

# 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

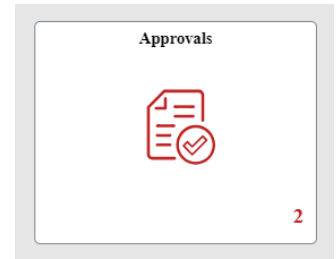
**1** Click on the **My Staff Page** link.

The screenshot shows the Griffith University website. On the right-hand side, there is a vertical navigation menu. The 'My Staff Page >' link is circled in red. A red line originates from this link and points to the 'My Staff Page' link in the screenshot above.

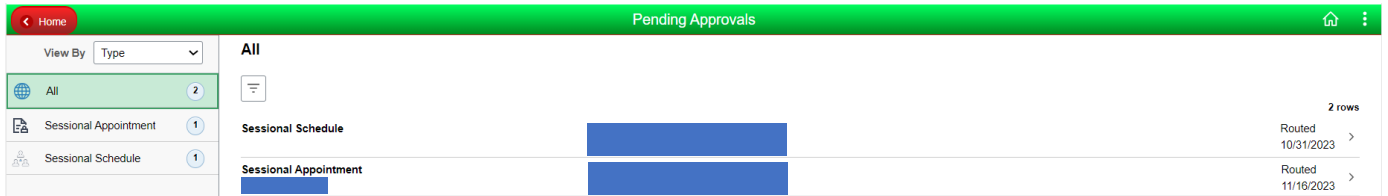
**2** The PeopleSoft tiles will appear.

The screenshot shows the Griffith University Staff Portal home page. The page features a grid of 12 PeopleSoft tiles. The tiles are arranged in three rows and four columns. 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.

