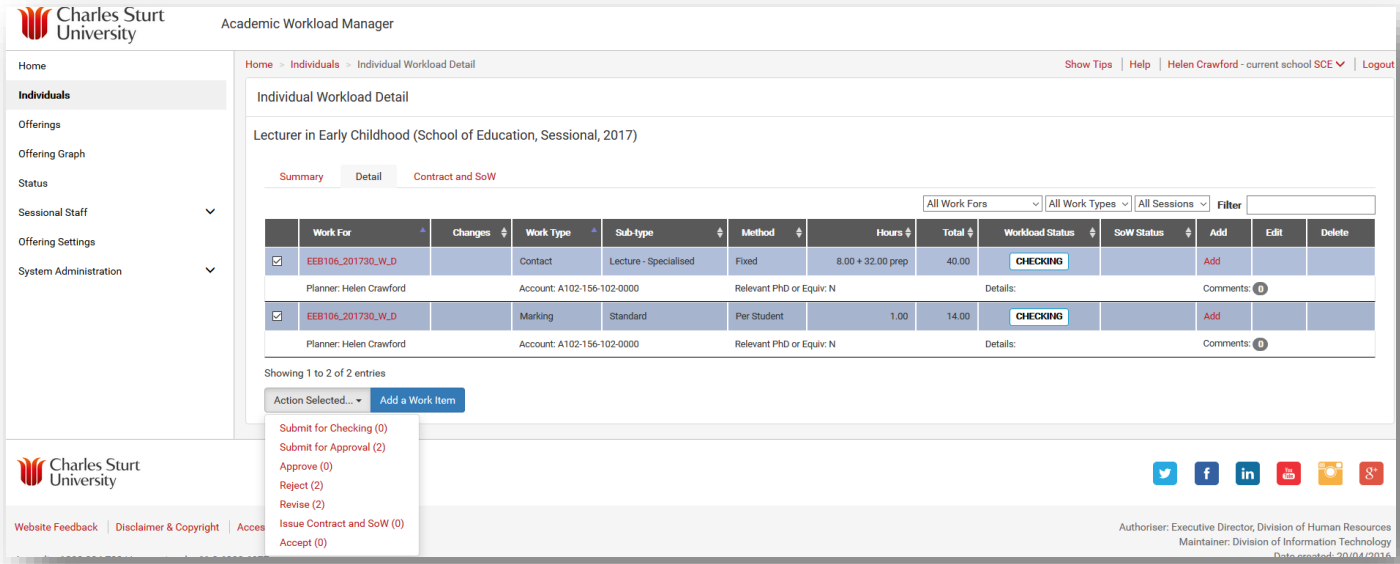
MOVE PLANNED SESSIONAL WORK TO THE NEXT STAGE

Individual Workload Detail



- Please ensure that all stage approvals have been allocated before moving work from the Planning stage.
- It is advised to finish inputting all Work Items for a Sessional before moving to the next stage.
- To be able to move work to the next stage you must have the correct approval (e.g. Planner).
- You can only move between stages from the Individual Workload Detail screen.
- Tick the box beside all the work you want to progress.
- When moving from the Planning to Checking stage: choose the *Submit for Checking* option in the Action Selected menu.
- When moving from Checking to Approving: choose the *Submit for Approval* option in the Action Selected menu.
- When moving from Approving to Waiting to Offer: choose *Approve* from the Action Selected menu. The person that does this cannot be the same person for all of the above steps. Please note, the contract will not be released as soon as the work is approved. When you are happy that all the foreseeable work that you want to offer to the Sessional has been allocated and approved, you can use the same process to Issue Contract & SOW (Schedule of Work).

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Number for Charles Sturt University is 00005F. **ABN: 83 878 708 551**

- When moving from Waiting to Offer to Accepting: choose *Issue Contract and SoW* from the Action Selected menu. The person that does this cannot be the same person for all of the above steps.
- The dialogue box that appears on your screen is not a comment box for this step. Instead, it is an Issue Contract and SoW confirmation box.
- At this point you can preview a copy of the contract before it is sent to the Sessional.
- When moving from Accepting to Confirming: choose the Accept option in the Action Selected menu.
- When moving from Confirming to Agreed: this will happen automatically when the Sessional has accepted the work on offer (NB: At the moment the Faculty Operations teams are undertaking this work until the online acceptance feature is released).
- At all stages there is the option to Reject or Revise the Workload. Choosing either of these options will move the entire Workload back to the Planning stage.
- In the event that you wish to only move one Work For back to the Planning Stage, you would only tick the relevant Work For and then choose Reject or Revise from the Action Selected menu.
- At every stage a dialogue box will appear to give you the option of making a comment. It is advisable to add a comment in the box as it provides an information trail.
- After every movement a coloured information box will appear on your screen to inform you of what you have just done (e.g.: Workload Item [EEB106_201730_W_D: Contact: Lecture – Specialised] submitted for checking).