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Introduction

The SoMS Tutor Roster System is a web tool for assigning casual staff to teaching activities within SoMS. Each teaching department can budget for these activities and view allocated hours. School Administration uses it to manage associated payroll claiming.

Courses covered are across Anatomy, Exercise Physiology, Pathology, Pharmacology and Physiology, as well as SOMS and MFAC.

While primarily focused on supporting tutorials, the tool also allows course convenors to assign staff to lectures, seminars, vivas, marking, exam invigilation etc.

There are five user roles

1. Candidate
 - anyone with a UNSW zPass may bid for specific activities by course-code, date and time.
2. Course Convenor (2 per course)
 - assigns tutors from the bidding pool to each activity time-slot related to their course-codes.
 - may ignore/override bidding pool to assign known tutors
 - views payroll costs associated with these activities
3. Roster Manager (1 per department)
 - may act as a course convenor in assigning tutors
 - assigns course-convenors to courses in their department
 - views payroll costs associated with activities across the department
 - think of as a “super convenor”
 - has “All Items” view within Courses table for their department
4. Claiming
 - Manages sessional payments across all departments
5. Administrator
 - Full access to all functions
 - Assigns Roster Managers, Course Convenors and Claiming officers
 - Creates class series within all departments

What each user sees within the roster system is governed by their role. If not designated as one of roles 2-5 above, users will only see the Bidding function.

While Convenors and Roster Managers are respectively limited to viewing their courses and departments, they could if they wished, *bid* for any course on the system, irrespective of department.

Users may be both Convenors and Roster Managers, even in different departments. How this appears in the system will be explained along the way.

Overview of Primary Tasks

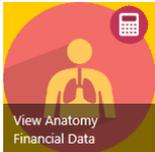
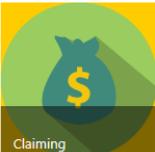
TASK	PROCESS	ROLES
Bidding / Assigning 	<ol style="list-style-type: none"> 1. Convenor opens course for bidding 2. Candidate (bidder) selects course codes from drop down list, and then specifies which activity time slots they wish to work on. 3. Convenor selects from candidate list (or UNSW address book) for each time slot. 4. Course is removed from bidding list. 5. Notification emails sent out overnight to successful candidates 	Bidder Convenor
Viewing Financial Data  	<ol style="list-style-type: none"> 1. Pay rates for each activity are pre-loaded 2. Convenor/Roster Manager uses <i>Financial</i> view to see running costs for their corresponding courses/department. 3. <i>Financial To Date</i> view shows current expenditure on activities 	Convenor Roster Manager Admin
Viewing Tutor Hours  	<ol style="list-style-type: none"> 1. View Hours allocated to each tutor, or total hours unassigned. 	Convenor Roster Manager Admin
Claiming 	<ol style="list-style-type: none"> 1. Process sessional claims for casual staff 	Admin Claiming
Assign Course Convenors 	<ol style="list-style-type: none"> 1. For each course, specify a Course Convenor, and optionally a Co-Convenor 2. These edits take effect immediately. 	Roster Manager Admin

Table and View Basics

Most tasks in the system require editing simple table views.

In the screenshot below we have the first three views *My Courses*, *All Items* and *Assignment* supplemented by four more views *Claiming*, *Financial*, *Financial to Date* and *Tutor Hours*, accessed by clicking the highlighted ellipsis ...

The *All Items* view (available to Roster Managers and Admins) shows information for all courses in a given department. The other views are filtered to only show the courses you are listed as convening.

Course	Course Convenor	Class Type	Topic	Day	Class Start	Class End	Room	Week
Course : HESC4501 (1)								
Class Type : Tutorial (1)								
Course : MFAC1501_FN (15)								
Class Type : Prac exam Marking (2)								
MFAC1512	Elizabeth Tancred	Prac exam Marking	End of Year Prac exam marking Y2 - 540 students Pharmacology - Year 1 - 12 minutes writing	Sat				24
MFAC1512	Elizabeth Tancred	Prac exam Marking	Mid Year Prac exam marking Y2 - 270 students Pharmacology (12 minutes writing)	Sun	1/06/2014 9:00 AM	1/06/2014 10:00 AM		12

The table may be filtered and/or sorted by clicking on the column headers:

Course	Course Convenor	Class Type	Topic	Day	Class Start	Class End
MFAC1512	Elizabeth Tancred	Prac exam Marking	Mid Year Prac exam marking Y2 - 270 students Pharmacology (12 minutes writing)	Sat		

You can filter by several columns at once. In this example the column **Course Convenor** has a filter applied already, column **Tutor** has been sorted, and an additional filter may be placed on it:

My Courses **All Items** Assignment ... SAVE THIS VIEW

Course
 Course Convenor
 Class Type
 Topic
 Day
 Class Start
 Class End
 Room
 Week
 Tutor #
 Candidates
 Open
 Tutor ↑

▸ Course : PHAR3306 (30)

▸ Course : PHSL2201/2221/2502 (1)

A on Top
 Z on Top
 Clear Filters from Tutor
 (Empty)
 Greg Smith

Tables which allow you to edit the contents will have an Edit toggle at the top:

[+ new item](#) or [edit](#) this list

All Items ...

<input checked="" type="checkbox"/>	UNSWDepartment	Course Convenor	Course Co-convenor	Title	Course Name
	Anatomy	Elizabeth Tancred		ANAT1521	Anatomy for Medical Science
	Anatomy	Craig Hardman		ANAT1551/2111	Introductory Anatomy for Ex Phys/Introductory Anatomy
	Anatomy	Craig Hardman		ANAT2111	Introductory Anatomy

Once in edit mode, you will see table gridlines as below. In this example the Course Co-convenor column expects names from the UNSW directory. You may either type them in, or click the little Browse icon to the left of the **current cell** to search for the desired name.

Stop editing this list

All Items ...

<input checked="" type="checkbox"/>	UNSWDepartment	Course Convenor	Course Co-convenor	Title	Course Name
	Anatomy	Elizabeth Tancred	<input type="text"/>	ANAT1521	Anatomy for M
	Anatomy	Craig Hardman		ANAT1551/2111	Introductory Ai

In some cases you want to repeat a value down several rows in a column. Simply drag the lower right hand corner down through the rows you wish to repeat the value.

Activities

Each class activity is a combination of course, class type, topic, and date/time. A certain number of tutors are assigned to each activity. If more than one, this is usually a member of SoMS staff plus additional casual tutors.

HESC3541 example

In the example below, the first two rows show a HESC3541 Lab on Pulmonary function assessment on Monday 2nd March at 10am. There are two tutor positions available for this lab paid at the Demonstrator pay rate.

Course	Course Convenor	Course Co-convenor	Class Type	Topic	Date	Start	End	Room	Week	Tutor #	Open for Bidding	Tutor	Class Duration	Pay Code
HESC3541	David Simar		Lab	Pulmonary function assessment	Mon, 2/3	10:00	12:00	Wurth Ex Phys Lab	2	Tutor 01	No		2:00	Demonstrator
HESC3541	David Simar		Lab	Pulmonary function assessment	Mon, 2/3	10:00	12:00	Wurth Ex Phys Lab	2	Tutor 02	No		2:00	Demonstrator
HESC3541	David Simar		Tutorial	Exercise testing in clinical population	Mon, 2/3	13:00	15:00	Wurth G08	2	Tutor 01	No	David Simar	2:00	SoMS staff

Activities are not available for bidding on until their Convenor has opened them by editing the “Open for bidding” column.

The third row shows a tutorial assigned to SoMS staff (note the pay code) and would not be opened for bidding.

ANAT2111 example

The roster extract below shows 2 lab activities, each requiring 5 tutors: one SoMS staff plus four casual slots opened for bidding.

