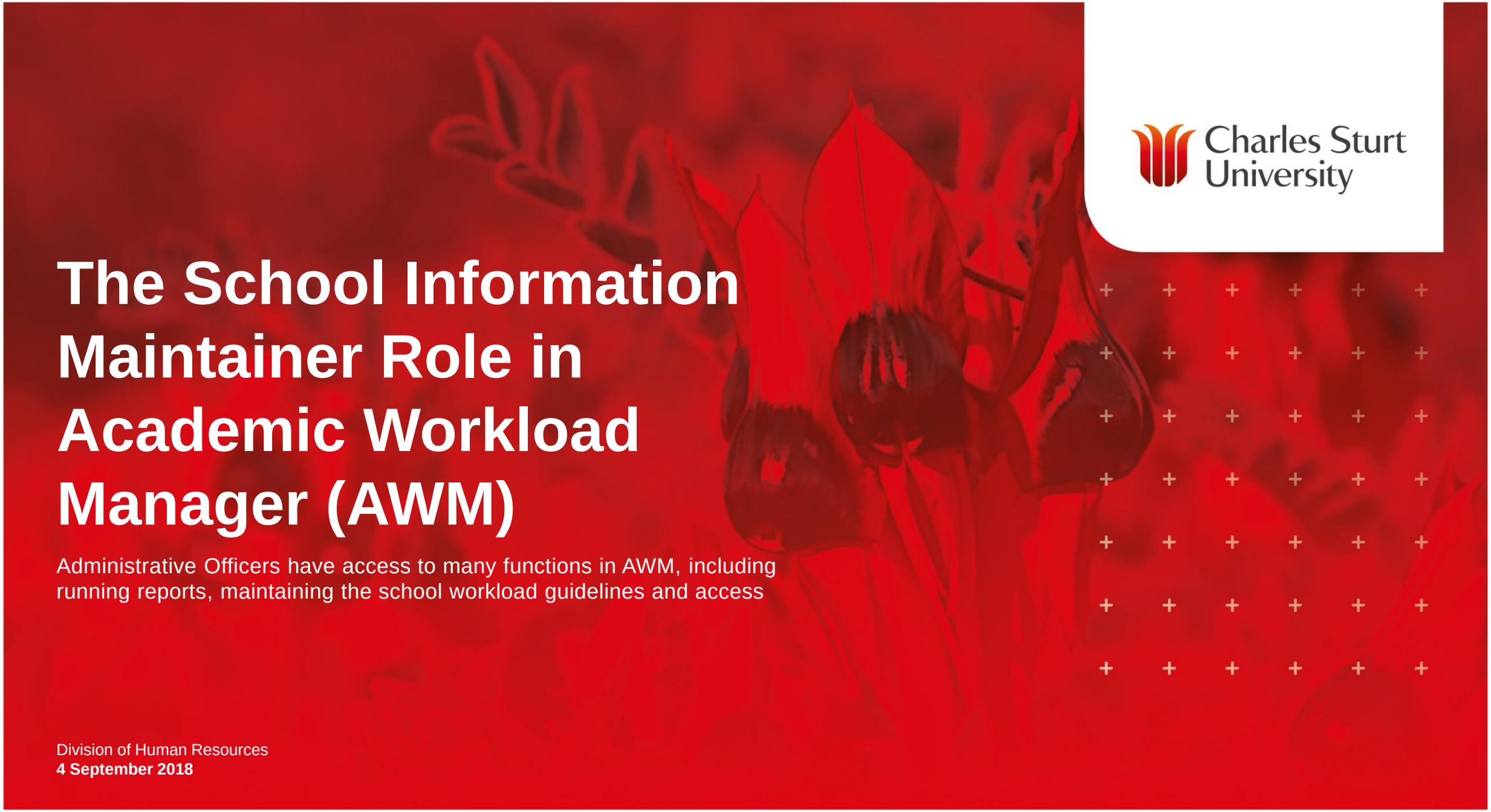


The School Information Maintainer Role in Academic Workload Manager (AWM)

Administrative Officers have access to many functions in AWM, including running reports, maintaining the school workload guidelines and access

Division of Human Resources
4 September 2018

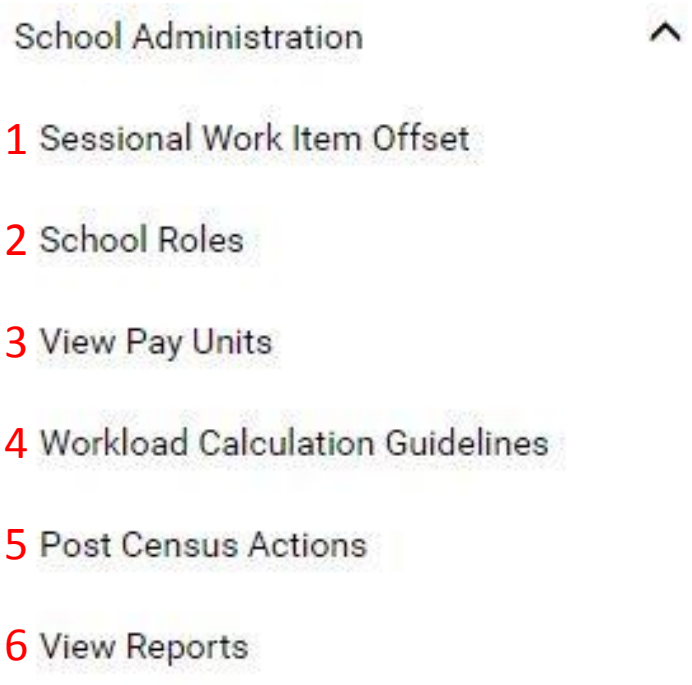
What you will learn about today

- School administration menu
  - The functions available in this menu
- Reports
  - Summary of the six reports in AWM
  - How to run and read them
- Offering and subject settings
  - Impact on the screens and reports in AWM if these are not set up
- Status page
  - Understanding this screen to know where workloads are up to
- New employees
  - Setting up terms of employment for non-sessional employees

School Administration Menu

A number of functions are available for Administrative Officers under this menu in AWM

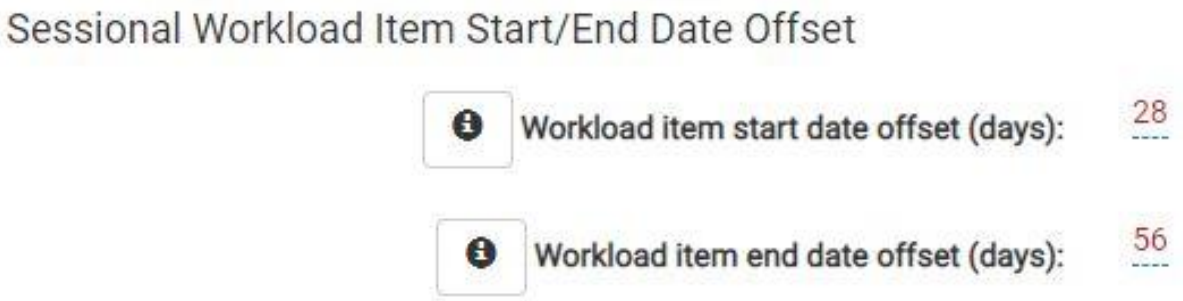
What is in the menu



1. Number of days before and after a session to offset a sessional contract by
2. Maintain access to the planning roles within the school, including who can approve registrations
3. Identifies the pay code based on the work type selected for sessional staff
4. Workload guidelines for the school, which are quickly accessible when planning work
5. Enables workload planners to adjust “per student” work items post census for sessional staff
6. Access the various reports previously covered

Sessional work item offset

The default dates that appear for work items of sessional staff use these to provide some lead/tail time for the contract.



