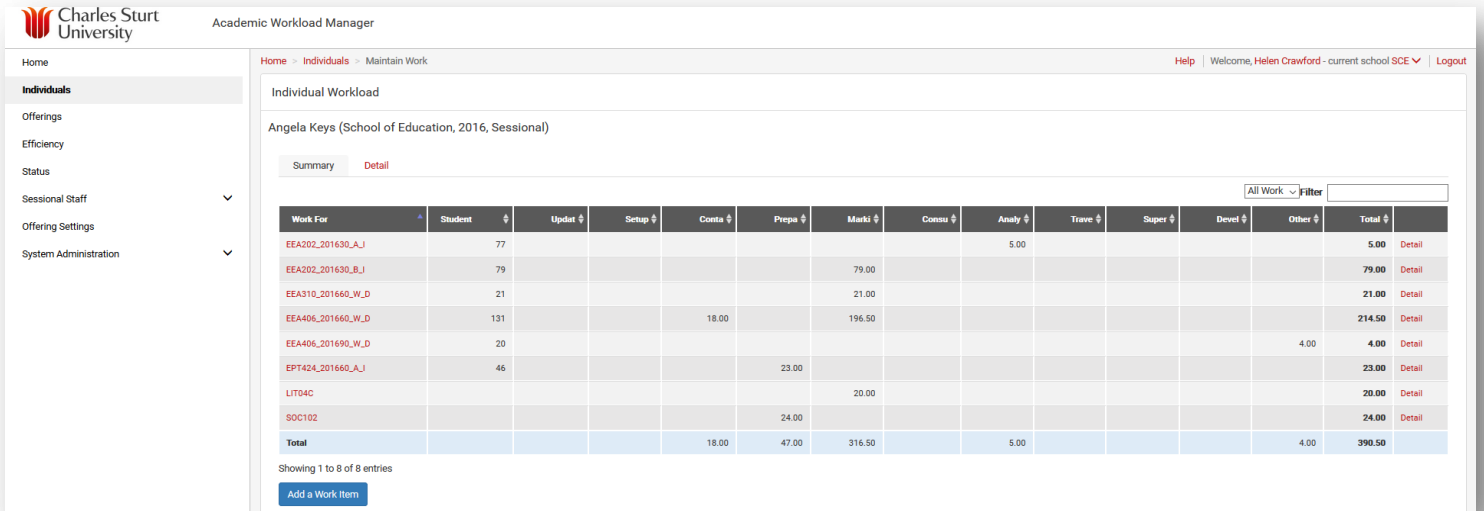


VIEW A SUMMARY OF ALL WORK ITEMS ALLOCATED TO A SESSIONAL ACADEMIC

View Work Item Summary



The screenshot shows the 'Academic Workload Manager' interface. The user is logged in as Helen Crawford. The main content area displays the 'Individual Workload' for 'Angela Keys (School of Education, 2016, Sessional)'. The 'Summary' tab is active, showing a table of work items. The table has columns for Work For, Student, Update, Setup, Conta, Prepa, Marki, Consu, Analy, Trave, Super, Devel, Other, and Total. A 'Total' row at the bottom shows a total of 390.50 hours. A 'Detail' link is provided for each row. Below the table, there is a 'Showing 1 to 8 of 8 entries' message and an 'Add a Work Item' button.

Work For	Student	Update	Setup	Conta	Prepa	Marki	Consu	Analy	Trave	Super	Devel	Other	Total	Detail
EEA202_201630_A_I	77							5.00					5.00	Detail
EEA202_201630_B_I	79					79.00							79.00	Detail
EEA310_201660_W_D	21					21.00							21.00	Detail
EEA406_201660_W_D	131			18.00		196.50							214.50	Detail
EEA406_201690_W_D	20											4.00	4.00	Detail
EPT424_201660_A_I	46				23.00								23.00	Detail
LIT04C						20.00							20.00	Detail
SOC102					24.00								24.00	Detail
Total				18.00	47.00	316.50		5.00				4.00	390.50	

- 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.
- The Detail link at the end of the table is relevant to the Work For in the same row. If you click on the Detail link the screen will move to a detail tab for that particular Work For. It will show you any changes that may have been made; the Work Type; Sub-type; Method; allocated hours; the status; if the person has a relevant PhD or Equivalent; the GL account; comments and any details that were mentioned when setting up the Work Item.
- The Detail tab next to the Summary tab will show you all of the above mentioned information for all the Work Fors for the chosen Sessional Academic.
- Please note, you can only action work items (i.e. send for approval) from the Detail screen.