How to…

Create a Sessional Timetable Using the Sessional Pool

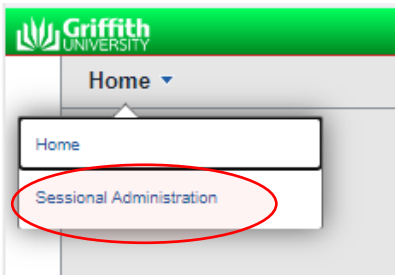
Introduction

This guide will show you how to create a new sessional timetable using the sessional pool if you are a school manager or department administrator. The sessional pool displays the details of all sessional staff who are currently active or have been inactive for less than 12 months, making it easier for you to create a new appointment if required or go straight to timetable creation.

Step 1: Navigate to the Sessional Administration homepage.

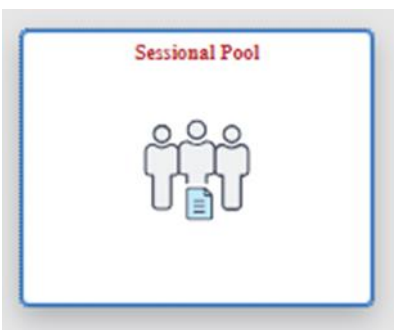
- Log in to the **Staff Portal** and select **My Staff Page**.

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



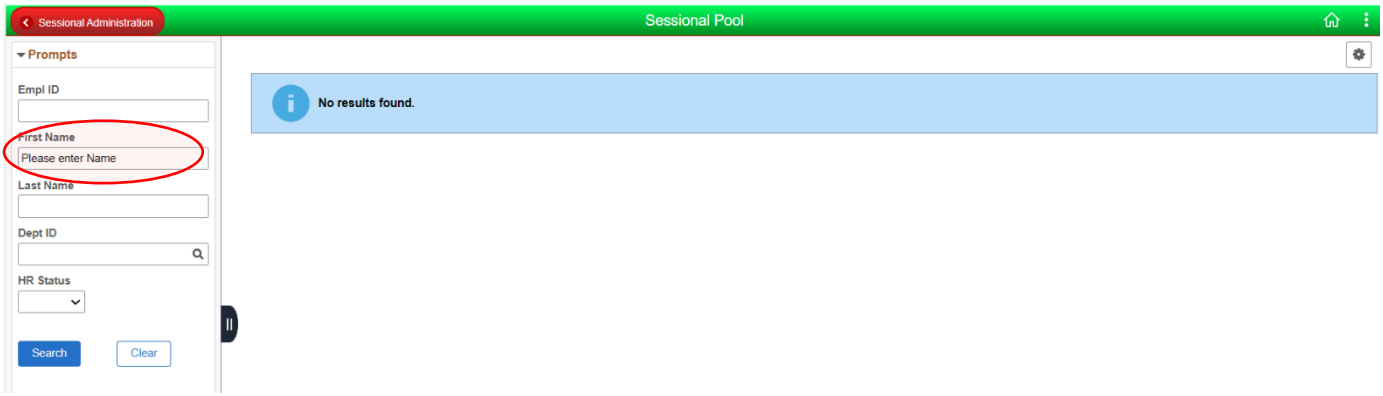
2. The **Sessional Administration tiles** will appear.

