

# How to...

Create a Sessional Timetable Using the Sessional Pool

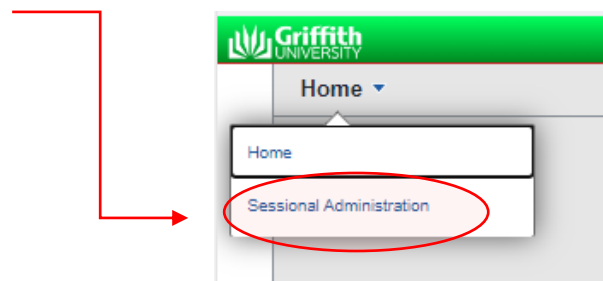
## Introduction

This guide will show you how to create a new sessional timetable using the sessional pool if you are a school manager or 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 non-configurable PeopleSoft feature to display text prompts in search fields.

The screenshot shows the 'Sessional Pool' search interface. On the left, there is a 'Prompts' sidebar with search criteria: Empl ID, First Name (containing 'Please enter Name'), Last Name, Dept ID, and HR Status. A 'Search' button is visible. The main area displays a blue banner with an information icon and the text 'No results found.'

- 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

This screenshot shows the same search interface as the previous one, but with the 'Search' button highlighted by a red circle. A red arrow points from this 'Search' button back to the 'Search' button in the previous screenshot, indicating the action to be taken.

- 3 Your search results will appear. You can filter the results further using the fields on the left-hand side.

The screenshot shows the search results for the Sessional Pool. The 'Search' button in the sidebar is highlighted with a red circle. The main area displays a table with the following columns: Empl ID, Empl Record, First Name, Last Name, Dept ID, HR Status, New Appointment, and New Timetable. The table contains 10 rows of data.

Empl ID	Empl Record	First Name	Last Name	Dept ID	HR Status	New Appointment	New Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	1			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Inactive	New Appointment	
	3			CMS	Active		Create Timetable
	2			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	2			CMS	Active		Create Timetable
	0			CMS	Inactive	New Appointment	

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 the [How to Create a New Appointment Using the Sessional Pool](#) user guide.

The screenshot shows the 'Sessional Pool' interface. On the left is a filter sidebar with fields for Empl ID, First Name, Last Name, Dept ID (set to CMS), and HR Status. The main area is a table with columns: Empl ID, Empl Record, First Name, Last Name, Dept ID, HR Status, New Appointment, and New Timetable. The table contains 10 rows of data. Red circles highlight the 'Create Timetable' link in the 'New Timetable' column for the first row (marked with a '4') and the 'New Appointment' link in the 'New Appointment' column for the fourth row (marked with a '5').

Empl ID	Empl Record	First Name	Last Name	Dept ID	HR Status	New Appointment	New Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	1			CMS	Active		Create Timetable
	0			CMS	Active	New Appointment	Create Timetable
	0			CMS	Inactive		
	3			CMS	Active		Create Timetable
	2			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	0			CMS	Active		Create Timetable
	2			CMS	Active		Create Timetable
	0			CMS	Inactive	New Appointment	

## 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**.

The screenshot shows the 'Sessional Timetable' form. It has two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below are three input fields: '\*Empl ID' (with a search icon), 'Empl Record' (with a search icon and the value '0'), and '\*Trimester' (with a search icon). At the bottom, there is a blue 'Add' button circled in red. A red arrow points from the text 'click Add.' to this button. Below the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

2 The sessional staff timetable page will appear.

Employee Name: [Redacted]  
Employee ID: [Redacted] PHD/ICC:  Rates  
Trimester: 3241 Trimester 1 2024

Course Details 3 of 8

\*Course Code:   Approval Status: Data Saved   
\*Convenor:    
\*Final approver:  [Select a different final approver](#)  
\*Schedule Start Date: 03/05/2024   
\*Number of Weeks:

**Course Costing**

\*Speedtype Key:    
\*Class:    
\*Account: 2150

Working with the timetable

Select All Days  Deselect All

**Course Timetable**

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?		
1	<input type="checkbox"/>							0.000		Needs Approval	<input type="button" value="📄"/>	<input type="button" value="+"/> <input type="button" value="-"/>

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

Employee Name: [Redacted]  
Employee ID: [Redacted] Employment Rcd: 4  
Trimester: 3238 Trimester 3 2023

Course Details

\*Course Code:   Q  
\*Convenor:    
\*Final approver:

4 Select the applicable record from the results displayed.

**Look Up Course Code**

Course Code:     
Description:

Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100

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

- 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.

