Griffith UNIVERSITY
Queensland, Australia

How to…
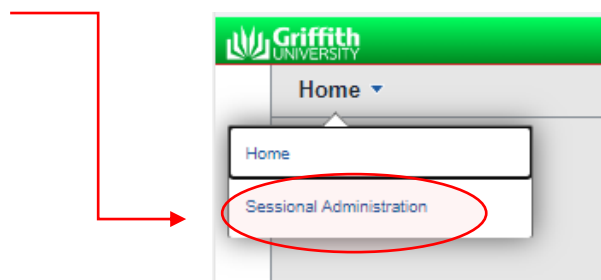*View & Amend a Sessional Timetable*

Introduction

This guide will show you how to view and amend a sessional timetable for existing active sessional staff if you are a school manager or administrator.
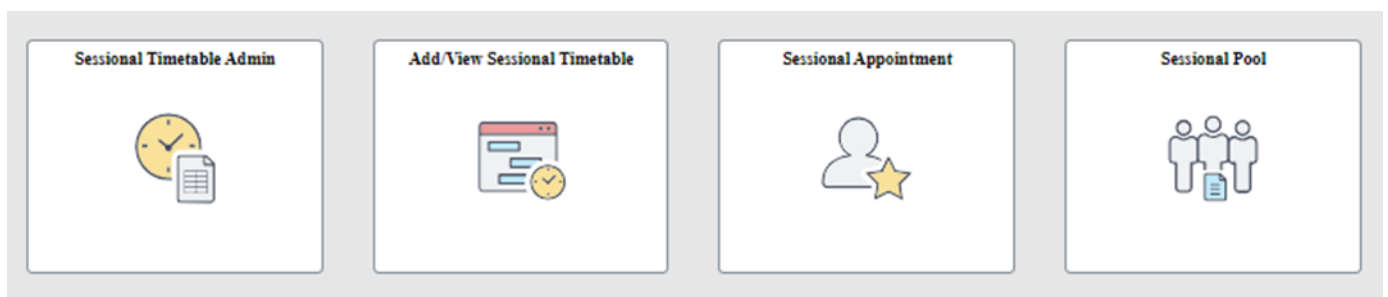
Step 1: Navigate to the Sessional Administration homepage.

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

1 Select the **Sessional Administration** homepage.

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Home ▾

Home

Sessional Administration

2 The **Sessional Administration tiles** will appear.

Sessional Timetable Admin

Add/View Sessional Timetable

Sessional Appointment

Sessional Pool

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

Add/View Sessional Timetable
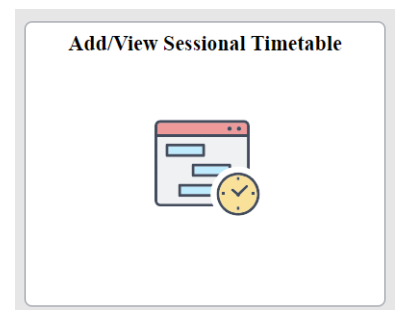
Step 2: View a timetable

1 To view existing timetables, click on the **Find an Existing Value** tab.

Sessional Timetable

Enter any information you have and click Search. Leave fields blank for a list of all values.

| **Find an Existing Value** | Add a New Value |

▼ Search Criteria

2 Enter any information you have for the following **Search Criteria** to search for their record (fields are case-sensitive):
- Employee ID
- Employee Record
- Trimester
- Last Name
- First Name

▼ Search Criteria

Empl ID	begins with ▾	[ ] 🔍
Empl Record	= ▾	[ ] 🔍
Trimester	begins with ▾	[ ] 🔍
Last Name	begins with ▾	[ ]
First Name	begins with ▾	[ ]

☐ Include History

3 Click **Search.**

Search | Clear | Basic Search | 🔲 Save Search Criteria

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

Search Results

| View All | | ◄◄ ◄ 1-41 of 41 ▾ ► ►► |

Empl ID	Empl Record	Trimester	Last Name	First Name
	3	3238		
	0	3238		
	2	3238		
	4	3238		
	0	3238		
	1	3238		
	1	3238		
	3	3238		
	0	3238		

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

If you wish to add a new timetable, click the **+** button. A new blank table will appear. Steps on how to populate the new timetable are detailed in the **How to Create a Sessional Timetable** user guide.

Employee Name:				
Employee ID:		Employment Rcd:	1	PHD/CC: ☐ Rates
Trimester:	3238	Trimester 3 2023		

Course Details		🔍	◄ 1 of 2 ▾ ► ►►

*Course Code:			
*Convenor:		Approval Status:	Approved
*Final approver:			[+]
*Schedule Start Date:			
*Number of Weeks:			

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

Step 3: Amend a timetable

1 You can make amendments to the timetable if it is in one of the following **Approval Statuses:**

- Data saved
- Approved
- Denied.

Additionally, the individual timetable items must have a **Loaded to Timesheet?** status of:

- Needs Approval, or
- Approved, Pending Load.

Individual timetable items with a status of "Loaded to Timesheet" cannot be amended as the data has already been loaded into the timesheet for sessional review and approval.
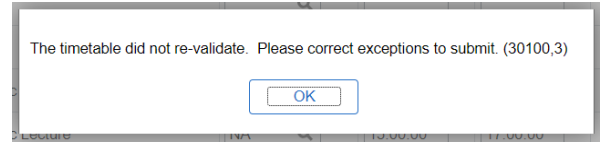

2 Amend the timetable as required and click **Validate and Save**.

3 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]

Day	*Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions
Saturday	11/11/2023						0.000	
Sunday	12/11/2023						0.000	
Monday	13/11/2023	BSLCT	Basic Lecture	NA	09:00:00	11:00:00	0.000	
Tuesday	14/11/2023	BSLCT	Basic Lecture	NA	15:00:00	17:00:00	0.000	
Wednesday	15/11/2023	CSTUT	Casual Tutorial	NA	09:00:00	10:00:00	0.000	
Thursday	16/11/2023	CSTUT	Casual Tutorial	NA	11:00:00	12:00:00	0.000	Time overlap in course 1003CCJ.
Friday	17/11/2023	CSTUT	Casual Tutorial	NA	14:00:00	15:00:00	0.000	Time overlap in course 1003CCJ.
Saturday	18/11/2023						0.000	

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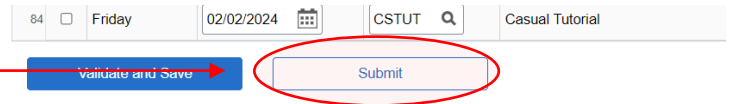
5 The timetable will be routed to the Final Approver. This is reflected in the **Approval Status**.

Employee Name:
Employee ID: Employment Rcd: 2   PHD/CC: ☐   Rates
Trimester: 3238   Trimester 3 2023

Course Details   1 of 1

Course Code:
Convenor:
*Final approver:
Schedule Start Date:
Number of Weeks:

Approval Status: In Approval Process
                   Sessional employee

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