3. Select the **Sessional Pool** tile.

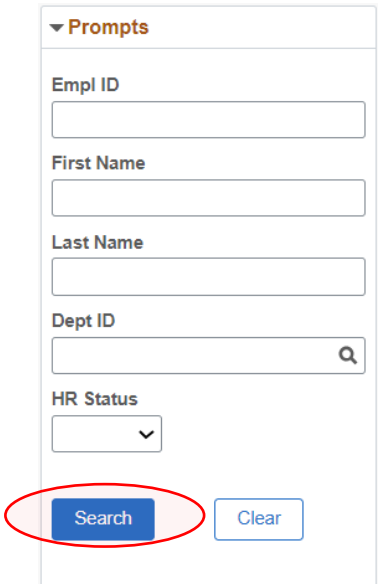


Step 2: Search the Sessional Pool

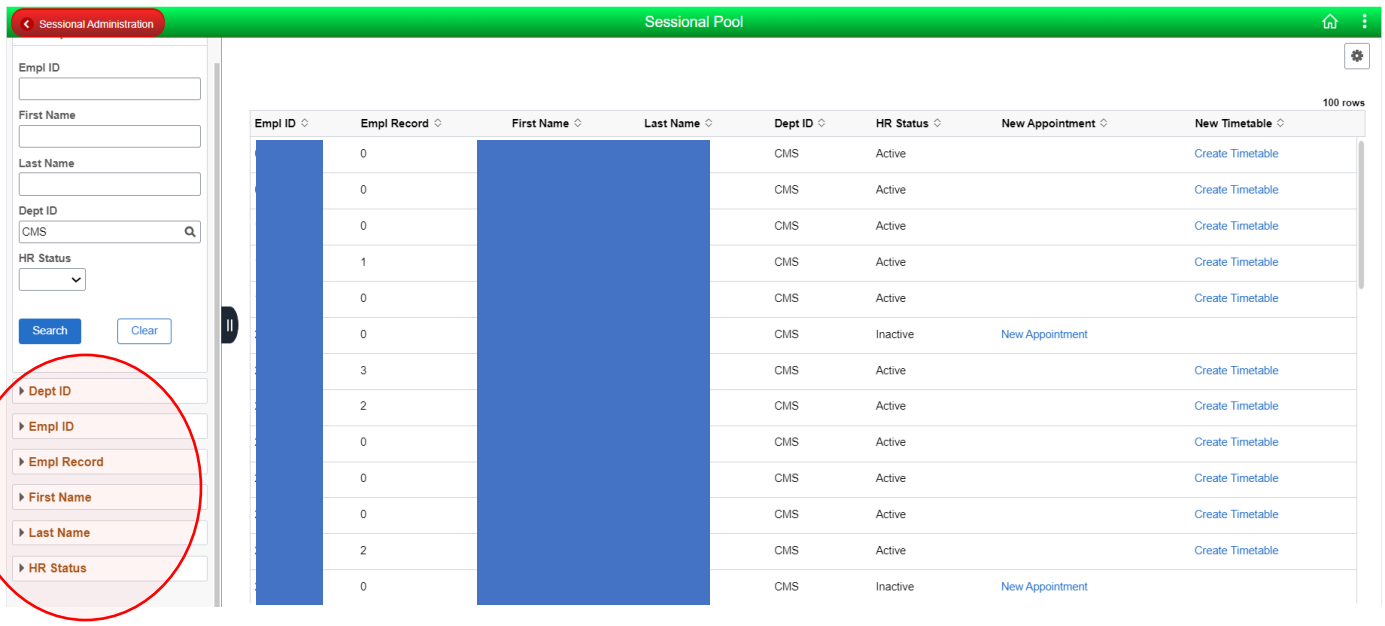
1. Delete the text in the **First Name** field. **IMPORTANT**: If there is existing text in any of the fields that is not part of the search criteria, the search will not return any results. This is a known system limitation.



2. Enter any information you have for the following **Search Criteria** and click **Search** (fields are case-sensitive; **First Name** and **Last Name** should be in title case):
   - Employee ID
   - First Name
   - Last Name
   - Department ID
   - HR Status



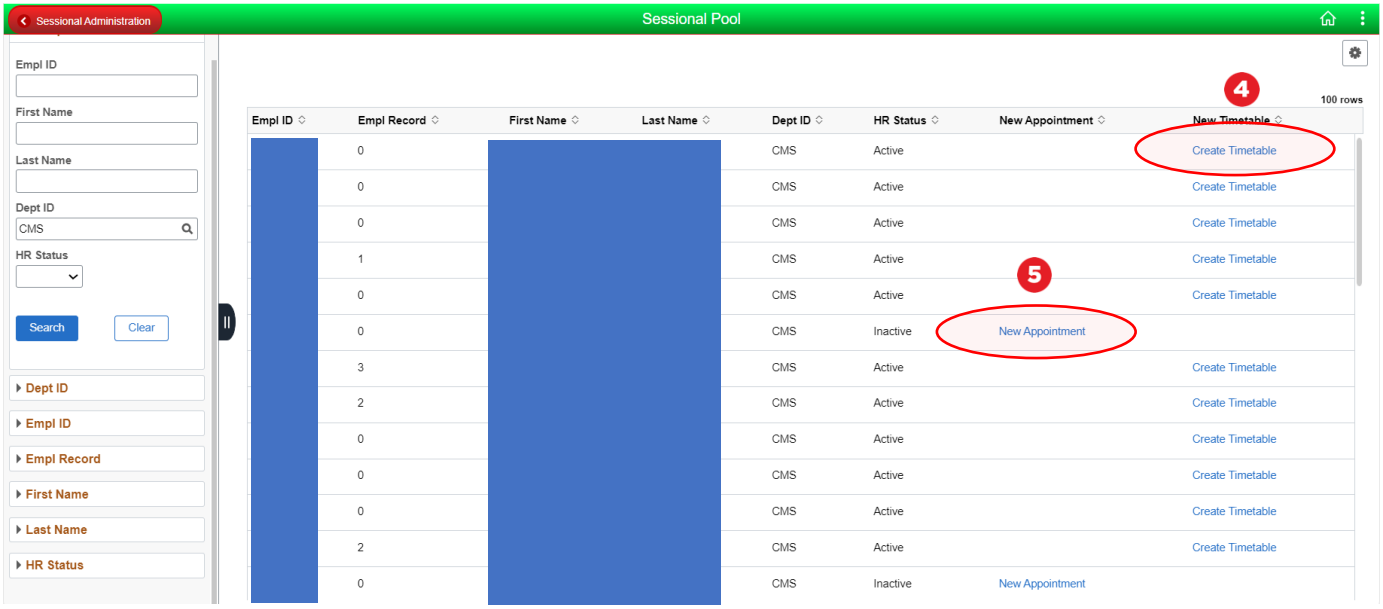
3. The sessional pool results will appear. You can filter the results further using the fields on the left-hand side.



Griffith UNIVERSITY
Queensland, Australia

4 If the employee is currently active, there will be a link to **Create Timetable**. Click on the link and proceed to Step 3.

