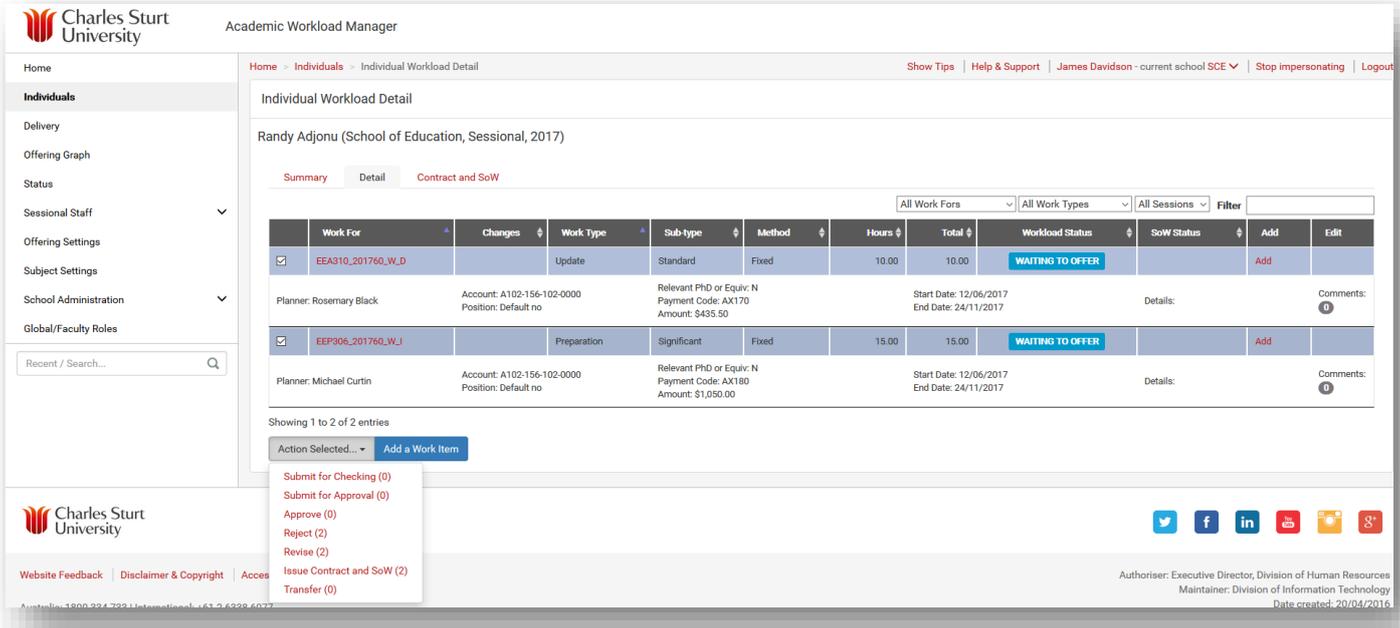


ISSUE A CONTRACT FOR A SESSIONAL ACADEMIC



The screenshot shows the 'Academic Workload Manager' interface. The main content area displays 'Individual Workload Detail' for 'Randy Adjonu (School of Education, Sessional, 2017)'. There are three tabs: 'Summary', 'Detail', and 'Contract and SoW'. The 'Detail' tab is active, showing a table of work items. The table has columns for 'Work For', 'Changes', 'Work Type', 'Sub-type', 'Method', 'Hours', 'Total', 'Workload Status', 'SoW Status', 'Add', and 'Edit'. Two work items are listed, both with a 'WAITING TO OFFER' status. The first item is for 'EEA310_201760_W_D' with 10.00 hours, and the second is for 'EEP306_201760_W_I' with 15.00 hours. Below the table, there is an 'Action Selected...' dropdown menu with options: 'Submit for Checking (0)', 'Submit for Approval (0)', 'Approve (0)', 'Reject (2)', 'Revise (2)', 'Issue Contract and SoW (2)', and 'Transfer (0)'. The footer of the interface includes social media icons and contact information.

BACKGROUND

The Waiting to Offer stage allows time for all work to be planned and checked before the Head of School has the final approval. This also allows the Sessional to know their complete workload in one sighting and to make any necessary changes before a contract is issued.

Once all the work for a Sessional has been planned the approver will be able to see everything in the Waiting to Offer stage and be able to approve or reject accordingly.

ISSUE A CONTRACT

- The easiest way to find the Sessional who requires a contract is to start to type the individual's name in the Recent/ Search box on the bottom of the left hand menu and then choose the name from the list provided.
- Work items must be in the Waiting to Offer phase to be able to be moved to the Issue a Contract & Schedule of Work (SoW) phase.
- Only the Head of School is able to move the work items to the Issue a Contract & Schedule of Work (SoW) phase.

ISSUE A CONTRACT

- After clicking Issue Contract and SoW the Issue Contract and SoW confirmation box will appear on your screen.

You are about to issue contract and schedule of work for workload items. Once it is issued, it will be sent to the sessional academic staff via email.

Name: Randy Adjonu
School: School of Education
Position Number: Default no (888888)
Contract Period: From 12/06/2017 To 24/11/2017
Location: Select location

Work For	Changes	Work Type	Sub-Type	Units	Total Hrs	Period
EEA310_201760_W_D	NEW	Update	Standard	10	10	12/06/2017 to 24/11/2017
EEP306_201760_W_J	NEW	Preparation	Significant	15	15	12/06/2017 to 24/11/2017

Do you wish to issue contract and schedule of work as above?

[Preview Contract](#)

- This allows you to check the contract either on the screen or to preview a copy of what the contract will look like when issued.

Charles Sturt University

DIVISION OF HUMAN RESOURCES
 Panorama Avenue
 Bathurst NSW 2795
 Tel: 1800 688 117
 +61 2 6338 4884
 Fax: +61 2 6338 4406
 Email: hr@csu.edu.au
www.csu.edu.au/division/hr

21/06/2017

Randy Adjonu
 5/49 Simmons Street
 Wagga Wagga, NSW, 2650
 Email: raadjonu@csu.edu.au

Dear MR Adjonu

OFFER OF CASUAL EMPLOYMENT

On behalf of the Vice-Chancellor, it is my pleasure to offer you casual employment at Charles Sturt University (CSU). Details are set out in this letter, which contains important information that you should read before accepting the offer.

Position title	Sessional Academic
Offer reference number	To Be Determined
Position Number	888888
School/Section	School of Education
Responsible to	Head of School (or nominee)
Location	
Employment status	Casual

- Once a contract is issued it will be sent to the Sessional via email.
- When the contract is issued the Contract and SoW tab in the Sessional's Individual Workload will be populated with the relevant information from the contract.
- This tab also contains information on when the contract was issued and sent and whether or not it has been accepted.