Griffith UNIVERSITY
Queensland, Australia

How to…
Create a Sessional Timetable

Introduction

This guide will show you how to create a sessional timetable for existing active sessional staff if you are a school manager or administrator.

Step 1: Navigate to the Sessional Administration homepage

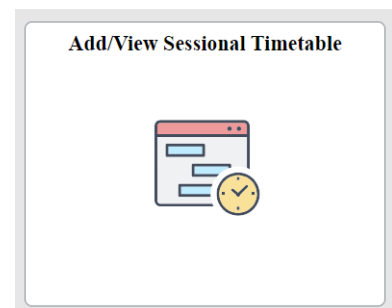- Log in to the **Staff Portal** and select **My Staff Page**.

1 Select the **Sessional Administration** homepage.
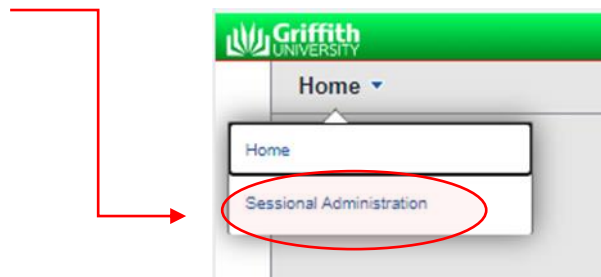
2 The **Sessional Administration tiles** will appear.

3 Select the **Add/View Sessional Timetable** tile.

Step 2: Add a new timetable

1 In the Add a New **Value** tab, enter the **Empl ID** or click the magnifying glass to **Look Up Empl ID**.

Empl Record will be automatically populated with the lowest active Empl Record number for the sessional work type.

Sessional Timetable

Find an Existing Value	Add a New Value

*Empl ID [　　　　🔍]

Empl Record [0 🔍]

*Trimester [　　🔍]

[Add]

Find an Existing Value | Add a New Value

2 Search using the following fields (case-sensitive) and select the applicable record from the results displayed:
- Empl ID
- Last Name
- First Name

Look Up Empl ID   ✕

Empl ID [begins with ▾] [　　　　　]
Last Name [begins with ▾] [　　　　　]
First Name [begins with ▾] [　　　　　]

[Search] [Clear] [Cancel] Basic Lookup

Search Results
Only the first 300 results can be displayed.

View 100 |◄ ◄ 1-300 of 300 ▾ ► ►|

Empl ID	Last Name	First Name	Empl Record	Supervisor Name

3 Enter the **Trimester** and click **Add**.

Sessional Timetable

Find an Existing Value	Add a New Value

*Empl ID [　　　　🔍]

Empl Record [0 🔍]

*Trimester [3238 🔍]

[Add]

Find an Existing Value | Add a New Value

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4 Any existing timetables will appear. Select the applicable record.

If there is no existing timetable, a blank sessional staff timetable page will appear.
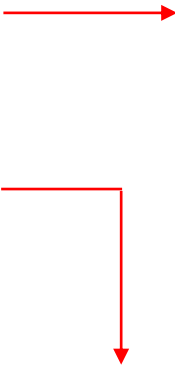
The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.

Search Results

| View All | ◁ | 1-1 of 1 ⌄ | ▷ | ▷| |

Empl ID	Empl Record	Trimester
	0	3238

Find an Existing Value | Add a New Value

Employee Name:

Employee ID: **Employment Rcd:** 0   **PHD/CC:** ☐   Rates

Trimester: 3238   Trimester 3 2023

Course Details 🔍 | ◁ ◀ 1 of 1 ⌄ ▶ ▶|

*Course Code: [🔍]

*Convenor: [🔍]   Approval Status: Data Saved   [+] [−]

*Final approver: Select a different final approver

*Schedule Start Date: [11/17/2023 📅]

*Number of Weeks: [ ] [Create Schedule]

Course Costing

*Speedtype Key [🔍]

*Class [🔍]

*Account [2150 🔍]

▼ Working with the timetable

☑ Select All Days ☐ Deselect All   📋 Copy   📋 Paste

Course Timetable

[🔳] [🔍]   ◁ ◀ 1-1 of 1 ⌄ ▶ ▶| View All

		Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐								0.000		+	−

[Validate and Save]   [Submit]   [...]

