

# How to...

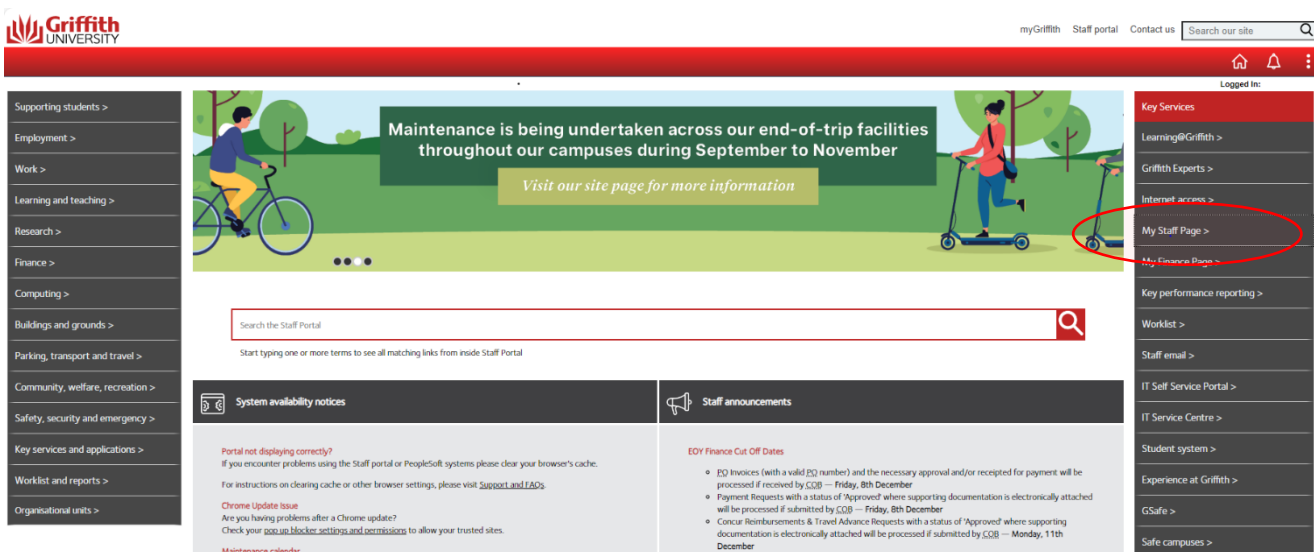
*Amend a Sessional Timesheet (Sessional View)*

## Introduction

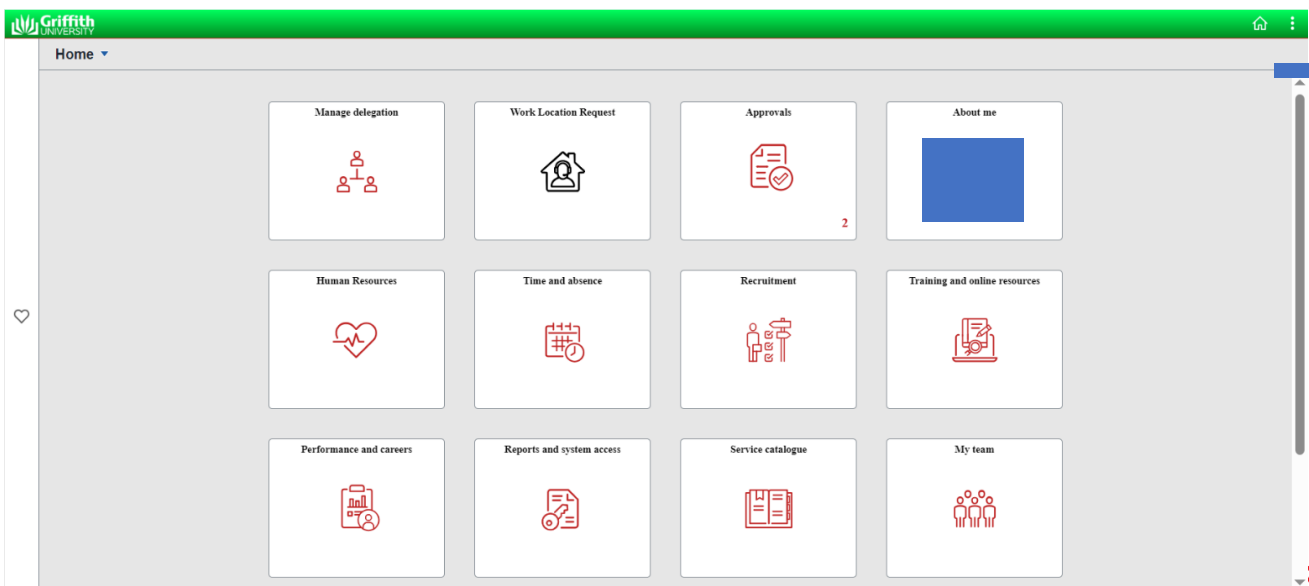
This guide will show you how to amend a sessional timesheet if you are a sessional employee. Amendments are only allowed for timesheets in the current or previous pay cycle. You will receive an email notification when there is a timesheet pending your review and submission. Sessional employees are responsible for ensuring timesheets accurately reflect the work that has been done. To ensure timely payments, **timesheets must be submitted within two weeks of performing work items** and approved in accordance with the Payment Schedule and Deadlines on the [Pay and Conditions](#) page.

