

CASUAL SESSIONAL ACADEMIC STAFF TRAINING

Queensland, Australia

Professor Liz Burd, Provost





ACKNOWLEDGEMENT OF COUNTRY

Griffith University acknowledges the people who are the traditional custodians of the land. We pay respect to the Elders, past and present, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Sessional timetabling and timesheeting



What is changing?

1

Sessional Timetable

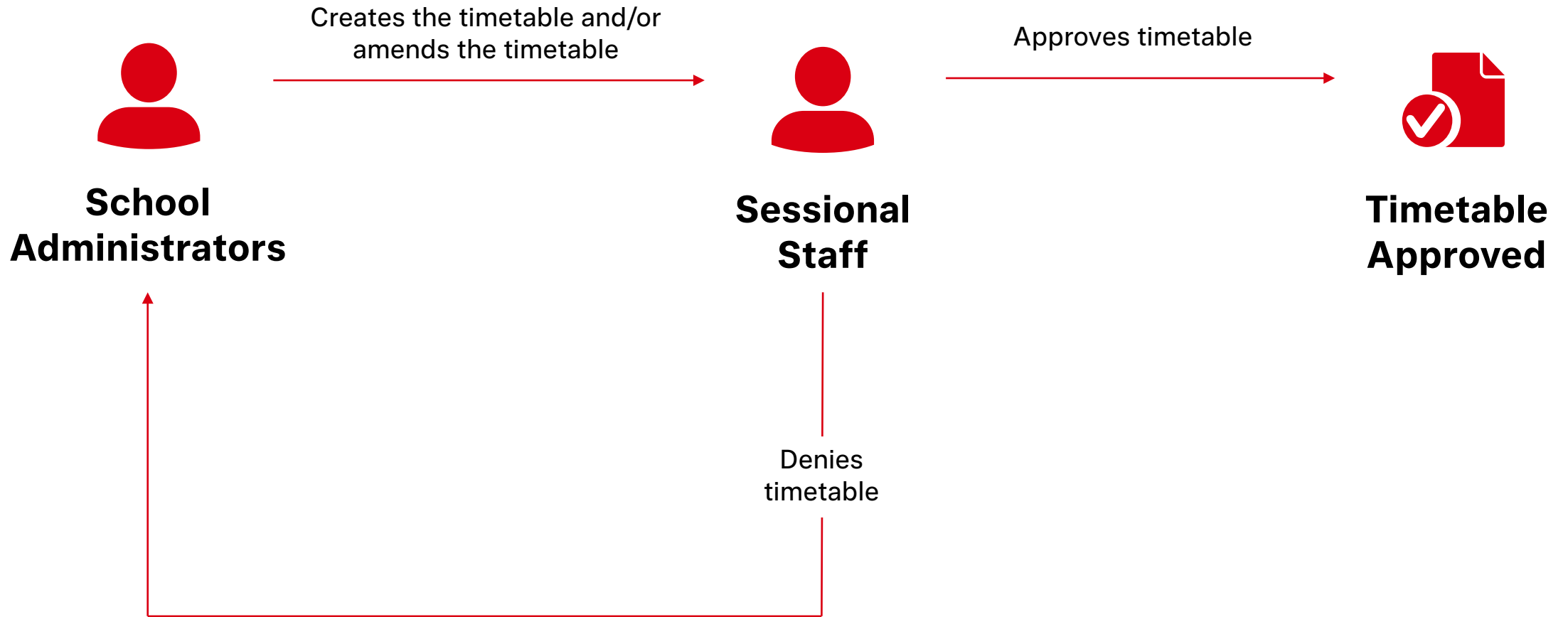
- detailed visibility of planned work
- streamlined approval workflow to reduce duration and occurrences