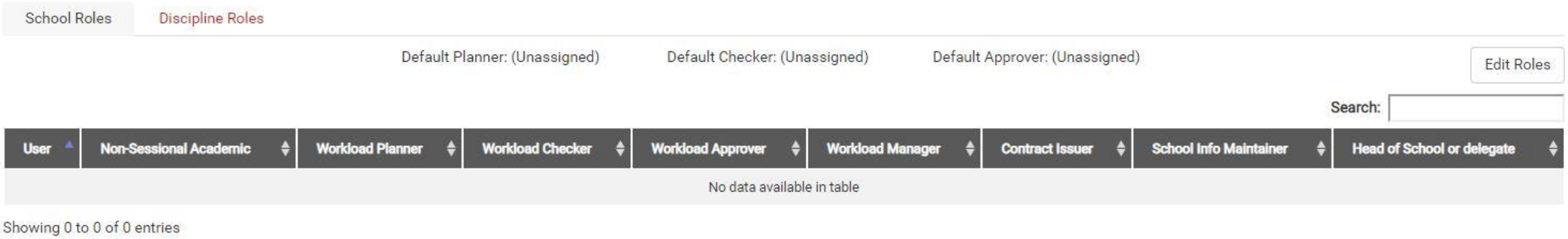
Example - For 201860
(9 July 2018 to 26 October 2018)

Click on the red number and the field will become active for you to change.

Some reasons to change:

- Lead time to ensure early access to CSU systems
- Time beyond end of session to ensure continued access to CSU systems to submit marks/timesheets or pending a revised contract
- Marking exams in the following session

School roles



Non-Sessional Academic access is given by default when a workload is created. The other roles are administered by the *School Info Maintainer*.

To grant or remove access, click on the *Edit Roles* button. You can then add a new person, or remove the access of an existing person.

Guides:

- AWM Role Permissions: details what each role can do
- School Administration – School Roles: instructions on how to grant or remove access

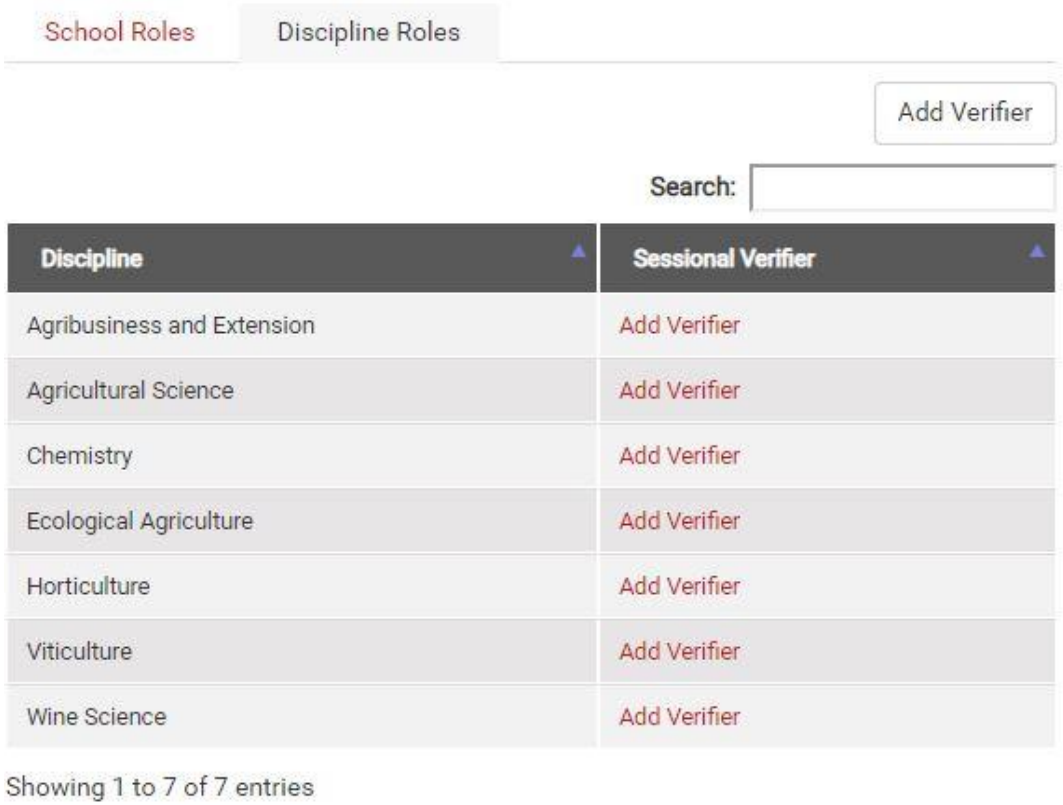
Discipline roles

Discipline verifiers have the responsibility of reviewing registrations submitted via the Casual Academics @ CSU portal.

A weekly email is sent listing the registrations to review and should be completed within six weeks, as this is the timeframe we advise those who register they will be notified.

One, or multiple, people can be assigned to each discipline.

If no one is assigned, you can click the red *Add Verifier* text, otherwise click the button.



Guide:

- School Administration – Discipline Roles: instructions on how to grant or remove access

View pay units

The work type and sub work type determine the paycode for sessional staff.

This page allows you to see the mapping for each combination.

Example

Selecting the combination of:

- Consultation
- Standard
- No relevant PhD

will result in the paycode AX170

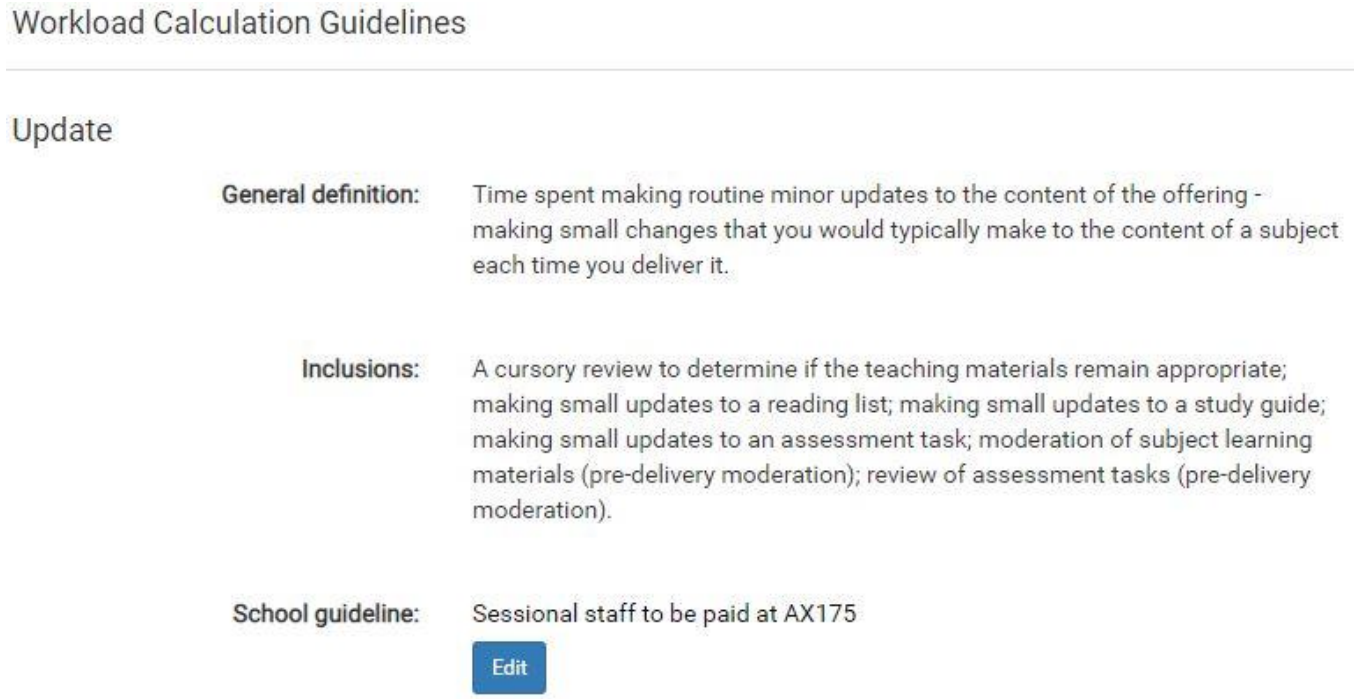
Work Type	Sub Type	PhD or Equivalent	Payment Code
Consultation	Significant	N	AX180
Consultation	Significant	Y	AX185
Consultation	Standard	N	AX170
Consultation	Standard	Y	AX175
Contact	Accompanist (1hr prep)	N	AX290
Contact	Accompanist (1hr prep)	Y	AX295
Contact	Clinic/Prac non-nursing - Specialised (zero prep)	N	AX180
Contact	Clinic/Prac non-nursing - Specialised (zero prep)	Y	AX185
Contact	Clinic/Prac non-nursing - Standard (zero prep)	N	AX170
Contact	Clinic/Prac non-nursing - Standard (zero prep)	Y	AX175