Course Details

\*Course Code: [Redacted]

\*Convenor: [Redacted]

\*Final approver: [Redacted] [Head and Dean](#)

\*Schedule Start Date: 27/05/2024

\*Number of Weeks: [Empty]

Create Timetable

Select a different final approver

- 6 Select the **Alternate Approver**.

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
<input type="button" value="Select"/>	[Redacted]	Head of School	Sch of Govt and Int Relations	Business School
<input type="button" value="Select"/>	[Redacted]	Deputy Head of Department	Dept Empl Rel & Human Resource	Business School
<input type="button" value="Select"/>	[Redacted]	Deputy Head of Department	Dept Bus Strategy & Innovation	Business School
<input type="button" value="Select"/>	[Redacted]	Deputy Head of School	Sch of Govt and Int Relations	Business School
<input type="button" value="Select"/>	[Redacted]	Deputy Head of Department	Dept Tour, Sport and Hotel Mgt	Business School
<input type="button" value="Select"/>	[Redacted]	Deputy Head of Department	Department of Marketing	Business School
<input type="button" value="Select"/>	[Redacted]	Deputy Head of Department	Dept Accounting Fin and Econs	Business School
<input type="button" value="Select"/>	[Redacted]	School Manager	Group Services	Business School
<input type="button" value="Select"/>	[Redacted]	Deputy Dean (Learn & Teach)	GBS Dean (Learn & Teach)	Business School
<input type="button" value="Select"/>	[Redacted]	Director	Griffith Asia Institute	Business School
<input type="button" value="Select"/>	[Redacted]	Director/Professor	GU Centre for Systems Innovat	Business School
<input type="button" value="Select"/>	[Redacted]	Director	Ctr Governance & Public Policy	Business School

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

Course Details

\*Course Code: [Redacted]

\*Convenor: [Redacted]

\*Final approver: [Redacted] [Deputy Head \(Learn & Teaching\)](#)

\*Schedule Start Date: 27/05/2024

\*Number of Weeks: [Empty]

Create Timetable

- 8 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: [Redacted]

\*Convenor: [Redacted]

\*Final approver: [Redacted] [Deputy Head \(Learn & Teaching\)](#)

\*Schedule Start Date: 27/05/2024

\*Number of Weeks: 6

Calendar

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	

Working with the timetable

Select All Days  Deselect All

- 9 Click **Create Timetable**.

Course Details

\*Course Code: [Redacted]

\*Convenor: [Redacted]

\*Final approver: [Redacted] [Deputy Head \(Learn & Teaching\)](#)

\*Schedule Start Date: 27/05/2024

\*Number of Weeks: 6

Create Timetable

- 10 A blank timetable will appear at the bottom.

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	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval		+	-
2	Tuesday	28/05/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval		+	-
3	Wednesday	29/05/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval		+	-
4	Thursday	30/05/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval		+	-
5	Friday	31/05/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval		+	-
6	Saturday	01/06/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval		+	-
7	Sunday	02/06/2024	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval		+	-

Validate and Save Submit

## 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.

Course Costing

\*Speedtype Key

\*Class

\*Account 2150

- 2 Select the applicable record from the results displayed.

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
2012990	BU GUM DEETYA,Atas 96
2013450	AA Equity Dis. Support Fund

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

Course Costing

\*Speedtype Key 2016850

\*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 5: 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

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	<input type="checkbox"/> Monday	27/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Tuesday	28/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Wednesday	29/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

- 3 Enter the time **In** and time **Out** using 24-hour time. For Marking, enter in the total **Marking Hours**, rather than In and Out time.

Working with the timetable

Select All Days  Deselect All

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	<input type="checkbox"/> Monday	27/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Tuesday	28/05/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Wednesday	29/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

- 4 Repeat steps 5.1 to 5.3 for each day of the week. If you need multiple TRCs for a single day, you can add another row by clicking the **+** button.

Working with the timetable

Select All Days  Deselect All

Show Only Days with TRC

Course Timetable

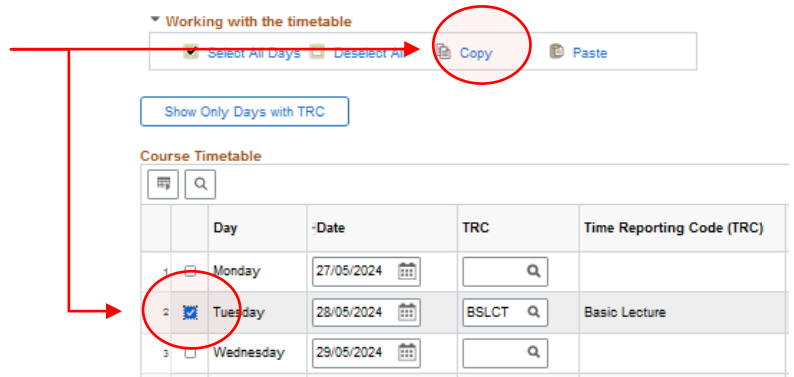
	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	<input type="checkbox"/> Monday	27/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Tuesday	28/05/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Wednesday	29/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**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 6). A message will pop-up notifying you of any adjustments when you complete Step 6.