## Step 1: Navigate to the Staff Portal

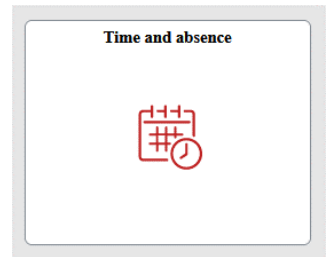
- 1 Click on the **My Staff Page** link. **IMPORTANT:** If you are off-campus, please ensure you are connected to the VPN before accessing this page. For details on how to connect to the VPN, please refer to the [Virtual Private Network for Griffith](#) page.



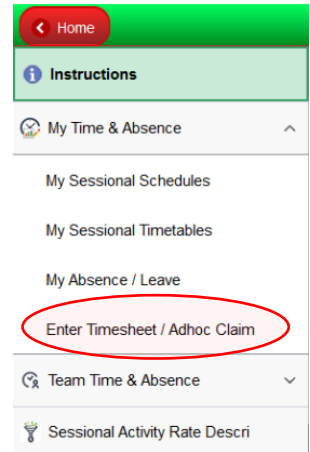
- 2 The PeopleSoft tiles will appear.



3 Click on the **Time and Absence** tile. →

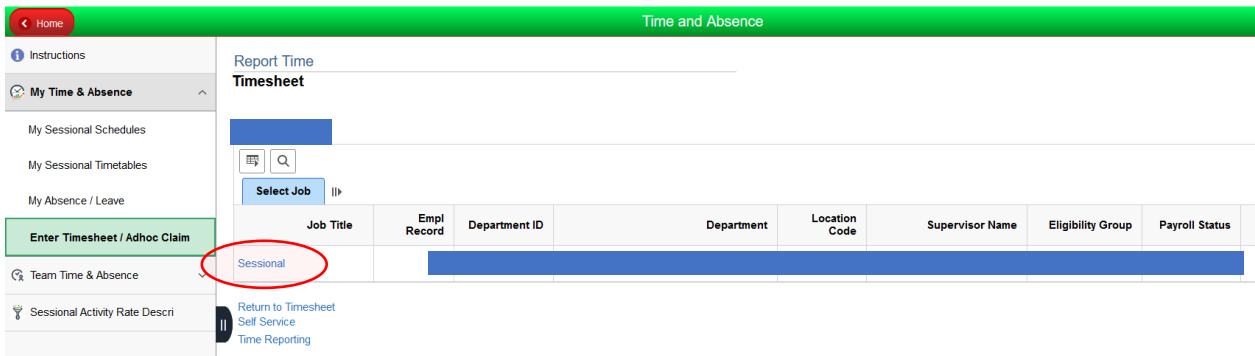


4 Click on **My Time & Absence**, then **Enter Timesheet/Adhoc Claim**. →



## Step 2: View the Timesheet

1 Click on the applicable **Sessional** job title.



**2** A timesheet for the current pay period will appear. Any scheduled hours for the pay period as per your timetable will be pre-loaded into the timesheet. If your actual hours worked for the pay period **does not** match what has been pre-loaded into the timesheet from the timetable, you will need to amend the timesheet by proceeding to **Step 3. Remove a Timesheet Entry (If Required)** and **Step 4. Add a Timesheet Entry (If Required)**. N.B. You are unable to edit part of a timesheet entry. The entire entry must be removed and then re-added.