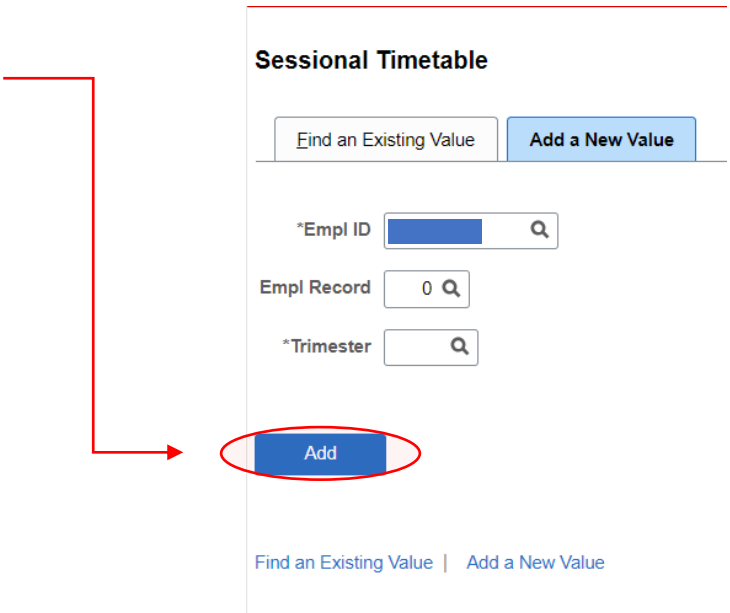
5 If the employee has been inactive for less than 12 months, there will be a link to create a **New Appointment** first. This is detailed in **Sessional Timesheeting User Guide_Create a New Appointment Using the Sessional Pool**.



Step 3: Add a new timetable.

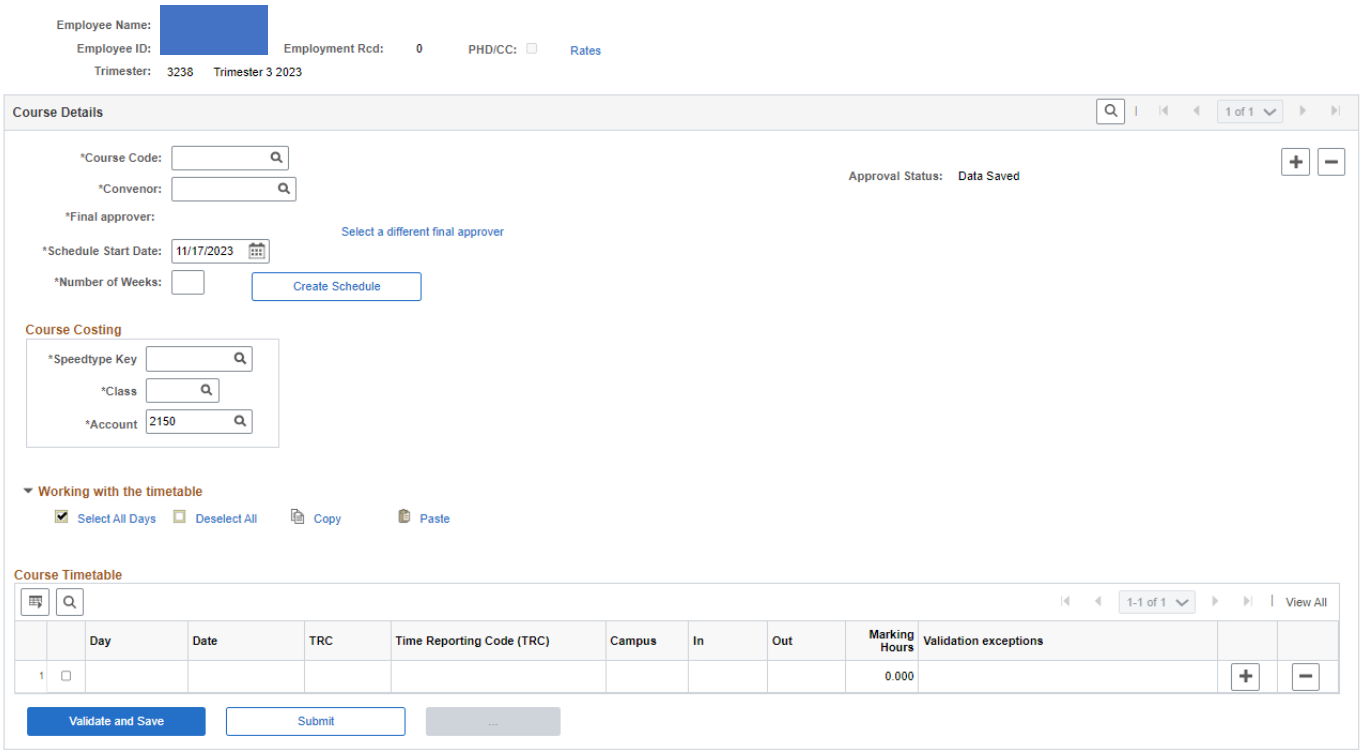
1 The **Empl ID** and **Empl Record** will be automatically populated with the lowest active Empl Record number for the sessional work type.

Enter a **Trimester** and click **Add**.

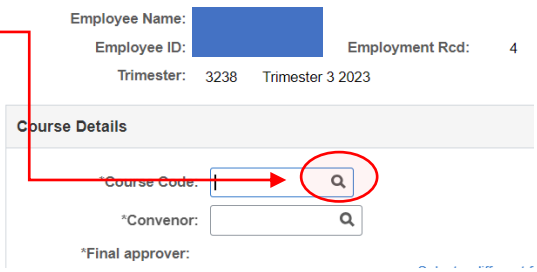


Griffith UNIVERSITY
Queensland, Australia

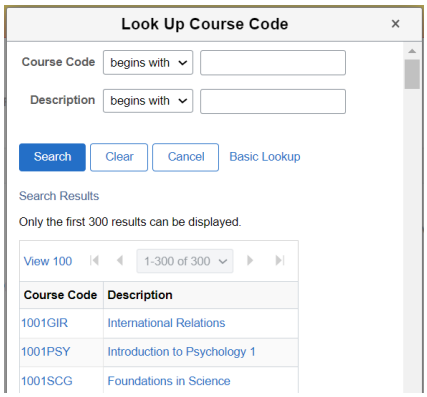
2 The employee record will appear.