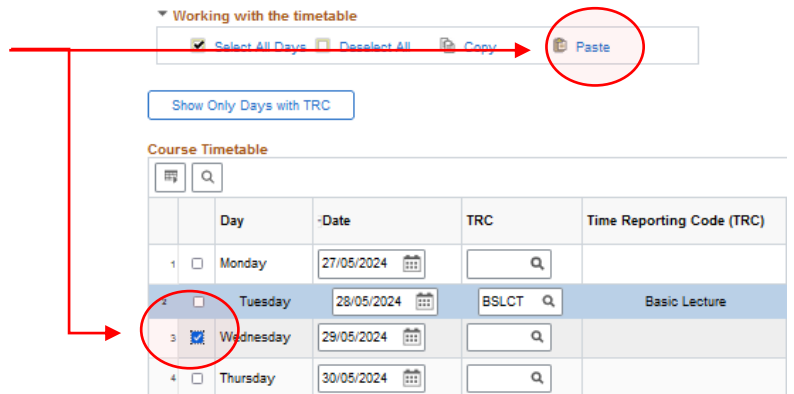
Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions	Loaded to Timesheet?			
1	<input type="checkbox"/> Monday	27/05/2024	<input type="text" value="Q"/>		<input type="text" value="Q"/>	<input type="text"/>	<input type="text"/>	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/> Tuesday	28/05/2024	BSLCT	Basic Lecture	MG	13:00:00	13:59:59	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/> Tuesday	28/05/2024	BSLCT	Basic Lecture	MG	14:00:00	15:00:00	0.000		Needs Approval	<input type="button" value="Q"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

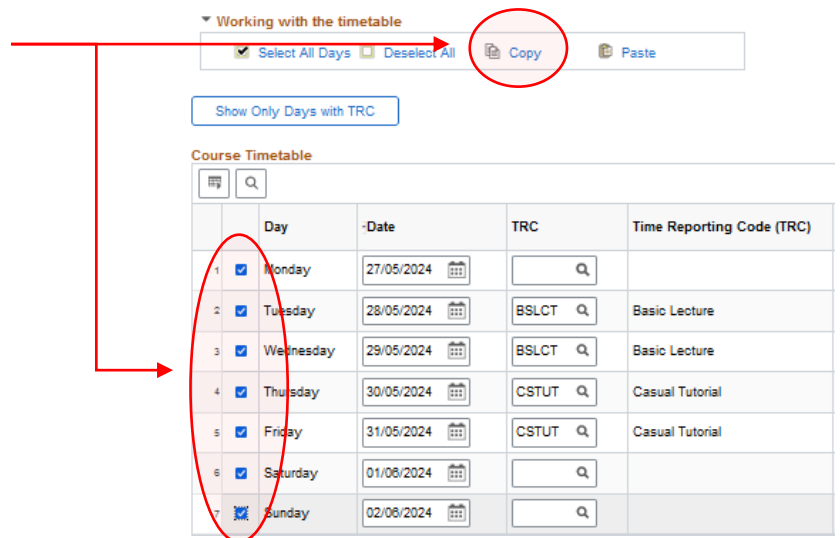
- 5 To copy a row, select the checkbox next to the row you would like to copy and click **Copy**.



- 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.





- 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**.

Working with the timetable

Select All Days  Deselect All

Course Timetable

	Day	-Date	TRC	Time Reporting Code (TRC)
1	<input checked="" type="checkbox"/> Monday	27/05/2024	<input type="text"/>	
2	<input checked="" type="checkbox"/> Tuesday	28/05/2024	BSLCT	Basic Lecture
3	<input checked="" type="checkbox"/> Wednesday	29/05/2024	BSLCT	Basic Lecture
4	<input checked="" type="checkbox"/> Thursday	30/05/2024	CSTUT	Casual Tutorial
5	<input checked="" type="checkbox"/> Friday	31/05/2024	CSTUT	Casual Tutorial
6	<input checked="" type="checkbox"/> Saturday	01/06/2024	<input type="text"/>	
7	<input checked="" type="checkbox"/> Sunday	02/06/2024	<input type="text"/>	
8	<input checked="" type="checkbox"/> Monday	03/06/2024	<input type="text"/>	
9	<input checked="" type="checkbox"/> Tuesday	04/06/2024	<input type="text"/>	
10	<input checked="" type="checkbox"/> Wednesday	05/06/2024	<input type="text"/>	
11	<input checked="" type="checkbox"/> Thursday	06/06/2024	<input type="text"/>	

- 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.