Course	Course Convenor	Course Co-convenor	Class Type	Topic	Date	Start	End	Room	Week	Tutor #	Open for Bidding	Tutor	Class Duration	Pay Code	Cost
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 01	No	Craig Hardman	3:00	SoMS staff	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 02	Yes		3:00	Demonstrator	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 03	Yes		3:00	Demonstrator	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 04	Yes		3:00	Demonstrator	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 05	Yes		3:00	Demonstrator	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	14:00	17:00	Wurth 101E	2	Tutor 01	No	Priti Pandey	3:00	SoMS staff	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	14:00	17:00	Wurth 101E	2	Tutor 02	Yes		3:00	Demonstrator	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	14:00	17:00	Wurth 101E	2	Tutor 03	Yes		3:00	Demonstrator	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	14:00	17:00	Wurth 101E	2	Tutor 04	Yes		3:00	Demonstrator	
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	14:00	17:00	Wurth 101E	2	Tutor 05	Yes		3:00	Demonstrator	

In the Bidding module these two activities will be shown as two biddable items:

Anatomy - ANAT2111					
<input type="checkbox"/>	Topic	Type	Date	Start	End
<input type="checkbox"/>	Appendicular Skeleton and the Articular System	Lab - Gross Anatomy	3/03/2015	11:00 AM	2:00 PM
<input type="checkbox"/>	Appendicular Skeleton and the Articular System	Lab - Gross Anatomy	3/03/2015	2:00 PM	5:00 PM
<input type="checkbox"/>	General Muscular System, Axial and Upper Limb Muscles	Lab - Gross Anatomy	10/03/2015	11:00 AM	2:00 PM

Bidding



Once convenors have opened activities for bidding they should email their tutorial/demonstrator candidate pool with:

- The link <http://soms.unsw.edu.au>
- Details of topics for specific tutorial session dates and times
- Conditions of bidding
- Other requirements

Only those with an active UNSW Unipass may login to bid on teaching activities. Successful candidates will be required to complete necessary HR payroll forms ASAP.

Those who complete the bidding process will appear as Candidates in the course lists. Convenors may select from this pool, or assign other names from the UNSW directory. When the selections have been made, automatic notification emails will be issued to the successful candidates (whether they had bid or not).

How to bid

1. Login to the system, and select a department and course from the drop down lists below. Click Search to find corresponding classes open for bidding.

If there are classes open for bidding in the chosen course, you will be presented with a selection thus:

Department:

Course:

Search

Classes available for bidding:

Anatomy - ANAT2111					
<input type="checkbox"/>	Topic	Type	Date	Start	End
<input type="checkbox"/>	Appendicular Skeleton and the Articular System	Lab - Gross Anatomy	3/03/2015	11:00 AM	2:00 PM
<input type="checkbox"/>	Appendicular Skeleton and the Articular System	Lab - Gross Anatomy	3/03/2015	2:00 PM	5:00 PM
<input type="checkbox"/>	General Muscular System, Axial and Upper Limb Muscles	Lab - Gross Anatomy	10/03/2015	11:00 AM	2:00 PM
<input type="checkbox"/>	General Muscular System, Axial and Upper Limb Muscles	Lab - Gross Anatomy	10/03/2015	2:00 PM	5:00 PM
<input type="checkbox"/>	Lower Limb Muscles, General Nervous System and Brain Cord	Lab - Gross Anatomy	17/03/2015	11:00 AM	2:00 PM
<input type="checkbox"/>	Lower Limb Muscles, General Nervous System and Brain Cord	Lab - Gross Anatomy	17/03/2015	2:00 PM	5:00 PM
<input type="checkbox"/>	Spinal Cord and Spinal nerves	Lab - Gross Anatomy	24/03/2015	11:00 AM	2:00 PM

2. Check off the desired activities in the first column, and then click the **Add** button at the side. This will create a “tray” of bids at the bottom of the screen. In the example below, the first activity from the table above has been added to the tray:

Classes to bid for:

<input type="checkbox"/>	Department	Course	Topic	Type	Date	Start	End
<input type="checkbox"/>	Anatomy	ANAT2111	Appendicular Skeleton and the Articular System	Lab - Gross Anatomy	3/03/2015	11:00 AM	2:00 PM

Remove

Apply

3. If a mistake has been made, check the item(s) in the tray and click **Remove**.
4. If other course activities are desired, make selections from the drop down boxes at the top of the screen and continue until satisfied with the selection.
5. Click **Apply** to make final bids.

After bidding

Course convenors will make their selection from the candidate pool and issue notifications to successful candidates.

Unsuccessful candidates will not be notified.

Any queries or issues regarding the bid process for each course should be directed to the respective course convenors.

Bids cannot be retracted in this system – contact the course convenor directly.

Successful Bids

Tutors who have been assigned casual teaching through this system will be automatically notified with emails from SOMS Casual Tutor Roster (MED.SOMS.CTRS@unsw.edu.au) in this format:



School of Medical Sciences

Mike Williams z9999999

This email is to confirm you have been offered casual teaching for SoMS.

Below is your teaching schedule:|

Department: Physiology
Course: PHSL2101/2121/2501
Topic: H&S / Safe Handling of Biological Fluids
Start: 3/03/2015 10:00 AM
End: 3/03/2015 1:00 PM
Room: Wurth 115
Course Authority: Lesley Ulman - l.ulman@unsw.edu.au

Department: Physiology
Course: PHSL2101/2121/2501
Topic: H&S / Safe Handling of Biological Fluids
Start: 4/03/2015 10:00 AM
End: 4/03/2015 1:00 PM
Room: Wurth 115
Course Authority: Lesley Ulman - l.ulman@unsw.edu.au

Department: Exercise Physiology
Course: HESC3541
Topic: Introduction to exercise testing
Start: 6/03/2015 10:00 AM
End: 6/03/2015 12:00 PM
Room: Wurth Ex Phys Lab
Course Authority: David Simar - d.simar@unsw.edu.au

Please save these dates in your calendar. It will be your responsibility to ensure you have no conflicting responsibilities during this time.

If you have any questions or you are unable to commit to any of the dates above please immediately contact the appropriate course authority.

*Note this is an automated email

Convenor Tasks

Assigning Tutors



Those who have completed the bidding process will appear as Candidates in the *Assignment* view in the roster. Convenors may select from this pool, or assign other names from the UNSW directory. When satisfied with the assignments, each position/time should be flagged for notification. The activities should then have their “Open for bidding” column reset to No.

In the example below, two candidates have bid for an ANAT2111 lab. As there are four casual openings, their names appear in each line. The convenor may choose either or none of them, but should set (*Open for Bidding* = No) and (*Notify* = Yes) when a decision has been made for each opening.

[MW: change the screenshot below to use Assignment view]

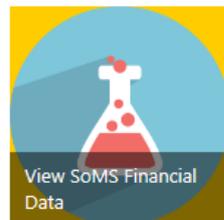
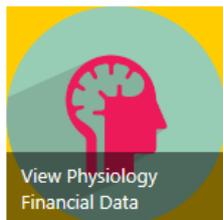
My Courses [All Items](#) Assignment ... [SAVE THIS VIEW](#)

Course	Course Convenor	Course Co-convenor	Class Type	Topic	Date	Start	End	Room	Week	Tutor #	Open for Bidding	Tutor	Class Duration	Pay Code	Cost	Claiming Complete	Comments	Candidates
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 01	No	Craig Hardman	3:00	SoMS staff		No		
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 02	Yes		3:00	Demonstrator		No		Ryan Ling; Mike Williams
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 03	Yes		3:00	Demonstrator		No		Ryan Ling; Mike Williams
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 04	Yes		3:00	Demonstrator		No		Ryan Ling; Mike Williams
ANAT2111	Craig Hardman		Lab - Gross Anatomy	Appendicular Skeleton and the Articular System	Tue, 3/3	11:00	14:00	Wurth 101E	2	Tutor 05	Yes		3:00	Demonstrator		No		Ryan Ling; Mike Williams
ANAT2111	Craig Hardman		Lab - Gross	Appendicular Skeleton	Tue, 3/3	14:00	17:00	Wurth	2	Tutor	No	Priiti Pandev	3:00	SoMS staff		No		

Every night the system will check for activities flagged for notification and issue emails to successful candidates (whether they bid or not). The course table will be updated to indicate that these notifications have been issued.

Should a candidate reject an activity – perhaps because they have been offered more than one at the same time – they must contact the convenor. The convenor should then re-open the activity for bidding, clear the position in *Assignment* view and reset the notification status.