2

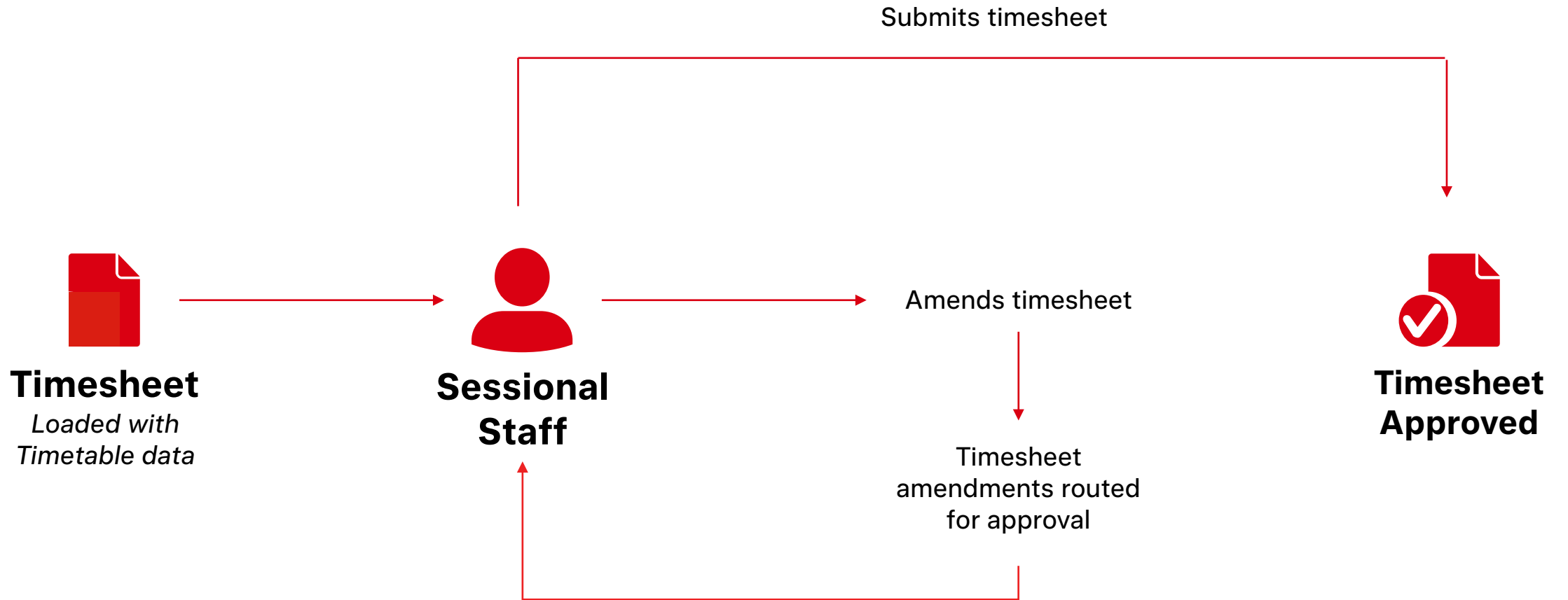
Sessional Timesheet

- pre-loaded with timetable data for submission at the end of each pay period worked
- allows for amendments to reflect actual hours worked
- sessionals get paid accurately and on time

Sessional timetable approval workflow



Sessional timesheet approval workflow



System demonstrations

1. How to approve/deny a timetable
2. How to submit a timesheet
3. How to amend a timesheet

Video demonstrations are available at [Pay and Conditions | Casual staff resources](#)



Time Recording Codes (TRCs)



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"> • practical class • demonstration • workshop • studio session • field trip • Laboratory 	Where the activity is timetabled and doesn't need any associated hours such as preparation time. For example: <ul style="list-style-type: none"> • timetabled discussion board • lab setup 	Where activities aren't specific to a course. For example: <ul style="list-style-type: none"> • professional development • training • school meetings 	Where additional activities are required, including: <ul style="list-style-type: none"> • course convening • course development • moderating • other QA activities 	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.

