

How to...

Create a Sessional Timetable

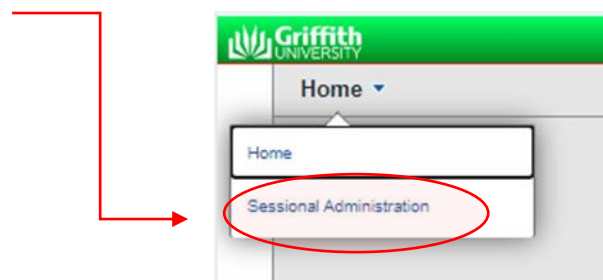
Introduction

This guide will show you how to create a sessional timetable for existing active sessional staff if you are a school manager, or department administrator.

Step 1: Navigate to the Sessional Administration homepage

- Log in to the **Staff Portal** and select **My Staff Page**.

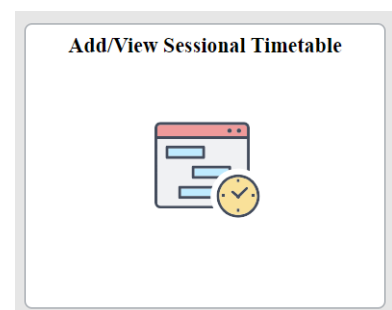
- 1** Select the **Sessional Administration** homepage.



- 2** The **Sessional Administration** tiles will appear.



- 3** Select the **Add/View Sessional Timetable** tile. →



Step 2: Add a new timetable

- 1 In the Add a New **Value** tab, enter the **Empl ID** or click the magnifying glass to **Look Up Empl ID**.

Empl Record will be automatically populated with the lowest active Empl Record number for the sessional work type.



Sessional Timetable

[Find an Existing Value](#) [Add a New Value](#)

*Empl ID

Empl Record

*Trimester

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 2 Search using the following fields (case-sensitive) and select the applicable record from the results displayed:

- Empl ID
- Last Name
- First Name



Look Up Empl ID

Empl ID

Last Name

First Name

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100

Empl ID	Last Name	First Name	Empl Record	Supervisor Name
[Redacted]				

- 3 Enter the **Trimester** and click **Add**.



Sessional Timetable

[Find an Existing Value](#) [Add a New Value](#)

*Empl ID

Empl Record

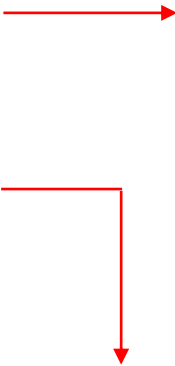
*Trimester

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

4 Any existing timetables will appear. Select the applicable record.

If there is no existing timetable, only the employee record will appear.



The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.

Search Results

View All | 1-1 of 1

Empl ID	Empl Record	Trimester
	0	3238

[Find an Existing Value](#) | [Add a New Value](#)

Employee Name: [Redacted] Employee ID: [Redacted] Employment Rcd: 0 PHD/CC: Rates
Trimester: 3238 Trimester 3 2023

Course Details

*Course Code:

*Convenor:

*Final approver: [Select a different final approver](#)

*Schedule Start Date: 11/17/2023

*Number of Weeks:

Approval Status: Data Saved

Course Costing

*Speedtype Key

*Class

*Account 2150

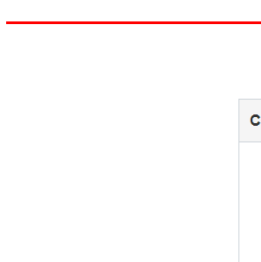
Working with the timetable

Select All Days Deselect All

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
1	<input type="checkbox"/>							0.000	

5 Search for the **Course Code** by clicking on the magnifying glass next to the field.



Employee Name: [Redacted] Employee ID: [Redacted] Employment Rcd: 4
Trimester: 3238 Trimester 3 2023

Course Details

*Course Code:

*Convenor:

*Final approver:

6 Select the applicable record from the results displayed.



Look Up Course Code

Course Code begins with

Description begins with

Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 | 1-300 of 300

Course Code	Description
1001GIR	International Relations
1001PSY	Introduction to Psychology 1
1001SCG	Foundations in Science

7 The **Convenor** and **Final Approver** fields will auto-populate based on the Course Code selected.

If you wish to select an **Alternate Approver**, click on the title link underneath the Final Approver's name.