Viewing Financial Data



The Convenor may use the *Financial* view to see how their budget is being applied to classroom activities. In this example the Anatomy convenor for MFAC1501 has **\$2370.38** allocated to **23** activities (6 x dry lab + 17 x Gross Anatomy lab). The Class Type breakdown shows that dry lab activities cost **\$618.36**.

ROSTER ▸ ANATOMY

[+ new item](#)

Department All Items **Financial** ...

✓	Course	Course Convenor	Class Type	Date	Start	End	Room	Week	Tutor #	Tutor	Pay Code Type	Class Duration	Pay Code	Cost
Sum = 2,370.38														
▾ Course : MFAC1501_FN (23)														
Sum = 2,370.38														
▾ Class Type : Lab - dry lab (6)														
Sum = 618.36														
	MFAC1501_FN	Nicholas Hawkins	Lab - dry lab	Thu, 5/3	12:00	14:00	Wurth G06/G07	1	Tutor 03			2:00	Demonstrator	103.06
	MFAC1501_FN	Nicholas Hawkins	Lab - dry lab	Thu, 5/3	15:00	17:00	Wurth G06/G07	1	Tutor 03			2:00	Demonstrator	103.06
	MFAC1501_FN	Nicholas Hawkins	Lab - dry lab	Mon, 9/3	12:00	14:00	Wurth G06/G07	2	Tutor 03			2:00	Demonstrator	103.06
	MFAC1501_FN	Nicholas Hawkins	Lab - dry lab	Mon, 9/3	12:00	14:00	Wurth G06/G07	2	Tutor 04			2:00	Demonstrator	103.06
	MFAC1501_FN	Nicholas Hawkins	Lab - dry lab	Wed, 11/3	15:00	17:00	Wurth G06/G07	2	Tutor 03			2:00	Demonstrator	103.06
	MFAC1501_FN	Nicholas Hawkins	Lab - dry lab	Wed, 11/3	15:00	17:00	Wurth G06/G07	2	Tutor 04			2:00	Demonstrator	103.06
▸ Class Type : Lab - Gross Anatomy (17)														

The related *Financial To Date* view shows how much of the activity budget has already been spent.

Viewing Tutor Hours



The Convenor uses this view to see how many hours are assigned to each tutor, or are left unassigned. For example in this Anatomy convenor's roster for MFAC1501, we see there are **46** hours of activities, with **6** hours assigned to Ryan Ling, and the remaining **40** hours left unassigned.

ROSTER ▸ ANATOMY

[+ new item](#)

Department All Items **Tutor Hours** ...

✓	Course	Course Convenor	Class Type	Date	Start	End	Hours
Sum = 46.00							
▾ Tutor : (20)							
Sum = 40.00							
▸ Course : MFAC1501_FN (20)							
▾ Tutor : Ryan Ling (3)							
Sum = 6.00							
▾ Course : MFAC1501_FN (3)							
Sum = 6.00							
	MFAC1501_FN	Nicholas Hawkins	Lab - Gross Anatomy	Sat, 7/3	12:00	14:00	2.00
	MFAC1501_FN	Nicholas Hawkins	Lab - Gross Anatomy	Sat, 7/3	12:00	14:00	2.00
	MFAC1501_FN	Nicholas Hawkins	Lab - Gross Anatomy	Sat, 7/3	12:00	14:00	2.00

Creating a Class Series



Most of the class activity series run by SoMS are preconfigured and uploaded at the start of the semester. However in the rare case where classes have to be added, this function takes care of the details.

In the example below, we will add a tutorial series to Pharmacology course PHAR3101.

The **Add Class Series** form has three parts:

1. Selection of Department and Course, which will also identify the course convenors:

2. Specification of Term, Class and Pay Code types. When the Term Type is chosen, the *Available Weeks* box is populated with a series of dates, from which you can select and create a set of weeks to be bid upon. In this example, choosing Term Type = T1, populates

our available weeks box with N1, Week 01...Week 12 and from these weeks 02-07 have been selected for a dry lab where tutors will be paid Demonstration rates.

3. The Activity Series section of the form is where more granular information about the day of week, time, room location and number of teachers is specified. (NB this app does not book rooms!)
Let's say that each week we want a two hour lab in WW LG02 at 10am Tuesdays, requiring 2 demonstrators:

The screenshot shows the 'Activity Series' form with the following fields:

- Day of the Week *: Radio buttons for Monday, Tuesday (selected), Wednesday, Thursday, and Friday.
- Start *: Dropdown menu set to 10:00.
- End *: Dropdown menu set to 12:00.
- Room: Text input field containing 'WW LG02'.
- No. of Teachers: Text input field containing '2'.
- Buttons: 'Add new row' (with a plus icon), 'Cancel', and 'Submit'.
- Footer: 'What session year does this belong to?' with an empty text input field.

If there were to be additional dry labs over the same weeks (02-07) then we could click **Add new row**, and specify another day/time/room slot with the required number of teachers:

The screenshot shows the 'Activity Series' form with the following fields:

- Day of the Week *: Radio buttons for Monday, Tuesday, Wednesday, Thursday (selected), and Friday.
- Start *: Dropdown menu set to 16:00.
- End *: Dropdown menu set to 17:00.
- Room: Text input field containing 'WW LG02'.
- No. of Teachers: Text input field containing '1'.
- Buttons: 'Add new row' (with a plus icon), 'Cancel', and 'Submit'.
- Footer: 'What session year does this belong to?' with an empty text input field.

Once all the "rows" have been specified, click Submit to create them.

In this example we have created a series of PHAR3101 T1 labs in weeks 2-7, with a Tuesday 2hr lab requiring 2 demonstrators and a Thursday 1hr lab requiring 1 demonstrator.

So we have 6 weeks x 2 labs x 3 demonstrators => 36 biddable demonstrator positions, all of which will be shown on the PHAR3101 roster.

[Bug: cancelling this form returns a SharePoint error]

Roster Manager Tasks

Assigning Course Convenors and Co-Convenors



Each course has one or two convenors assigned to manage it. The roles of Convenor and Co-Convenor are equivalent, but the SharePoint system requires that we give them different names.

Setting either of these values for a course is as simple as editing the appropriate cell in the table below. The system will cross-check names against the UNSW address book and ask you to resolve any ambiguous names. Do not edit any of the other columns.

Adding/removing someone from this table may change their system permissions if they are not already assigned as a convenor, roster manager or administrator elsewhere. These changes should take effect immediately.

SOMS TUTOR ROSTER ▸ COURSES

[+ new item](#) or [edit this list](#)

All Items ... [SAVE THIS VIEW](#)

UNSWDepartment ▼	Course Convenor	Course Co-convenor	Title	Course Name
Physiology	Lesley Ulman		MFAC1501_FN	Phase 1 Med - Foundations
Physiology	Elizabeth Tancred		MFAC1512	Phase 1 Portfolio exam
Physiology	Karen Gibson		MFAC1521_BGDA	Phase 1 Med - BGDA
Physiology	Lesley Ulman		MFAC1522_BGDB	Phase 1 Med - BGDB
Physiology	Trudie Binder		MFAC1523_HMA	Phase 1 Med - HMA
Physiology	Kenneth Ashwell		MFAC1526_AEB	Phase 1 Med - AEB
Physiology	Lesley Ulman	Nicole Marden	MFAC1527_SHA	Phase 1 Med - S&H
Physiology	Gary Velan		MFAC2505-2_AH1	Phase 2 ICSA - Adult Health 1
Physiology	Gary Velan		MFAC3513	MFAC3513 : Biomedical Sciences Component
Physiology	Richard Vickery		NEUR2201	Neuroscience Fundamentals

Admin information: Convenors and co-convenors are in two SharePoint groups*: *Convenors* and the departmental group(s) corresponding to the courses they are listed for (*Anatomy, Pathology,...*)

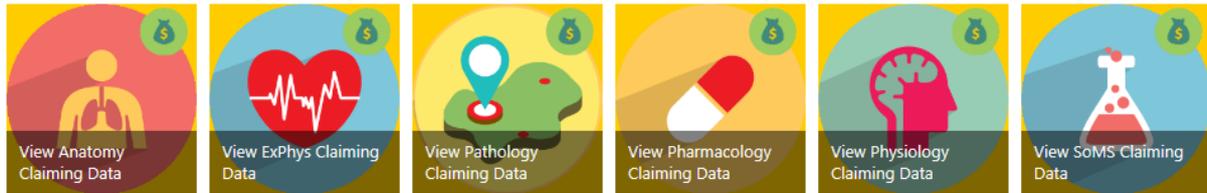
Being in Convenors group allows you to see more tiles than a Bidder, but it must be combined with being in at least one departmental group to specify *which* tiles are visible. If you are listed as a Convenor in Exercise Physiology, then you will see a row of tiles as shown here. For each department that you convene in, an additional corresponding row will appear.