Guide:

- Sessional AX Paycodes and Associated Rates: a one page document reflecting this, but includes the current pay rates.

Workload calculation guidelines

Each school has a workload policy and entering the key information into AWM can assist when planning work.



Examples

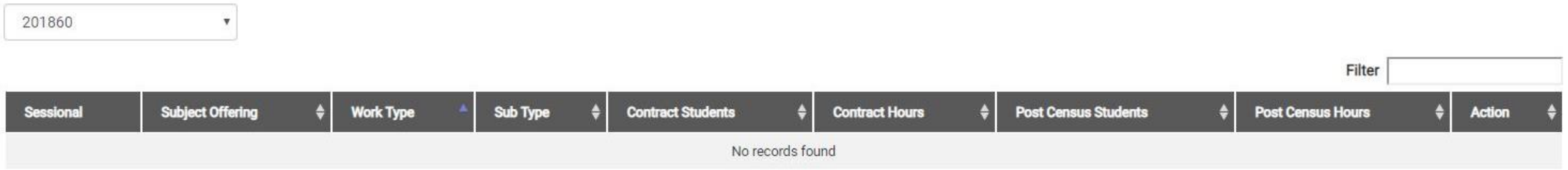
- Sessional staff are always to be paid AX175 for Update
- Marking is
  - 1.5 hours per student for under graduate subjects
  - 2 hours per student for post graduate subjects

Add this information into the guidelines and it can be viewed when planning work.

Click on:

- *Edit* to update existing guidelines; or
- *Add School Guideline* for new information.

Post census actions



For sessional staff with agreed *Per Student* work items (e.g. marking, consultation), one week after census the details of each item will appear on this screen showing the students they were contracted for and the students post census.

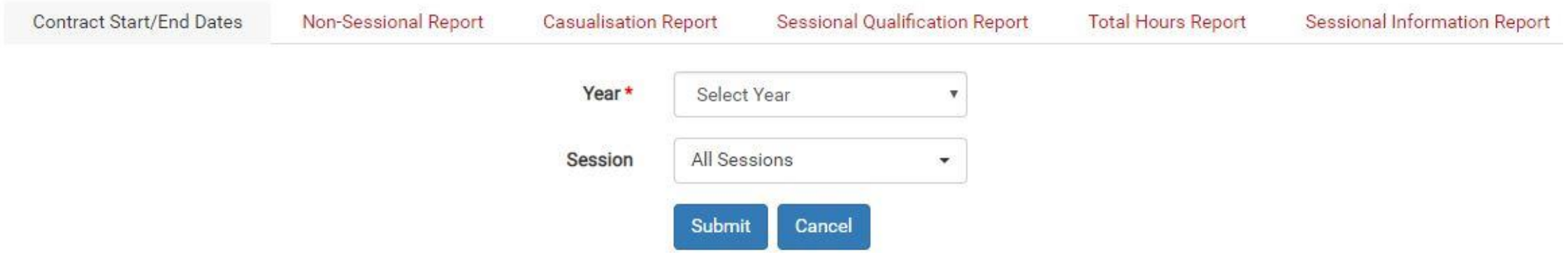
There are three options for each item:

- Disregard – if no changes are required
- Adjust for post census and send to planning – if further changes are to be made to the item (e.g. update comment)
- Adjust for post census and send to approving – if no changes are required other than the student numbers, send to the Head of School for approval and then an amended contract can be issued

Guide:

- Post Census Sessional Guide: instructions on how to action items from this screen

View reports



To select the report you want to run, click on the report name (tab) and the relevant parameters will appear.

The next section will go into detail about what each report shows and how to run it.

Reports

There are six reports available in AWM, covering various aspects of sessional and non-sessional workloads as well as basic contact information for sessional staff

Report summary

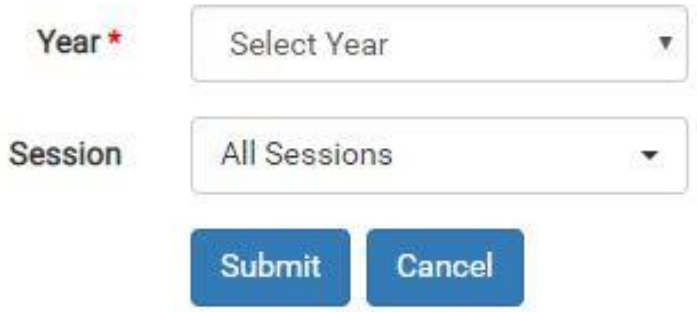
- Contract Start/End Dates
  - Dates for each work item and the overall contract dates for a sessional
- Non-sessional report
  - Terms of employment, maximum teaching hours and what is currently planned
- Casualisation report
  - By discipline, the percentage of casual staff vs non-sessional staff
- Sessional qualification report
  - By offering, the highest qualification held by each sessional teaching the offering
- Total hours report
  - By discipline, the break down of hours at each stage including the cost for sessionals
- Sessional information report
  - Name, email address, status of application, discipline(s) and number of contracts

Contract Start/End Dates

This report shows:

- Staff name (sorted by surname)
- Staff ID
- Username
- Contract number
- Work item start and end dates
- Contract start and end dates
- Offering
- Work type
- Sub work type

Running the report:



1. Select the year of enquiry (compulsory)
2. Refine by session if applicable
3. Click *Submit*

Contract Start/End Dates Example

School	Surname	First Name	Preferred Name	Staff ID	CSU Username	Contract ID	WorkItem Start date	WorkItem End date	Contract Start date	Contract End date	Delivery	Work Type	Sub Work Type
School of Gallifrey	Flint	Jennifer	Jenny	15794135	null	182153347	2018-06-11	2019-02-28	2018-06-11	2019-02-28	ABC593_201860_W_D	Marking	Standard
School of Gallifrey	Oswald	Clara	Clara	12345678	coswald	182152541	2018-02-26	2018-06-15	2018-02-26	2019-02-28	DEF105_201830_B_I	Marking	Standard
School of Gallifrey	Oswald	Clara	Clara	12345678	coswald	182152541	2018-02-26	2018-06-15	2018-02-26	2019-02-28	DEF105_201830_B_D	Marking	Standard
School of Gallifrey	Oswald	Clara	Clara	12345678	coswald	182152541	2018-06-11	2019-02-28	2018-02-26	2019-02-28	DEF110_201860_B_I	Marking	Standard
School of Gallifrey	Owens	Craig	Craig	23456789	cowens	182152307	2018-01-29	2018-11-16	2018-01-29	2018-11-16	GHI401_201830_W_D	Marking	Standard
School of Gallifrey	Riddell	John	John	69421855	jriddell	182151837	2018-01-29	2018-07-13	2018-01-29	2018-07-13	ABC518_201830_B_D	Consultation	Standard
School of Gallifrey	Riddell	John	John	69421855	jriddell	182151837	2018-01-29	2018-07-13	2018-01-29	2018-07-13	ABC518_201830_B_D	Marking	Standard
School of Gallifrey	Riddell	John	John	69421855	jriddell	182151837	2018-01-29	2018-07-13	2018-01-29	2018-07-13	ABC518_201830_B_D	Contact	Lecture - Repeat (1hr prep)
School of Gallifrey	Riddell	John	John	69421855	jriddell	182151837	2018-01-29	2018-07-13	2018-01-29	2018-07-13	ABC518_201830_B_D	Update	Standard
School of Gallifrey	Riddell	John	John	69421855	jriddell	182151837	2018-01-29	2018-07-13	2018-01-29	2018-07-13	ABC518_201830_B_D	Moderation/Analysis	Standard
School of Gallifrey	Riddell	John	John	69421855	jriddell	182151837	2018-01-29	2018-07-13	2018-01-29	2018-07-13	ABC518_201830_B_D	Other	Standard
School of Gallifrey	Riddell	John	John	69421855	jriddell	182151837	2018-01-29	2018-07-13	2018-01-29	2018-07-13	ABC518_201830_B_D	Setup	Standard
School of Gallifrey	Song	River	River	null	null	182152423	2017-12-04	2018-11-16	2017-12-04	2018-11-16	ABC203_201830_B_D	Marking	Standard
School of Gallifrey	Williams	Rory	Rory	54875135	rwilliams	182151971	2017-12-04	2018-11-16	2017-12-04	2018-11-16	DEF100_201830_A_I	Contact	Tutorial - Repeat (1hr prep)
School of Gallifrey	Williams	Rory	Rory	54875135	rwilliams	182151971	2018-01-29	2018-11-16	2017-12-04	2018-11-16	DEF100_201830_A_I	Contact	Tutorial (2hr prep)
School of Gallifrey	Williams	Rory	Rory	54875135	rwilliams	182151971	2018-01-29	2018-11-16	2017-12-04	2018-11-16	DEF100_201830_A_I	Setup	Standard
School of Gallifrey	Williams	Rory	Rory	54875135	rwilliams	182151971	2018-01-29	2018-11-16	2017-12-04	2018-11-16	DEF100_201830_A_I	Contact	Lecture - Basic (2hr prep)
School of Gallifrey	Williams	Rory	Rory	54875135	rwilliams	182151971	2018-01-29	2018-11-16	2017-12-04	2018-11-16	DEF100_201830_A_I	Contact	Tutorial - Repeat (1hr prep)
School of Gallifrey	Williams	Rory	Rory	54875135	rwilliams	182151971	2018-01-29	2018-11-16	2017-12-04	2018-11-16	DEF100_201830_A_I	Other	Standard

- Each work item for a sessional appears as a separate line
- Sometimes the staff ID and/or username may be null if the contract hasn't been processed by HR yet
- The work item start/end dates will vary according to the session or what has been entered
- The contract start/end dates will be the same for each contract overall

Non-Sessional Report

This report shows:

- Staff name
- Staff ID
- Discipline
- Terms of employment (including leave and fraction)
- Maximum teaching workload
- Current planned workload
- Agreed workload
- Percentage of workload allocated
- Delivery (offerings assigned)
- Details

Running the report:

1. Select the year of enquiry, or leave as default for ALL
2. Click *Submit*

Non-Sessional Report Example

Year	Staff Name	Staff ID	Discipline	Days Paid Leave	Days Unpaid Leave	Job Fraction	Admin Fraction	Early Career Development Fraction	Professional Fraction	Research/Creative Fraction	Teaching Fraction
2018	Pond, Amelia	64218794	Time Lord History	20	0	1	0.2	0	0	0	0.8
2018	Noble, Donna	64847215	Species of Other Worlds	20	0	1	0.18	0	0	0.3	0.52
2018	Smith, Mickey	94213875	Species of Other Worlds	20	0	1	0.2	0	0	0	0.8
2018	Jones, Martha	18476336	Species of Other Worlds	20	0	1	0.1	0	0	0.38	0.52
2018	Peth, Astrid	97513578	Time Lord History	89	0	1	0.2	0	0	0.1	0.7
2018	Mott, Wilfred	94321856	Species of Other Worlds	10	117	1	0.1	0	0	0.3	0.6
2018	Tyler, Rose	84579756	Time Lord History	20	0	1	0.1	0	0	0.3	0.6

Average Annual Service Fraction	Max Teaching Workload	Current Planned Workload	Agreed Workload	% Workload Allocated	Delivery	Details
1	1380	1386.43	0	100.47	DEF105_20	teaching focussed
1	897	879.78	0	98.09	ABC106_20	0.05 admin for school honours coordinator0.01 admin for
1	1380	1339.82	0	97.09	ABC105_20	Teaching focused
1	897	911.88	0	101.66	ABC212_20	Teaching buyout from faculty compact for 201860Approx
1	845.25	862.09	831.34	102	DEF110_20	Teaching focussed (but 10% research allowance)Parenta
1	553.5	574.91	0	103.87	ABC556_20	Start 25 June117 working days 1/1/18-24/6/18Paid leave
1	1035	1033.54	0	99.86	ABC521_20	Teaching/Research

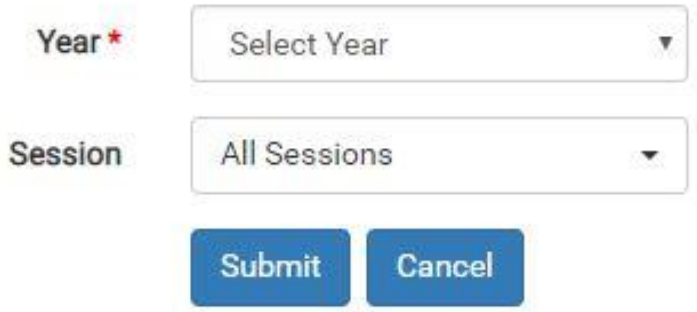
- This is a good report to run if you want to see at a glance the terms of employment for all non-sessional staff.
- It is also a good idea to run it when the rollover from one year to the next is complete as you will be able to see at a glance, all the terms of employment for non-sessional staff in the school, as well as the comments, and easily identify ones that need to be adjusted (for example, someone who started part way through the year or had extended leave so you can go in and update their record).
- Agreed workload and current planned workload = a previously agreed workload, and one in planning (e.g. additional/reduction of items)

Casualisation Report

This report shows:

- Discipline
- Planned hours for
  - Non-sessional
  - Sessional
  - Total
  - Casualisation percentage
- Committed (agreed) hours for
  - Non-sessional
  - Sessional
  - Total
  - Casualisation percentage
- Committed (agreed) sessional as a percentage of planned non-sessional

Running the report:



1. Select the year of enquiry (compulsory)
2. Refine by session if applicable
3. Click *Submit*

Casualisation Report Example

Discipline	Planned				Committed				Planned Non-sessional/Committed Sessional	
	Non-sessional Hours	Sessional Hours	Total Hours	Casualisation %	Non-sessional Hours	Sessional Hours	Total Hours	Casualisation %	Total Hours	Casualisation %
Time Lord History	8088.53	5381.11	13469.64	39.95	3380.35	4857.76	8238.11	58.97	12946.29	37.53
Species of Other Worlds	20400.64	10886.67	31287.31	34.8	6293.84	9862.66	16156.5	61.05	30263.3	32.59
Other	729	160	889	18	140	0	140	0	729	0
Total	29218.17	16427.78	45645.95	35.99	9814.19	14720.42	24534.61	60	43938.59	33.51