Course Timetable

	Day	-Date	TRC	Time Reporting Code (TRC)	Campus	In	Out
1	<input type="checkbox"/> Monday	27/05/2024	<input type="text"/>		<input type="text"/>		
2	<input type="checkbox"/> Tuesday	28/05/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00
3	<input type="checkbox"/> Wednesday	29/05/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00
4	<input type="checkbox"/> Thursday	30/05/2024	CSTUT	Casual Tutorial	MG	09:00:00	10:00:00
5	<input type="checkbox"/> Friday	31/05/2024	CSTUT	Casual Tutorial	MG	09:00:00	10:00:00
6	<input type="checkbox"/> Saturday	01/06/2024	<input type="text"/>		<input type="text"/>		
7	<input type="checkbox"/> Sunday	02/06/2024	<input type="text"/>		<input type="text"/>		
8	<input type="checkbox"/> Monday	03/06/2024	<input type="text"/>		<input type="text"/>		
9	<input type="checkbox"/> Tuesday	04/06/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00
10	<input type="checkbox"/> Wednesday	05/06/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00
11	<input type="checkbox"/> Thursday	06/06/2024	CSTUT	Casual Tutorial	MG	09:00:00	10:00:00
12	<input type="checkbox"/> Friday	07/06/2024	CSTUT	Casual Tutorial	MG	09:00:00	10:00:00
13	<input type="checkbox"/> Saturday	08/06/2024	<input type="text"/>		<input type="text"/>		
14	<input type="checkbox"/> Sunday	09/06/2024	<input type="text"/>		<input type="text"/>		
15	<input type="checkbox"/> Monday	10/06/2024	<input type="text"/>		<input type="text"/>		
16	<input type="checkbox"/> Tuesday	11/06/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00
17	<input type="checkbox"/> Wednesday	12/06/2024	BSLCT	Basic Lecture	MG	13:00:00	14:00:00
18	<input type="checkbox"/> Thursday	13/06/2024	CSTUT	Casual Tutorial	MG	09:00:00	10:00:00
19	<input type="checkbox"/> Friday	14/06/2024	CSTUT	Casual Tutorial	MG	09:00:00	10:00:00
20	<input type="checkbox"/> Saturday	15/06/2024	<input type="text"/>		<input type="text"/>		
21	<input type="checkbox"/> Sunday	16/06/2024	<input type="text"/>		<input type="text"/>		

Working with the timetable

Select All Days  Deselect All

Course Timetable

	Day	-Date	TRC	Time Reporting Code (TRC)	Campus
1	<input type="checkbox"/> Monday	27/05/2024	<input type="text"/>		<input type="text"/>

Working with the timetable

Select All Days  Deselect All

Course Timetable

	Day	-Date	TRC	Time Reporting Code (TRC)	Campus
1	<input type="checkbox"/> Tuesday	28/05/2024	BSLCT	Basic Lecture	MG

## 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**.

84  Friday 02/02/2024 CSTUT Casual Tutorial

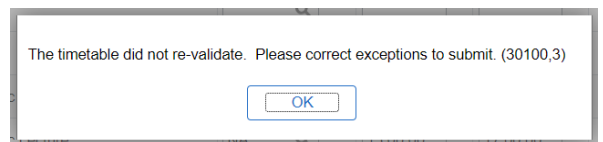
**Validate and Save** Submit

**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 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.



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

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

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	3241	1399EDN	CSTUT	Casual Tutorial	09:00:00	10:00:00	0.000	MG	Needs Approval	Data Saved
2	Same	Different	3241	7750EDN	CSTUT	Casual Tutorial	09:00:00	10:00:00	0.000	GC	Approved, Pending Load	Approved

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

84  Friday 02/02/2024 CSTUT Casual Tutorial

Validate and Save Submit

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

Employee Name: [Redacted]  
Employee ID: [Redacted] Employment Rod: 2 PHD/CC:  Rates  
Trimester: 3241 Trimester 1 2024

Course Details [Redacted]

Course Code: [Redacted]  
Convenor: [Redacted]  
\*Final approver: [Redacted]

Approval Status: In Approval Process  
Final approver