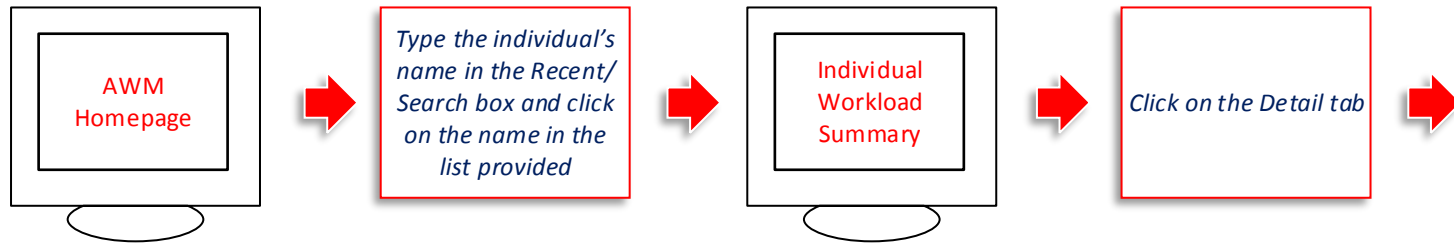
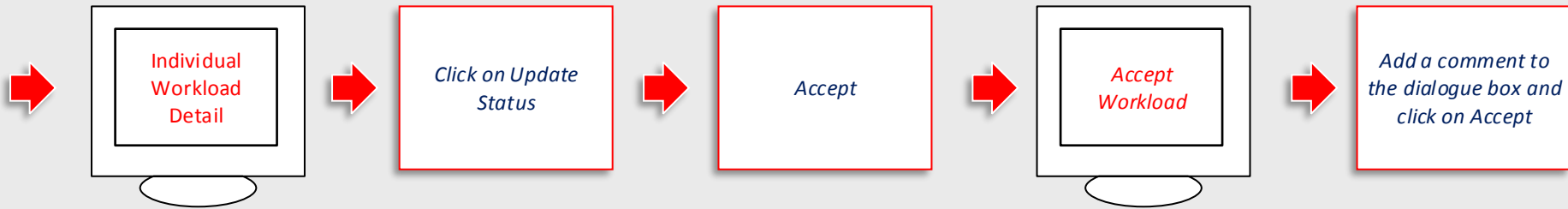


 **Approve a Non-Sessional Workload**

Navigate to appropriate screen



Input Data



**Key Factors to know when Entering Information**

- To be able to approve a Non-Sessional Workload you must have the correct approval (eg Head of School or equivalent).
- When approving a workload, the Update Status options are Accept or Reject.
- Choosing to Reject a workload will move it back to the Planning stage.
- After accepting the workload, a dialogue box will appear giving you the opportunity to leave a comment. It is always a good idea to make a comment as it provides a history trail.
- In the event that a Workload is Rejected, it is mandatory that a comment be made in the dialogue box.