8 Select the **Alternate Approver**.

The **Final Approver** name and title will be updated.

Select	Complete Name	Description	Department	Group
Select			Sch of Govt and Int Relations	Business School
Select			Dept Empl Rel & Human Resource	Business School
Select			Dept Bus Strategy & Innovation	Business School
Select			Sch of Govt and Int Relations	Business School
Select			Dept Tour, Sport and Hotel Mgt	Business School
Select			Department of Marketing	Business School
Select			Dept Accounting Fin and Econs	Business School
Select			Group Services	Business School
Select			GBS Dean (Learn & Teach)	Business School
Select			Griffith Asia Institute	Business School
Select			GU Centre for Systems Innovat	Business School
Select			Cr Governance & Public Policy	Business School

9 Enter the **Schedule Start Date** manually or by using the calendar.

Enter the **Number of Weeks** the timetable will run for.

10 Click **Create Schedule**.

A blank timetable will appear.

Course Details

*Course Code: [input] [magnifying glass]

*Convenor: [input] [magnifying glass]

*Final approver: [input] School Manager

*Schedule Start Date: 09/11/2023 [calendar icon]

*Number of Weeks: 12 [input]

Create Schedule [button circled in red]

Working with the timetable

- Select All Days
- Deselect All
- Copy
- Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions			
1	<input type="checkbox"/>	Saturday	11/11/2023 [calendar icon]	[input] [magnifying glass]		[input]	[input]	0.000			[+]	[-]
2	<input type="checkbox"/>	Sunday	12/11/2023 [calendar icon]	[input] [magnifying glass]		[input]	[input]	0.000			[+]	[-]
3	<input type="checkbox"/>	Monday	13/11/2023 [calendar icon]	[input] [magnifying glass]		[input]	[input]	0.000			[+]	[-]
4	<input type="checkbox"/>	Tuesday	14/11/2023 [calendar icon]	[input] [magnifying glass]		[input]	[input]	0.000			[+]	[-]
5	<input type="checkbox"/>	Wednesday	15/11/2023 [calendar icon]	[input] [magnifying glass]		[input]	[input]	0.000			[+]	[-]
6	<input type="checkbox"/>	Thursday	16/11/2023 [calendar icon]	[input] [magnifying glass]		[input]	[input]	0.000			[+]	[-]
7	<input type="checkbox"/>	Friday	17/11/2023 [calendar icon]	[input] [magnifying glass]		[input]	[input]	0.000			[+]	[-]

Validate and Save [button] Submit [button]

Step 3: Add course costing details

1 Search for the **Speedtype Key** by clicking on the magnifying glass next to the field.

Course Costing

*Speedtype Key [input] [magnifying glass circled in red]

*Class [input] [magnifying glass]

*Account 2150 [input] [magnifying glass]

2 Select the applicable record from the results displayed. The **Account** field is populated by default.

Look Up *Speedtype Key

SpeedType Key begins with [input]

Search [button] Clear [button] Cancel [button] Basic Lookup [button]

Search Results

Only the first 300 results can be displayed.

View 100 [input] 1-300 of 300 [input]

SpeedType Key	Description
2012060	EDN AUTISM CENTRE

3 Search for the **Class** by clicking on the magnifying glass next to the field.

Course Costing

*Speedtype Key [input] [magnifying glass]

*Class [input] [magnifying glass circled in red]

*Account 2150 [input] [magnifying glass]

4 Select the applicable record from the results displayed.

Step 4: Add timetable details

1 Search for the **TRC/Time Reporting Code** by clicking on the magnifying glass next to the field. Select the applicable record from the results displayed.

2 Search for the **Campus** by clicking on the magnifying glass next to the field. Select the applicable record from the results displayed.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Monday	13/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="checkbox"/> Thursday	16/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="checkbox"/> Friday	17/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

3 Enter the time **In** and time **Out** using 24-hour time. N.B. For Marking, enter in the total **Marking Hours**, rather than In and Out time.

Working with the timetable

Select All Days Deselect All Copy Paste

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Monday	13/11/2023	BSLCT	Basic Lecture	NA	13:00:00	14:00:00	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="checkbox"/> Thursday	16/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="checkbox"/> Friday	17/11/2023	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

- 4 Repeat sub-steps 1 to 3 for each day of the week. If you need multiple TRCs for a single day, you can add another row by clicking the + button.