Exercise Physiology



(* set under > Site Settings > Site Permissions)

Claiming View (by Department)



Whereas the Financial views are ordered and grouped by course codes and class types, **Claiming** view groups by Tutor first. Columns offered in this view include:

- Comments: annotation made when tutor substitutions or other variations occur
- Claiming Complete: payments have been processed

No data may be edited in this view.

ROSTER ▸ PATHOLOGY

* Only Administrators, Roster Managers and users in Claiming group have access to this page.

[+ new item](#)

My Courses [All Items](#) **Claiming** ...

✓	Course	Date	Start	End	Tutor	Class Duration	Topic	Pay Code	Cost	Comments	Claiming Complete
▲ Tutor : Julie Hatzi (2)											
	MFAC1521_BGDA	Wed, 18/6	12:00	14:00	Julie Hatzi	2:00	Healing and Chronic Inflammation	Demonstrator	103.06		No
	MFAC1521_BGDA	Wed, 18/6	12:00	14:00	Julie Hatzi	2:00	Healing and Chronic Inflammation	Demonstrator	103.06		No
▲ Tutor : Kenneth Ashwell (1)											
	PATH3206	Wed, 11/3	15:00	17:00	Kenneth Ashwell	2:00	Neoplasia	Anatomy Hybrid standard	164.92	replaced ryan	No

Reporting

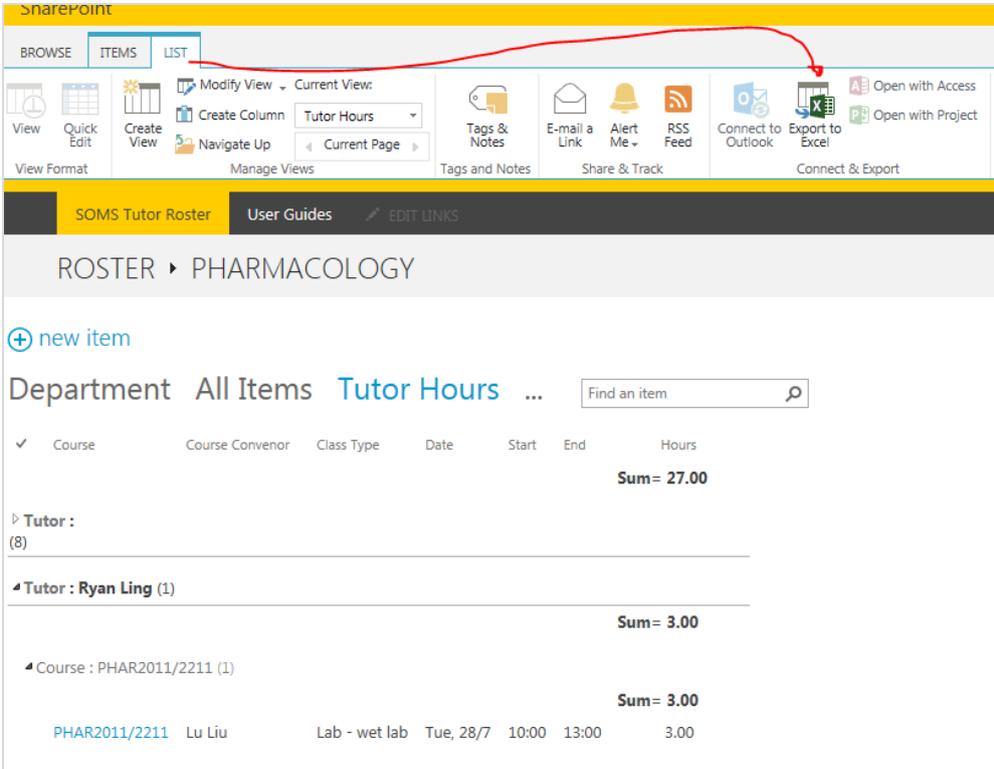
How do I export roster tables to Excel?

For best results with SharePoint layout and export, use Internet Explorer. Unfortunately direct copy paste of table regions does not work well, due to the amount of underlying formatting and hidden data that gets transferred with it.

Many views hit a “5000 row threshold” in SharePoint that prevent data being extracted. I am looking into ways to “scrape” the browser display to extract the desired information in a user friendly fashion. In the meantime if you do copy/paste one of the tables into Excel and get a lot of colourful junk included, do this (in Excel): F5>Special>Objects then [Delete] key.

Administrators note: It is possible to export system tables (eg Pay Codes or All Promoted Links) via this mechanism without hitting any system limits.

Open the SharePoint table you wish to export. Find the List* tab of the toolbar at top, and select Export to Excel: (*If Items/List tabs not visible, click onto a row of the table first)



The screenshot shows a SharePoint interface for a list titled 'SOMS Tutor Roster'. The 'LIST' tab is selected in the top navigation bar. A red arrow points from the 'LIST' tab to the 'Export to Excel' icon in the 'Connect & Export' group of the ribbon. Below the ribbon, the breadcrumb 'ROSTER > PHARMACOLOGY' is visible. The main content area shows a table with columns: Course, Course Convenor, Class Type, Date, Start, End, and Hours. The table has a search bar and a 'Find an item' input. The table content is partially visible, showing a summary row with 'Sum = 27.00' and a filtered view for 'Tutor: Ryan Ling (1)' with 'Sum = 3.00'.

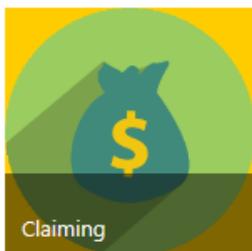
You may get some warning dialog(s) which can be dismissed, and then a prompt at the bottom of the screen to open a query:



An Excel Security notice may appear (select Enable), followed by an Import dialog (select OK). You should now see all the table data in Excel.

NB The entire table will be exported, not just what is visible on screen in the browser. Any column filters will have to be recreated in Excel.

Claiming Tasks



Generating Casual Academic Pay Claims

The roster system replaces all paper claims forms submitted by Casual Academic Staff (Sessional claims, SAL11) and produces a collated course pay schedule for processing in myUNSW.

Payment reports can be generated following these steps

- 1 Select the claiming icon



- 2 Select Department and/or Course and select 'Search'

Department:

Course:

- 3 All outstanding pay claims will appear for the selected course or department
- 4 After entering data into myUNSW select 'Submit.' This will update the Roster automatically switching 'Claiming Complete' from 'No' to 'Yes.' This will alert convenors to inform you if there is and need to make an alteration of pay.

