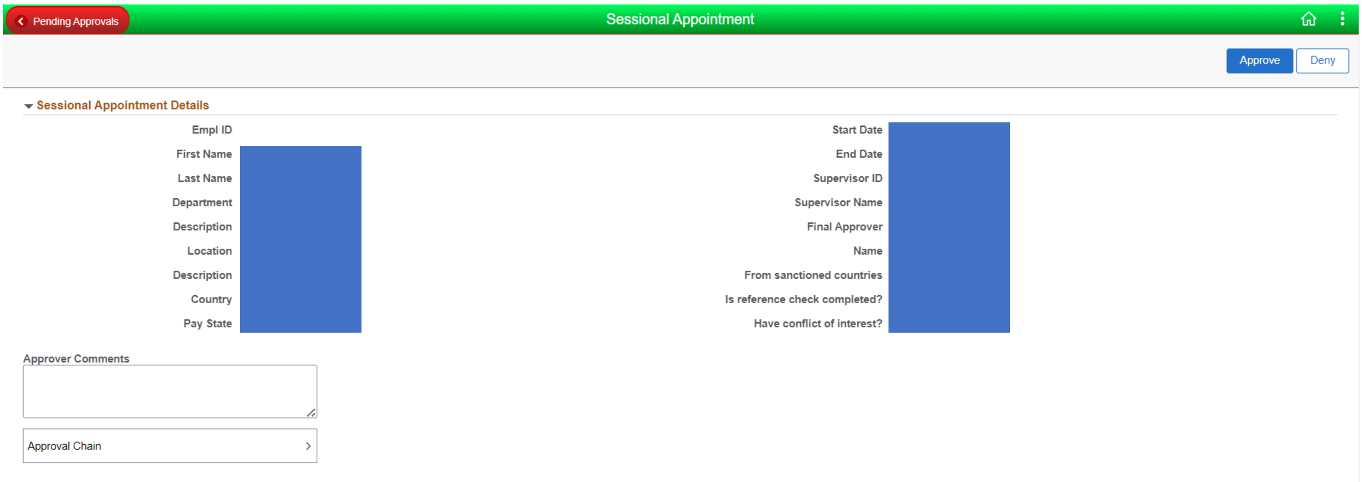


Step 2: Review the Appointment

1 Click on **Sessional Appointment** item.

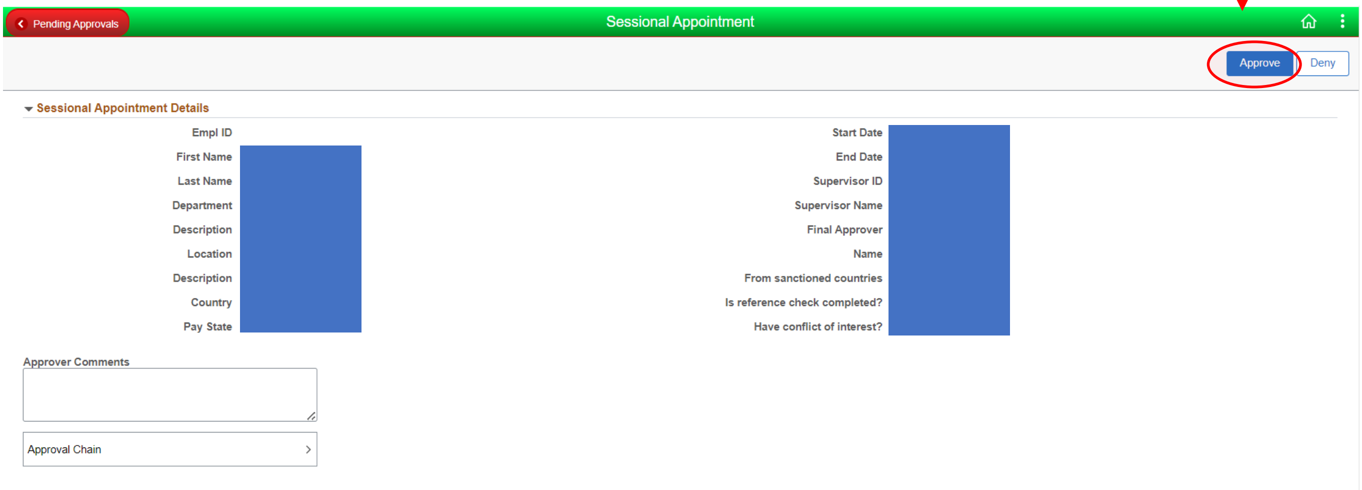


2 Review the request.

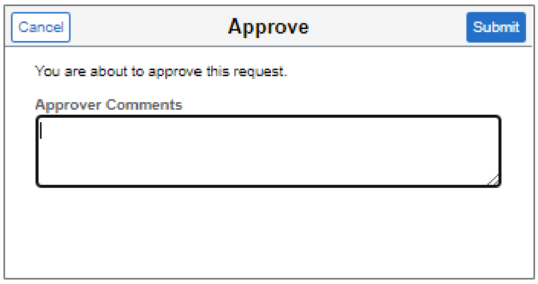


Step 3: Approve/Deny the Appointment

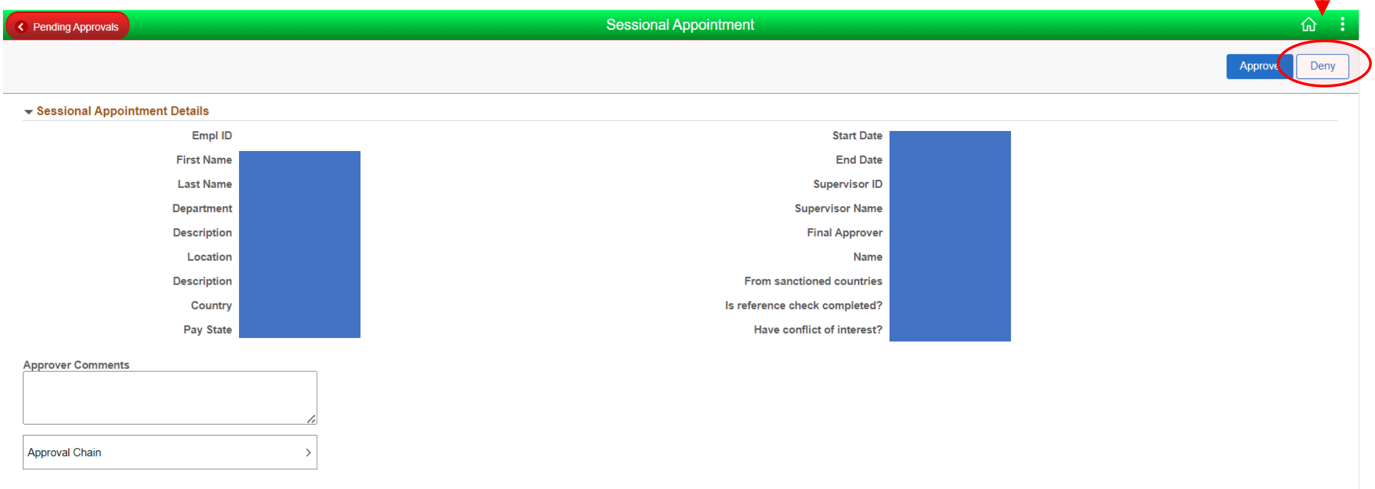
1. Click **Approve** to approve the sessional appointment.



2. Enter **Approver Comments** if desired and click **Submit**. The appointment request will be routed to the next approver in the workflow.



3. Alternatively, click **Deny** to deny the sessional appointment.



Griffith UNIVERSITY Queensland, Australia

4. Enter the mandatory **Approver Comments** and click **Submit**. The appointment request will be routed back to the requester.