

How to... Review and Approve/Deny a Sessional Appointment

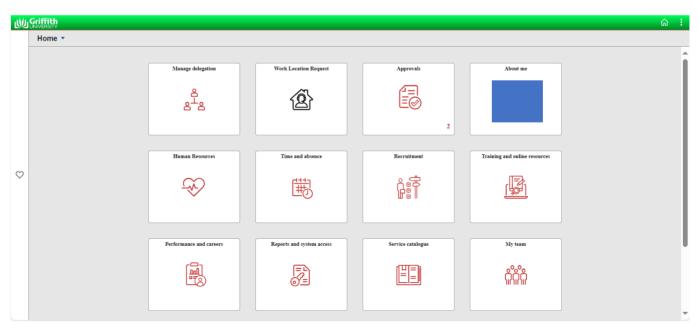
Introduction

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

Click on the My Staff Page link.	
	myGriffith Staff portal Contact us Search our site Q
	ώ <u>Δ</u> :
Work> throughout o	eing undertaken across our end-of-trip facilities ur campuses during September to November Visit our site page for more information Wy Staff Page > My Hamce Page >
Computing >	Key performance reporting >
Buildings and grounds > Search the Staff Portal	Q Workist >
Parking, transport and travel > Start typing one or more terms to see all matching links from inside Staff Portal	Staff email >
Community, wefare, recreation >	TSelf Service Portal >
Safety, security and emergency >	True II Service Centre >
Key services and applications > Portal not displaying correctly? If you encounter problems using the Staff portal or PeopleSoft systems please dear yr	ar browser's cache. EDY Finance Cut Off Dates Student system >
Worklist and reports > For instructions on clearing cache or other browser settings, please visit Support and	Dynoices (with a vidia (20 number) and the necessary approval and/or receipted for payment will be processed if received by 5008 – Friday, 8th December Payment Requests with a status of Approved Where supporting documentation is electronically attached
Organisational units > Chrome Update Issue Are you having problems after a Chrome update? Check your <u>opp un blocker settings and permissions</u> to allow your trusted sites. Maintenance calendar	will be processed if submitted by <u>COB</u> — Freday, Bith December CGSafe > • Concer Reinformation is electronically attached will be processed if submitted by <u>COB</u> — Monday, 11th CGSafe > December •







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4 You will see all your pending approvals.

<	Home		Pending Approvals	<u>ش</u> :
	View By Type	~	All	
) All	2	$\overline{\overline{}}$	2 rows
Fa	Sessional Appointment	1	Sessional Schedule	Routed
A*8	Sessional Schedule	1	Sessional Appointment	10/31/2023 × Routed × 11/16/2023 ×

Step 2: Review the Appointment

Click on Sessional Appointment item.		
C Home	Pending Approvals	ራ :
View By Type VIII		
□ IIA ●		2 rows
Sessional Appointment 1 Sessional Schedule		Routed
Sessional Schedule		10/31/2023 × Routed × 11/16/2023 ×

2 Review the request.

Pending Approvals		Sessional Appointment	<u>ش</u> :
			Approve Deny
 Sessional Appointment Details 			
Empl ID		Start Date	
First Name		End Date	
Last Name		Supervisor ID	
Department		Supervisor Name	
Description		Final Approver	
Location		Name	
Description		From sanctioned countries	
Country		Is reference check completed?	
Pay State		Have conflict of interest?	
Approver Comments	4		
Approval Chain	>		



Step 3: Approve/Deny the Appointment

Pending Approvals	Sessio	onal Appointment		
			(Approv
 Sessional Appointment Details 				\sim
Empl ID		Start Date		
First Name		End Date		
Last Name		Supervisor ID		
Department		Supervisor Name		
Description		Final Approver		
Location		Name		
Description		From sanctioned countries		
Country Pay State		Is reference check completed? Have conflict of interest?		
Approval Chain	<i>▲</i>			
nter Approver Comments	s if desired and click Submit.	Cancel	Approve	
he appointment request wi		You are about to a	pprove this request.	
pprover in the workflow.		Approver Comm	ents	

Pending Approvals	Sessional Appointment	ଲ ି :
		Approve
Empl ID	Start Date	
First Name	End Date	
Last Name	Supervisor ID	
Department	Supervisor Name	
Description	Final Approver	
Location	Name	
Description	From sanctioned countries	
Country	Is reference check completed?	
Pay State	Have conflict of interest?	
Approver Comments		
4		
Approval Chain >		



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

Cancel	Deny	Subm
You are about to o	eny this request.	
Approver Comm	ents	