**IMPORTANT:** Amendments are only allowed for timesheets in the current or previous pay cycle.

Reasons for amendments include, but are not limited to:

- Working more hours than indicated on timetable (e.g. teaching a repeat lecture due to demand)
- Working less hours than indicated on timetable (e.g. not teaching a scheduled tutorial due to illness)
- Performing a different academic activity than indicated on timetable (e.g. casual marking supervisor instead of just marking)
- Swapping hours (e.g. worked from 9am to 10am instead of 4pm to 5pm)
- Swapping campuses (e.g. attended a training at Gold Coast campus instead of Nathan campus)

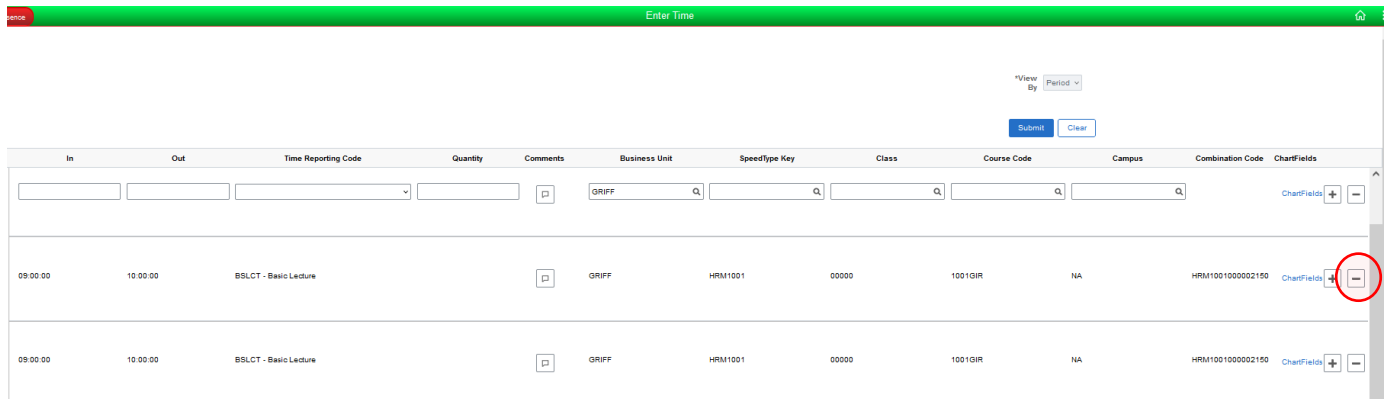
**Sessional employees are responsible for ensuring timesheets accurately reflect the work that has been done.**

Day Summary	In	Out	Time Reporting Code	Quantity	Comments	Business Unit	SpeedType Key	Class	Course Code
03 Saturday						GRUFF			
04 Sunday						GRUFF			
05 Monday	09:00:00	10:00:00	BSLCT - Basic Lecture			GRUFF	HRM1001	00000	1001GR
06 Tuesday	09:00:00	10:00:00	BSLCT - Basic Lecture			GRUFF	HRM1001	00000	1001GR
07 Wednesday						GRUFF			

**3** To view the timesheet for a previous pay period, click on the **left arrow** next to the displayed pay period. To view the timesheet for a future pay period, click on the **right arrow** next to the displayed pay period. N.B. Timetable data will only be loaded for the current pay period.