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



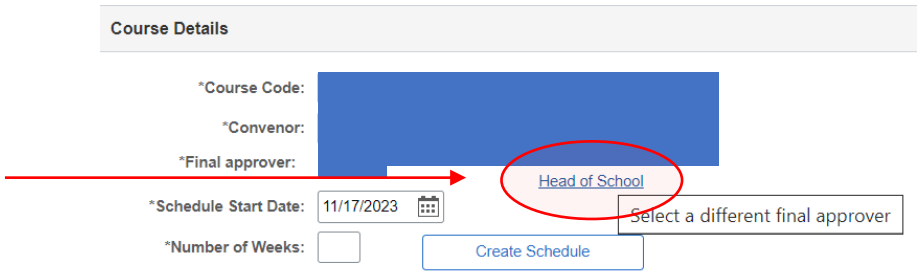
4 Select the applicable record from the results displayed.



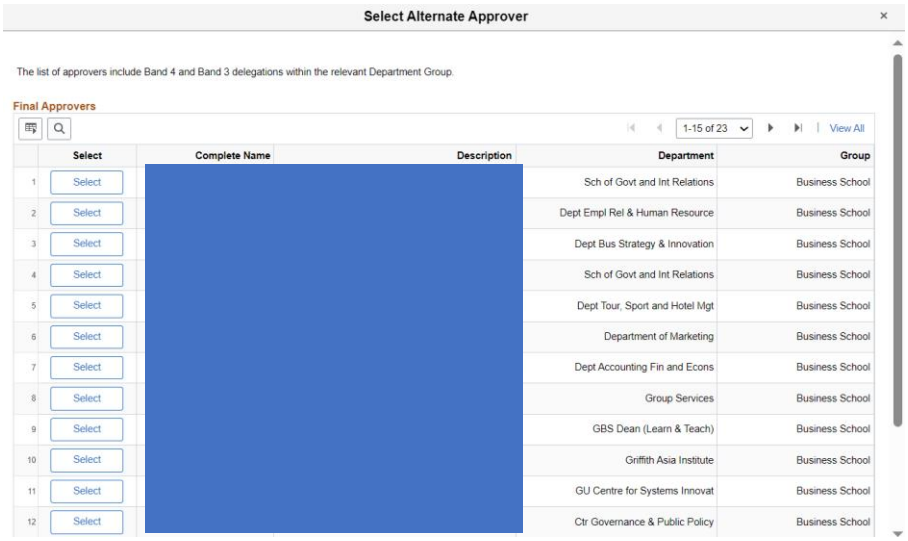
Griffith UNIVERSITY
Queensland, Australia

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

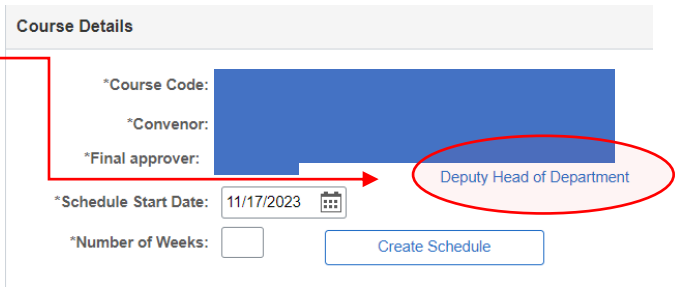
If you wish to select an **Alternate Approver**, click on the title link underneath the Final Approver's name.