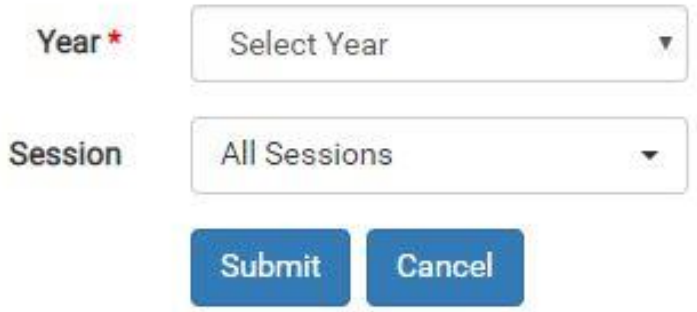
- Disciplines for the school will be listed, provided the offerings/subject has been set up.
- Other is for the “other” work items such as travel, course design.
- Planned
  - Non-sessional = Overall planned, including workloads that have been agreed.
  - Sessional = Overall planned, including items that have been agreed.
  - Total = sum of both of these
  - Casualisation percentage = sessional hours ÷ total hours × 100%
- Committed – these are the items that have been agreed to
  - Non-sessional = Agreed workloads for non-sessional staff
  - Sessional = Agreed work items for sessional staff
  - Total = sum of both of these
  - Casualisation percentage = sessional hours ÷ total hours × 100%
- Planned non-sessional/committed (agreed) sessional
  - This part of the report came about because of a request from Heads of School where there may be non-sessional workloads still in planning but they still wanted to compare the agreed sessional items to it.
  - Total hours = as per group heading it is the planned hours for non-sessional staff (8088.53) + committed hours for sessional staff (4857.76) = 12946.29
  - Casualisation percentage = committed sessional ÷ above total hours × 100%

Sessional Qualification Report

This report shows:

- Offering
- Discipline
- Sessional name
- Qualification level (highest)
- Qualification name

Running the report:



1. Select the year of enquiry (compulsory)
2. Refine by session if applicable
3. Click *Submit*

Sessional Qualification Report Example

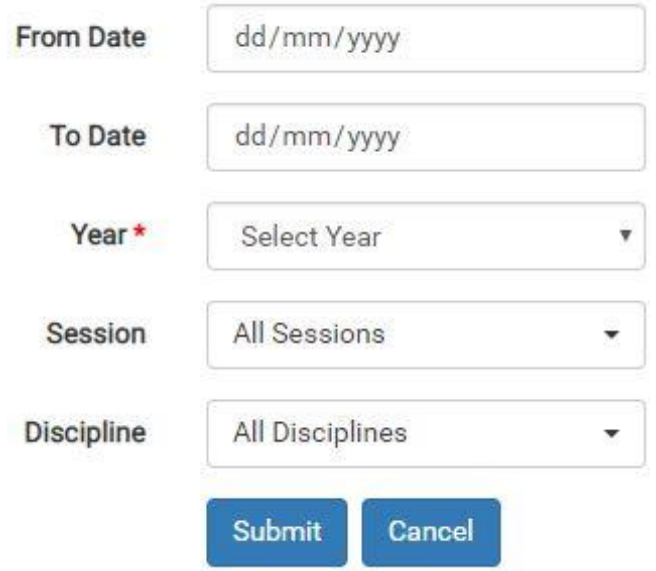
Offering	Discipline	Academic Full Name	Qualification Level	Qualification Name
ABC105_201860_PT_I	Time Lord History	Rose Tyler	Masters Degree	Masters of Business (Marketing)- with Distinction
ABC205_201860_PT_I	Time Lord History	Jack Harkness	Masters Degree	Masters of Digital Media
ABC207_201860_B_I	Time Lord History	Mickey Smith	Bachelor Degree	Bachelor of Business (Marketing/Advertising0
DEF113_201830_W_D	Species of Other Worlds	Astrid Peth	Masters Degree	Master of Arts (Studies in Art History) and Master of Arts (Curatorial and Museum Studies)
		Grace Holloway	Doctoral Degree	Doctor of Philosphy
DEF210_201830_W_D	Species of Other Worlds	Astrid Peth	Masters Degree	Master of Arts (Studies in Art History) and Master of Arts (Curatorial and Museum Studies)
		Grace Holloway	Doctoral Degree	Doctor of Philosphy
DEF222_201860_W_D	Species of Other Worlds	Donna Noble	Bachelor Honours Degree	Bachelor of Arts (Honours)
		Martha Jones	Doctoral Degree	Doctor of Philosophy (Fine Art)
DEF222_201860_W_I	Species of Other Worlds	Martha Jones	Doctoral Degree	Doctor of Philosophy (Fine Art)
DEF223_201860_W_D	Species of Other Worlds	Grace Holloway	Doctoral Degree	Doctor of Philosphy
		Rory Williams	Doctoral Degree	PhD
DEF304_201830_W_D	Species of Other Worlds	Donna Noble	Bachelor Honours Degree	Bachelor of Arts (Honours)
DEF304_201830_W_I	Species of Other Worlds	Donna Noble	Bachelor Honours Degree	Bachelor of Arts (Honours)
DEF317_201830_W_D	Species of Other Worlds	Rory Williams	Masters Degree	Master of Information Studies
GHI100_201830_B_I	Discipline 3	Wilfred Mott	Masters Degree	Master of Arts Practice (Performance)
		River Song	Doctoral Degree	Doctor of Philosphy (Arts), B.A Hons Theatre/Media
GHI100_201830_PT_I	Discipline 3	Amy Pond	Masters Degree	Master Of Music Technology
		Tegan Jovanka	Bachelor Degree	Bachelor of Visual Arts
GHI100_201830_W_D	Discipline 4	Craig Owens	Bachelor Honours Degree	Bachelor of Art Photography
		Clara Oswald		
GHI100_201830_W_I	Discipline 4	Clara Oswald		
GHI300_201860_B_I	Discipline 3	Sarah Jane Smith	Masters Degree	Master of Arts Organisational Communication
		Mickey Smith	Bachelor Degree	Bachelor of Business (Marketing/Advertising0
		John Riddell	Masters Degree	Master of Creative Arts

Total Hours Report

This report shows:

- Non-sessional worksheet
  - Discipline
  - Hours at the various stages
  - Total hours
- Sessional worksheet
  - Discipline
  - Hours at the various stages
  - Cost at the various stages
  - Total hours and cost

Running the report:



1. Select the year of enquiry (compulsory)
2. Refine by any of the other fields, if applicable
3. Click *Submit*

Total Hours Report Example – Non-sessional

School of Gallifrey						
Discipline	Planning Hours	Checking Hours	Accepting Hours	Approving Hours	Agreed Hours	Total Hours
Unspecified	669	20	30	0	0	719
Time Lord History	16107.72	1940.93	2351.99	0	1	20401.64
Species of Other Worlds	7677.21	0	0	0	8	7685.21
Total	24453.93	1960.93	2381.99	0	9	28805.85

- Grouped by discipline
- Unspecified = “other” items such as travel, course design
- Hours at each stage of a non-sessional workload (planning > checking > accepting > approving > agreed)
- Total hours for each discipline as well as total hours for each stage

Total Hours Report Example - Sessional

School of Gallifrey								
Discipline	Planning Hours	Planning Cost	Checking Hours	Checking Cost	Approving Hours	Approving Cost	Waiting to Offer Hours	Waiting to Offer Cost
Unspecified	160	8332.8	0	0	0	0	0	0
Time Lord History	264.39	14200	0	0	211.99	11471	0	0
Species of Other Worlds	1004.36	51875.69	0	0	75	3906	34.1	1775.93
Total	1428.75	74408.49	0	0	286.99	15377	34.1	1775.93

