

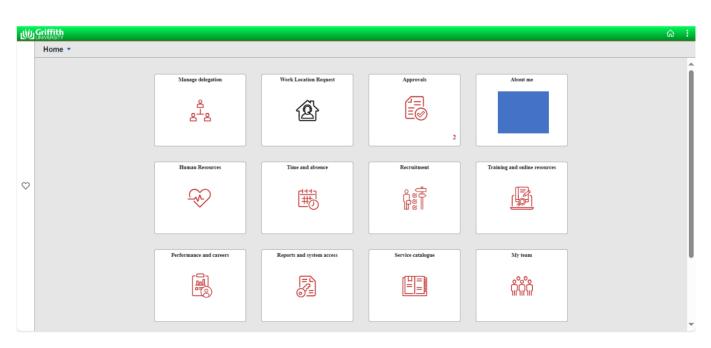
Introduction

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

Step 1: Navigate to the Staff Portal

Click on the N	ly Staff Page link.		
		myGriffith Staff por	al Contact us Search our site Q
			🟠 🗘 🗄
Supporting students > Employment > Work > Learning and teaching > Research > Finance >	Maintenance is being undertaken throughout our campuses du Visit our site page fo		Leged In: Key Services Learning@Griffith > Griffith Experts > Internet income My Staff Page > My Inance Page >
Computing >			Key performance reporting >
Buildings and grounds >	Search the Staff Portal	Q	Worklist >
Parking, transport and travel >	Start typing one or more terms to see all matching links from inside Staff Portal		Staff email >
Community, welfare, recreation >	্র উ System availability notices		IT Self Service Portal >
Safety, security and emergency >			IT Service Centre >
Key services and applications >	Portal not displaying correctly? If you encounter problems using the Staff portal or PeopleSoft systems please clear your browser's cache.	EOY Finance Cut Off Dates	Student system >
Worklist and reports >	For instructions on clearing cache or other browser settings, please visit <u>Support and FAOs</u> .	 P.Q Invoices (with a valid P.Q number) and the necessary approval and/or receipted for payment will be processed if received by CQB — Friday, 8th December 	Experience at Griffith >
Organisational units >	Chrome Update Issue Are you having problems after a Chrome update?	 Payment Requests with a status of 'Approved' where supporting documentation is electronically attached will be processed if submitted by <u>COB</u> — Friday. Bth December Concur Reinbursements & Travel Advance Requests with a status of 'Approved' where supporting 	GSafe >
	Check your <u>pop up blocker settings and permissions</u> to allow your trusted sites. Maintenance calendar	documentation is electronically attached will be processed if submitted by \underline{cog} — Monday, 11th December $$\mathbf{x}^{\star}$$	Safe campuses >









4 You will see all your pending approvals.

K Home		Pending Approvals
View By Type	~	All
IIA (3	
Absence Request	2	Long Service, 478.5 Hours - ELIGIBLE 07/15/2024 To 10/16/2024
Sessional timetable	1	Long Service, 442.25 Hours - ELIGIBLE 03/04/2024 To 06/31/2024
		Sessional timetable Trimester 3238, Course Code 26 11EDN

Step 2: Review the Timetable

1 Click on Sessional Timetable item.

Home			Pending Approvals
View By Type	~	All	
All	3	Ŧ	
Absence Request	2		Long Service, 478.5 Hours - ELIGIBLE
Sessional timetable	1		07/15/2024 To 10/16/2024 Long Service, 442.25 Hours - ELIGIBLE 03/04/2024 To 05/31/2024
		Sessional timetable	Trimester 3238, Course Code 2811EDN

2 Click on the **Sessional Timetable** link to review the timetable. The timetable will open in a new window.

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Pending Approvals	Sessional timetable	<u>َ</u> ۵
Moira Nolan Sessional		Approve
Sessional timetable details		
Employee Name	Convenor	
Employee ID	Convenor Employee ID	
Employment Rcd	Final Approver	
Trimester	Final Approver ID	
Course Code	Start Date	
Sequence	Weeks of Instruction	
Sessional timetable		
Approver Comments		
Approval Chain >		



1

Step 3: Approve/Deny the Timetable

Pending Approvals	Sessional timetable	· · · · · · · · · · · · · · · · · · ·
Moira Nolan Sessional		Approve
Sessional timetable details		
Employee Name	Convenor	
Employee ID	Convenor Employee ID	
Employment Rcd	Final Approver	
Trimester	Final Approver ID	
Course Code	Start Date	
Sequence	Weeks of Instruction	
Approval Chain >		
Enter Approver Comments if desire The appointment request will be route approver in the workflow.	d and click Submit .	Approve Sub

Approver Comments

	Deny to deny the	e sessional appointment.		
Pending Approvals Moira Nolan Sessional		Sessional timetable	i 🗘 ش	
Mulia Mulair Sessional			Approv)
Sessional timetable details				
Employee Name		Conver	nor the second se	
Employee ID		Convenor Employee	ID	
Employment Rcd		Final Approv	ver	
Trimester		Final Approver	ID	
Course Code		Start Di	ate	

Approver Comments Approval Chain	
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

Weeks of Instruction



For more information contact: **People Services | Human Resources** Ph (07) 3735 4011 Email <u>hrandsafety@griffith.edu.au</u> griffith.edu.au/staff/human-resources

Sequence