

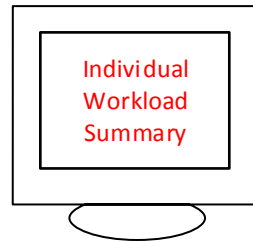


## Waiting to Offer Sessional Contract

Navigate to appropriate page



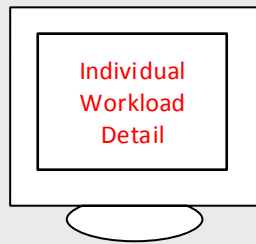
*Use the Recent/  
Search to find the  
Sessional*



*Click on Detail tab*



Input Data



*Tick all boxes in the  
table beside the  
Work For*



*Click on the Action  
Selected drop down  
menu & choose  
Approve*



*Approve work item(s)  
comment box – type  
comment and click  
submit*

### Key Points to know when Entering Information

- Work Items must be in the Approval phase to be able to move them to the Waiting to Offer stage (ie holding a Sessional contract).
- When Approving a comment box will appear on screen giving you the opportunity to leave a comment. It is always a good idea to make a comment as it provides a history trail.
- Only the Checker is able to move work items to the Waiting to Offer stage.