Teaching Weeks	Dates Mon-Fri	Total Hours	Earnings
ANA T2111 - Anatomy			
Fleur McGregor - z3308965			
11,12	18/05/2015 - 29/05/2015	3	901
<input type="button" value="Submit"/>			
ANA T2241 - Anatomy			
Benjamin Rowlands - z3330587			
N0, 1 (N5-N6)	23/02/2015 - 6/03/2015	3	157
2-3	9/03/2015 - 20/03/2015	6	157
4,5	23/03/2015 - 3/04/2015	3	157
N1-6	6/04/2015 - 17/04/2015	3	157
7,8	20/04/2015 - 1/05/2015	3	157
9,10	4/05/2015 - 15/05/2015	6	157
11,12	18/05/2015 - 29/05/2015	6	157
13N2	1/06/2015 - 12/06/2015	3	157
<input type="button" value="Submit"/>			

Tutor	Notify	Confirmed	Pay Code	Cost	Claiming Complete
Andrew Tosolini	Yes	Yes	Anatomy Hybrid	261.48	Yes

Understanding Casual Academic Pay Claims

- 1 Teaching 'weeks' are aligned with the UNSW Salaries pay schedule
- 2 Dates 'Mon-Fri' list the actual fortnightly pay period for work rendered. The system does not recognise work that falls on Saturdays or Sundays.
- 3 Total Hours indicate the number of Units to be entered in myUNSW
- 4 Earnings indicate the pay code which the Units are to assigned to
- 5 A Pink highlighted cell indicates a comment exists on the roster over the fortnightly claim under the course. A Blue highlighted cell indicates a Tutorial Class on the roster may to be checked and/or updated to a Repeat Tutorial Class under the course

1 Teaching Weeks	2 Dates Mon-Fri	3 Total Hours	4 Earnings
ANA T2111 - Anatomy			
Fleur McGregor - z3308965			
11,12	18/05/2015 - 29/05/2015	3	901
<input type="button" value="Submit"/>			
ANA T2241 - Anatomy			
Benjamin Rowlands - z3330587			
N0, 1 (N5-N6)	23/02/2015 - 6/03/2015	3	157
2-3	9/03/2015 - 20/03/2015	6	157
4,5	23/03/2015 - 3/04/2015	3	157
N1-6	6/04/2015 - 17/04/2015	3	157
7,8	20/04/2015 - 1/05/2015	3	157
9,10	4/05/2015 - 15/05/2015	6	157
11,12	18/05/2015 - 29/05/2015	6	157
13N2	1/06/2015 - 12/06/2015	3	157
<input type="button" value="Submit"/>			

Financial Administration: Site Contents / Updating Financial Rates / Setting Claiming Config

- 1 Site Administrators can access site contents by selecting the Site Contents icon



- 2 Prior to uploading the roster data, it is imperative new financial pay rates be entered to reflect twice yearly wage increases. This will populate the new data with the correct financial rates for the semester. Rates <https://www.hr.unsw.edu.au/services/salaries/casacsal.html> / include on-costs <https://www.hr.unsw.edu.au/services/salaries/oncosts.html>
- 3 Select 'Pay Codes' and turn on 'edit' and overwrite with new rates (including on-costs)



new item or edit this list

All Items

✓ Title	Pay Code Type	Code	Pay Code Description	Pay Code Rate	Onco Reason
X Lecture: very special	Casual Lecture	149	Paid to a distinguished person for a single lecture for each of a small group of lectures, or where a lecture involves 4 hours of associated working time.	360.25	No
X Lecture: special	Casual Lecture	150	Paid where the lecturer assumes significant responsibility for planning and developing a unit of a large part of a unit as well as lecturing, or where a lecture or small group of lectures calls for special expertise, or where a lecture involves 3 hours of	280.21	No
Lecturer	Casual Lecture	151	Paid as the normal rate for a lecture which consists of up to 1 hour of delivery and 2 hours of associated working time	210.14	Yes
Lecturer repeat	Casual Lecture	152	Paid for a 'repeat' lecture covering the subject matter of a lecture given within a period of 7 days to another group of students	144.1	Yes
X Marking - academic	Casual Marking	153	Paid for marking requiring a significant exercise of academic judgment appropriate to an employee at Level 3, or as a supervising examiner.	72.05	No
Marking	Casual Marking	155	Paid for routine marking	52.3	No
Marking (PhD)	Casual Marking	355	Routine marking where the casual employee holds a relevant doctoral qualification.	61.92	No
Tutor	Casual Tutorial	153	Tutorial involves 1 hour of delivery and up to 2 hours of associated working time	150.93	Yes
Tutor repeat	Casual Tutorial	154	Repeat tutorial involves 1 hour delivery and 1 hour of associated working time, provided that the hourly rate in a repeat tutorial applies to the subsequent delivery of substantially the same subject matter in a tutorial within a period of 7 days and any	104.83	No
Tutor (PhD)	Casual Tutorial	351	Tutorial involves 1 hour of delivery and up to 2 hours of associated working time in circumstances where the casual employee holds a relevant doctoral qualification	185.78	Yes
Tutor repeat (PhD)	Casual Tutorial	352	Repeat tutorial involves 1 hour delivery and 1 hour of associated working time, in circumstances where the casual employee holds a relevant doctoral qualification provided that the hourly rate in a repeat tutorial applies to the subsequent delivery of sub	122.87	No
X Clinical teaching	Clinical	179	Clinical sessions (Faculty of Medicine)	210.15	No
Demonstrator	Demonstration and Other Duties	157	Demonstration	52.3	No
Casual duties (PhD)	Demonstration and Other Duties	152	Other Duties	52.3	No
Demonstrator (PhD)	Demonstration and Other Duties	354	Other required duties or demonstration where full subject coordination duties are required as part of normal duties, or the casual employee holds a relevant doctoral qualification.	61.92	No
Anatomy Hybrid	Hybrid codes	901	Combination of Casual tutorial (153, 20mins) and Demonstrator (157, 40mins)	87.29	Yes
Anatomy Hybrid repeat	Hybrid codes	902	Combination of Casual repeat tutorial (154, 20mins) and Demonstrator (157, 40mins)	69.58	No
SolSt staff	SolSt Staff	999	Zero pay code for SolSt staff teaching the activity	0	No

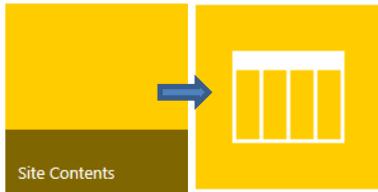
- 4 Under 'Claiming Config' enter the fortnightly 'week starting' and 'week ending' dates – this will set the cut-off pay dates on the claiming report / roster <https://student.unsw.edu.au/calendar>

Anatomy Hybrid rate includes two pay codes for each hour, 20 minutes of the tutorial rate (153) and 40 minutes of the demonstration rate (157) or 20 minutes of the repeat tutorial rate (154) and 40 minutes of the demonstration rate (157).

Anatomy Hybrid Rate		
Hours	Tutorial	Demo
1	.33	.67
2	.67	1.33
3	1	2
4	1.33	2.67
5	1.67	3.33
6	2	4
7	2.33	4.67
8	2.67	5.33
9	3	6
10	3.33	6.67

Administration Tasks

Setting Pay Rates



Pay Codes
19 items

A range of pay code types are available for each activity, their full descriptions tabled below, including repeat codes.

Activities that combine multiple pay codes such as Tutorial+Demonstrator are handled via hybrid codes.

Title	Pay Code Type	Code	Pay Code Description	Pay Code Rate	Show Repeats
X: Lecturer, very special	Casual Lecturer	149	Paid to a distinguished person for a single lecture for each of a small group of lectures; or where a lecture involves 4 hours of associated working time.	354.93	No
X: Lecturer, special	Casual Lecturer	150	Paid where the lecturer assumes significant responsibility for planning and developing a unit of a large part of a unit as well as lecturing, or where a lecture or small group of lectures calls for special expertise; or where a lecture involves 3 hours of	283.95	No
Lecturer	Casual Lecturer	151	Paid as the normal rate for a lecture which consists of up to 1 hour of delivery and 2 hours of associated working time	212.96	No
Lecturer, repeat	Casual Lecturer	152	Paid for a 'repeat' lecture, covering the subject matter of a lecture given within a period of 7 days to another group of students.	141.97	No
X: Marking - academic	Casual Marking	159	Paid for marking requiring a significant exercise of academic judgment appropriate to an employee at Level 8, or as a supervising examiner.	70.99	No
Marking	Casual Marking	160	Paid for routine marking	51.53	No
Marking (PhD)	Casual Marking	165	Routine marking where the casual employee holds a relevant doctoral qualification.	61.01	No
Tutor	Casual Tutorial	153	Tutorial involves 1 hour of delivery and up to 2 hours of associated working time	154.61	Yes
Tutor, repeat	Casual Tutorial	154	Repeat tutorial involves 1 hour delivery and 1 hour of associated working time, provided that the hourly rate in a repeat tutorial applies to the subsequent delivery of substantially the same subject matter in a tutorial within a period of 7 days and any	103.08	No
Tutor (PhD)	Casual Tutorial	361	Tutorial involves 1 hour of delivery and up to 2 hours of associated working time in circumstances where the casual employee holds a relevant doctoral qualification.	183.04	No
Tutor, repeat (PhD)	Casual Tutorial	362	Repeat tutorial involves 1 hour delivery and 1 hour of associated working time, in circumstances where the casual employee holds a relevant doctoral qualification provided that the hourly rate in a repeat tutorial applies to the subsequent delivery of sub	122.04	No
X: Clinical teaching	Clinical	178	Clinical sessions (Faculty of Medicine)	212.96	No
Demonstrator	Demonstration and Other Duties	157	Demonstration	51.53	No
Casual duties, NOS	Demonstration and Other Duties	162	Other Duties	51.53	No
Demonstrator (PhD)	Demonstration and Other Duties	364	Other required duties or demonstration where full subject coordination duties are required as part of normal duties, or the casual employee holds a relevant doctoral qualification.	61.01	No
Anatomy Tutorial	Hybrid codes	153:157	A 50:50 combination of Casual Tutorial (153) and Demonstrator (157)	103.07	Yes
Anatomy Repeat Tutorial	Hybrid codes	154:157	A 50:50 combination of Casual Repeat Tutorial (154) and Demonstrator (157)	77.31	No
Anatomy Hybrid standard	Hybrid codes	30:70	A 30:70 combination of Casual Tutorial (153) and Demonstrator (157)	82.46	Yes
SoMS staff	SoMS Staff	999	Zero pay code for SoMS staff teaching the activity	0	No