Working with the timetable

Select All Days Deselect All

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	<input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="checkbox"/> Monday	13/11/2023	BSLCT <input type="text"/>	Basic Lecture	NA <input type="text"/>	13:00:00	14:00:00	0.000	<input type="button" value="+"/> <input type="button" value="-"/>
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	<input type="button" value="+"/> <input type="button" value="-"/>
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	<input type="button" value="+"/> <input type="button" value="-"/>
6	<input type="checkbox"/> Thursday	16/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	<input type="button" value="+"/> <input type="button" value="-"/>
7	<input type="checkbox"/> Friday	17/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	<input type="button" value="+"/> <input type="button" value="-"/>

- 5 To copy a row, select the checkbox next to the row you would like to copy and click **Copy**.

Working with the timetable

Select All Days Deselect All

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text"/>	
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text"/>	
3	<input checked="" type="checkbox"/> Monday	13/11/2023	BSLCT <input type="text"/>	Basic Lecture
4	<input type="checkbox"/> Tuesday	14/11/2023	<input type="text"/>	

- 6 Select the checkbox or checkboxes next to the row(s) you would like to paste data and click **Paste**.

Working with the timetable

Select All Days Deselect All

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)
1	<input type="checkbox"/> Saturday	11/11/2023	<input type="text"/>	
2	<input type="checkbox"/> Sunday	12/11/2023	<input type="text"/>	
3	<input type="checkbox"/> Monday	13/11/2023	BSLCT <input type="text"/>	Basic Lecture
4	<input checked="" type="checkbox"/> Tuesday	14/11/2023	<input type="text"/>	
5	<input type="checkbox"/> Wednesday	15/11/2023	<input type="text"/>	

- 7 To copy and paste multiple rows, select the relevant checkboxes next to the rows you would like to copy and click **Copy**.

- This enables you to fill out the rows for a week and repeat that week across all the timetabled weeks.
- Ensure that the entire week is selected (i.e., Saturday to Friday) even if the row is blank.

Working with the timetable

Select All Days Deselect All

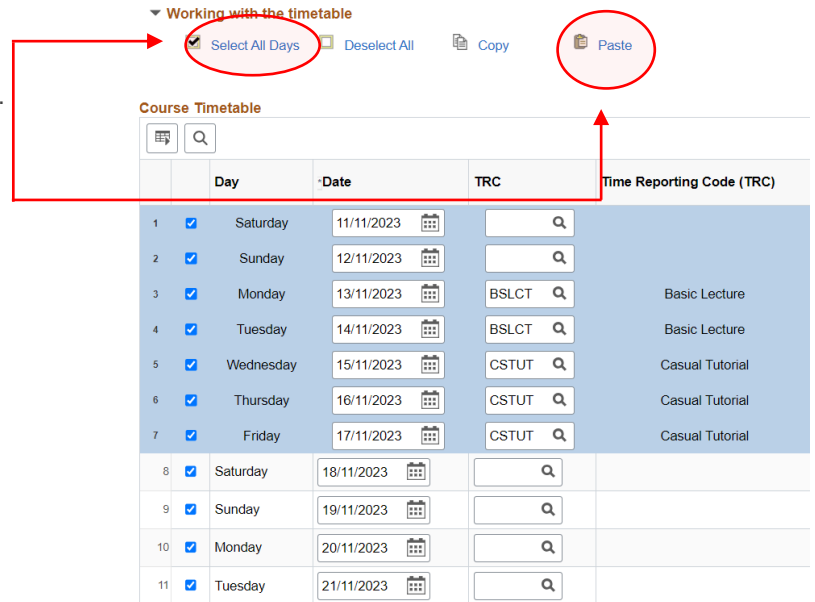
Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)
1	<input checked="" type="checkbox"/> Saturday	11/11/2023	<input type="text"/>	
2	<input checked="" type="checkbox"/> Sunday	12/11/2023	<input type="text"/>	
3	<input checked="" type="checkbox"/> Monday	13/11/2023	BSLCT <input type="text"/>	Basic Lecture
4	<input checked="" type="checkbox"/> Tuesday	14/11/2023	BSLCT <input type="text"/>	Basic Lecture
5	<input checked="" type="checkbox"/> Wednesday	15/11/2023	CSTUT <input type="text"/>	Casual Tutorial
6	<input checked="" type="checkbox"/> Thursday	16/11/2023	CSTUT <input type="text"/>	Casual Tutorial
7	<input checked="" type="checkbox"/> Friday	17/11/2023	CSTUT <input type="text"/>	Casual Tutorial

