

AWM ROLE PERMISSIONS

School Roles

Role	Permission Description
<p style="text-align: center;">Non-Sessional Academic</p> <p>(This role is given automatically when Workload set-up has occurred for a new staff member)</p>	View all individual workloads within a School (but not workload set-up)
	Transfer workload items to Sessional Academics (the Planner of the work item can transfer their own work items regardless of their AWM role)
	View own Workload Summary, Workload Details and Workload Setup
	View Sessional Contract and Schedule of Work
	Add and delete own workload items
	Add and delete workload items for a Sessional Academic
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	View Offering Graph
	View Status of all Sessional and Non-Sessional Academics
	View approved and registered Sessional staff list and individuals
	View Offering and Subject Settings
View School Administration, General Settings, Pay Units, Workload Calculation Guidelines and Post Census Actions	

Role	Permission Description
Workload Planner	View all individuals within a School
	Assign workload stage roles for Non-Sessionals
	Plan a Non-Sessional Workload and submit it for Checking
	Submit Sessional workload items for checking
	Add individuals and Placeholders
	View individual Workload Summary and Workload Details
	View and edit Non-Sessional Workload Setup
	View Sessional Contract and Schedule of Work
	Add, edit, transfer and delete workload items for both Non-Sessional and Sessional staff
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	Add a Work Item to a Delivery (via Summary and/or Detail)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View and edit Offering and Subject Settings
	View General Settings, Pay Units and Workload Calculation Guidelines
	View and edit Post Census Actions

Contract Issuer access should also be given to a Workload Planner so that if a sessional queries a work item, the Planner can reissue the contract if no changes are to be made.

Role	Permission Description
Workload Checker	View all individuals within a School
	Check a Non-Sessional Workload and submit it for Acceptance
	Check one or more Sessional Workload items and submit for approval
	Revise, reject and transfer Sessional Workload items
	View individual Workload Summary and Workload Details
	View Non-Sessional Workload Setup
	View Sessional Contract and Schedule of Work
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View Offering and Subject Settings
	View General Settings, Pay Units and Workload Calculation Guidelines
	View Post Census Actions

Role	Permission Description
Workload Approver	View all individuals within a School
	Approve a Non-Sessional Workload
	Approve Sessional Workload items
	Revise, reject and transfer Sessional Workload items
	View individual Workload Summary and Workload Details
	View Non-Sessional Workload Setup
	View Sessional Contract and Schedule of Work
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View Offering and Subject Settings
	View General Settings, Pay Units and Workload Calculation Guidelines
View Post Census Actions	

Role	Permission Description
Workload Manager	View all individuals within a School
	Assign workload stage roles for Non-Sessionals
	Create a new Non-Sessional workload
	Create a new Placeholder workload
	Check a Non-Sessional Workload and submit it for Acceptance
	Action checking function for Non-Sessional Workload Items
	Add, edit, transfer and delete workload items for both Non-Sessional and Sessional staff
	Check one or more Sessional Workload items and submit for approval
	Accept Sessional workload items from confirming stage
	Add individuals and Placeholders
	View individual Workload Summary and Workload Details
	View and edit Non-Sessional Workload Setup
	View Sessional Contract and Schedule of Work
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	Add a Work Item to a Delivery (via Summary and/or Detail)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View and edit Offering and Subject Settings
	View and edit School Administration General Settings
	View Pay Units
	View and edit Workload Calculation Guidelines
	View and edit Post Census Actions

Role	Permission Description
Contract Issuer	View all individuals within a School
	Issue, revise and edit a Contract and Schedule of Work
	View individual Workload Summary and Workload Details
	View Sessional Contract and Schedule of Work
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View Offering and Subject Settings
	View General Settings, Pay Units and Workload Calculation Guidelines
	View Post Census Actions