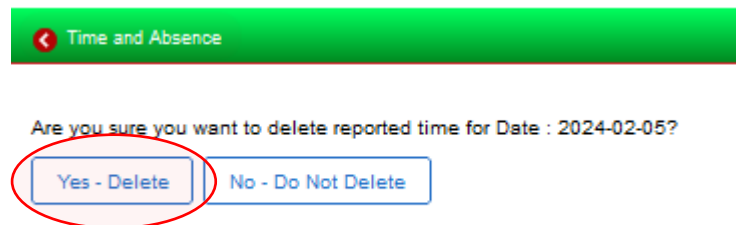
## Step 3: Remove a Timesheet Entry (If Required)

- 1 To remove a timesheet entry, click the **minus** button on the right-hand side of the row.

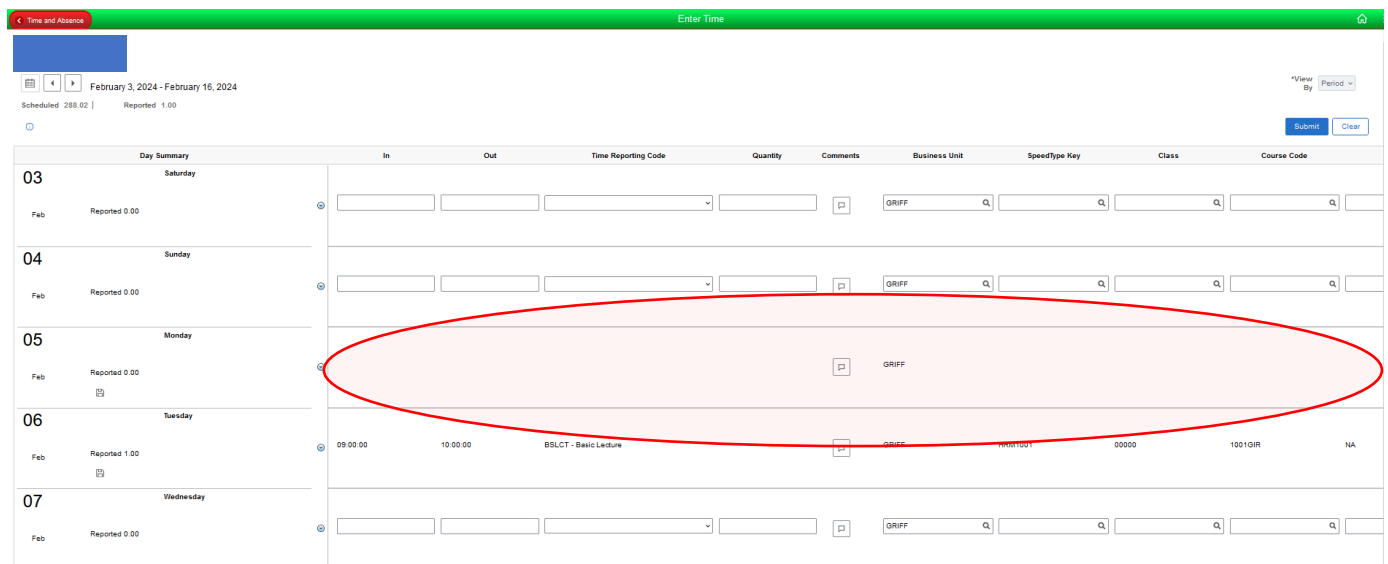


In	Out	Time Reporting Code	Quantity	Comments	Business Unit	SpeedType Key	Class	Course Code	Campus	Combination Code	CharFields
					GRIFF						CharFields + -
09:00:00	10:00:00	BSLCT - Basic Lecture			GRIFF	HRM1001	00000	1001GIR	NA	HRM1001000002150	CharFields + -
09:00:00	10:00:00	BSLCT - Basic Lecture			GRIFF	HRM1001	00000	1001GIR	NA	HRM1001000002150	CharFields + -

- 2 Click **Yes – Delete**.



- 3 The timesheet entry has been removed.



Day Summary	In	Out	Time Reporting Code	Quantity	Comments	Business Unit	SpeedType Key	Class	Course Code
<b>03</b> Saturday Feb Reported 0.00						GRIFF			
<b>04</b> Sunday Feb Reported 0.00						GRIFF			
<b>05</b> Monday Feb Reported 0.00						GRIFF			
<b>06</b> Tuesday Feb Reported 1.00	09:00:00	10:00:00	BSLCT - Basic Lecture			GRIFF	HRM1001	00000	1001GIR NA
<b>07</b> Wednesday Feb Reported 0.00						GRIFF			

- 4 Repeat sub-steps 1 to 3 for each timesheet entry that requires removal.

