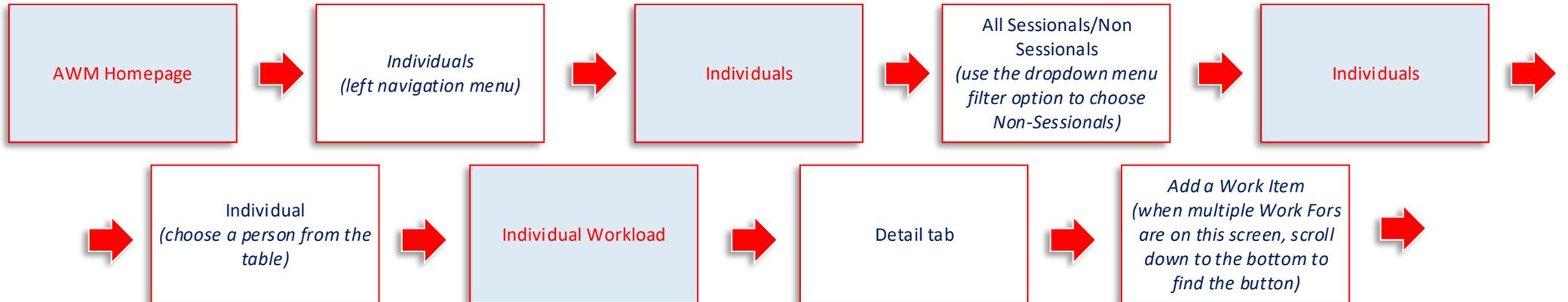




## Add a Work Item to a Non-Sessional Academic

Navigate to Work Item page



Input Data



### Key Points to know when Entering Information

- All mandatory fields have additional onscreen help
- The tool only captures work related to teaching and teaching related activities (including supervision). Research and Admin activities are not recorded.
- A Per Student Method will calculate the Time (hrs) with the Actual Students (if known, otherwise the Predicted Students figure will be used).
- Before Census date and up to 14 days after Census date, the Per Student calculations will be based on the predicted students. The system will automatically switch to the actual figures after this period.
- A Fixed Method will not calculate the Time (hrs) so you will need to do some manual calculation of the time that is required and then allocate that here.
- Whilst it is not a mandatory field, it is always a good idea to put information pertaining to the Work Item (eg *6 lectures and 4 tutorials*) into the Details Field as it can be accessed elsewhere in AWM and it can be used to help you calculate the appropriate time for Time (hrs).
- Work types are generic across all schools and are currently at a high level.
- There is a definition of work types and as much as possible you should use the defined work types rather than use "other".
- All Non-Sessional Academics will have the ability to maintain their own work items provided they have been assigned planning permission on their workload.
- Only the owner of the non-sessional workload OR a central School Workload Planner may plan an individual non-sessional workload.
- Ensure the roles related to the workload approval process (workflow) have been allocated (ie, Planning, Checking, Accepting and Approving).
- The next step in the Workload planning process is to Update Status to Accept and the Workload will move from the Planning stage to the Checking stage.