Role	Permission Description
Discipline Verifier	Can view and approve expressions of interest from potential sessional academic candidates for a nominated discipline
School Info Maintainer	View all individuals within a School
	Assign workload stage roles for Non-Sessionals
	Create a new Non-Sessional workload
	Create a new Placeholder workload
	View individual Workload Summary and Workload Details
	View and edit Non-Sessional Workload Setup
	View Sessional Contract and Schedule of Work
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View and edit approved and registered Sessional staff
	View and edit Offering and Subject Settings
	View and edit School Administration General Settings
	View Pay Units
View and edit Workload Calculation Guidelines	
View Post Census Actions	

Role	Permission Description
Head of School (has access to do everything all the other School roles can do)	View all individuals within a School
	Assign workload stage roles for Non-Sessionals
	Action planning function for Non-Sessional Workload items
	Check a Non-Sessional Workload and submit it for Acceptance
	Action approver function for Non-Sessional Workload items
	Add, edit, transfer and delete workload items for both Non-Sessional and Sessional staff
	Check one or more Sessional Workload items and submit for approval
	Approve Sessional workload items
	View and issue Contract and Schedule of Work
	Accept Sessionals workload items from confirming stage
	Add individuals and Placeholders
	View individual Workload Summary and Workload Details
	View and edit Non-Sessional Workload Setup
	Add a Work Item to an Offering (via Summary and/or Detail)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View and edit Offering and Subject Settings
	View and edit School Administration General Settings
	View Pay Units
	View and edit Workload Calculation Guidelines
View and edit Post Census Actions	

Administrative/Global Roles

Role	Permission Description
Global Settings Manager	View all individuals within a School
	View Sessional Contract and Schedule of Work
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	Edit personal details of a registered Sessional staff
	View Offering and Subject Settings
	View and edit School Administration General Settings
	View Pay Units
	View and edit Workload Calculation Guidelines
	View Post Census Actions
	View, maintain and edit Calculation Guidelines
	View, maintain and edit Discipline Areas, Disciplines and the association Disciplines to schools.
	View, maintain and edit Pay Units
	View, maintain and edit Unit Code Mapping
	View, maintain and edit Position Numbers
	View and hide Schools without a Position Number
View and edit Sub Type Settings	

Role	Permission Description
Read only users	Read only permission for HR and other support staff
	View all individuals within a School
	View individual Workload Summary and Workload Details
	View individual Non-Sessional Workload Setup
	View individual Sessional Contract and Schedule of Work
	View all Deliveries
	View Offerings Summary and Details
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View Offering and Subject Settings
	View General Settings, Pay Units and Workload Calculation Guidelines
	View Post Census Actions

Role	Permission Description
Sessional Maintainer (Faculty Operations and HR Service Centre only)	View all individuals within a School
	View individual Workload Summary and Workload Details
	View individual Non-Sessional Workload Setup
	View individual Sessional Contract and Schedule of Work
	View all Deliveries
	View Offerings Summary and Details
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	Edit approved and registered Sessional staff
	View Offering and Subject Settings
	View Pay Units and Workload Calculation Guidelines
	View Post Census Actions

Faculty Roles

Role	Permission Description
Faculty Operations Users	View all individuals within a School
	Accept Sessionals workload items
	View individual Workload Summary and Workload Details
	View individual Non-Sessional Workload Setup
	View individual Sessional Contract and Schedule of Work
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	View Offering Graph
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	Edit approved and registered Sessional staff
	View Offering and Subject Settings
	View General Settings, Pay Units and Workload Calculation Guidelines
	View Post Census Actions

Specialty Roles

Role	Permission Description
ITAS Coordinator	View all individuals within a School
	View individual Sessional Workload Summary and Workload Details
	View individual Non-Sessional Workload Setup
	View individual Sessional Contract and Schedule of Work
	Add and delete workload items
	View all Deliveries
	View Delivery Summary and Details (for Subjects, Subject Offerings, and other)
	Add a Work Item to an Offering (via Summary and/or Detail)
	View Offering Graph
	Users can refresh the IASP Student cache
	IASP add workload item in Student view
	View Status of Non-Sessional and Sessional Academics
	View approved and registered Sessional staff list and individuals
	View Offering and Subject Settings
	View General Settings, Pay Units and Workload Calculation Guidelines
	View Post Census Actions
	Access to Indigenous Tutorial Planning view