6 Select the **Alternate Approver**.

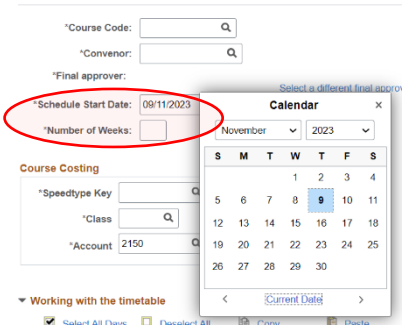


7 The **Final Approver** name and title will be updated.

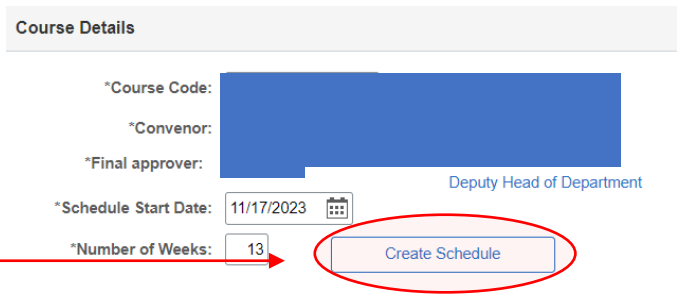


8 Enter the **Schedule Start Date** manually or by using the calendar.

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

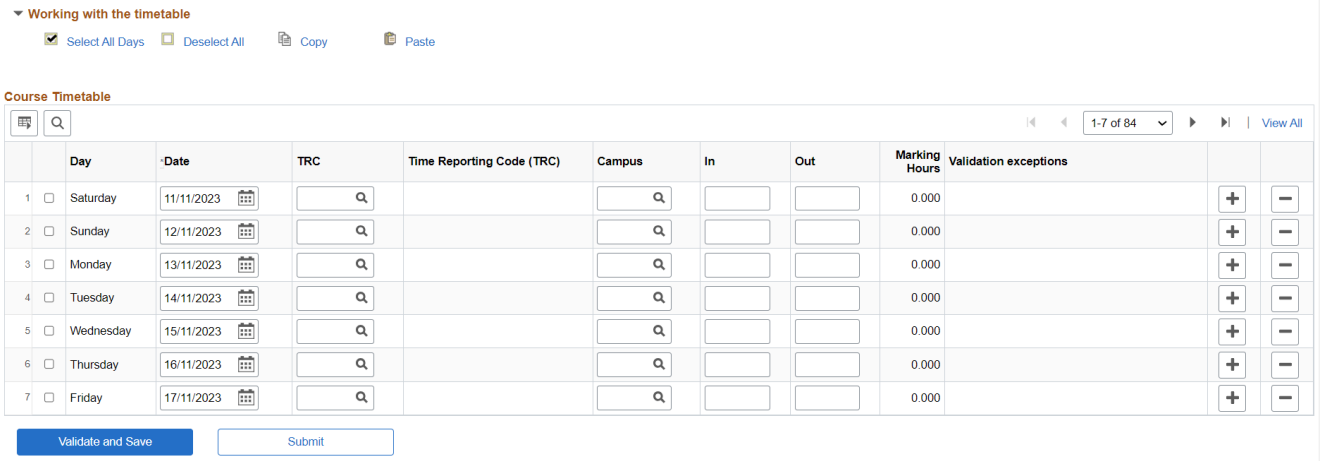


9 Click **Create Schedule**.



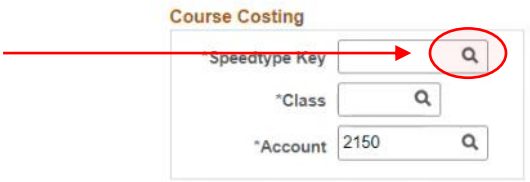
Griffith UNIVERSITY
Queensland, Australia

10 A blank timetable will appear at the bottom.

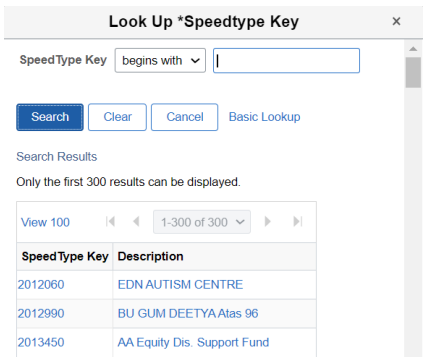


Step 4: Add course costing details

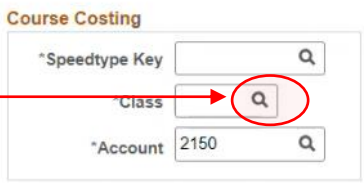
1 Search for the **Speedtype Key** by clicking on the magnifying glass next to the field. This can be manually entered if known.



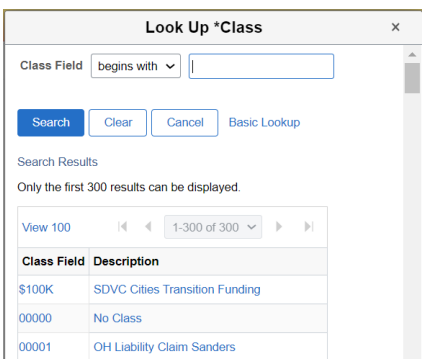
2 Select the applicable record from the results displayed.



3 Search for the **Class** by clicking on the magnifying glass next to the field. This can be manually entered if known.



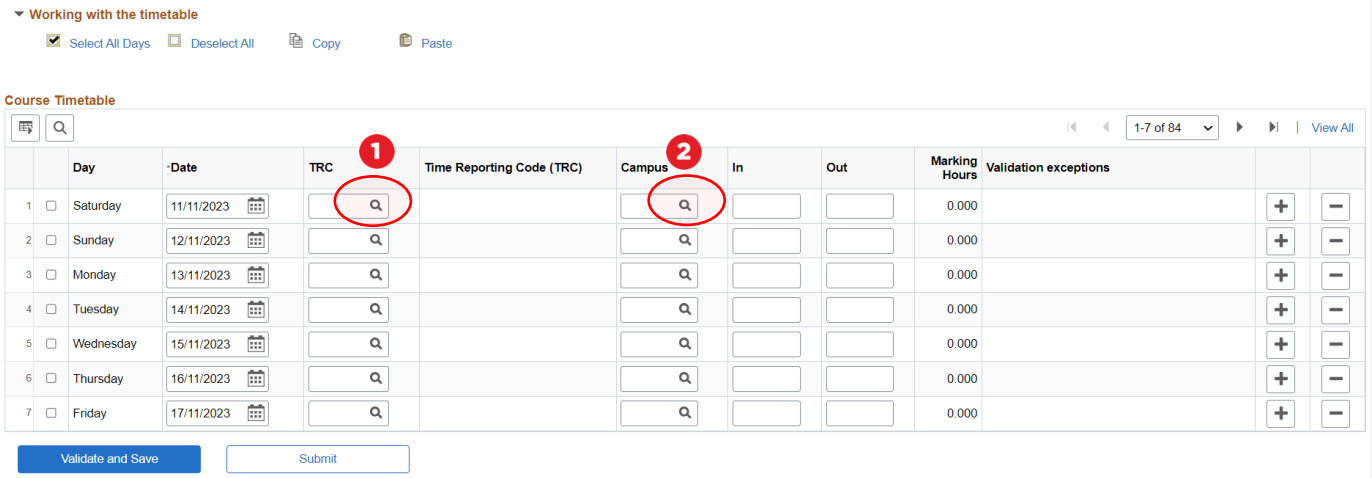
4 Select the applicable record from the results displayed. The **Account** field is populated by default.



