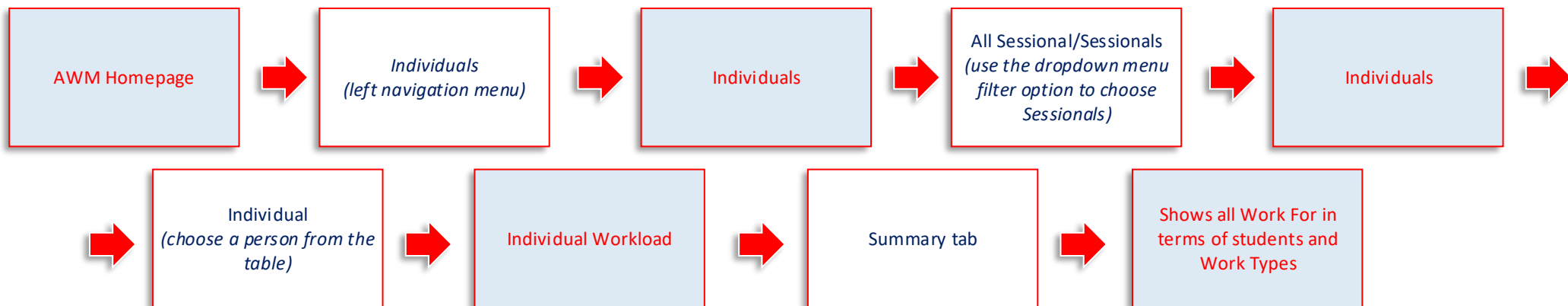




## View a Summary of all Work Items allocated to a Sessional Academic

Navigate to Work Item page



### Key Factors to know

- The Summary tab in the Individual Workload screen allows you to view all Work Fors allocated to the individual.
- The table on the Summary tab shows a breakdown of the Work for in terms of students and hours allocated to Work Types.
- You can add a Work Item from this screen.
- To see a particular Work For in more detail, click on Detail at the end of the table.
- The Detail tab will show you all Work Fors in more detail.