## Step 4: Add a Timesheet Entry (If Required)

- 1 If you need to add an additional row to a particular day for a timesheet entry, click the **plus** button on the right-hand side of the row. Otherwise, you can use the existing blank fields for that day.

The screenshot shows the 'Enter Time' interface. At the top, there is a green header with 'Enter Time' and a home icon. Below the header, there are buttons for 'Submit' and 'Clear'. A table with the following columns is displayed: In, Out, Time Reporting Code, Quantity, Comments, Business Unit, SpeedType Key, Class, Course Code, Campus, Combination Code, and ChartFields. The first row contains the following data: In: 09:00:00, Out: 10:00:00, Time Reporting Code: BSLCT - Basic Lecture, Quantity: (blank), Comments: (blank), Business Unit: GRFF, SpeedType Key: HRM1001, Class: 00000, Course Code: 1001GIR, Campus: NA, Combination Code: HRM1001000002100, ChartFields: (blank). The second row is a form with input fields for In, Out, Time Reporting Code, Quantity, Comments, Business Unit, SpeedType Key, Class, Course Code, and Campus. A red circle highlights the plus button on the right side of the second row.

- 2 Enter the time **In** and time **Out** using 24-hour time. **N.B.** For **Marking**, you only need to enter **Quantity** (in hours), you do not have to enter **In** and **Out** time.

The screenshot shows the 'Enter Time' interface for James Baker, Sessional. At the top, there is a green header with 'Enter Time' and a home icon. Below the header, there are buttons for 'Submit' and 'Clear'. A table with the following columns is displayed: In, Out, Time Reporting Code, Quantity, Comments, Business Unit, SpeedType Key, Class, and Course Code. The first row contains the following data: In: (blank), Out: (blank), Time Reporting Code: (blank), Quantity: (blank), Comments: GRFF, Business Unit: (blank), SpeedType Key: (blank), Class: (blank), Course Code: (blank). The second row contains the following data: In: 09:00:00, Out: 10:00:00, Time Reporting Code: BSLCT - Basic Lecture, Quantity: (blank), Comments: GRFF, Business Unit: HRM1001, Class: 00000, Course Code: 1001GIR, Campus: NA. A red circle highlights the In and Out time fields in the second row.

- 3 Select the **Time Recording Code** (Academic Activity Code) from the drop-down menu. For support on which Time Recording Code to use, please refer to Appendix A or reach out to [hrandsafety@griffith.edu.au](mailto:hrandsafety@griffith.edu.au) or (07) 3735 4011.

The screenshot shows the 'Enter Time' interface for James Baker, Sessional. At the top, there is a green header with 'Enter Time' and a home icon. Below the header, there are buttons for 'Submit' and 'Clear'. A table with the following columns is displayed: In, Out, Time Reporting Code, Quantity, Comments, Business Unit, SpeedType Key, Class, and Course Code. The first row contains the following data: In: (blank), Out: (blank), Time Reporting Code: (blank), Quantity: (blank), Comments: GRFF, Business Unit: (blank), SpeedType Key: (blank), Class: (blank), Course Code: (blank). The second row contains the following data: In: 09:00:00, Out: 10:00:00, Time Reporting Code: BSLCT - Basic Lecture, Quantity: (blank), Comments: GRFF, Business Unit: HRM1001, Class: 00000, Course Code: 1001GIR, Campus: NA. A red circle highlights the Time Reporting Code dropdown menu.

- 4 Enter **Comments** if required by clicking on the speech bubble icon, then click **Add Comment**.

The screenshot shows the 'Enter Time' interface with a table containing time reporting entries. A red circle highlights a speech bubble icon in the 'Comments' column of the third row. An arrow points to a 'Time Reporting Comments' dialog box. The dialog box has a title bar, a close button, and a text area for entering comments. A red circle highlights the 'Add Comment' button in the dialog box.