How to Use the CLS0 - 4 TRCs

1 DELIVERY HOUR EXAMPLE

TRC	Delivery hours	Multiplier	Associated hours	Total hours
CLS0	1	0	0	1
CLS.5	1	0.5	0.5	1.5
CLS1	1	1	1	2
CLS2	1	2	2	3
CLS3	1	3	3	4
CLS4	1	4	4	5

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	<input type="checkbox"/> Monday	03/04/2024	<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"/> Tuesday	03/05/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input checked="" type="checkbox"/> Wednesday	03/06/2024	CLS4	Additional Associated Work +4	NA	1:00:00PM	2:00:00PM	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/> Thursday	03/07/2024	<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"/> Friday	03/08/2024	<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"/> Saturday	03/09/2024	<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"/> Sunday	03/10/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		<input type="button" value="+"/>	<input type="button" value="-"/>

Total work hours = 5
 Noting that associated hours do not have to be performed on the same day

Timesheeting periods

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Past Timesheet Period	24	25	26	27	28	29	1 ● Past timesheet approved by 5pm
Current Timesheet Period	2	3	4	5	6	7 ● Pay for past timesheet in bank account	8
	9	10	11	12	13	14	15 ● Current timesheet approved by 5pm
Future Timesheet Period	16	17	18	19	20	21 ● Pay for current timesheet in bank account	22
	23	24	25	26	27	28	29 ● Future timesheet approved by 5pm
Future Timesheet Period	30	31	1 April	2	3	4 ● Pay for future timesheet in bank account	5
	6	7	8	9	10	11	12 ● Future timesheet approved by 5pm

Casual Staff Time Recording Procedure





Additional hours

Casual sessional academic staff may be entitled to additional hours paid outside of their planned timetable:

- by formally agreeing with your supervisor on additional work hours
- where the work is identified to potentially exceed scheduled, forecasted, or planned hours, for example, if after completing an hour of marking it becomes evident that the originally planned marking hours will be exceeded.

Requesting additional hours

The Casual Staff Time Recording Procedure states that if a casual sessional academic staff member identifies that their work may potentially exceed scheduled, forecasted, or planned hours, they should either:

a) Complete the work

If the work can be finished within one further hour, or there are health and safety implications in stopping that work.

Adjust your sessional timesheet

- amend your timesheet to reflect the additional time
- advise your supervisor as soon as possible that additional hours were required and that work was completed under clause 3.4 of the Casual Staff Time Recording Procedure
- note why additional hours were worked in the comments section of your timesheet.

Payment

Approved additional hours will be paid at the normal rate for the relevant activity.

b) Stop the work

Contact your supervisor to request approval for additional hours.

Explain the situation

Provide your supervisor with an indication of:

- how much more time is required to complete the work and
- a brief explanation of why the previously allocated time isn't enough, for example, mistakes on the assessment paper.

Request app

Requests for additional hours must be submitted and approved via the [Request for Additional Hours app](#) BEFORE the work is completed.

Request for additional hours escalation process

Requests for additional hours **must be approved** before a casual sessional academic staff member can proceed with the work. If additional hours are not approved, the staff member should:



STEP 1

Seek agreement

Come to an agreement with your Course Supervisor as to how the activity should proceed:

- agree on how the work can be completed within the remaining allocated time, e.g. reduce the amount of feedback provided to students or modify the work to be completed in the allocated time
- agree to reallocate part of the work to another staff member.



STEP 2

Request a review

Request a review from your Head of School if you are not satisfied with the result of discussions with your Course Supervisor.



