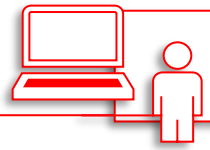
Add the first Work Item to a Sessional Academic



Navigate to appropriate screen

AWM Homepage → *Offerings (left navigation menu)* → Offerings → Use the Filter to find the correct Offering → Offerings (offering code and all relevant information pertaining to the offering will be shown)

Input Data

Add a Work Item → Load – Search Sessional Academic → Search for Sessional Academic Staff (use filters to find relevant person) → Enter information into mandatory fields *(Further Information)* → Save

Key Factors to know when Entering Information

- The first Work Item allocated to a Sessional Academic can only be allocated via the relevant Offering.
- 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.
- 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 figur e 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).