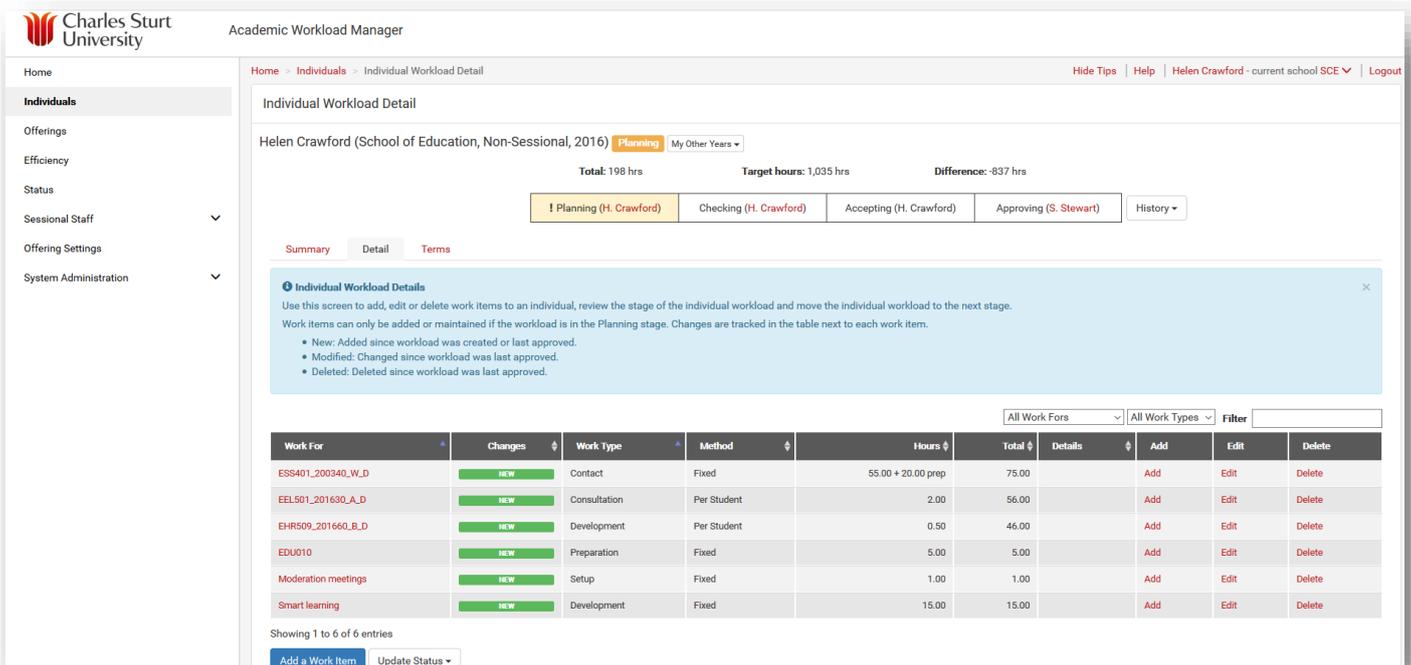


## DELETE A WORK ITEM

- You can only delete work items if you have permission to do so.
- Changes are tracked in the table next to each work item:
  - New: Added since workload was created or last approved.
  - Modified: Changed since workload was last approved.
  - Deleted: Deleted since workload was last approved.
- A dialogue box will ask you if you are sure you want to delete this time of work.



Charles Sturt University Academic Workload Manager

Home > Individuals > Individual Workload Detail

Individual Workload Detail

Helen Crawford (School of Education, Non-Sessional, 2016) **Planning** My Other Years ▾

Total: 198 hrs Target hours: 1,035 hrs Difference: -837 hrs

! Planning (H. Crawford) Checking (H. Crawford) Accepting (H. Crawford) Approving (S. Stewart) 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.

- New: Added since workload was created or last approved.
- Modified: Changed since workload was last approved.
- Deleted: Deleted since workload was last approved.

