

## NON-SESSIONAL POST CENSUS

### Description

Post Census functions apply every main teaching session and term (30, 60, 90 and 15, 45, 75) and affect work items planned for subject offerings in that session. Work items planned for other sessions will be unaffected until the relevant session census is reached.

One week after census the number in the Predicted Students in each relevant subject offering in AWM will change to the Actual Students. AWM will look at the impact to work items (explained further below), and email the Workload Managers, and Workload Planners to notify them that the system has cutover to post census.

Note, the delay of one week after census date is to allow processing time for any outstanding enrolment withdrawal requests.

### What does that mean for non-sessional workloads?

- General: AWM will cut over to the Actual Student numbers in all work items with per student calculations that are in the relevant session and are in non-sessional workloads. This will apply to workloads in all stages of planning.
- AWM will check all non-sessional workloads that are in the Approved stage and if there are items with a 'per student' calculation method that have a difference between the Post Census Actual and Predicted Student numbers:
  - The work item will show a Modified chip in the Changes column (in the Detail view)
  - The Workload stage will be updated to Planning.

### Managing post census non-sessional workloads

- To be able to easily see which previously Approved non-sessional workloads are affected by the post census cutover, open the Status page and check any movements back to the Planning stage.
  - If an Approved workload has been moved back to the Planning stage it will have a date in the Last Approved column.

Non-Sessional Academics		Sessional Academics								
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">PLANNING</span> 19                 </div> <div style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">CHECKING</span> 1                 </div> <div style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">ACCEPTING</span> 2                 </div> <div style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">APPROVING</span> 0                 </div> <div style="text-align: center;"> <span style="border: 1px solid black; padding: 2px;">AGREED</span> 2                 </div> </div>										
2017 ▾ All Disciplines ▾ All Workloads ▾ Filter <input type="text"/>										
Person	Discipline	Target Hours	Actual Hours	Difference	Planning	Checking	Accepting	Approving	Stage	Last approved
Aayeshah, Wajeelah	English	1,035.00	500.00	-535.00	S. Barnes	S. Barnes	W. Aayeshah	S. Barlow	APPROVED	20 Mar 2017, 10:00 AM
Abdullah, Shibly	Sociology	1,035.00	13.00	-1,022.00	S. Barlow	L. Mparala	S. Abdullah		CHECKING	
Abell, James	Human Services	1,035.00	0.00	-1,035.00	S. Barnes	S. Barlow	J. Abell	S. Barnes	ACCEPTING	
Abrahamson, Doug	English	1,035.00	1.00	-1,034.00	S. Barlow		D. Abrahamson		PLANNING	
Abrandt Dahlgren, Medeleine	English	1,035.00	0.00	-1,035.00	S. Barlow		M. Abrandt Dahlgren		PLANNING	
Acker, Joe	English	1,035.00	0.00	-1,035.00	S. Barlow		J. Acker		PLANNING	
Allen, Kym	Test Discipline	1,035.00	80.00	-955.00	S. Barlow	S. Barlow	K. Allen	S. Barnes	PLANNING	22 Mar 2017, 10:35 AM
Alsaem, Hanar	History and Politics	1,035.00	24.00	-1,011.00	L. Mparala		H. Alsaem		PLANNING	

➤ Inside the updated workload:

- The total hours in the workload when it was last agreed will be displayed above the status bar.
- A modified chip will appear in the Changes column on the Individual Workload Detail screen against every affected work item.

Individual Workload Detail

Pavan Kumar (School of Humanities and Social Sciences, Non-Sessional, 2017) Planning Version: Latest (Planning) | View all versions

Total: 988 hrs      Target hours: 1,035 hrs      Difference: -48 hrs      **Agreed Total: 2,134 hrs**

! Planning (P. Kumar)      Checking (S. Barlow)      Accepting (P. Kumar)      Approving (S. Barnes)      History

Summary      Detail      Terms

**Individual Workload Details** ×

Use this screen to add, edit or delete work items to an individual, review the stage of the individual workload and move the individual workload to the next stage. Work items can only be added or maintained if the workload is in the Planning stage. Changes are tracked in the table next to each work item.

All Work Fors      All Work Types      Filter

Work For	Changes	Work Type	Sub-type	Method	Hours	Total	Details	Add	Edit	Delete
PPP232_201715_G_D		Moderation/Analysis		Fixed	10.00	10.00	yuyuyu	Add	Edit	Delete
PPP251_201715_G_D		Preparation		Fixed	10.00	10.00	yreytr	Add	Edit	Delete
SSS024_201715_OA_D		Preparation		Fixed	10.00	10.00	dfgfdg	Add	Edit	Delete
ACC222_201730_SM_J		Supervision		Fixed	10.00	10.00	asfwerwr	Add	Edit	Delete
AGB310_201730_W_J	MODIFIED	Marking		Per Student	10.00	0.00	trerwrwr	Add	Edit	Delete
BCM210_201730_W_D	MODIFIED	Marking		Per Student	10.00	40.00	sgdfgr	Add	Edit	Delete
BIO100_201730_W_D	MODIFIED	Consultation		Per Student	5.50	38.50	trytry	Add	Edit	Delete
BIO100_201730_W_D		Supervision		Fixed	10.00	10.00	sdffsf	Add	Edit	Delete
CLS103_201730_PT_J		Setup		Fixed	10.00	10.00	oiuoihikh	Add	Edit	Delete
DOH231_201730_OA_J		Contact	Lecture	Fixed	10.00 + 10.00 prep	20.00	uyertert	Add	Edit	Delete

- This is an appropriate time to review the loads on non-sessional staff, and schools should use best judgement regarding their approach to rebalancing and verifying workloads with staff as appropriate.