Sessional Timetabling & Timesheeting FAQs

Sessional Appointment

Are there any changes to how we engage sessional staff?

New appointments for sessional staff are now created using the new Sessional Appointment and Sessional Pool functionality in PeopleSoft. The Sessional Appointment functionality is more user-friendly than the current Online Engagement request page and will reduce unnecessary load in the backend. 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 to create a new appointment or go straight to timetable creation.

You can create a new sessional appointment via the Sessional Administration homepage within PeopleSoft (Staff Portal > My Staff Page) if you are a school manager or administrator.

Non-sessional staff (general casual staff, guest lecturers etc.) will continue to be engaged using the Online Engagement request page.

Will I receive a notification to inform me that I have appointments or timetables waiting to be approved?

Yes, you will receive the same type of notifications you currently receive for workflows in PeopleSoft (e.g. leave requests).

Can course convenors create new appointments?

The creation of a new appointment has not been allocated to the Course Convenors in order to streamline the sessional appointment and approval process.

What is the approval workflow for appointments?

Please refer to Appointment Approval Workflow for details.

Sessional Pool

Which roles have access to the Sessional Pool?

The Sessional Pool will be mainly for the School Managers or Administrators who have the role of creating sessional appointments.

Do I need to enter personal information if the sessional is an active sessional?

The sessional Pool feature contains the personal information of previously engaged staff. Only brand new hires will require you to enter their personal information like date of birth, address etc.

Why can I only see 100 rows at a time in the Sessional Pool?

Rows are limited to 100 by default to ensure optimised system performance. The use of filters is recommended to search through the results and find the relevant record that is needed.

When selecting a sessional for an appointment in the Sessional Pool, can the Employee ID prepopulate, so I don't have to have to select No to New Hire and type in the Emp ID myself?

This feature is on the backlog for future updates. In the meantime, you can copy and paste the Emp ID from Sesional Pool page as a workaround.

Sessional Staff

How do I ensure my existing active staff will be paid for work performed in T3 2023?

Please email those details to Payroll to setup whilst we finish off T3 and move into new functionality for T1. This includes active staff who need a new record set up for a different course/campus.

Do sessionals only have one employment record per campus?

Each sessional staff will only have one record for a trimester for courses and across campuses so you can see what the sessional is undertaking for that term.

Who is responsible for communicating to sessionals to update their PhD qualifications?

Sessionals need to declare their PhD as part of their onboarding process and they also receive a training pack that tells them to do this at the start of each semester. School Managers are advised to remind sessionals to update their PhD qualifications as appropriate.

Will the system automatically update internal PhD completions?

This feature is currently being finalised. Students graduating with Griffith PhD will be automatically identified and updated in the system.

Can admin override non-phd rate in the system if the sessional has not updated their PhD qualifications?

Rates cannot be overridden by anyone from the Sessional Timetable page, the system will assign lower or higher rate based on PhD qualifications (hence the push for sessionals to update them). The sessional will be backpaid after their qualifications are updated and verified - the backpay process can be initiated by contacting Payroll staff.

How will sessional staff approve their appointments and timetables?

They will receive an email asking for their review and approval of an appointment or timetable, with instructions on how to do so (go to My Staff Page > Approvals tile).

Where can I find self-help user guides for sessional staff?

All self-help user guides can be accessed on the [Pay and Conditions](#) page under the Sessional Appointment/Timetable/Timesheet section.

Sessional Timetable

Do we add the timetable hours at the same time we engage sessional staff?

You can create a sessional timetable at the time of sessional engagement if it is for an active sessional staff member.

Why has the convenor approver step been removed from the sessional timetable approver process?

This decision was made by the Provost to streamline the approval process, reducing the number of steps, duration and occurrences required to approve a timetable.

How do I add a course, convenor etc. to the system?

As the Timetabling system pulls data from the Student system, please check to ensure that the course, convenor etc. is firstly in the Student system. If not, the course, convenor etc. will need to be added to the Student system, as per their existing process.

How do I backdate a timetable outside of the start of the pay period?

You are not able to start a timetable before a pay period. The timetable process is envisaged to start well before the term, just after finalising the TAT process. However, on the timesheet page, you will be able to add work claims retrospectively in the current pay period. In exceptional circumstances, you will need to send your request to the Payroll for further approval.

Can I create a timetable that is longer than 12 weeks?

Yes, you can set a timetable period for longer than 12 weeks.