School of Gallifrey								
Discipline	Accepting Hours	Accepting Cost	Confirming Hours	Confirming Cost	Agreed Hours	Agreed Cost	Total Hours	Total Cost
Unspecified	0	0	0	0	0	0	160	8332.8
Time Lord History	57.83	2569.68	36	1874.88	4810.9	252769.41	5381.11	282884.97
Species of Other Worlds	328.59	16857.07	0	0	9444.62	505236.39	10886.67	579651.08
Total	386.42	19426.75	36	1874.88	14255.52	758005.8	16427.78	870868.85

- Grouped by discipline
- Unspecified = “other” items such as travel, course design
- Hours and cost at each stage of a sessional workload (planning > checking > approving > waiting to offer > accepting > confirming > agreed)
- Total hours and cost for each discipline as well as total hours and costs for each stage

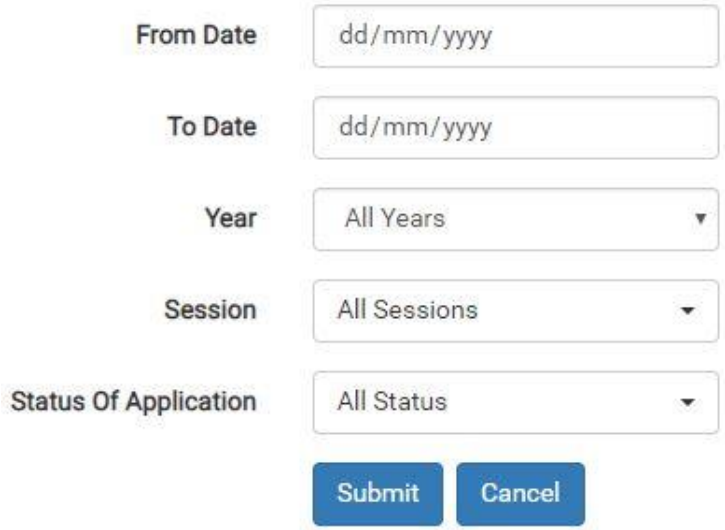
Please note – this is the cost as planned in AWM. If the sessional doesn’t claim all the hours the actual may be less.

Sessional Information Report

This report shows:

- First name
- Preferred first name
- Surname
- Email
- Status of application
- Discipline
- School
- Number of contracts

Running the report:



1. Refine by any of the fields, if applicable. *Status of application* is a good option if you only want to see those who have been contracted for example.
2. Click *Submit*

Sessional Information Report Example

First Name	Preferred First Name	Surname	Email	Status Of Application	Discipline	School	Count of contracts
Sara	Sara	Kingdom	skingdom@example.com	REGISTERED	Time Lord History	School of Gallifrey	0
James	Jamie	McCrimmon	jmccrimmon@example.com	REGISTERED	Time Lord History	School of Gallifrey	0
Joanne	Jo	Grant	jgrant@example.com	APPROVED	Time Lord History	School of Gallifrey	0
Sarah Jane	SJ	Smith	sjsmith@example.com	APPROVED	Time Lord History	School of Gallifrey	0
Elizabeth	Liz	Shaw	lshaw@example.com	DRAFT	Species of Other Worlds	School of Gallifrey	0
Donna	Donna	Noble	dnoble@example.com	CONTRACTED	Time Lord History	School of Gallifrey	2
Donna	Donna	Noble	dnoble@example.com	CONTRACTED	Species of Other Worlds	School of Gallifrey	2
River	River	Song	rsong@example.com	CONTRACTED	Species of Other Worlds	School of Gallifrey	1
William	John	Riddell	jriddell@example.com	APPROVED	Species of Other Worlds	School of Gallifrey	0
Clara	Clara	Oswald	coswald@example.com	APPROVED	Time Lord History	School of Gallifrey	0
Amelia	Amy	Pond	apond@example.com	DRAFT	Species of Other Worlds	School of Gallifrey	0
Martha	Martha	Jones	mjones@example.com	REGISTERED	Species of Other Worlds	School of Gallifrey	0
Jack	Jack	Harkness	jharkness@example.com	REGISTERED	Species of Other Worlds	School of Gallifrey	0

- There doesn't appear to be any order when this report is generated so I recommend adding on the filters to allow you to sort, particularly by surname, so that you can group the statuses together if you have chosen ALL.
- First name and preferred name are both listed. So if doing a mail merge for instance, preferred name would usually be used.
- Will show the status for as many disciplines that they have registered/contracted in. E.g. two entries for CONTRACTED, means that they have a contract for two disciplines.

Offering and Subject Settings

The correct setup of offering and subject settings is important for the various screens/reports in AWM

Offering settings

Offering	Type	2014	2015	2016	2017	2018	Actual Enrolments	Points	Discipline	Edit
ACT101_201830_W_I	Normal			24	5	4	4	8	Acting	Edit
ACT120_201830_W_I				22	4	4	4	8		Edit
ACT121_201860_W_I				25	5	2	2	8		Edit
ACT125_201830_B_I				21		0	0	8		Edit
ACT201_201830_W_I	Normal			20	23	0	0	8	Acting	Edit

It is important to attach a discipline to an offering so that the work attached to it flows through to the various screens and reports in AWM.

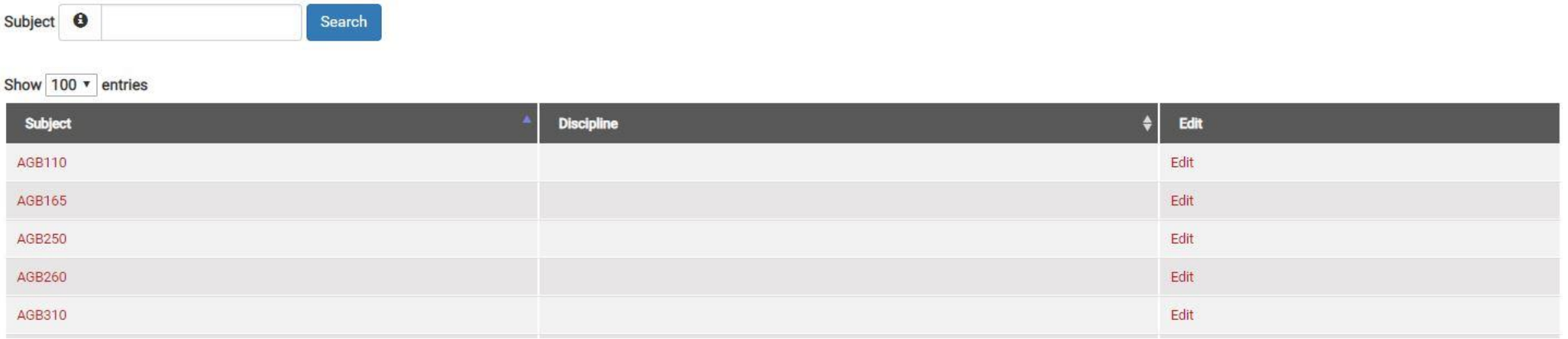
When allocating work, if there is no discipline there will be a prompt to set it up when saving the item.

Once set up, the settings can be rolled over to the following year rather than entering again.

Guide:

- Maintain Offering Settings: instructions on how to set up offerings

Subject settings



As for offerings, it is important to attach a discipline to a subject so that the work attached to it flows through to the various screens and reports in AWM.

When allocating work, if there is no discipline there will be a prompt to set it up when saving the item.

Once set up, the settings remain as subjects are not attached to a specific year.