STEP 3

Formal complaint

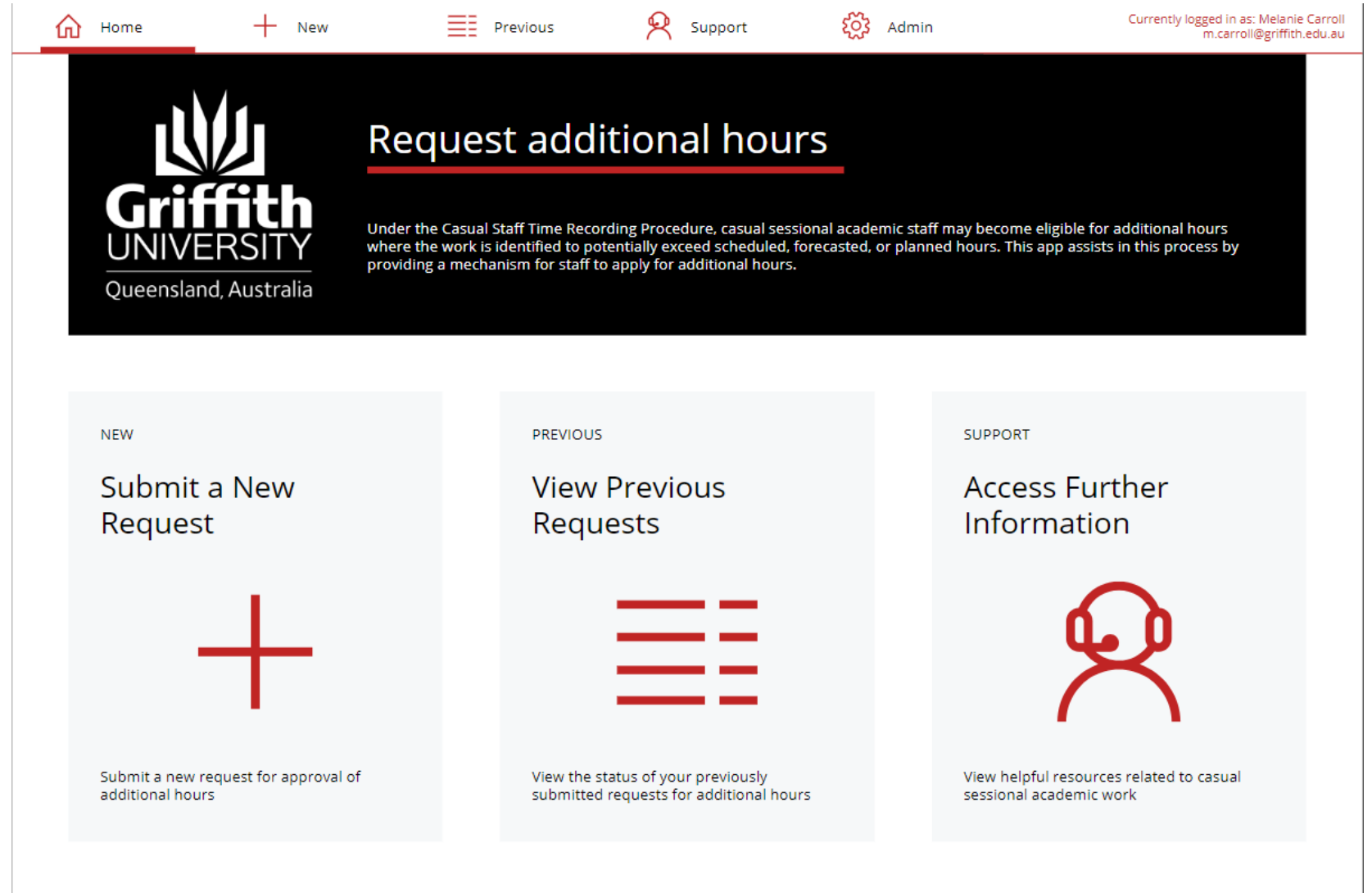
Submit your concerns through the [Complaints Process](#) if you are still not satisfied after a review by your Head of School.

Request for additional hours app



Request for additional hours app

- The app is available on the [Pay and Conditions](#) webpage.
- You will need to log in via Single Sign-on to access the platform.
- For all other requests for additional time, please contact your Course Supervisor directly.



How to make a request using the app

You must have approval before undertaking additional hours.

- 1 Enter the details for your course.
- 2 Describe the task, add an estimation of the additional hours required and explain why you need more time.
- 3 Requests will be workflowed to your Course Supervisor for approval, partial approval or non-approval.
 - If your Course Supervisor is away, make sure you choose an alternative approver. In most circumstances, your alternative approver will be your Head of School.
 - Also note that some requests may need to be escalated by your Course Supervisor to the Head of School for approval.

Home + New Previous Support Admin Currently logged in as: Melanie Carroll
m.carroll@griffith.edu.au

Griffith UNIVERSITY Submit a new request
Queensland, Australia

Create a new request +

- 1
 - Group [⚠]
 - Department [⚠]
 - Year [⚠]
 - Trimester [⚠]
 - Course code [⚠]
- 2
 - Task [⚠]
 - Estimation of additional time to complete task (in hours) [⚠]
 - Rationale for why existing time allocation is not sufficient [⚠]
- 3
 - Course supervisor [⚠]
 - Your preferred contact method [⚠]

While there is no word limit, please make your rationale as concise as possible. Text may be copied and pasted if preferred.

