How to…
View a Sessional Timetable (Convenor View)

Introduction

This guide will show you how to view a sessional timetable for existing active sessional staff if you are a supervisor or course convenor.
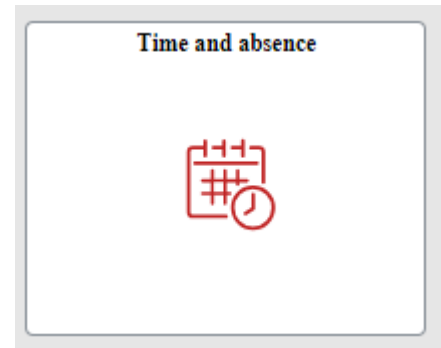
Step 1: Navigate to the Staff Portal

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 the arrow next to **Team Time & Absence** to expand the menu.
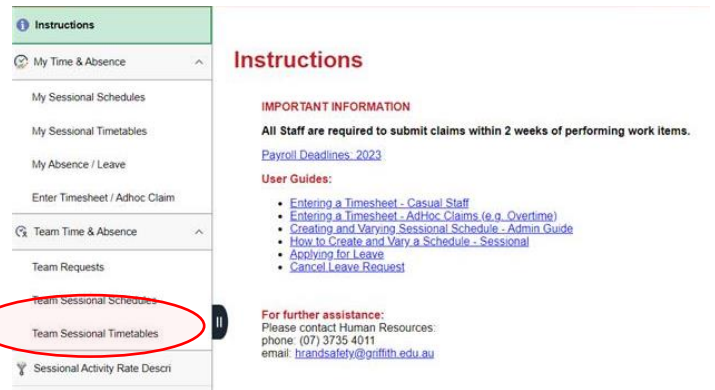
5 Click on **Team Sessional Timetables**.

Instructions

My Time & Absence
- My Sessional Schedules
- My Sessional Timetables
- My Absence / Leave
- Enter Timesheet / Adhoc Claim

Team Time & Absence
- Team Requests
- Team Sessional Schedules
- Team Sessional Timetables
- Sessional Activity Rate Descri

Instructions

IMPORTANT INFORMATION

All Staff are required to submit claims within 2 weeks of performing work items.

Payroll Deadlines: 2023

User Guides:
- Entering a Timesheet - Casual Staff
- Entering a Timesheet - AdHoc Claims (e.g. Overtime)
- Creating and Varying Sessional Schedule - Admin Guide
- How to Create and Vary a Schedule - Sessional
- Applying for Leave
- Cancel Leave Request

For further assistance:
Please contact Human Resources:
phone: (07) 3735 4011
email: hrandsafety@griffith.edu.au

Step 2: View a 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
- Empl ID

3 Click **Search.**

Prompts

Trimester
Select Term

Course ID

Empl ID

Search   Clear

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UNIVERSITY
Queensland, Australia

4 Select the applicable record from the results displayed. If there are multiple results displayed, please select the lowest **Empl Record.**

Employee ID	Employee Name	Empl Record	Trimester	Course	Final Approver	WF Status
		3	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		1	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		27	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		0	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		2	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		3	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		1	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process
		2	3238 - Trimester 3 2023	1001GIR - International Relations		Data Saved
		2	3238 - Trimester 3 2023	1001GIR - International Relations		In Approval Process

5 If the sessional staff has multiple timetables, use the buttons to click through to view the relevant timetable.

The sessional staff member's **Letter of Appointment** and **Position Description** documents will be attached to the timetable under the **Acknowledgement Documents** section.

Course Details

Search | 6 of 8

*Course Code:

*Convenor: Approval Status: Approved

*Final approver:

*Schedule Start Date: 12/03/2024

*Number of Weeks: 21   Create Timetable

Course Costing

*Speedtype Key   EDN1001

*Class   00000

*Account   2150

Acknowledgement Documents

1-2 of 2 | View All

	Document Type	Document Name	Acknowledged?	By	Acknowledge Date/Time
1	Letter of Appointment	0470791_2_3241_7750EDN_1_V1_Appointment_Letter.PDF	Acknowledged	S470791	12/04/2024 16:12:29
2	Position Description	0470791_2_3241_7750EDN_1_V1_Sessional_Academic_Casual.docx	Acknowledged	S470791	12/04/2024 16:12:29

Show Only Days with TRC

Course Timetable

1-7 of 147 | View 100

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	Tuesday	12/03/2024						0.000	Not in future T&L period.	Needs Approval		+	−
2	Wednesday	13/03/2024						0.000	Not in future T&L period.	Needs Approval		+	−
3	Thursday	14/03/2024						0.000	Not in future T&L period.	Needs Approval		+	−
4	Friday	15/03/2024						0.000	Not in future T&L period.	Needs Approval		+	−
5	Saturday	16/03/2024						0.000	Not in future T&L period.	Needs Approval		+	−
6	Sunday	17/03/2024						0.000	Not in future T&L period.	Needs Approval		+	−
7	Monday	18/03/2024						0.000	Not in future T&L period.	Needs Approval		+	−

Validate and Save   Submit