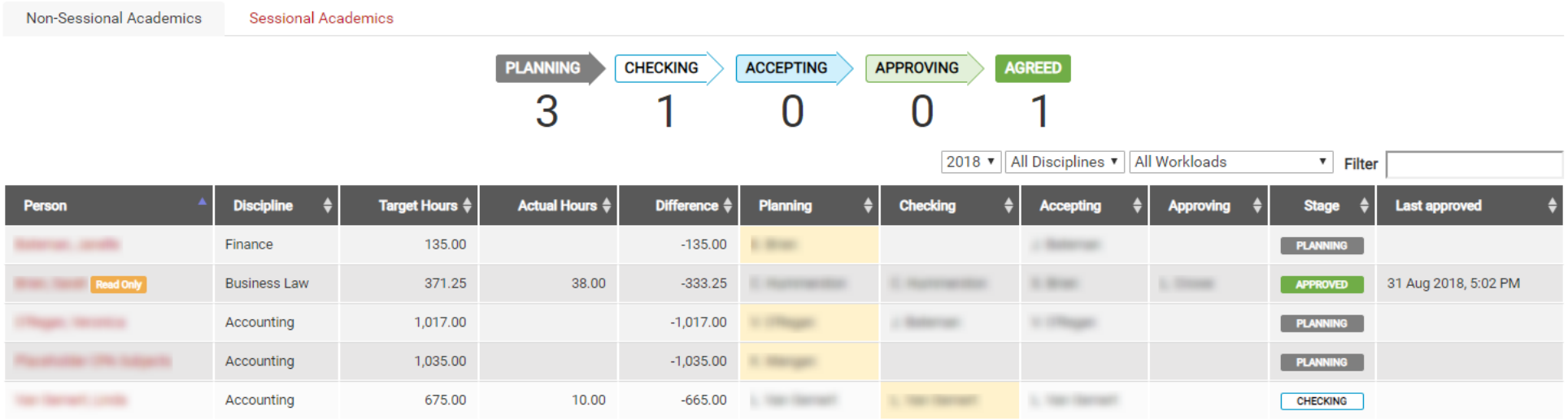
Guide:

- Maintain Subject Settings: instructions on how to set up subjects

Status Page

This screen in AWM provides an overview of the stage of each workload

Non-sessional



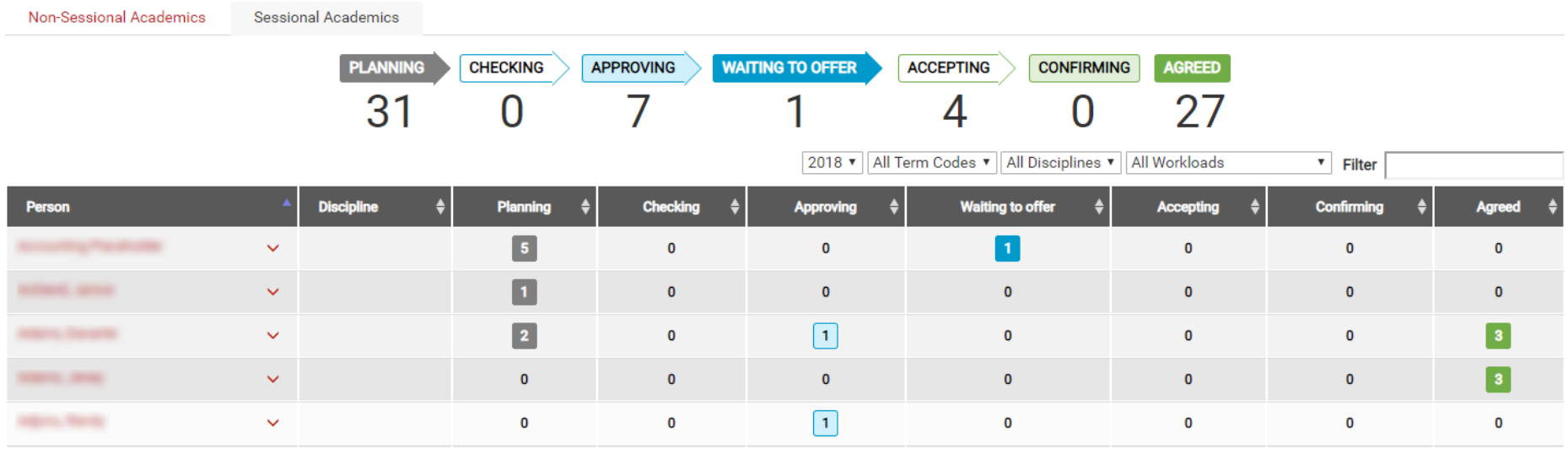
There are five stages for non-sessional workloads and the quantity of workloads at each stage can be seen on the “scoreboard”.

You can see who is assigned to each stage of the workload.

The highlighted name shows that the workload is with them for their part of the process.

Click on the individuals name to be taken to the detail of the workload.

Sessional



There are seven stages of a sessional workload and the number of work items, not individuals, can be seen on the “scoreboard”.

Select the:

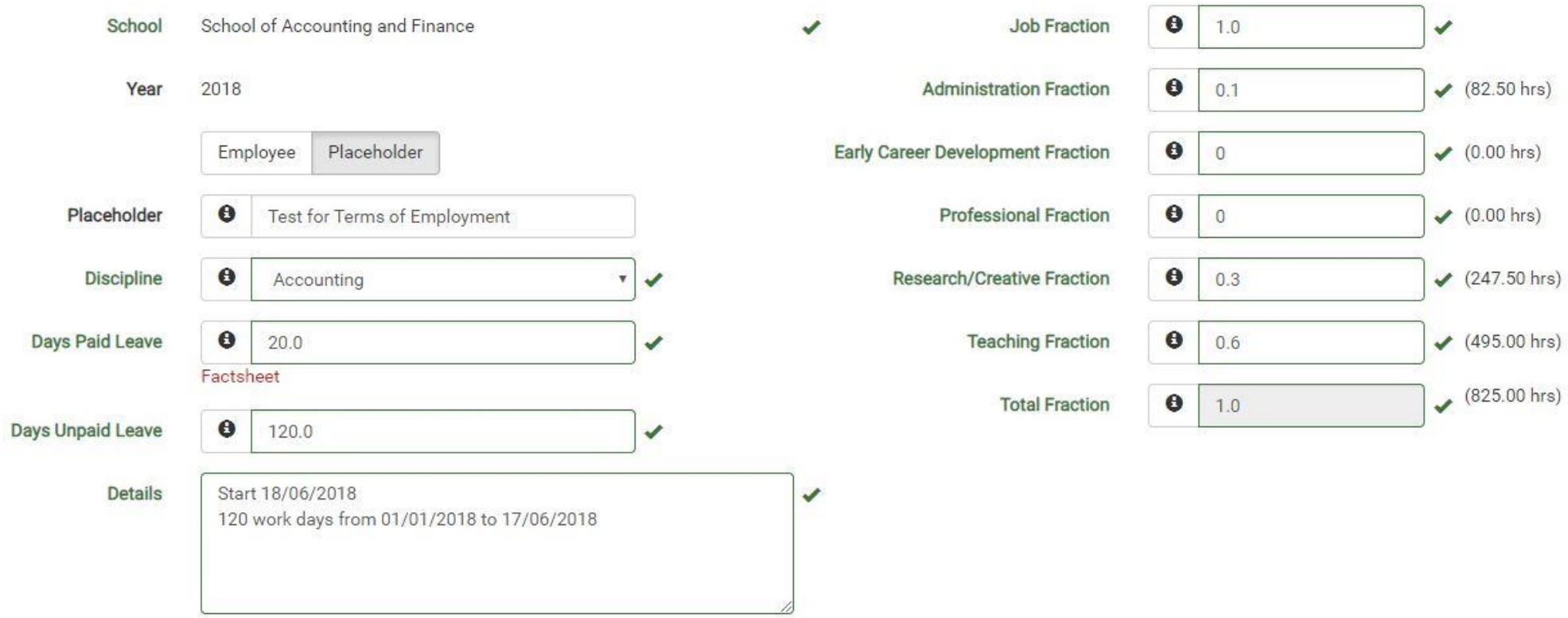
- Arrow to show a summary of the work items and what stage they are in
- Name to open the entire workload.