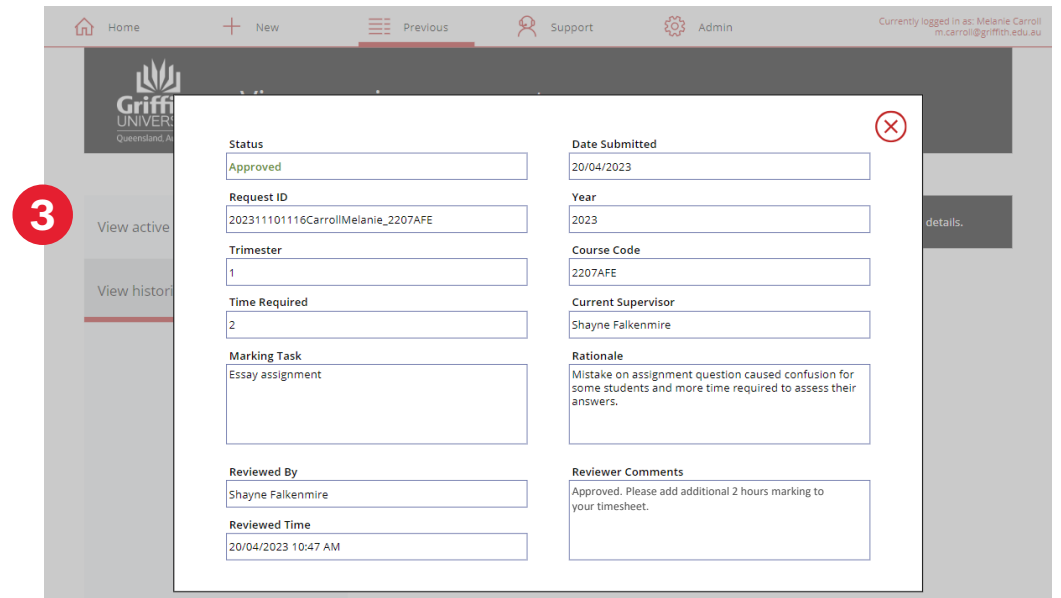
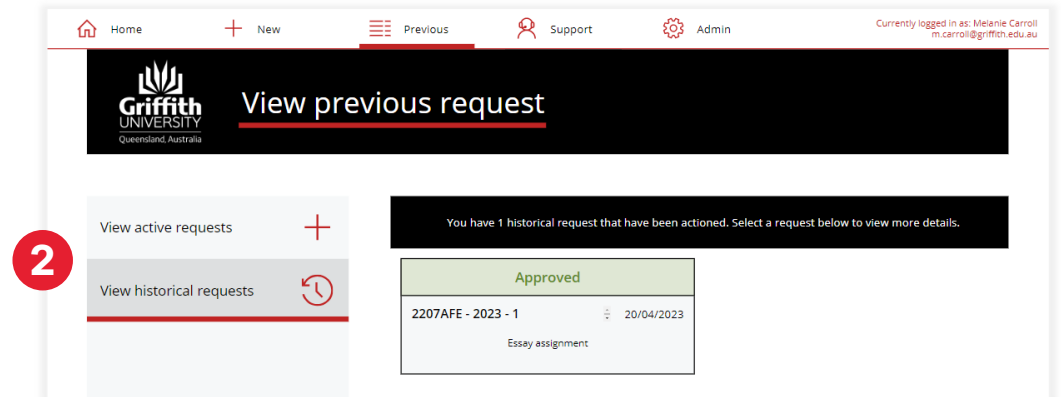
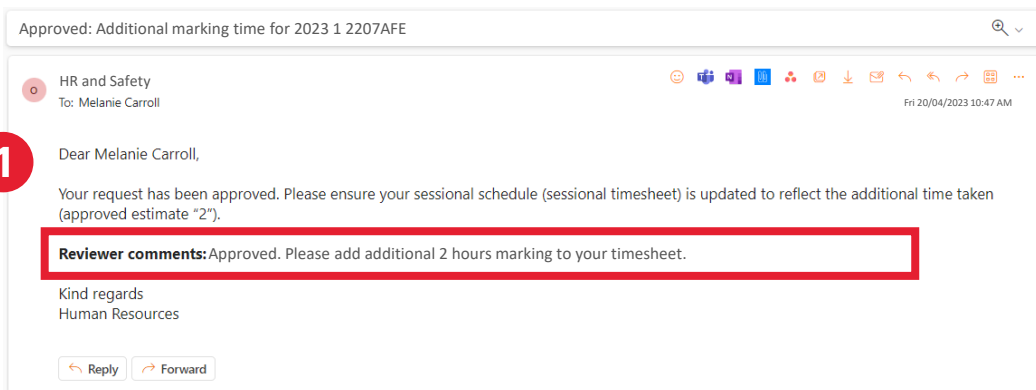
Copies of all communication to you will be sent to the preferred contact method selected above.

