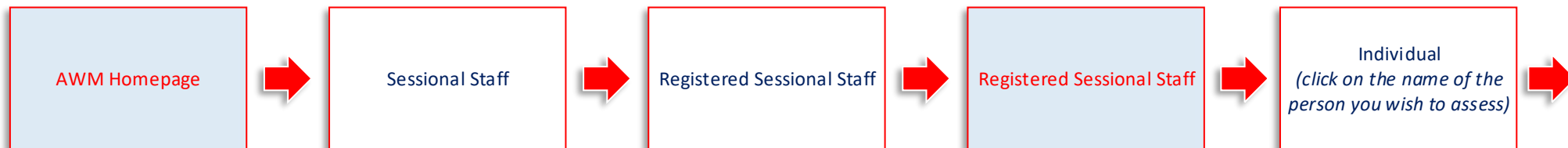


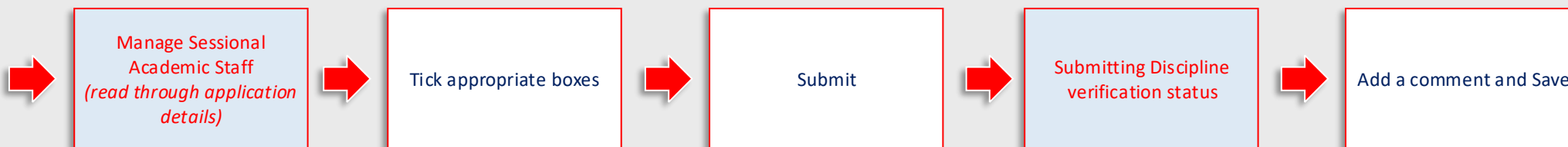


## Approving Sessional Staff in Academic Workload Manager

Navigate to Work Item page



Input Data



### Key Factors to know

- Use the Registered Sessional Staff screen to view all sessional staff who have registered to work in disciplines belonging to your school.
- Discipline leads can click the name of an individual to view further details and assess their suitability to work within disciplines they have registered for.
- There are three options in the Discipline verification status: approve with PhD, approve without PhD or reject the candidate.
- Once Registered staff have been approved their name will appear in the table on the Approved Sessional Staff screen and their status on the Registered Sessional Staff screen will be approved.
- Approved Sessional Staff will be available for work items to be allocated to them.