SOMS TUTOR ROSTER ▸ PAY CODE TYPES

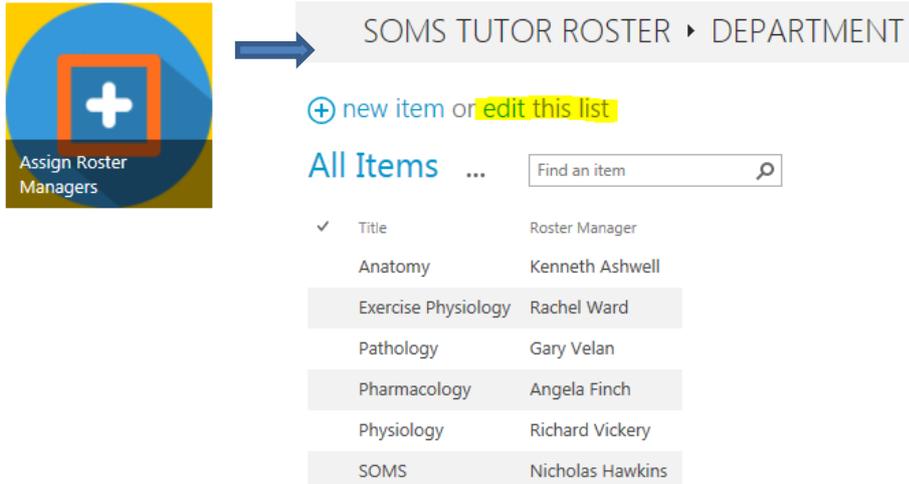
+ new item or edit this list

All Items ...

✓ Title	Default Pay Rate
Casual Lecturer	184.94
Casual Marking	44.75
Casual Tutorial	89.52
Clinical	184.94
Demonstration and Other Duties	44.75
Hybrid codes	59
SoMS Staff	0

There is another tile in Site Contents: "Pay Code Types" which is a master list for the "Pay Codes" list. It stores all the PayCode Types and their default rate. Pay Codes list has a lookup column (Pay Code Type) which takes values from the master list.

Assigning Roster Managers



SOMS TUTOR ROSTER ▸ DEPARTMENT

⊕ new item or edit this list

All Items ...

✓ Title	Roster Manager
Anatomy	Kenneth Ashwell
Exercise Physiology	Rachel Ward
Pathology	Gary Velan
Pharmacology	Angela Finch
Physiology	Richard Vickery
SOMS	Nicholas Hawkins

Admin notes: Roster Managers are in two SharePoint groups*: *Roster Managers* and the departmental group(s) corresponding to the departments they are listed for (*Anatomy, Pathology,...*)

Being in Roster managers group allows you to see more tiles than a Bidder or Convenor, but it must be combined with being in at least one departmental group to specify *which* tiles are visible. If you are listed as a Roster Manager for Exercise Physiology, then you will see a row of tiles as shown here. For each department that you manage, a corresponding row will appear.

Exercise Physiology



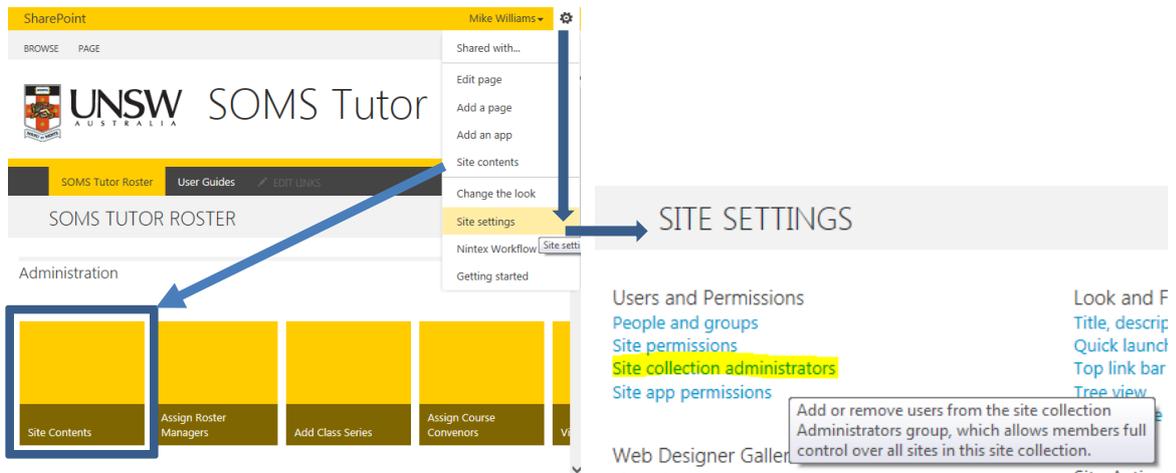
(* set under ⚙ > *Site Settings* > *Site Permissions*)

The difference between Convenor and Roster Manager home pages is that Roster Managers will see an additional row.



SharePoint Administration Tasks

SharePoint Administration requires access to the site via **Site Contents** tile and **Site Settings**:



Site administrators are specified from **Site Settings > Site collection administrators**

The Site Settings page allows you to customise the top section of the Tutor System e.g.

- Set the logo and title text
- Edit and rearrange the links on the bar under the logo.

You may also produce site usage reports as an Excel export; see *Popularity Trends* under *Site Administration* subheading.

Many tasks require collaboration with SharePoint systems team (Cognizant) and will only be done once per semester/year as part of the bulk upload of new timetable information.

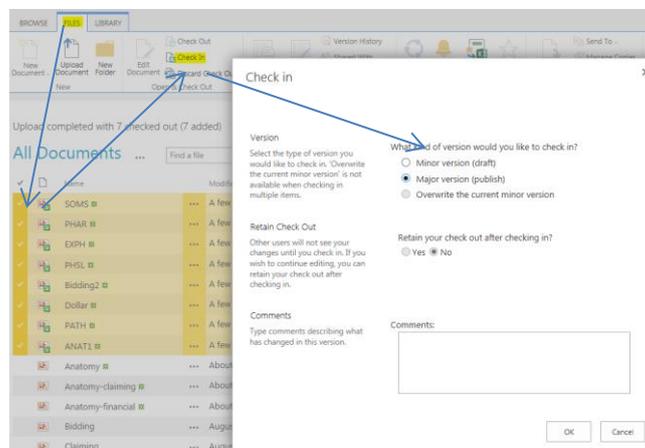
Setting tile images

The images are 128x128 pixel PNG files (approx. 6kB each). To add images, go to the Style Library

