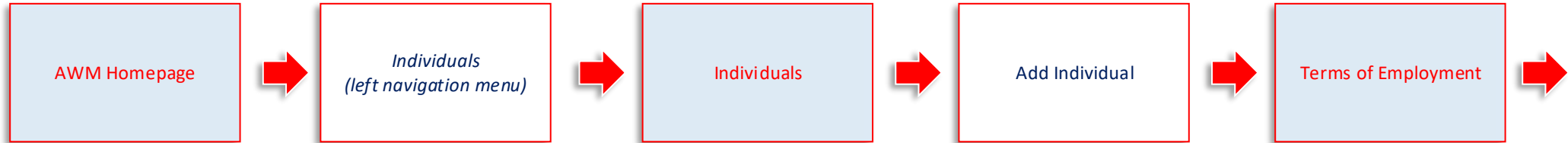


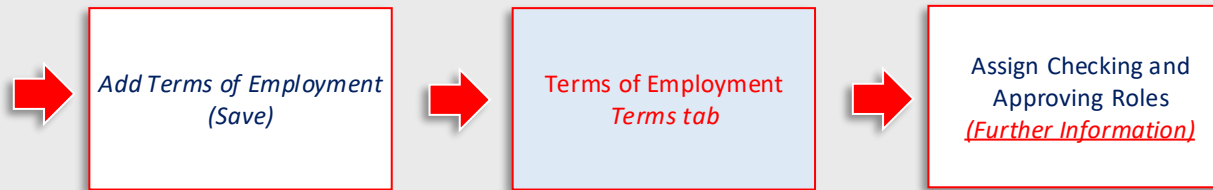


Set Workload Planning Roles for Non-Sessional

Navigate to Terms of Employment page



Input Data



Key Points to know when Entering Information

- Terms of Employment need to be set for any non-sessional staff member before work can be allocated to them.
- Planning Roles need to be set after Terms of Employment.
- Planning Roles allow the Workload to progress through the planning stages.
- The Planner defaults to the person who created the Terms of Employment. It can be updated to an additional planner if need be.
- The Accepting role defaults to the person the Workload is for.