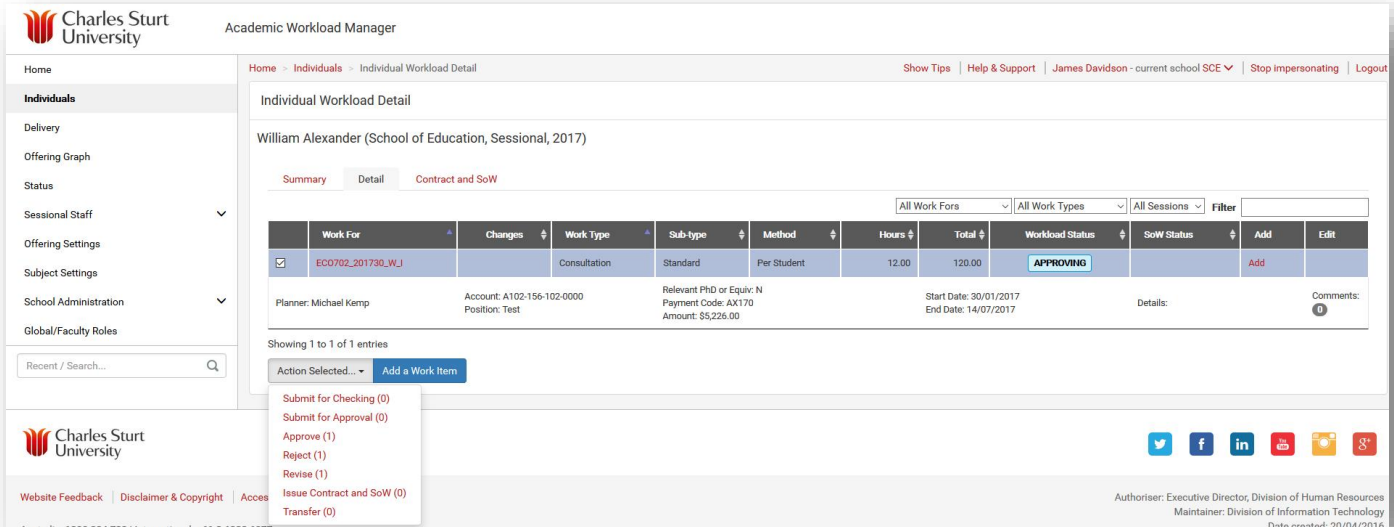


WAITING TO OFFER SESSIONAL CONTRACT



The screenshot shows the 'Individual Workload Detail' page for William Alexander (School of Education, Sessional, 2017). The 'Workload Status' is 'APPROVING'. A table below shows the workload details:

Work For	Changes	Work Type	Sub-type	Method	Hours	Total	Workload Status	SoW Status	Add	Edit
EC0702_201730_WJ		Consultation	Standard	Per Student	12.00	120.00	APPROVING		Add	

Additional details include: Planner: Michael Kemp, Account: A102-156-102-0000, Position: Test, Relevant PhD or Equiv: N, Payment Code: AX170, Amount: \$5,226.00, Start Date: 30/01/2017, End Date: 14/07/2017.

BACKGROUND

Some schools have multiple people planning Sessional work (eg, the subject coordinators in the school are responsible for resourcing their own subject offerings.) In this case, different people will be planning and submitting Sessional work for approval. One Sessional may end up with work planned by a number of academics, all of whom send them through for approval. The approver doesn't know how much work for that individual may still be coming, or if there is indeed more to come.

The Waiting to Offer stage ensures the Sessional does not get a separate offer/notification for each piece of work as they get approved. It allows time for all work to be planned and checked before the HoS has the final approval. This allows the Sessional to know their complete workload in one sighting and to make any necessary changes before a contract is issued.

WAITING TO OFFER

- Work items must be in the Approving phase to be able to be moved to the Waiting to Offer phase.
- Only the Checker is able to move the work items to the Waiting to Offer phase.
- The easiest way to find the Sessional who requires work items moved is to start to type the individuals name in the Recent/ Search box on the bottom of the left hand menu and then choose the name from the list provided.

Charles Sturt University Academic Workload Manager

Home - Status Show Tips | Help & Support | James Davidson - current school SCE | Stop impersonating | Logout

Status - School of Education

Non-Sessional Academics **Sessional Academics**

PLANNING 24 CHECKING 1 APPROVING 3 WAITING TO OFFER 3 ACCEPTING 9 CONFIRMING 0 AGREED 21

2017 | All Term Codes | All Disciplines | All Workloads | Filter

Person	Discipline	Planning	Checking	Approving	Waiting to offer	Accepting	Confirming	Agreed
Ackland, Janice		1	0	1	0	0	0	0
Adams, Janey		2	0	0	0	0	0	1
Addinsall, Marion		0	0	0	0	0	0	1
Adjouu, Randy		0	0	0	2	0	0	0
Alexander, William		0	0	1	0	0	0	0
Astrup, Michelle		0	0	0	0	2	0	0
Avnell, Cody		1	0	0	0	0	0	2
Balachandra, Thakshi		1	0	0	0	0	0	0
Ball, Jake		2	0	0	0	1	0	0
Bent, Smith		1	0	0	0	0	0	1
btest, Iatha		0	0	0	0	0	0	0
Crawford, Bruce		0	1	0	0	1	0	1
Dolittle, Fran		1	0	0	0	2	0	2

STATUS

- The Status screen shows the number of Sessional Academics in the Waiting to Offer phase at a quick glance.
- This screen shows the Sessional and the number of work items that individual has in the Waiting to Offer phase.