# How to…
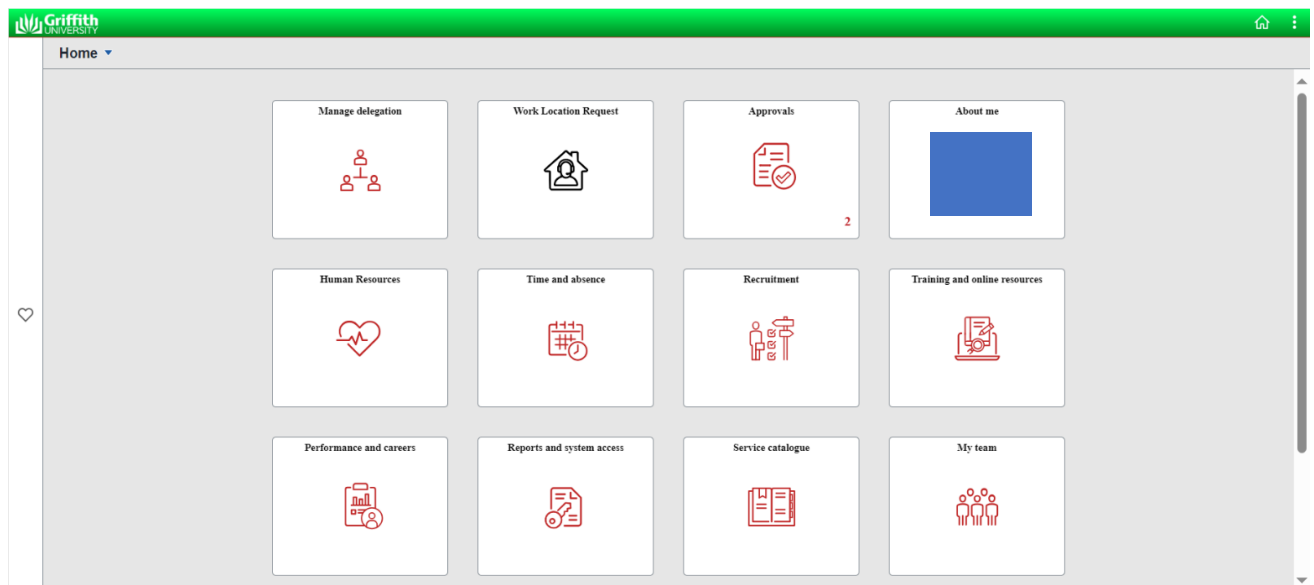## View a Sessional Timetable (Sessional View)

## Introduction

This guide will show you how to view a sessional timetable if you are a sessional employee.
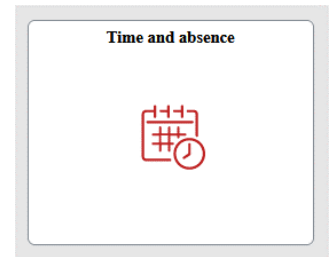
## Step 1: Navigate to the Staff Portal

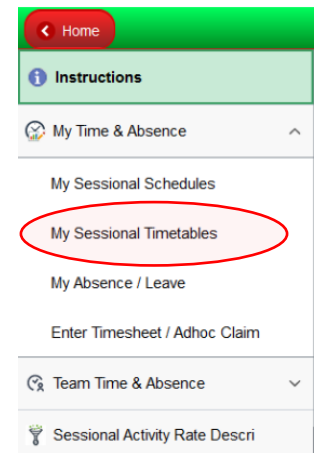**1** Click on the **My Staff Page** link.



**2** The **PeopleSoft tiles** will appear.

**3** Click on the **Time and Absence** tile.

Time and absence

**4** Click on **My Time & Absence**, then **My Sessional Timetables.**

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🔦 Sessional Activity Rate Descri

# Step 2: View the Timetable

**1** Click **Clear** to delete any text in the search fields. **IMPORTANT**: If there is any 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** to search for their record (fields are case-sensitive):
- Trimester
- Course ID

**3** Click **Search.**

▼ **Prompts**

**Trimester**

3241 🔍

**Course ID**

Search    Clear

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**4** Click on the **Employee ID**. The record will open in a new window.



**5** If you have multiple timetables, click on the **arrow buttons** to move to the relevant timetable.

**6** The **Approval Status** of your timetable is displayed here.

**7** Your **Letter of Appointment** and **Position Description** documents will be attached to the timetable under the **Acknowledgement Documents** section.

**8** Click on **View 100** to will expand the timetable to display all entries in the timetable.

**Course Timetable**

| | | Day | Date | TRC | Time Reporting Code (TRC) | Campus | In | Out | Marking Hours | Validation exceptions |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | Monday | 04/03/2024 | CLS0 | Additional Associated Work +0 | GC | 20:00:00 | 23:00:00 | 0.000 | |
| 2 | ☐ | Tuesday | 05/03/2024 | | | | | | 0.000 | |
| 3 | ☐ | Wednesday | 06/03/2024 | CSTUT | Casual Tutorial | GC | 15:00:00 | 17:00:00 | 0.000 | |
| 4 | ☐ | Thursday | 07/03/2024 | | | | | | 0.000 | |
| 5 | ☐ | Friday | 08/03/2024 | | | | | | 0.000 | |
| 6 | ☐ | Saturday | 09/03/2024 | | | | | | 0.000 | |
| 7 | ☐ | Sunday | 10/03/2024 | | | | | | 0.000 | |

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Total hours by reporting code    Total hours by course    Total hours by course and reporting code

**9** If you have more than 100 rows in your timetable, click on the **arrow buttons** to view the relevant rows.

**Course Timetable**

| | | Day | Date | TRC | Time Reporting Code (TRC) | Campus | In | Out | Marking Hours | Validation exceptions |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | Monday | 04/03/2024 | CLS0 | Additional Associated Work +0 | GC | 20:00:00 | 23:00:00 | 0.000 | |
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| 4 | ☐ | Thursday | 07/03/2024 | | | | | | 0.000 | |
| 5 | ☐ | Friday | 08/03/2024 | | | | | | 0.000 | |
| 6 | ☐ | Saturday | 09/03/2024 | | | | | | 0.000 | |
| 7 | ☐ | Sunday | 10/03/2024 | | | | | | 0.000 | |
| 8 | ☐ | Monday | 11/03/2024 | | | | | | 0.000 | |
| 9 | ☐ | Tuesday | 12/03/2024 | | | | | | 0.000 | |

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