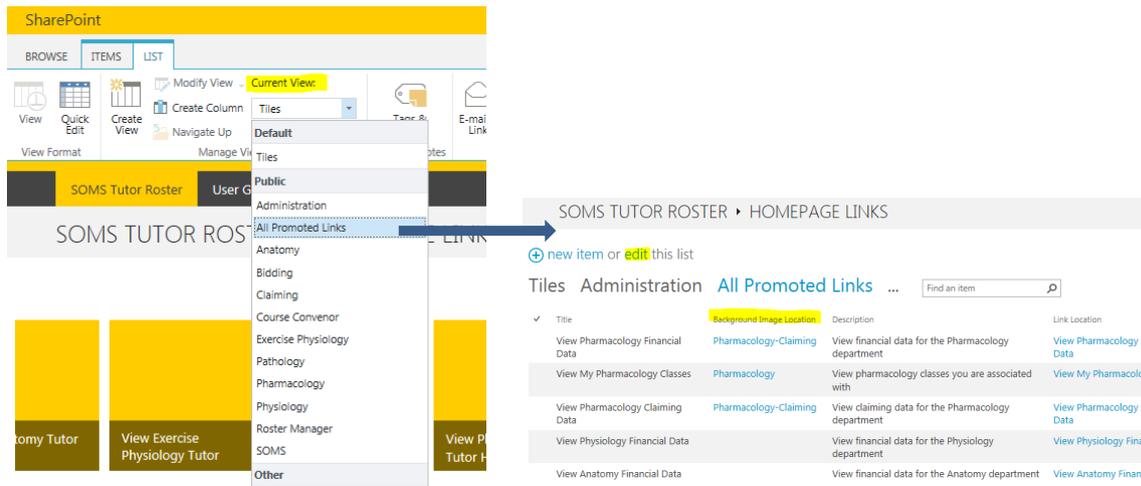


and then drill down through folders *SOMS > Images* where new images may be dragged and dropped to the page. They must then be checked in and published:

1. Click **Files** on the toolbar
2. Select items to be checked in
3. Click **Check In**
4. Specify **major version** (**publish**)



To associate an image with one of the tiles, click on the LIST toolbar tab at the top, and set the *Current View* to All Promoted Links. This will open a table with all the tiles' properties:



Edit the list, and then insert the URL of each image into the corresponding cell of the *Background Image Location* column. It is probably easiest to copy/paste one of the existing image links and edit it e.g. <https://soms.unsw.edu.au/Style%20Library/SOMS/Images/Bidding.png>

Stop editing the list, and return to the original view. The tiles should now display with the updated image background e.g.



Tutor System Emails

Bidding [assignment notifications](#) are sent by SharePoint from the account MED.SOMS.CTRS@unsw.edu.au overnight.

Messages *to* the account generate an automatic reply:

This is an automated response from the UNSW School of Medical Sciences' **Casual Tutor Roster** system. Messages sent to this address will not generate any other reply.

If you have questions about specific courses that you are bidding on, please contact the course convenor.

To report system outages, please contact **UNSW IT** itservicedesk@unsw.edu.au (02) 9385 1333

For general questions about this system contact:

Carmen Robinson carmen.robinson@unsw.edu.au (02) 9385 2464

or for technical issues:

Mike Williams m.williams@unsw.edu.au (02) 9385 8288

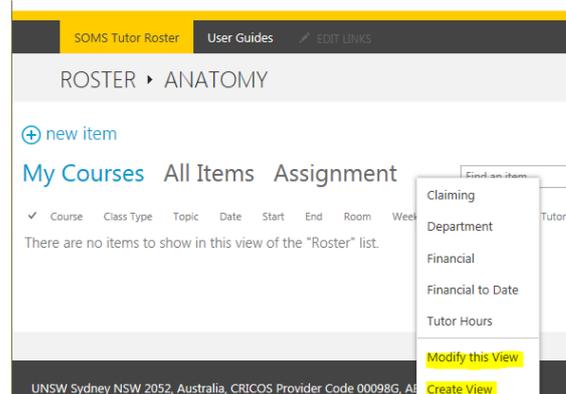
UNSW AUSTRALIA
UNSW SYDNEY NSW 2052 AUSTRALIA
W: medicallsciences.med.unsw.edu.au
CRICOS Provider Code. 00098G

Modify Views

The roster tables may be configured to display with different views e.g.

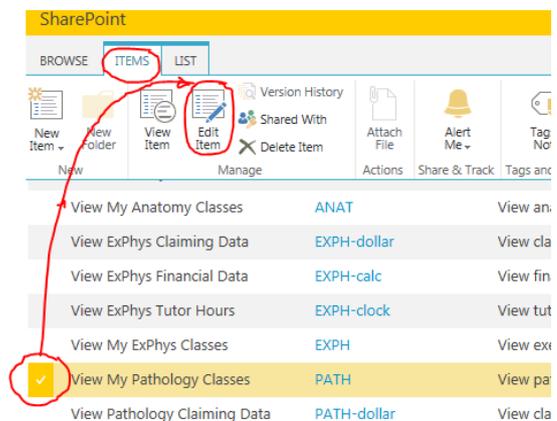
- Ordering and visibility of columns
- Column sorts, filters and totals
- Group-by hierarchy

The ellipsis menu provides the link to **Modify this View**. Once a view has been edited it can be set as the new public default, or a new custom view can be generated and linked to a tile.



Group Permissions

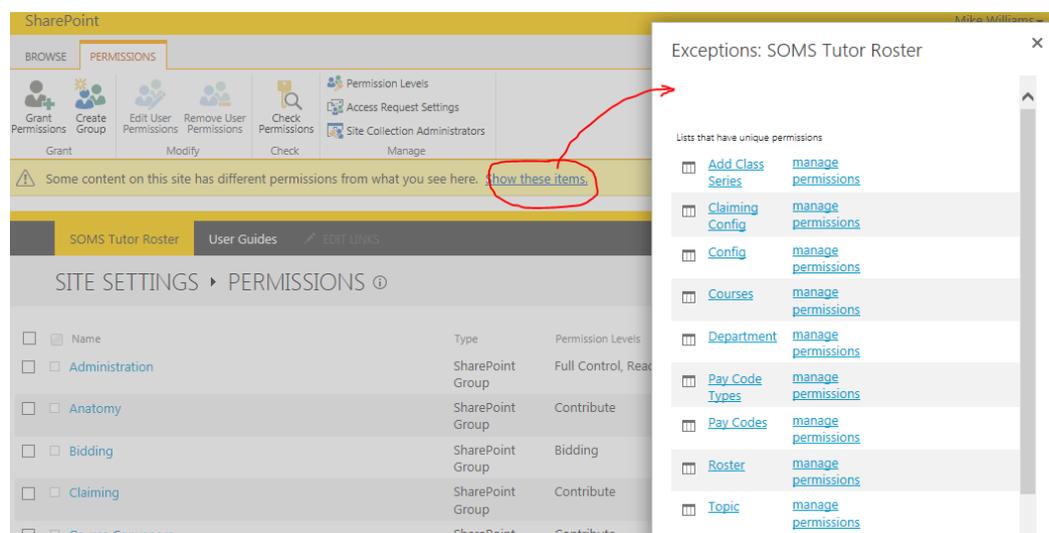
Each type of activity (bidding, convening, claiming, roster management, editing pay codes, ...) is backed by a SharePoint group and a set of permissions governing the roles and groups that may view or access that activity. In the *All Promoted Links* view of the application tiles, that set of roles is designated as the Target Audiences. To edit the Target Audience column in this view, tick the desired row to edit, then *Items>Edit Item* from the toolbar:



To be a Physiology Convenor, one has to be in the groups **Physiology** and **Convenor**; to be Physiology Roster Manager, you have to be in **Physiology** and **Roster Manager** groups etc.

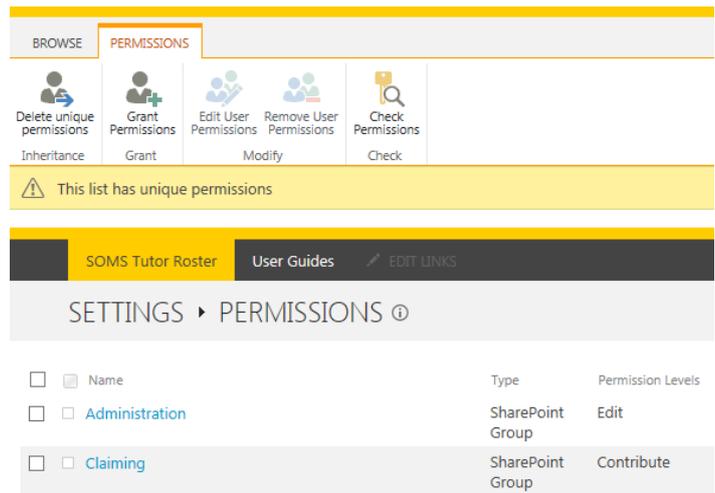
The **Administrator** group within this application is *not* the same as being a SharePoint administrator (Site Collection administrator). The **Administrator** group must be explicitly assigned to be part of the Target Audience for each activity.