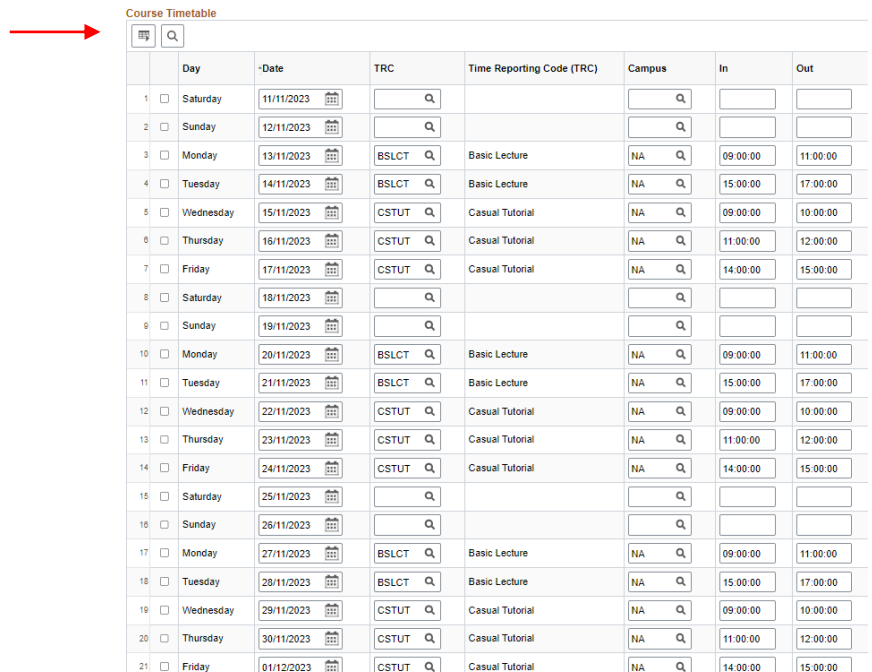
8 Click **View All** on the right-hand side of the timetable to see all the weeks in the timetable.



9 Select the checkboxes next to the row(s) you would like to paste data (you can select all the days by clicking **Select All Days**) and click **Paste**.



10 The remaining weeks in the timetable will be populated with the same data as the first week that was created.



Step 5: Validate and submit a timetable.

- 1 Review the timetable. You can amend individual rows to accommodate variances between the weeks by deleting details in the field and selecting new details or leaving the field blank. If there are no amendments to be made, click **Validate and Save**.

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Validate and Save

- 2 If there are any validation exceptions, an error will pop up. Details of the validation will appear in the applicable row(s) under the Validation Exceptions column.

The timetable did not re-validate. Please correct exceptions to submit. (30100,3)

Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
Saturday	11/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	
Sunday	12/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	
Monday	13/11/2023	BSLCT	Basic Lecture	NA	09:00:00	11:00:00	0.000	
Tuesday	14/11/2023	BSLCT	Basic Lecture	NA	15:00:00	17:00:00	0.000	
Wednesday	15/11/2023	CSTUT	Casual Tutorial	NA	09:00:00	10:00:00	0.000	
Thursday	16/11/2023	CSTUT	Casual Tutorial	NA	11:00:00	12:00:00	0.000	Time overlap in course 1003CC.J.
Friday	17/11/2023	CSTUT	Casual Tutorial	NA	14:00:00	15:00:00	0.000	Time overlap in course 1003CC.J.
Saturday	18/11/2023	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000	

- 3 Once you have addressed the Validation Exceptions and you are happy with the timetable, click **Submit**.

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Validate and Save

- 4 The timetable will be routed to the Final Approver. This is reflected in the **Approval Status**.

< Sessional Administration **Add/View Sessional Timetable**

Employee Name:
 Employee ID: Employment Rcd: 4 PHD/CC: Rates
 Trimester: 3238 Trimester 3 2023

Course Details

Course Code:
 Convenor:
 *Final approver: Head of School

Approval Status: **In Approval Process**