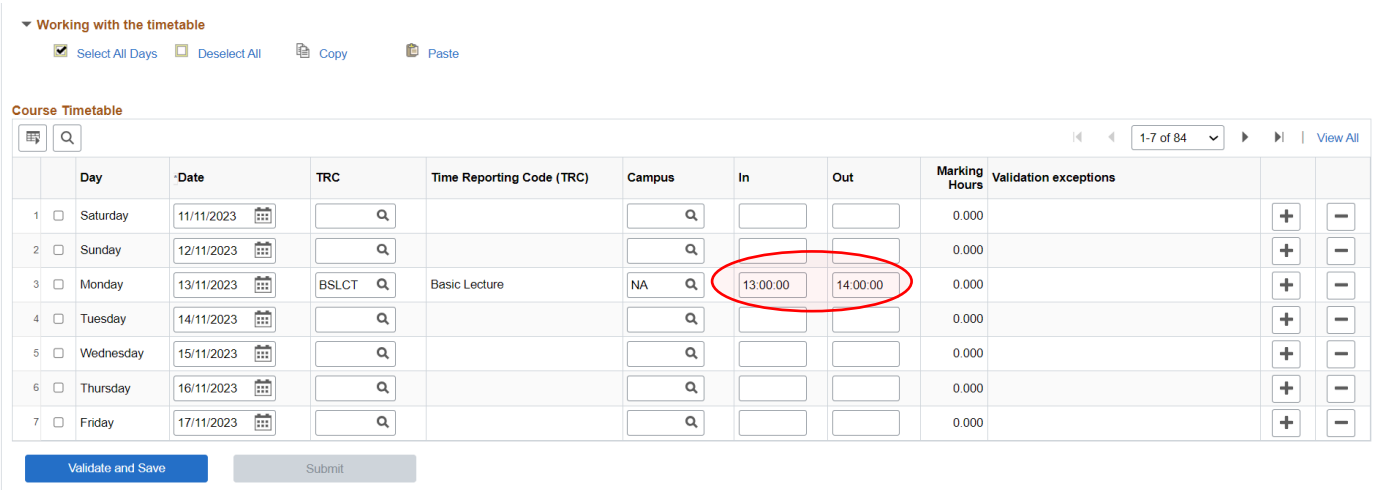
Step 5: Add timetable details

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

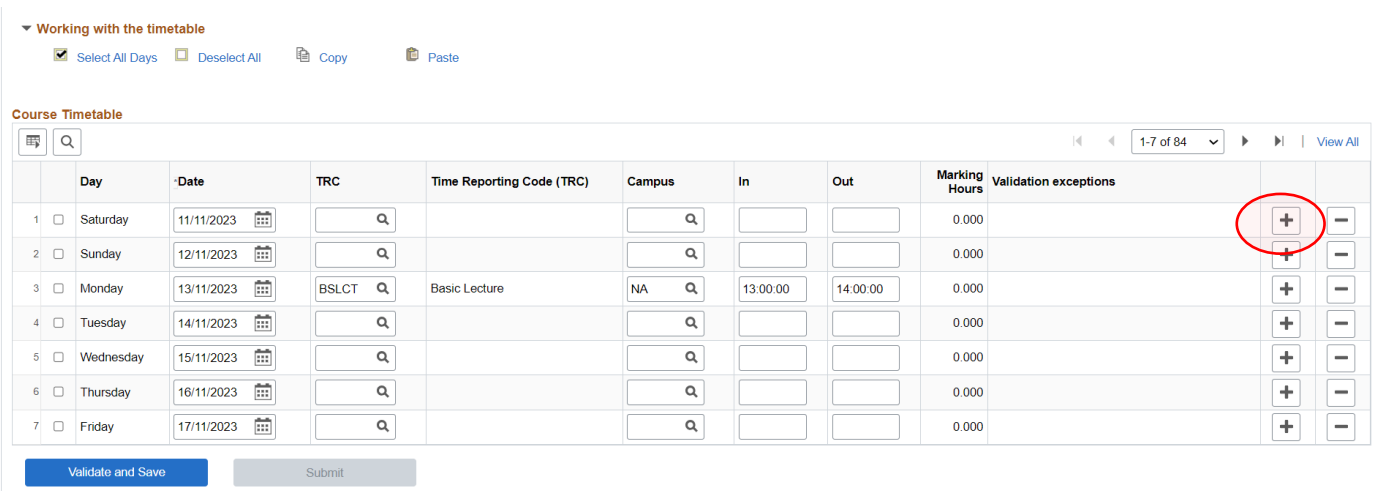
2. Search for the **Campus** by clicking on the magnifying glass next to the field. Select the applicable record from the results displayed.



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.