Is there a way to add bulk hours per week or per course in the timetable in order to reduce the administrative burden of entering hours for each work activity?

Sessional timetables must be aligned as closely as possible to the course timetable to minimise the risk of inaccurate salary calculations, and ensure we are paying staff based on the actual work activities and hours performed. We will add the suggestion to the backlog for future enhancements of the timetable creation process.

Why am I getting a validation error?

Please refer to Validation Error Resolutions for details on how to resolve validation errors.

Why can't I add more than 7.5 working hours for a sessional in one day?

This message is only displayed as a warning, not as an error. This means you will be able to proceed with adding more than 7.5 working hours for a sessional in one day, but it will be flagged in exception reporting (as per current process).

What TRC do I use for training activities?

The ENGPD TRC can be used for activities which aren't specific to a course e.g. training, professional development, school trainings. Costs associated with this code will be assigned to the School at the end of term and divided equally across course codes.

What TRC do I use for course convening?

The NOCLS TRC can be used when additional activities are required e.g. course convening, course development, moderating, other QA activities.

What TRC do I use for timetabled discussion boards?

The CLS0 TRC can be used for timetabled activities which don't require any associated hours such as preparation time e.g. timetabled discussion boards, lab setup.

What TRC do I use for "Other Academic Activity"?

Please refer to TRC Translations for details on which TRC to use for "Other Academic Activity" and when to use all other Time Recording Codes (TRCs).

Do I need to set an in/out time for marking?

No, marking time is inputted using hours.

Is there anywhere to add notes/comments in the timetable?

There is currently no notes/comments section for the timetable but we will add the suggestion to the backlog for future enhancements of the timetable creation process.

How do I enter a break into the timetable?

You will need to add an additional row for that day by pressing the + button. You can then use the first row to enter a TRC for the first part of the day prior to the break, and use the second row to enter a TRC for the second part of the day after the break.

Am I able to enter a week's total marking hours all under one day instead of splitting it up into individual days?

Yes, you can enter the total planned marking hours under one day or split it up into a few days in the timetable. The timesheet can also be used to enter actual marking hours retrospectively, but this will require approval by the HR delegate authority.

Can I add modify a timetable so I can add marking hours after Census date?

You can modify a submitted timetable as long as it is before the timetable is loaded into the timesheet for the pay period. Once the timetable is loaded for pay processing for that fortnight, no further modifications can be made. Therefore you can add marking at the end of each fortnight as long as it is prior to that fortnight's pay period.

Does the system allow sessional staff to input time worked on a weekend for prep etc.? How does this affect the pay rate?

Yes, time worked on a weekend including prep time can be input into the system. For details on the pay rate, please refer to the approved pay rate schedule.

Does the system total the hours for each day on the timetable?

The system does not report on daily hours but you can view total hours by reporting code, total hours by course, and total hours by course and reporting code.

Can I view the total hours allocated in the timetable as I'm creating the timetable (i.e. before it is submitted)?

While creating a timetable, you can view the the total hours allocated so far by clicking **Validate and Save**, then clicking the report links at the bottom of the timetable.

How does the system know how to pay based on if they have a PHD?

PhD details are recorded in the Person information in the HR system. This data is then validated and displayed on the top right of the timetable for staff to view.

How do we ensure that guest lecturers are paid accurately?

Guest lecturers are not in scope for the new Sessional Timesheeting process. Guest Lecturer assignment of work will still utilise the current online engagement module and Sessional Schedule functionality.

Am I able to view the cost of what has been entered in the timetable for budgeting purposes?

Cost rates and budgeting information were removed from the timetable, as the aim of the timetable is to provide transparency of sessional work activities and hours, as opposed to budget visibility (which can be accessed in TAT). This minimises the risk of inaccurate salary calculations and ensures that we are paying staff based on the actual work activities and hours performed.

Sessional Timesheet

Will sessional staff complete their own fortnightly timesheets?

Yes, sessional staff will need to complete their own fortnightly timesheets. If their actual hours reflect their approved timetable, they can simply submit the prepopulated timesheet. If their actual hours vary from the approved timetable, they will need to update their timesheet and submit it for approval.

Who is responsible for ensuring sessional staff complete their timesheets?

The aim of the sessional timesheet is to place the responsibility on the sessional staff to manage their time and timesheets in order to be paid accurately and on time. Automatic notifications will be sent to sessional staff reminding them to submit their timesheet.

Why is my timesheet blank?

