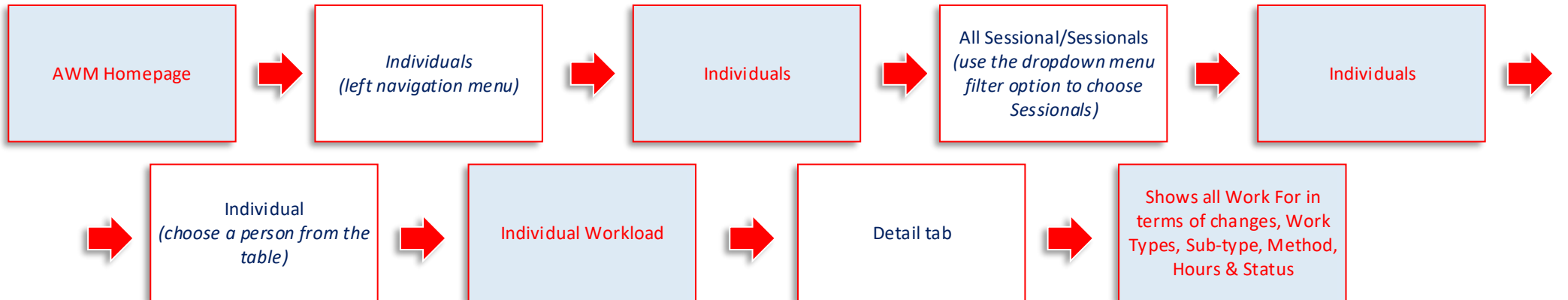




## View the Detail of all Work Items allocated to a Sessional Academic

Navigate to appropriate screen



### Key Factors to know

- The Detail tab in the Individual Workload screen allows you to view all Work Fors allocated to the individual.
- The table on the Detail tab shows a breakdown of the Work For in terms of any changes that may have been made; Work Type; Sub-type; Method; allocated hours to the Work For; and status.
- You can add a Work Item from this screen.
- You can add, edit and delete Work For's from this screen.
- This screen will allow you to Select an Action (ie, Submit for Checking, Submit for Approval, Approve, Reject, Revise).