Work For	Changes	Work Type	Method	Hours	Total	Details	Add	Edit	Delete
ESS401_200340_WLD	NEW	Contact	Fixed	55.00 + 20.00 prep	75.00		Add	Edit	Delete
EEL501_201630_A_D	NEW	Consultation	Per Student	2.00	56.00		Add	Edit	Delete
EHR509_201660_B_D	NEW	Development	Per Student	0.50	46.00		Add	Edit	Delete
EDU010	NEW	Preparation	Fixed	5.00	5.00		Add	Edit	Delete
Moderation meetings	NEW	Setup	Fixed	1.00	1.00		Add	Edit	Delete
Smart learning	NEW	Development	Fixed	15.00	15.00		Add	Edit	Delete

Showing 1 to 6 of 6 entries

Add a Work Item Update Status ▾

### Non-Sessional

- A work item can only be deleted if it is in the Planning stage.
- If a Non-Sessional is at any other stage it needs to be moved back to Planning before editing can take place.
- In the event a work item has been deleted in error and you are in the Checking stage – choose Revise from the Update Status button.
- This moves you back to the Planning stage and allows you the opportunity to Restore your deleted work item. Restore is an option shown in the table on the Detail screen.

### Moving a Work For back to Planning

- Ensure you are in the Individual Workload Detail screen on the Detail tab.
- Scroll to the bottom of the screen and choose Revise from the Update Status drop down menu.
- Add a comment regarding the revision and choose Revise.
- You will receive a message on your screen stating the Workload item [code and name referenced] is revised.
- Delete option is now available.

Charles Sturt University Academic Workload Manager

Home > Individuals > Individual Workload Detail Hide Tips | Help | Helen Crawford - current school SCE | Logout

Individual Workload Detail

Angela Keys (School of Education, Sessional, 2016)

Summary Detail

**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.

- New: Added since workload was created or last approved.
- Modified: Changed since workload was last approved.
- Deleted: Deleted since workload was last approved.

All Work Fors | All Work Types | All Sessions | Filter

Work For	Changes	Work Type	Sub-type	Method	Hours	Total	Workload Status	SoW Status	Add	Edit	Delete
<input type="checkbox"/> EEA202_201630_A_J		Analysis	Standard	Fixed	5.00	5.00	PLANNING		Add	Edit	Delete
Planner: Helen Crawford		Account: 011111111-1544444445-1614555612-1505558462		Relevant PHD or Equiv: N		Details:		Comments: 2			
<input type="checkbox"/> EEA202_201630_B_J		Marking	Standard	Per Student	1.00	79.00	APPROVING		Add		
Planner: Helen Crawford		Account: 01211-2121-2220-0122		Relevant PHD or Equiv: N		Details: Exams only		Comments: 2			
<input type="checkbox"/> ECO130_201660_S_J		Consultation	Standard	Per Student	2.00	24.00	CHECKING		Add		
Planner: Helen Crawford		Account: 2221-2121-221-0215		Relevant PHD or Equiv: N		Details: The bulk of this work will be moderating chatrooms.		Comments: 1			
<input type="checkbox"/> EEA310_201660_W_D		Marking	Standard	Per Student	1.00	21.00	PLANNING		Add	Edit	Delete
Planner: Helen Crawford		Account: 2121-42451-2451-245		Relevant PHD or Equiv: N		Details: Chose the wrong Method initially.		Comments: 0			

## Sessional

- A work item can only be deleted in a Sessional workload if it is in the Planning stage.
- If you do not see the word Delete in the table when you are in the Individual Workload Detail screen, you know the workload is not in the right stage to be able to delete it. Therefore you need to move it back to the planning stage.
- If the item being deleted had previously been issued on a contract, the item will need to move through the stages as normal (Checking > Approving > Issue Contract and SoW) in order for an amended contract to be issued showing the item as being removed.

## Moving a Work For back to Planning

- Ensure you are in the Individual Workload Detail screen on the Detail tab.
- Tick the box beside the Work For.
- Scroll to the bottom of the screen and choose Revise from the Action Selected drop down menu.
- Add a comment as to why you are revising this Work For.
- Choose Revise.
- You will receive a message on your screen stating the Workload item [code and name referenced] is revised.
- Delete option is now available.