Please ensure that there is approved timetable data for the period in which you are viewing. The timesheet may be blank because there is no actual data in the timetable, therefore nothing will be loaded into the timesheet.

What happens if I am paid for work that I haven't performed?

Please reach out to hrandsafety@griffith.edu.au if you have any issue related to under or over payments.

Where can I access the Request for Additional Hours app?

The Request Additonal Hours App is available on the Pay and Conditions page under the Sessional Appointment/Timetable/Timesheet section.

How will marking be paid out across the trimester?

Please reach out to your School administration team to discuss how marking payment will be allocated across the trimester for your particular circumstances.

Do timesheets need to be filled in and submitted in one go or can they be filled in and submitted multiple times throughout a pay period?

Timesheets can be submitted multiple times throughout a pay period. This means you can submit timesheets for days worked so far at any point during a pay period, or you can submit the entire timesheet at the end of the pay period.

What happens if a timesheet submission deadline falls on a public holiday?

If a deadline falls on a public holiday, please submit timesheets the day prior to the public holiday to avoid any possible delays.

Other

Where can I find self-help guides for school managers and admins, course convenors and approvers?

All self-help guides are available on the [Pay and Conditions](#) page under the Sessional Appointment/ Timetable/ Timesheet section.

Will there be a training session for Course Convenors?

There is currently no dedicated training session planned for Course Convenors however School Managers/Administrators can forward their training session to their Convenors if they feel it is necessary.

Otherwise, Convenors can access the self-help guides and videos at their own convenience should they need support.
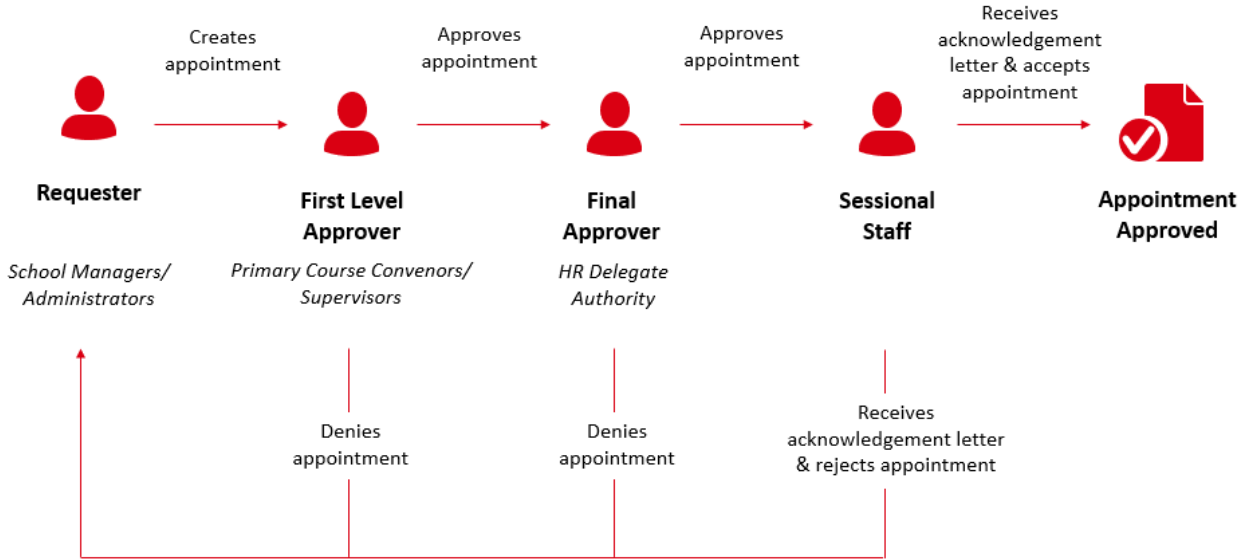
TRC Translations