*Please complete all fields in the form above, ensuring that a valid response has been given for each question.

Submit Request

Notifications about your request

- 1 You will receive an email notification advising whether your request has been approved. The reviewer will provide comments and/or instructions. Please reach out to your School Admin team if you need further information.
 - If your request is approved, you will need to update your sessional timetable with the approved additional hours and note your supervisor's approval via the Request app in comments.
- 2 You can view active requests (those not yet reviewed) and previous requests in the app on the View previous request tab.
- 3 Double click on the entry to see the details.



Casual Sessional Academic Staff Responsibilities



Your responsibilities

Complete your onboarding tasks

Make sure you complete your onboarding tasks including:

- tax, banking and superannuation details
- any mandatory training.

You will not be paid until you have completed your onboarding, even if you have submitted a timesheet.

Gain advance approval to work additional hours (where required)

- Advise your Course Supervisor in writing if you have undertaken additional hours because it could be completed within one hour or could not be stopped due to health and safety reasons.
- Contact your supervisor to gain approval via the Request for Additional Hours app **before undertaking any additional hours in any other circumstances.**
- Work with your supervisor to agree on how work can be completed if additional hours are not approved.

You are responsible for adding any additional hours to your timesheet. Always include the reason for working additional hours in the comment section of your timesheet.

Ensure your timesheets are accurate

You are responsible for the accuracy of your timesheet.

- Remove hours from your timesheet if you are unwell or cannot work for another reason.
- Add any additional hours worked as agreed with your supervisor, or under the Casual Staff Time Recording Procedure, noting the reason for the extra work in the comments section of your timesheet.

Your responsibilities

Ensure your details are correct

Ensure you receive the correct rate of pay by:

- Completing the PhD Qualification declaration during onboarding.
- Notifying your supervisor and uploading evidence of your doctoral qualification to the Staff Portal as soon as practicable after the conferral of your qualification.
- Talk to your supervisor if course profiles do not accurately reflect:
 - your role as course convenor where relevant
 - the type of education delivery, specifically "lecture" and "tutorial".
- Discussing your appointment with your supervisor should your qualifications or the nature of your responsibilities change during your engagement period.

Uploading your PhD

1. Log in to the Staff Portal and navigate to My Staff Page.
2. Select About me.
3. Select My Profile from the left-hand side menu.
4. Select Education from the left-hand side menu under Qualifications.
5. Click the plus (+) button to add your PhD qualification.

Don't forget to submit your timesheet by the Payroll deadline. Your School may request that you submit earlier to ensure they have time for approval.

If you are off campus, you must be logged onto VPN to access your timetable and/or timesheet .



Resources

Timetabling and Timesheeting

- [Pay and Conditions | Casual staff resources](#) | [Sessional Appointment/Timetable/Timesheet](#)

Working additional hours

- [Casual Staff Time Recording Procedure](#)
- [Request for Additional Hours app](#)

Casual employment conditions

- [Employment | Enterprise Agreements](#)
- [Pay and Conditions | Casual staff resources](#)
- [Fair Work | Casual employment information](#)

Contacts

Contact your School Administration Team for support or get in touch with the People Services Team on (07) 3735 4011 or email handsafety@griffith.edu.au.