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5 Search for the **Course Code** by clicking on the magnifying glass next to the field.
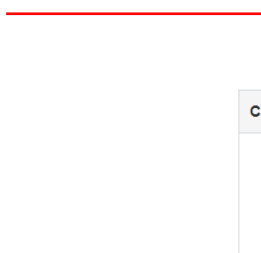
Employee Name:

Employee ID: **Employment Rcd:** 4

Trimester: 3238   Trimester 3 2023

Course Details

*Course Code: [|] [🔍]

*Convenor: [🔍]

*Final approver:

---

6 Select the applicable record from the results displayed.

Look Up Course Code   ✕

Course Code [begins with ⌄] [ ]

Description [begins with ⌄] [ ]

[Search] [Clear] [Cancel] Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 | ◁ ◀ 1-300 of 300 ⌄ ▶ ▶|

Course Code	Description
1001GIR	International Relations
1001PSY	Introduction to Psychology 1
1001SCG	Foundations in Science

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7 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.

Course Details

*Course Code:

*Convenor:

*Final approver: Head and Dean

*Schedule Start Date: 27/05/2024   📅   Select a different final approver

*Number of Weeks: Create Timetable

---

8 Select the **Alternate Approver**.

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

Select Alternate Approver   ✕

The list of approvers include Band 4 and Band 3 delegations within the relevant Department Group.

Final Approvers

	Select	Complete Name	Description	Department	Group
1	Select			Sch of Govt and Int Relations	Business School
2	Select			Dept Empl Rel & Human Resource	Business School
3	Select			Dept Bus Strategy & Innovation	Business School
4	Select			Sch of Govt and Int Relations	Business School
5	Select			Dept Tour, Sport and Hotel Mgt	Business School
6	Select			Department of Marketing	Business School
7	Select			Dept Accounting Fin and Econs	Business School
8	Select			Group Services	Business School
9	Select			GBS Dean (Learn & Teach)	Business School
10	Select			Griffith Asia Institute	Business School
11	Select			GU Centre for Systems Innovat	Business School
12	Select			Ctr Governance & Public Policy	Business School

Course Details

*Course Code:

*Convenor:

*Final approver: Deputy Head (Learn & Teaching)

*Schedule Start Date: 27/05/2024   📅

*Number of Weeks: Create Timetable

---

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

Enter the **Number of Weeks** the timetable will run for. Please do not enter a figure that enables the timetable to extend past the Semester end date.

Course Details

*Course Code: 1399EDN 🔍   Education and Society

*Convenor: 2879321 🔍   Dr Sonal Nakar

*Final approver: 0991274   APro Glenda McGregor
                                    Deputy Head (Learn & Teaching)

*Schedule Start Date: 27/05/2024 📅

*Number of Weeks: 6

Course Costing

*Speedtype Key:

*Class: 🔍

*Account: 2150

Calendar   ✕

May ▼   2024 ▼

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< Current Date >

▼ Working with the timetable

☑ Select All Days ☐ Deselect All

10 Click **Create Timetable**.

A blank timetable will appear at the bottom.

Course Details

*Course Code:

*Convenor:

*Final approver: Deputy Head (Learn & Teaching)

*Schedule Start Date: 27/05/2024

*Number of Weeks: [8]   [Create Timetable]

▼ Working with the timetable

☑ Select All Days ☐ Deselect All 📋 Copy 📋 Paste

[Show Only Days with TRC]

Course Timetable

		Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	☐	Monday	27/05/2024	🔍		🔍			0.000		Needs Approval	🔲	+	−
2	☐	Tuesday	28/05/2024	🔍		🔍			0.000		Needs Approval	🔲	+	−
3	☐	Wednesday	29/05/2024	🔍		🔍			0.000		Needs Approval	🔲	+	−
4	☐	Thursday	30/05/2024	🔍		🔍			0.000		Needs Approval	🔲	+	−
5	☐	Friday	31/05/2024	🔍		🔍			0.000		Needs Approval	🔲	+	−
6	☐	Saturday	01/06/2024	🔍		🔍			0.000		Needs Approval	🔲	+	−
7	☐	Sunday	02/06/2024	🔍		🔍			0.000		Needs Approval	🔲	+	−

[Validate and Save]   [Submit]

Step 3: Add course costing details

1 Search for the **Speedtype Key** by clicking on the magnifying glass next to the field.

Course Costing

Speedtype Key [   ] 🔍

*Class [   ] 🔍

*Account [2150] 🔍

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

Look Up *Speedtype Key   ✕

SpeedType Key [begins with ▾] [   ]

[Search] [Clear] [Cancel] Basic Lookup

Search Results

Only the first 300 results can be displayed.

[View 100] |◀ ◀ [1-300 of 300 ▾] ▶ ▶|

SpeedType Key	Description
2012060	EDN AUTISM CENTRE

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

Course Costing

*Speedtype Key [   ] 🔍

*Class [   ] 🔍

*Account [2150] 🔍

4 Select the applicable record from the results displayed.

Look Up *Class

Class Field [begins with ▾] [_____]

[Search] [Clear] [Cancel] Basic Lookup

Search Results
Only the first 300 results can be displayed.