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	CLS0	ENGPD	NOCLS	MKSVR, MARKN
Rate type	Wrapped rate	Wrapped rate	Wrapped rate	Wrapped rate	Hourly rate	Hourly rate	Hourly rate	Bulk hourly rate
	Rate is for more than one hour, including education delivery time + associated hours for preparation and student consultation.				*Rate is for one hour consisting of education delivery or activity time only. No associated hours.*			*Hourly rate based on students.*
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: • 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: • timetabled discussion board • lab setup	Where activities aren't specific to a course. For example: • professional development • training • school meetings	Where additional activities are required, including: • 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.
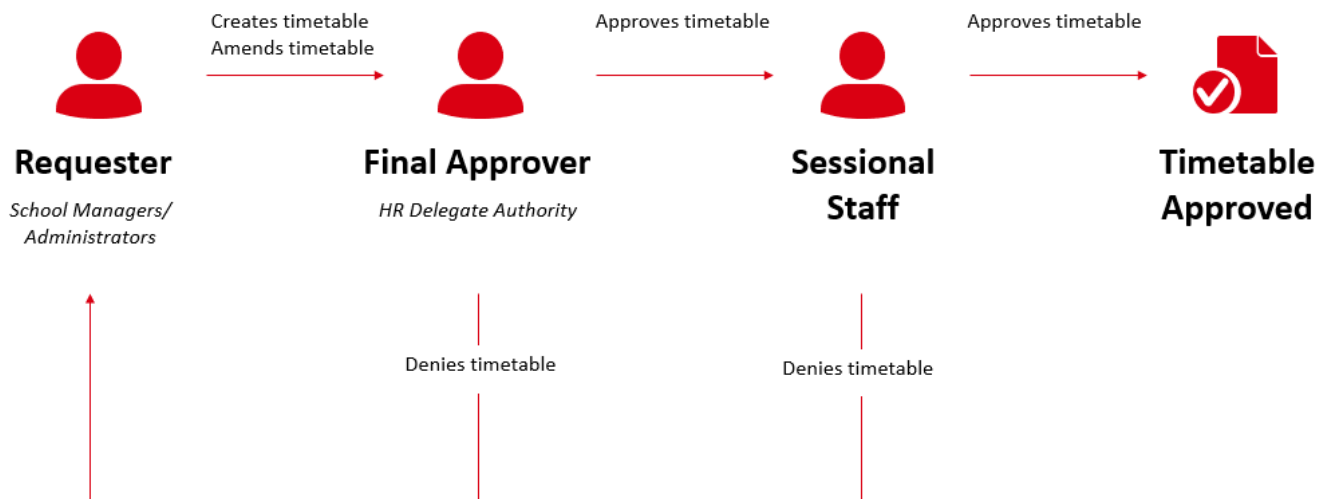
Validation Error Resolutions

Validation Error Message	Message Type	Resolution
Timetable did not re-validated. Please correct exceptions to submit.	Error	Review and correct the exceptions before clicking on the **Validate and Save** button.
Not in future T&L period.	Validation	Cannot enter hours for a past pay period, please select a future pay period.
Time overlap in course %1.	Validation	Hours are overlapping with another timetable, please adjust the start/end times.
Hours are zero.	Validation	Hours are missing from the timetable row, please enter hours for that row.
Enter in/out times.	Validation	In/out times are missing from the timetable row, please enter in/out times for that row.
Hours are more than standard.	Validation	Total hours in a day exceed 7.5 hours, please adjust hours to total 7.5 hours or less.
Duplicate time entries.	Validation	Duplicate timetable row has been entered, please remove the duplicate row.
Original lecture required.	Validation	Cannot add a repeat lecture if there is no original lecture in the last 7 days (up to and including 7 days).
Original tute required.	Validation	Cannot add a repeat tute if there is no original lecture in the last 7 days (up to and including 7 days).
Speed type is required. Please enter a speed type in the course costing.	Error	Speedtype is missing from the Course Costing, please add a speedtype.
Class is required. Please enter a class in the course costing.	Error	Class is missing from the Course Costing, please add a class.
Convenor is required. Please enter a convenor.	Error	Convenor is missing from the Course Details, please add a convenor.
Final approver is required. Please enter a final approver.	Error	Final approver is missing from the Course Details, please add a final approver.

Appointment Approval Workflow

Requester → Creates appointment → First Level Approver → Approves appointment → Final Approver → Approves appointment → Sessional Staff → Receives acknowledgement letter & accepts appointment → Appointment Approved

Requester
School Managers/ Administrators

First Level Approver
Primary Course Convenors/ Supervisors

Final Approver
HR Delegate Authority

Sessional Staff

Appointment Approved

Denies appointment (First Level Approver)

Denies appointment (Final Approver)

Receives acknowledgement letter & rejects appointment (Sessional Staff)

Timetable Approval Workflow

Creates timetable
Amends timetable

Approves timetable

Approves timetable

Requester

*School Managers/
Administrators*

Final Approver

HR Delegate Authority

**Sessional
Staff**

**Timetable
Approved**

Denies timetable

Denies timetable

Timesheet Approval Workflow