- 5 If known, enter the **SpeedType Key** and **Class**, or search for it by clicking on the magnifying glass next to the field. Select the applicable record from the results displayed (these values must be checked by the School). Otherwise, these fields can be **left blank if unknown**.

The screenshot shows the 'Enter Time' interface with a table containing time reporting entries. A red circle highlights the search fields for 'SpeedType Key' and 'Class' in the third row of the table.

- 6 Enter the **Course Code** and **Campus**, or search for it by clicking on the magnifying glass next to the field. Select the applicable record from the results displayed.

The screenshot shows the 'Enter Time' interface with a table containing time reporting entries. A red circle highlights the search fields for 'Course Code' and 'Campus' in the third row of the table.

- 7 Repeat sub-steps 1 to 6 for each timesheet entry that needs to be added for the pay period.

# Step 5: Submit the Timesheet

1 Once you have completed your amendments, click **Submit**.

The screenshot shows the 'Enter Time' interface with a green header. Below the header, there are navigation arrows and a date range 'February 3, 2024 - February 16, 2024'. A status bar shows 'Scheduled 288.02 | Reported 1.00'. In the top right corner, there are 'View By' and 'Period' dropdown menus, and a blue 'Submit' button circled in red next to a 'Clear' button. The main area is a table with columns: Day Summary, In, Out, Time Reporting Code, Quantity, Comments, Business Unit, SpeedType Key, Class, and Course Code. The table has five rows for days 03 to 07. Row 07 shows a reported entry for 'BSLCT - Basic Lecture' with a quantity of 1.00.

2 The icon for the timesheet entry will be updated to the **Pending Approval** status. The timesheet will be routed to the Final Approver for approval.

This close-up shows the entry for Monday, February 05. The status is 'Reported 1.00'. A small icon representing a pending approval is circled in red.

**Tip:** To view the status of a timesheet entry, click on the **information icon** in the top-left hand corner of the timesheet. A legend will appear.

The screenshot shows the 'Legend' popup window. It lists various status icons and their meanings: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Reported, Reported Under Schedule, Reported Over Schedule, and OFF Day. A red circle highlights the information icon in the top-left corner of the timesheet entry for Monday, with a red arrow pointing to the legend.

## Appendix A: When to Use Different Time Recording 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	CLSO	ENGPD	NOCLS	MKSVR, MARKN
Rate type	Wrapped rate	Wrapped rate	Wrapped rate	Wrapped rate	Hourly rate	Hourly rate	Hourly rate	Bulk hourly rate
	<i>Rate is for more than one hour, including education delivery time + associated hours for preparation and student consultation.</i>				<i>Rate is for one hour consisting of education delivery or activity time only. No associated hours.</i>			<i>Hourly rate based on students.</i>
When to use this code	Where the timetable section of the Course Profile describes the education delivery as a "lecture".	Where the timetable section of the Course Profile describes the education delivery as a "tutorial".	Where undergraduate clinical health education is undertaken.	Where the activity is timetabled and requires associated hours. For example: <ul style="list-style-type: none"> <li>practical class</li> <li>demonstration</li> <li>workshop</li> <li>studio session</li> <li>field trip</li> <li>Laboratory</li> </ul>	Where the activity is timetabled and doesn't need any associated hours such as preparation time. For example: <ul style="list-style-type: none"> <li>timetabled discussion board</li> <li>lab setup</li> </ul>	Where activities aren't specific to a course. For example: <ul style="list-style-type: none"> <li>professional development</li> <li>training</li> <li>school meetings</li> </ul>	Where additional activities are required, including: <ul style="list-style-type: none"> <li>course convening</li> <li>course development</li> <li>moderating</li> <li>other QA activities</li> </ul>	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.

TRC descriptions and associated pay can be found in the "Salary Rates" document on the [Pay and Conditions](#) webpage.

For more information contact:

People Services | Human Resources

Ph (07) 3735 4011 Email [hr@griffith.edu.au](mailto:hr@griffith.edu.au)  
[griffith.edu.au/staff/human-resources](http://griffith.edu.au/staff/human-resources)