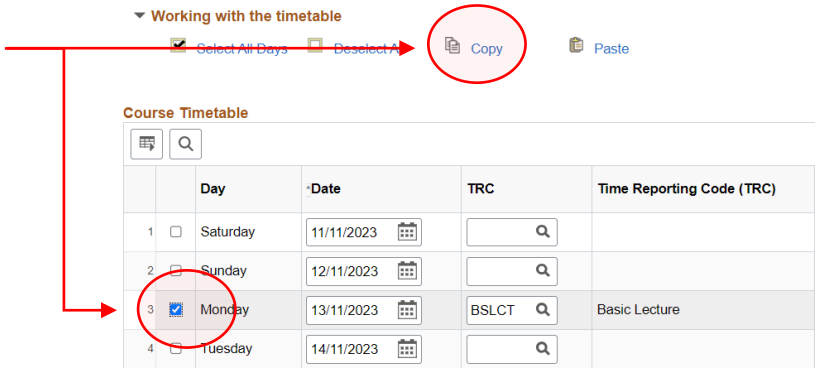


4. Repeat sub-steps 1 to 3 for each day of the week. If you need multiple TRCs for a single day, you can add another row by clicking the **+** button.

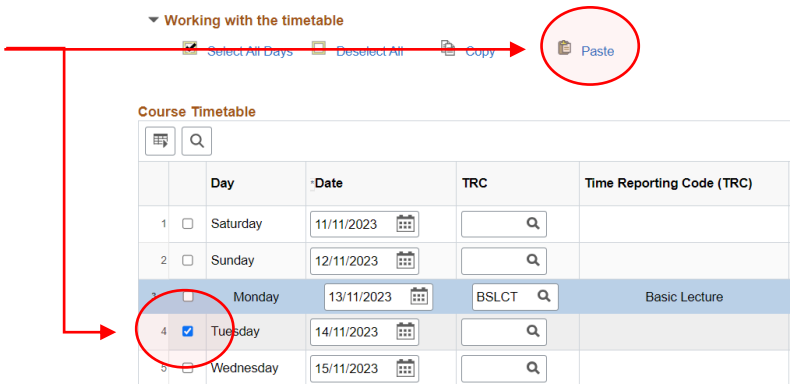


Griffith UNIVERSITY
Queensland, Australia

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

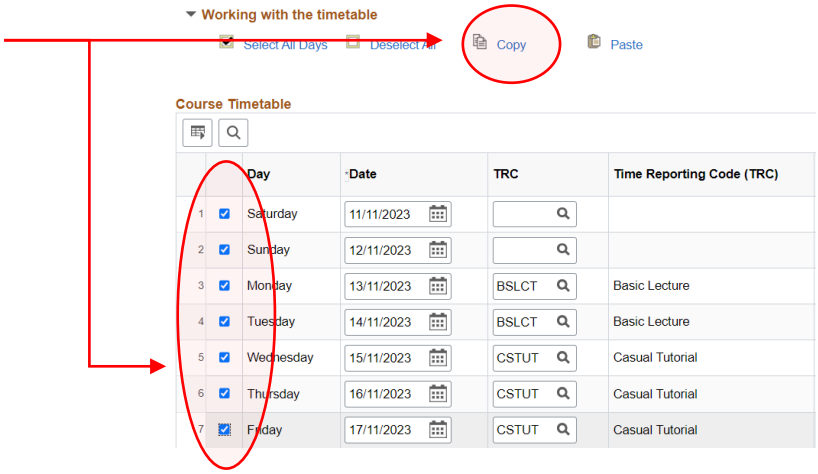


6 Select the checkbox or checkboxes next to the row(s) you would like to paste data and click **Paste**.



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

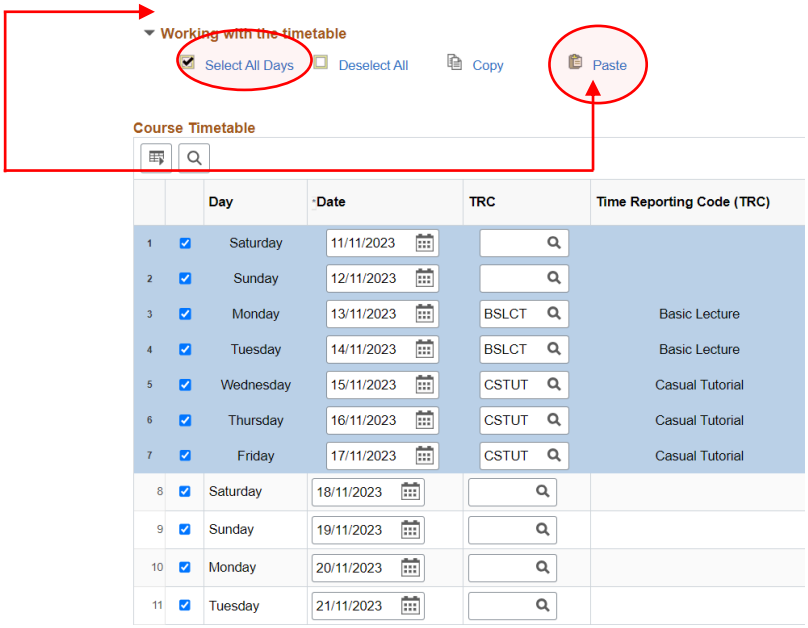
- This enables you to fill out the rows for a week, and repeat that week across all of the timetabled weeks.
- Ensure that the entire week is selected (i.e. Saturday to Friday) even if the row is blank.



