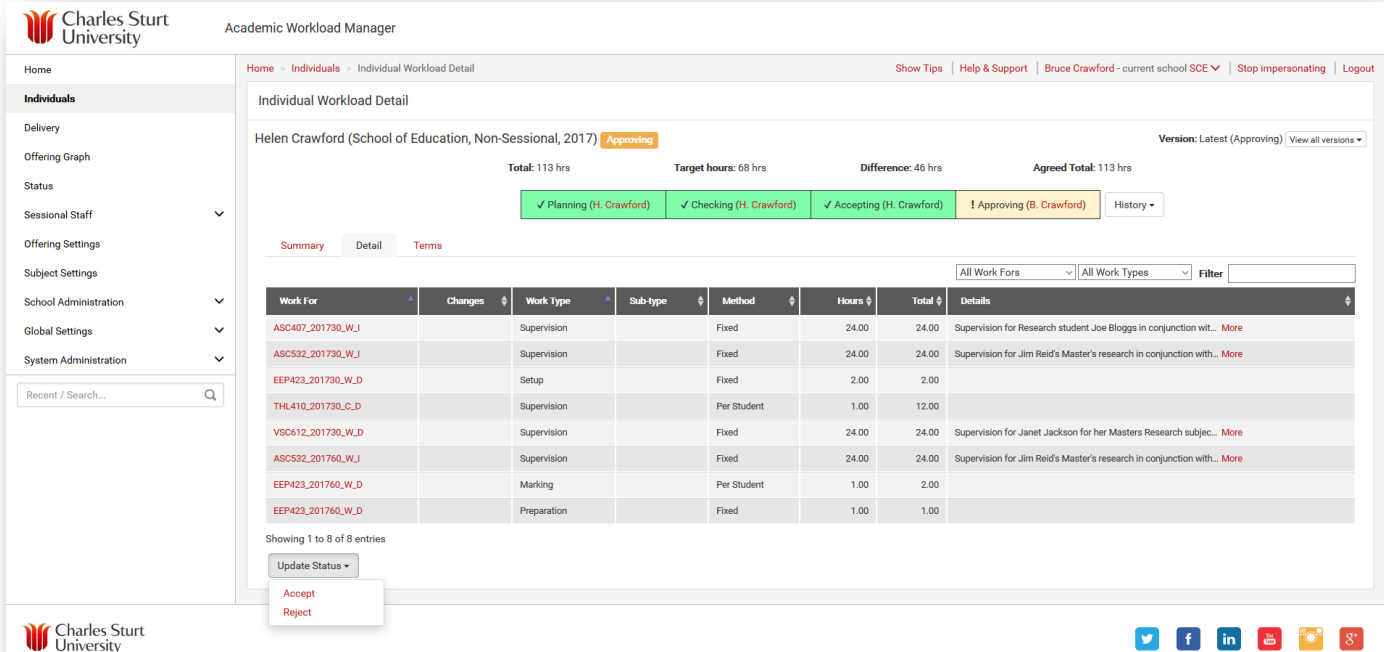


APPROVE A NON-SESSIONAL WORKLOAD

Individual Workload Detail



Academic Workload Manager

Home > Individuals > Individual Workload Detail

Individual Workload Detail

Helen Crawford (School of Education, Non-Sessional, 2017) Approving Version: Latest (Approving) | View all versions

Total: 113 hrs Target hours: 68 hrs Difference: 46 hrs Agreed Total: 113 hrs

Planning (H. Crawford)
 Checking (H. Crawford)
 Accepting (H. Crawford)
 Approving (B. Crawford)

Summary Detail Terms

Work For	Changes	Work Type	Sub-type	Method	Hours	Total	Details
ASC407_201730_W_J		Supervision		Fixed	24.00	24.00	Supervision for Research student Joe Bloggs in conjunction wit... More
ASC532_201730_W_J		Supervision		Fixed	24.00	24.00	Supervision for Jim Reid's Master's research in conjunction with... More
EEP423_201730_W_D		Setup		Fixed	2.00	2.00	
THL410_201730_C_D		Supervision		Per Student	1.00	12.00	
VSC612_201730_W_D		Supervision		Fixed	24.00	24.00	Supervision for Janet Jackson for her Masters Research subjec... More
ASC532_201760_W_J		Supervision		Fixed	24.00	24.00	Supervision for Jim Reid's Master's research in conjunction with... More
EEP423_201760_W_D		Marking		Per Student	1.00	2.00	
EEP423_201760_W_D		Preparation		Fixed	1.00	1.00	

Showing 1 to 8 of 8 entries

Update Status ▾

- Accept
- Reject

- The Workload needs to be Accepted by the individual before it can be approved.
- Only the Head of School or equivalent can approve a Workload.
- To be able to approve a Non-Sessional Workload you must have the correct approval (eg Head of School or equivalent).
- When approving a workload, the Update Status options are Accept or Reject.
- Choosing to Reject a workload will move it back to the Planning stage.
- After accepting the workload, a dialogue box will appear giving you the opportunity to leave a comment. It is always a good idea to make a comment as it provides a history trail.
- In the event that a Workload is Rejected, it is mandatory that a comment be made in the dialogue box.