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AWM Census Actions

March 2017

Key Points

- Different mechanisms for sessional and non-sessional staff.
- Student numbers lock in one week after census
- The census functionality is designed to help you identify where changes may need to be made however the planner still needs to make a decision and action required amendments.

Sessional contracts

- New Screen as part of School Administration navigation tab “**Post Census Actions**”
- Lists all sessional staff who may require a contract amendment due to student numbers changing from the predicted numbers. That is any contracts that have passed the approval stage.
- Option to action or disregard
- If you action it will return the relevant work item to the Planning stage for modification. You will then need to move the item back through the checking, approval and contract issue stages to generate a contract amendment.
- If you choose to disregard, no changes will be made and the individual will just remain listed on the screen with the disregarded status
- Items still being planned will automatically update to the census numbers

Demonstration of sessional Census actions


- Home
- Individuals
- Delivery
- Offering Graph
- Status
- Sessional Staff
- Offering Settings
- Subject Settings
- School Administration
- View Pay Units
- Workload Calculation Guidelines
- Post Census Actions**

Home Hide Tips | Help | Deb Bardon - current school SNMIH

Hello Deb,

Welcome to the Academic Workload Manager


The Academic Workload Manager is a suite of tools to assist schools with workload planning and allocation; recruitment and on-boarding of casual academic staff; casual contract generation; and casual budget commitment and claims tracking.



My Workload

Plan and review my current workload

[Manage My Workload](#)



Workload Planning for your School

View your school figures at a glance and plan work for individuals and offerings

[View and plan individual workloads in my school](#)

[View and plan work for offerings in my school](#)

Non-sessional workloads

- Will automatically take any agreed workloads that are affected by census changes back to the PLANNING stage. However the previously agreed workload stays in place until the new workload is AGREED.



Non-sessional workloads

- Identify changes from the status screen (you can see the last agreed date)
- Workloads returned to planning identify the work item that has been modified.
- Once necessary changes have been made move the workload back through the stages for checking, acceptance and approval.

Non-sessional workloads demonstration

Non-Sessional Academics

Sessional Academics

Status View for Non-Sessional Individuals

Use this view for an overview of the status of non-sessional work planned within your school. You can see at a glance who is assigned and responsible for each stage of the lifecycle of a workload. Click the name of an individual to drill down to their workload detail.



Questions

- [AWM Help Website](#)
- Queries to awmsupport@csu.edu.au