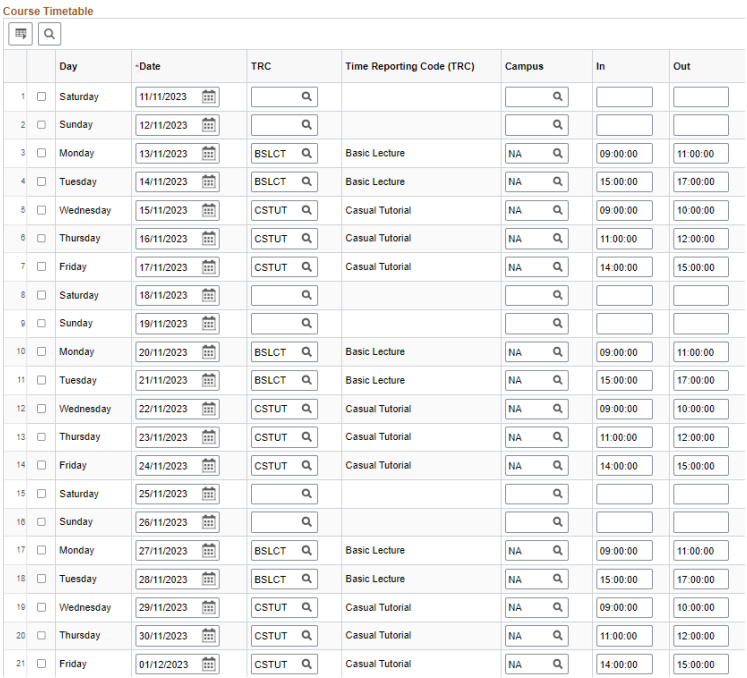
8 Click **View All** on the right hand side of the timetable to see all the weeks in the timetable.

Griffith UNIVERSITY
Queensland, Australia

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**.

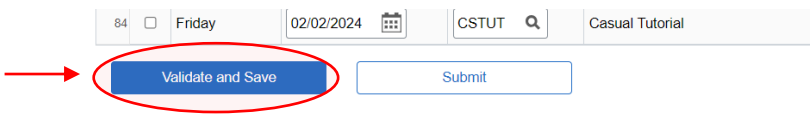


10 The remaining weeks in the timetable will populate with the same data as the first week that was created.



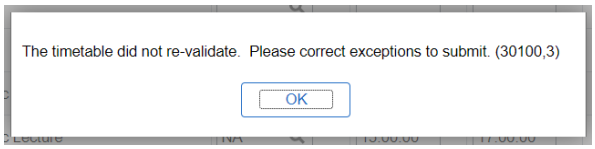
Step 6: Validate and submit timetable

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**.



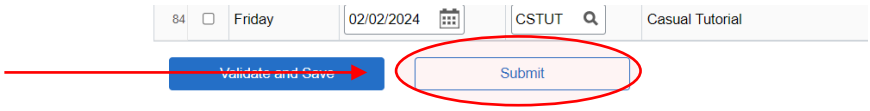
Griffith UNIVERSITY
Queensland, Australia

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.

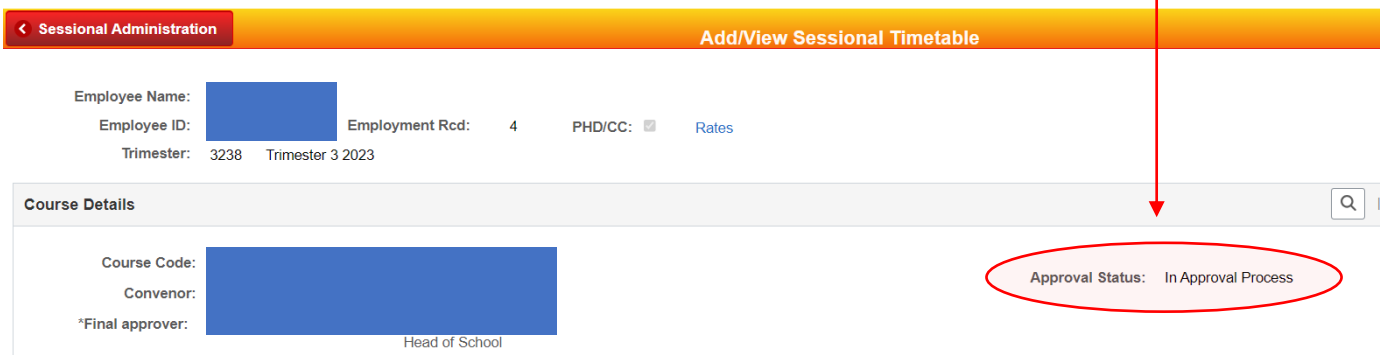


Day	*Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
Saturday	11/11/2023						0.000	
Sunday	12/11/2023						0.000	
Monday	13/11/2023	BSLCT	Basic Lecture	NA	09:00:00	11:00:00	0.000	
Tuesday	14/11/2023	BSLCT	Basic Lecture	NA	15:00:00	17:00:00	0.000	
Wednesday	15/11/2023	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 1003CCJ.
Friday	17/11/2023	CSTUT	Casual Tutorial	NA	14:00:00	15:00:00	0.000	Time overlap in course 1003CCJ.
Saturday	18/11/2023						0.000	

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



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



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

Griffith UNIVERSITY
Queensland, Australia