View 100 | ◄ | ◄ | 1-300 of 300 ▾ | ► | ►|

Class Field	Description
$100K	SDVC Cities Transition Funding
00000	No Class
00001	OH Liability Claim Sanders

Step 4: Add timetable details

1 Search for the **TRC/Time Reporting Code** 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.

▾ Working with the timetable
☑ Select All Days ☐ Deselect All 🗐 Copy 📋 Paste

[Show Only Days with TRC]

Course Timetable

		Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	☐	Monday	27/05/2024 🗓	🔍		🔍			0.000		Needs Approval	🔲	+	−
2	☐	Tuesday	28/05/2024 🗓	🔍		🔍			0.000		Needs Approval	🔲	+	−
3	☐	Wednesday	29/05/2024 🗓	🔍		🔍			0.000		Needs Approval	🔲	+	−

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.

▾ Working with the timetable
☑ Select All Days ☐ Deselect All 🗐 Copy 📋 Paste

[Show Only Days with TRC]

Course Timetable

		Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	☐	Monday	27/05/2024 🗓	🔍		🔍			0.000		Needs Approval	🔲	+	−
2	☐	Tuesday	28/05/2024 🗓	BSLCT 🔍	Basic Lecture	MG 🔍	13:00:00	14:00:00	0.000		Needs Approval	🔲	+	−
3	☐	Wednesday	29/05/2024 🗓	🔍		🔍			0.000		Needs Approval	🔲	+	−

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4 Repeat steps 4.1 to 4.3 for each day of the week. If you need multiple TRCs for a single day, you can add another row by clicking the **+** button.

N.B. The timetable functionality has been updated to allow you to enter the same time in the **In** field as the **Out** field in the previous row on the same day, without displaying a time overlap validation error message (the error message will still display if there is a genuine time overlap). The system will automatically adjust the times entered to include a one-second gap between the In-time and previous Out-time when you **Validate and Save** the timetable (Step 5). A message will pop-up notifying you of any adjustments when you complete Step 6.

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 the timetabled weeks.
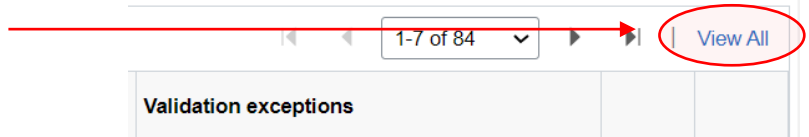- Ensure that the entire week is selected (i.e., Saturday to Friday) even if the row is blank.

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

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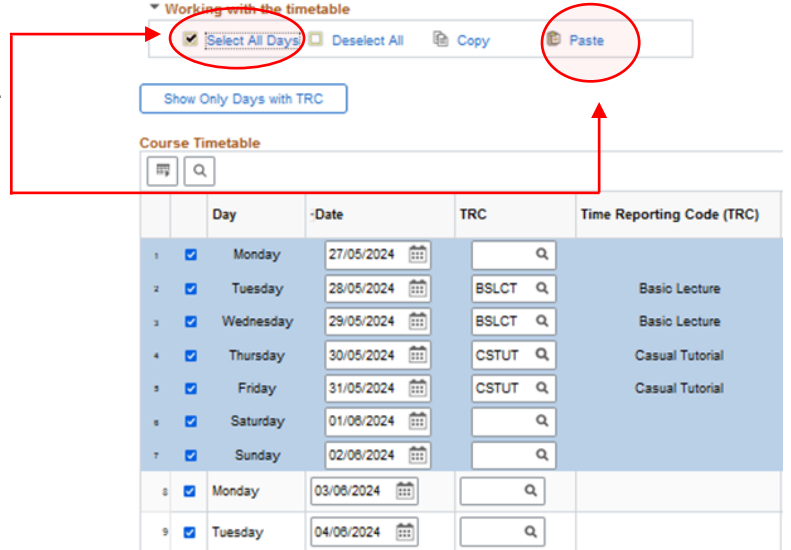
10 The remaining weeks in the timetable will be populated with the same data as the first week that was created.

To hide blank rows, click the **Show Only Days with TRC** button. The timetable will only display rows with TRC data inputted in them.

To show all rows including blank rows, click the **Show All Days** button. The timetable will display all rows whether or not there is TRC data inputted in them.