3 Click on the **Approvals** tile. 

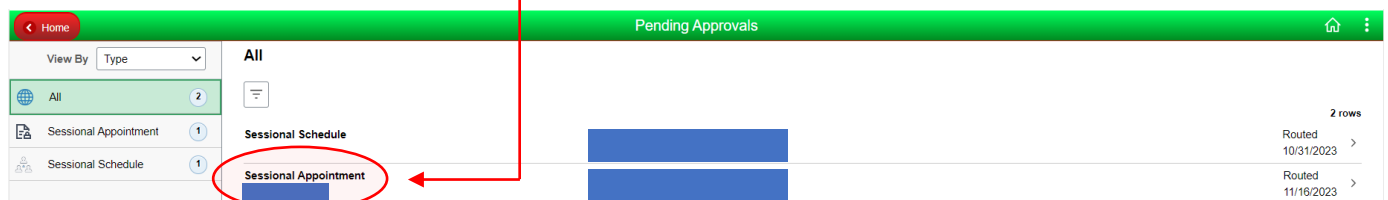


4 You will see all your pending approvals.

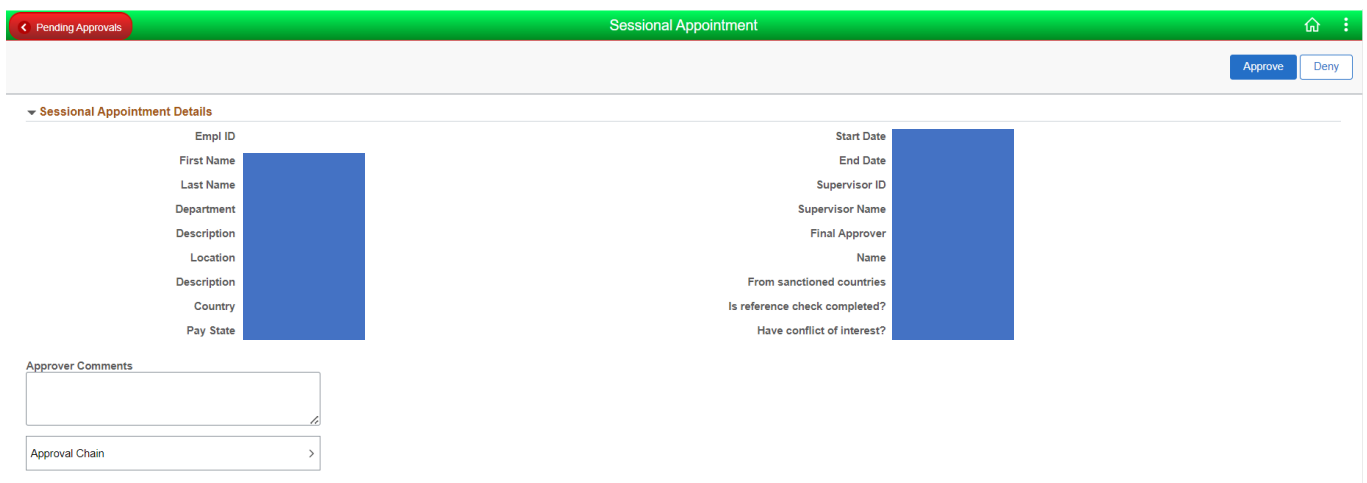


## Step 2: Review the Appointment

1 Click on **Sessional Appointment** item.

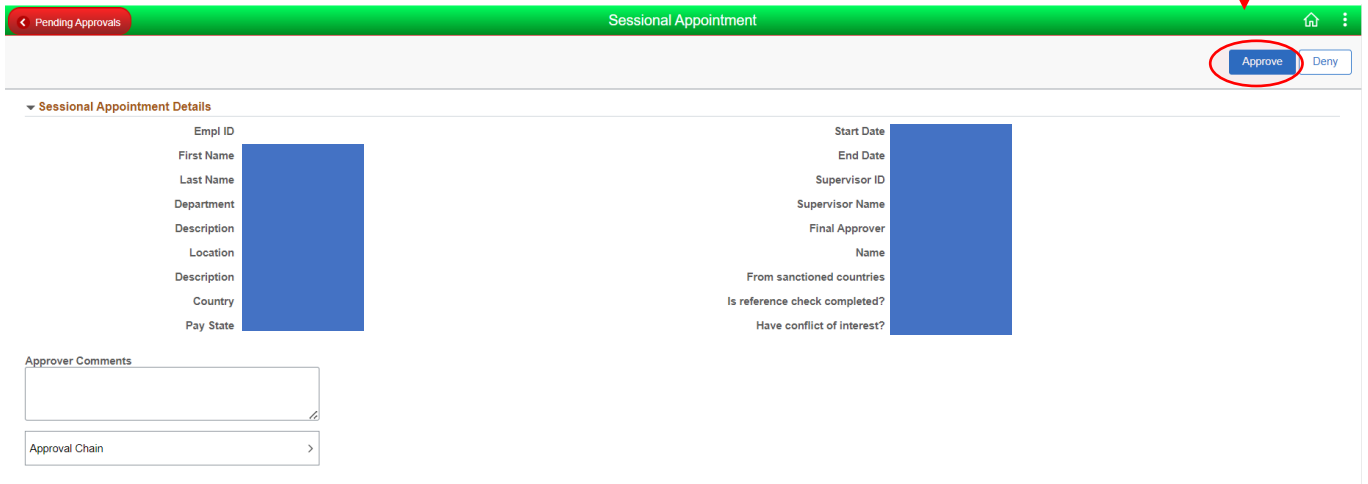


2 Review the request.



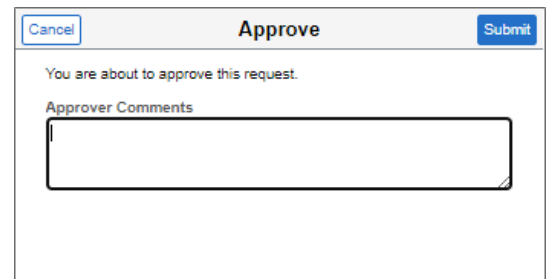
# Step 3: Approve/Deny the Appointment

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



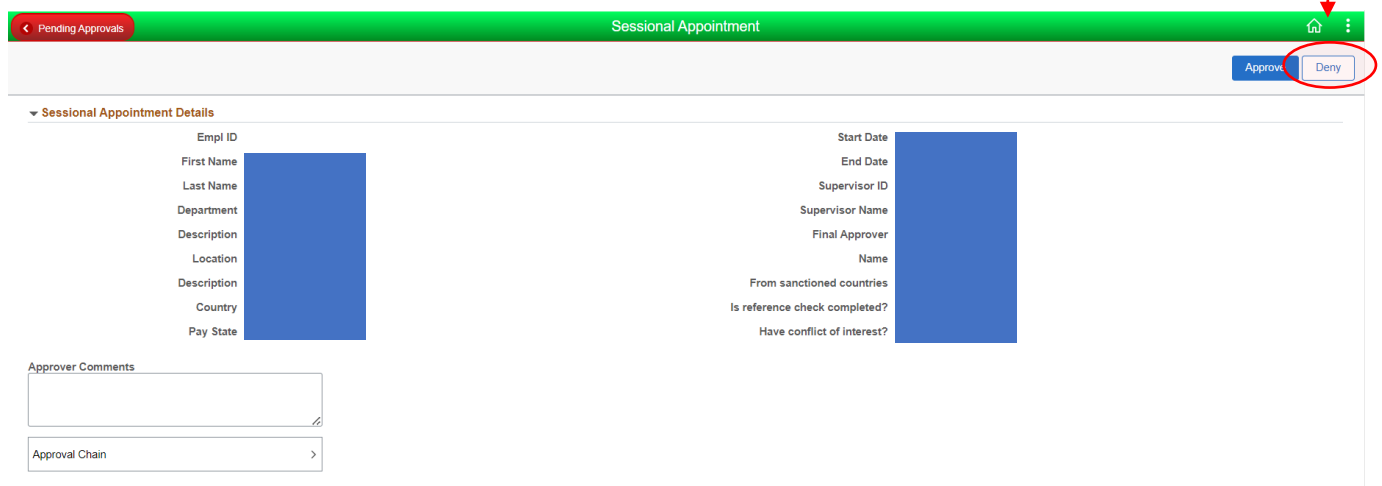
The screenshot shows the 'Sessional Appointment' form. At the top right, there are two buttons: 'Approve' and 'Deny'. The 'Approve' button is circled in red. Below the buttons, there is a section titled 'Sessional Appointment Details' with two columns of fields. The left column includes: Empl ID, First Name, Last Name, Department, Description, Location, Description, Country, and Pay State. The right column includes: Start Date, End Date, Supervisor ID, Supervisor Name, Final Approver Name, From sanctioned countries, Is reference check completed?, and Have conflict of interest?. Below these fields are two text input areas: 'Approver Comments' and 'Approval Chain'.

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



The screenshot shows a modal dialog box titled 'Approve'. It has a 'Cancel' button on the top left and a 'Submit' button on the top right. The main text reads: 'You are about to approve this request.' Below this is a text input field labeled 'Approver Comments'.

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



The screenshot shows the 'Sessional Appointment' form, identical to the one in step 1. At the top right, there are two buttons: 'Approve' and 'Deny'. The 'Deny' button is circled in red.

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



Cancel **Deny** Submit

You are about to deny this request.

Approver Comments