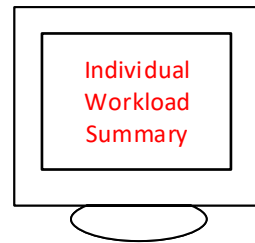


Add a Work Item to a Sessional Academic

Navigate to appropriate screen



Type the Sessional's name in the Recent/Search box & click on their name from the results



Detail tab



Add a Work Item (when multiple Work Fors are on the screen, scroll to the bottom to see Add a Work Item)



Input Data



Enter information into mandatory fields



Save

Key Factors to know when Entering Information

- All mandatory fields have additional onscreen help
- Paid from account: GL codes relevant to your school are defaulted on this page. You can override these fields but you must know exactly what you are overriding to.
- Position Number: most schools only have a single position unique number but where this is not the case other options will be appropriately labelled to assist if you need to use something other than the default.
- The Start Date and End Date are for the duration of the Work Item.
- A Per Student Method will calculate the Time (hrs) with the Actual Students (if known, otherwise the Predicted Students figure will be used).
- A Fixed Method will not calculate the Time (hrs) so you will need to do some manual calculation of the time that is required and then allocate that here.
- Whilst it is not a mandatory field, it is always a good idea to put information pertaining to the Work Item into the Details Field as it can be accessed elsewhere in AWM and it can be used to help you calculate the appropriate time for Time (hrs).
- Adding a Work Item does not issue a contract. The next step in the issuing a contract process is approval (via AWM).