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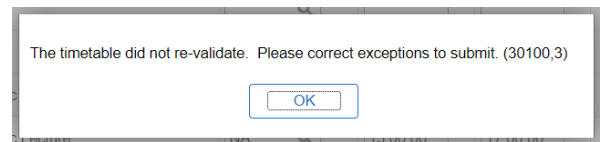
Step 5: Validate and submit a timetable.

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**.

84	☐	Friday	02/02/2024 📅	CSTUT 🔍	Casual Tutorial

Validate and Save   **Submit**

IMPORTANT: Do **not** modify any of the following fields after you have pressed **Validate and Save**:

- **Course code**
- **Convenor**
- **Final Approver**
- **Schedule Start Date**
- **Number of Weeks**

Doing so will result in a routing error in the backend of the system. If you need to update the any of the above fields, please create a new timetable instead.

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.

The timetable did not re-validate. Please correct exceptions to submit. (30100,3)

OK

Course Timetable

		Day	-Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	☐	Monday	27/05/2024	🔍		🔍			0.000		Needs Approval		+	−
2	☐	Tuesday	28/05/2024	BSLCT 🔍	Basic Lecture	MG 🔍	13:00:00	13:59:59	0.000		Needs Approval		+	−
3	☐	Tuesday	28/05/2024	BSLCT 🔍	Basic Lecture	MG 🔍	14:00:00	15:00:00	0.000		Needs Approval		+	−
4	☐	Wednesday	29/05/2024	BSLCT 🔍	Basic Lecture	MG 🔍	13:00:00	14:00:00	0.000		Needs Approval		+	−
5	☐	Thursday	30/05/2024	CSTUT 🔍	Casual Tutorial	MG 🔍	09:00:00	10:00:00	0.000	Time overlap in course 7750EDN.	Needs Approval		+	−
6	☐	Friday	31/05/2024	CSTUT 🔍	Casual Tutorial	MG 🔍	09:00:00	10:00:00	0.000		Needs Approval		+	−
7	☐	Monday	03/06/2024	🔍		🔍			0.000		Needs Approval		+	−

To assist with troubleshooting Validation Exceptions, click on the **View Detail** icon to open a daily snapshot.

Course Timetable

		Day	-Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	☐	Monday	27/05/2024	🔍		🔍			0.000		Needs Approval		+	−
2	☐	Tuesday	28/05/2024	BSLCT 🔍	Basic Lecture	MG 🔍	13:00:00	13:59:59	0.000		Needs Approval		+	−
3	☐	Tuesday	28/05/2024	BSLCT 🔍	Basic Lecture	MG 🔍	14:00:00	15:00:00	0.000		Needs Approval		+	−
4	☐	Wednesday	29/05/2024	BSLCT 🔍	Basic Lecture	MG 🔍	13:00:00	14:00:00	0.000		Needs Approval		+	−
5	☐	Thursday	30/05/2024	CSTUT 🔍	Casual Tutorial	MG 🔍	09:00:00	10:00:00	0.000	Time overlap in course 7750EDN.	Needs Approval		+	−
6	☐	Friday	31/05/2024	CSTUT 🔍	Casual Tutorial	MG 🔍	09:00:00	10:00:00	0.000		Needs Approval		+	−
7	☐	Monday	03/06/2024	🔍		🔍			0.000		Needs Approval		+	−

This will display all activity for the day across all trimesters, courses and timetables, enabling you to determine where time overlaps are occurring.

Daily View Of All Hours Logged Across Timetables

Current Trimester	3241		
Current Course	1399EDN	Current Date	31/05/2024
Current In Time	09:00:00	Current Out Time	10:00:00
Total Hours in Day	3.000		

	Same Trimester?	Same Course?	Same Timetable?	Trimester	Course Code	TRC	Time Reporting Code	In	Out	Total Hours	Campus	Loaded to Timesheet?	Timetable Workflow Status
1	Same	Same	Same	3241	1399EDN	CSTUT	Casual Tutorial	09:00:00	10:00:00	1.000	MG	Needs Approval	Data Saved
2	Same	Different	Different	3241	7750EDN	CSTUT	Casual Tutorial	11:00:00	13:00:00	2.000	GC	Approved, Pending Load	Approved

Return

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| 84 | ☐ | Friday | 02/02/2024 📅 | CSTUT 🔍 | Casual Tutorial |

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

Validate and Save ➡   Submit

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

Employee Name:
Employee ID:
Employment Rcd: 2 PHD/CC: ☐ Rates
Trimester: 3241 Trimester 1 2024

Course Details 🔍

Course Code:
Convenor:
*Final approver:

Approval Status: In Approval Process
Final approver