

How to...

Review and Approve/Deny a Sessional Timetable

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

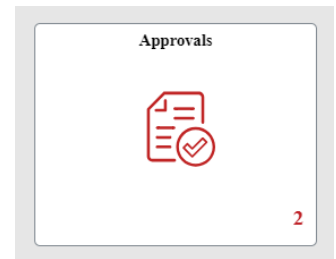
1 Click on the **My Staff Page** link.

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 the instruction 'Click on the My Staff Page link.' and points directly to this link. Other links in the menu include 'Key Services', 'Learning@Griffith >', 'Griffith Experts >', 'Internet access >', 'My Finance Page >', 'Key performance reporting >', 'Worklist >', 'Staff email >', 'IT Self Service Portal >', 'IT Service Centre >', 'Student system >', 'Experience at Griffith >', 'GSafe >', and 'Safe campuses >'. The main content area of the page features a banner about maintenance and a search bar for the Staff Portal.

2 The **PeopleSoft** tiles will appear.

The screenshot shows the PeopleSoft Staff Portal home page. The page has a green header with the Griffith University logo and a 'Home' dropdown menu. Below the header is a grid of 12 service tiles, each with an icon and a title: 'Manage delegation' (people icon), 'Work Location Request' (house icon), 'Approvals' (document with checkmark icon), 'About me' (blue square icon), 'Human Resources' (heart icon), 'Time and absence' (calendar icon), 'Recruitment' (person with key icon), 'Training and online resources' (document with magnifying glass icon), 'Performance and careers' (bar chart icon), 'Reports and system access' (document with checkmark icon), 'Service catalogue' (book icon), and 'My team' (group of people icon). A small red number '2' is visible in the bottom right corner of the 'Approvals' tile.

3 Click on the **Approvals** tile. 

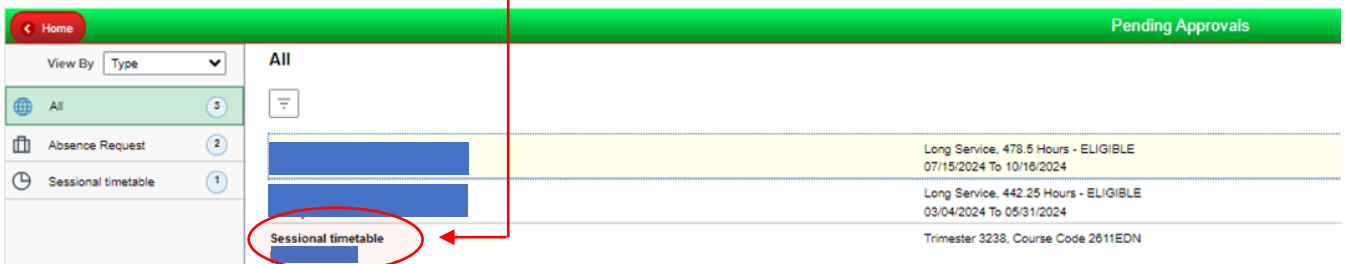


4 You will see all your pending approvals.

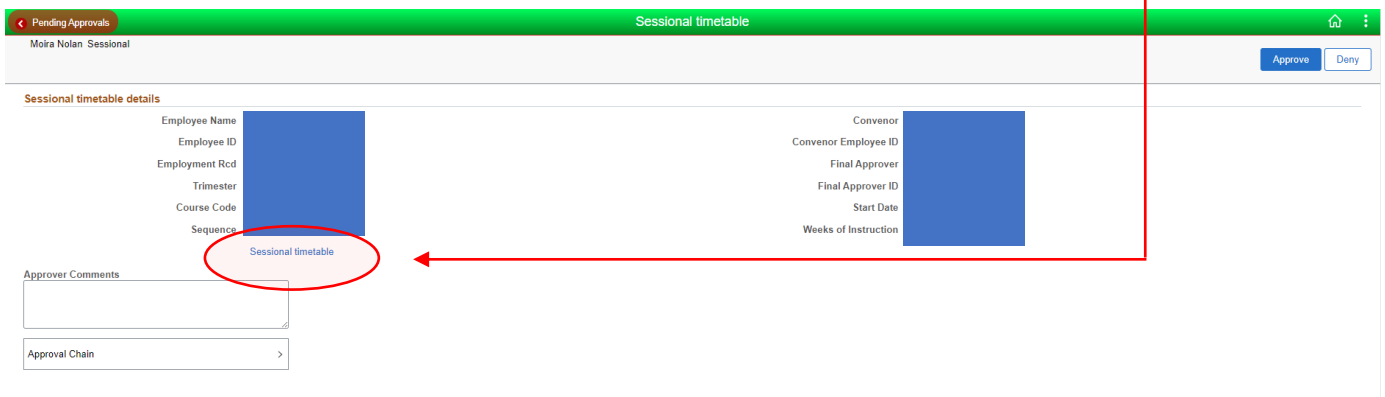


Step 2: Review the Timetable

1 Click on **Sessional Timetable** item.



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



Step 3: Approve/Deny the Timetable

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

Sessional timetable

Moira Nolan - Sessional

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 >

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

Approve

You are about to approve this request.

Approver Comments

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

Sessional timetable

Moira Nolan - Sessional

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 >

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

Deny

You are about to deny this request.

Approver Comments