Items at confirming need to be addressed and reissued if necessary. This is when a sessional has queried an item in the Casual Academics @ CSU portal.

New Employees

Setting up the terms of employment for non-sessional staff

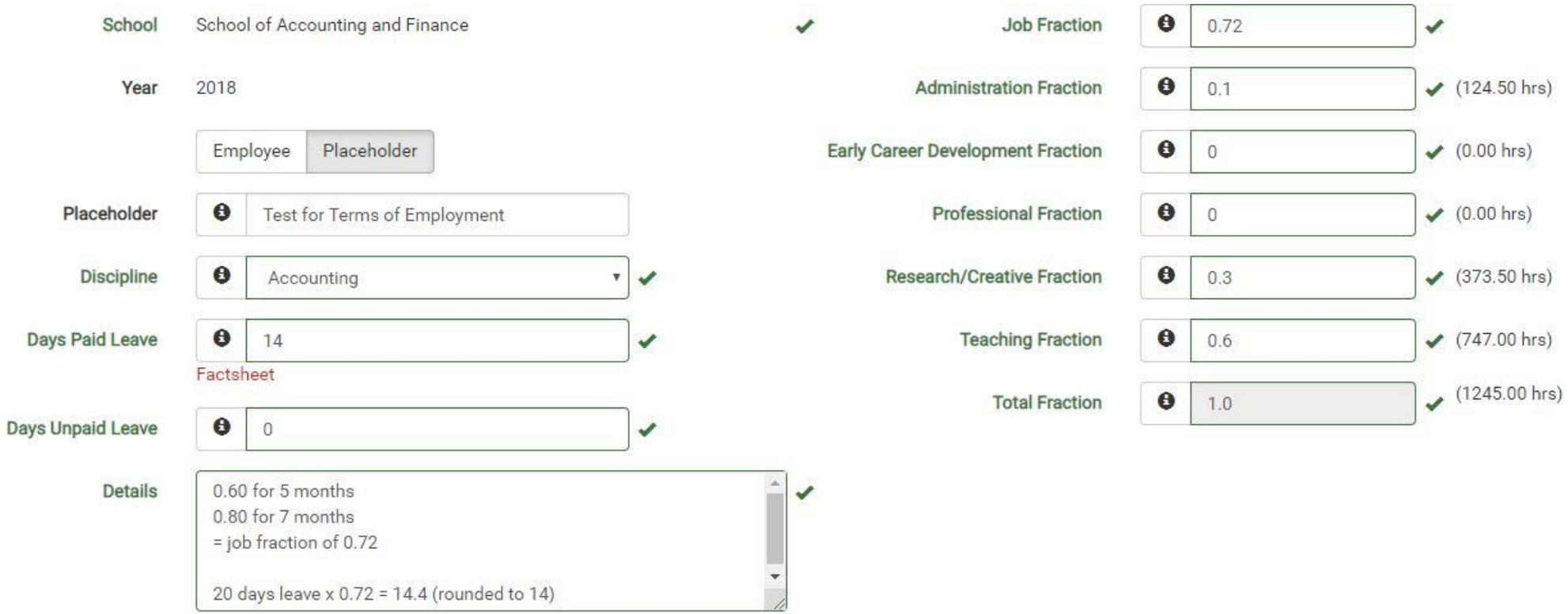
New non-sessional starting part way through the year



The easiest way is to add the number of week days between 1 January and the date they start to *Days Unpaid Leave*.

A comment can be made explaining the days in the *Details* box.

Changing fraction



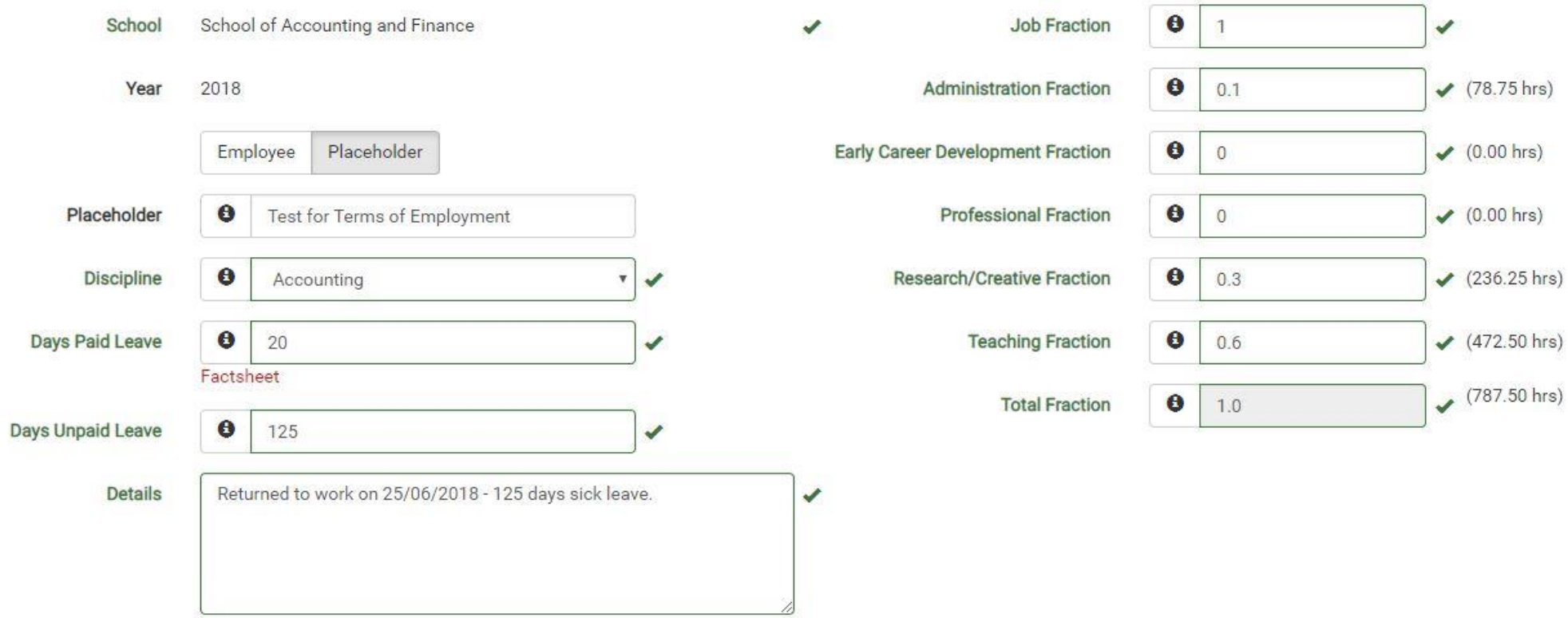
The calculations for the above example:

5 ÷ 12 = 0.42 x 0.60 (fraction) = 0.25
7 ÷ 12 = 0.58 x 0.80 (fraction) = 0.47

New job fraction is 0.25 + 0.47 = **<u>0.72</u>**

Days paid leave needs to be adjusted by the new job fraction as well.

Extended leave



The number of week days, including public holidays, are added to the paid or unpaid leave fields.

Even if it is paid, the number can be added to unpaid leave because the calculation is the same. This could make it easier to distinguish the additional leave when viewing the non-sessional report.

Need help?

The AWM Help website has a number of user guides to assist and is accessible within AWM by clicking on *Help & Support*

Further enquiries can be directed to the HR Service Centre