Instead, go to **Settings > Site Settings > Site Permissions** and then select **Show these items** which pops up the Exceptions dialog shown here:



To set the target audiences for **Claiming Config**, click manage permissions in that row.

From here you can see that the **Administration** and **Claiming** groups currently have permission to work with that function. The toolbar at the top allows administrators to vary those permissions.



The screenshot shows the SharePoint permissions management interface. At the top, there is a toolbar with the following options: BROWSE, PERMISSIONS (selected), Delete unique permissions (Inheritance), Grant Permissions (Grant), Edit User Permissions (Modify), Remove User Permissions (Modify), and Check Permissions (Check). Below the toolbar, a yellow warning banner states "This list has unique permissions". The main content area shows the breadcrumb "SETTINGS > PERMISSIONS" and a table of permissions.

<input type="checkbox"/>	Name	Type	Permission Levels
<input type="checkbox"/>	Administration	SharePoint Group	Edit
<input type="checkbox"/>	Claiming	SharePoint Group	Contribute

Documentation to add:

~~How to bid~~

~~How to assign a tutor~~

~~Class Admin Tasks~~

~~Assign convener (or co-convener)~~

~~Assign roster manager~~

~~Create Class Series~~

~~Adjust candidate notification schedule~~

~~Edit/add pay rates – system must handle rate variations without affecting historical payments~~

~~System Tasks~~

~~Edit graphics for task tiles~~

~~Modify views~~

~~Support Tasks (Working with Cognizant, IT Support)~~

~~Teaching Database (Access) exports~~

~~Timetable data uploads~~

~~Altering week schedules~~

~~Archiving~~

~~FAQ~~

~~Export to Excel~~

~~Change a tutor assignment~~

System enhancement wishlist

1. Confirmation email to candidate after bidding
2. Bid status page for candidates in system that allows retractions to be made

Appendix 1: View definitions

My Courses

View Name: x

Web address of this view: <https://soms.unsw.edu.au/Lists/Roster/My Courses.aspx> 

Make this the default view
(Applies to public views only)

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Course	1
<input checked="" type="checkbox"/>	Class Type	2
<input checked="" type="checkbox"/>	Topic	3
<input checked="" type="checkbox"/>	Date	4
<input checked="" type="checkbox"/>	Start	5
<input checked="" type="checkbox"/>	End	6
<input checked="" type="checkbox"/>	Room	7
<input checked="" type="checkbox"/>	Week	8
<input checked="" type="checkbox"/>	Tutor #	9
<input checked="" type="checkbox"/>	Open for Bidding	10
<input checked="" type="checkbox"/>	Tutor	11
<input checked="" type="checkbox"/>	Notify	12
<input checked="" type="checkbox"/>	Confirmed	13
<input checked="" type="checkbox"/>	Class Duration	14
<input checked="" type="checkbox"/>	Pay Code	15
<input checked="" type="checkbox"/>	Cost	16

First sort by the column:

 Show items in ascending order (A, B, C, or 1, 2, 3)

 Show items in descending order (C, B, A, or 3, 2, 1)

Then sort by the column:

 Show items in ascending order (A, B, C, or 1, 2, 3)

 Show items in descending order (C, B, A, or 3, 2, 1)

Sort only by specified criteria (folders may not appear before items).

 Show all items in this view

 Show items only when the following is true:

Show the items when column is equal to

And Or

When column is equal to

And Or

When column is less than or equal to

And Or

When column is greater than or equal to

All Items

View Name:

All Items x

Web address of this view:

https://soms.unsw.edu.au/Lists/Roster/All Items.aspx 

Make this the default view
(Applies to public views only)

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Course	1 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Course Convenor	2 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Course Co-convenor	3 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Class Type	4 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Topic	5 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Date	6 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Start	7 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	End	8 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Room	9 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Week	10 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Tutor #	11 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Open for Bidding	12 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Tutor	13 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Class Duration	14 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Pay Code	15 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Cost	16 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Claiming Complete	17 <input type="text" value="v"/>
<input checked="" type="checkbox"/>	Comments	18 <input type="text" value="v"/>

First sort by the column:

Class Start

-  Show items in ascending order
(A, B, C, or 1, 2, 3)
-  Show items in descending order
(C, B, A, or 3, 2, 1)

Then sort by the column:

Tutor #

-  Show items in ascending order
(A, B, C, or 1, 2, 3)
-  Show items in descending order
(C, B, A, or 3, 2, 1)

Sort only by specified criteria (folders may not appear before items).

 Show all items in this view

 Show items only when the following is true:

Show the items when column

Session Year

is equal to

2015

And Or

When column

None

is equal to

Financial

View Name:

Financial x

Web address of this view:

https://soms.unsw.edu.au/Lists/Roster/Financial.aspx

Make this the default view
(Applies to public views only)

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Course	1 ▼
<input checked="" type="checkbox"/>	Course Convenor	2 ▼
<input checked="" type="checkbox"/>	Class Type	3 ▼
<input checked="" type="checkbox"/>	Date	4 ▼
<input checked="" type="checkbox"/>	Start	5 ▼
<input checked="" type="checkbox"/>	End	6 ▼
<input checked="" type="checkbox"/>	Room	7 ▼
<input checked="" type="checkbox"/>	Week	8 ▼
<input checked="" type="checkbox"/>	Tutor #	9 ▼
<input checked="" type="checkbox"/>	Tutor	10 ▼
<input checked="" type="checkbox"/>	Pay Code Type	11 ▼
<input checked="" type="checkbox"/>	Class Duration	12 ▼
<input checked="" type="checkbox"/>	Pay Code	13 ▼
<input checked="" type="checkbox"/>	Cost	14 ▼

First sort by the column:

Class Start ▼

- Show items in ascending order
(A, B, C, or 1, 2, 3)
- Show items in descending order
(C, B, A, or 3, 2, 1)

Then sort by the column:

Tutor # ▼

- Show items in ascending order
(A, B, C, or 1, 2, 3)
- Show items in descending order
(C, B, A, or 3, 2, 1)

Sort only by specified criteria (folders may not appear before items).

Show all items in this view

Show items only when the following is true:

Show the items when column

Course Convenor (Indexed) ▼

is equal to ▼

[Me]

And Or

When column

Course Co-convenor ▼

is equal to ▼

[Me]

And Or

When column

Roster Manager ▼

is equal to ▼

[Me]

And Or

When column

Start Year ▼

is less than or equal to ▼

[Today]

And Or

When column

End Year ▼

is greater than or equal to ▼

[Today]

Financial to Date

View Name:

Financial to Date

Web address of this view:

https://soms.unsw.edu.au/Lists/Roster/Financial to Date.aspx 

Make this the default view
(Applies to public views only)

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Course	1 
<input checked="" type="checkbox"/>	Course Convenor	2 
<input checked="" type="checkbox"/>	Class Type	3 
<input checked="" type="checkbox"/>	Date	4 
<input checked="" type="checkbox"/>	Start	5 
<input checked="" type="checkbox"/>	End	6 
<input checked="" type="checkbox"/>	Room	7 
<input checked="" type="checkbox"/>	Week	8 
<input checked="" type="checkbox"/>	Tutor #	9 
<input checked="" type="checkbox"/>	Tutor	10 
<input checked="" type="checkbox"/>	Pay Code Type	11 
<input checked="" type="checkbox"/>	Class Duration	12 
<input checked="" type="checkbox"/>	Pay Code	13 
<input checked="" type="checkbox"/>	Cost	14 

First sort by the column:

Class Start 

 Show items in ascending order
(A, B, C, or 1, 2, 3)

 Show items in descending order
(C, B, A, or 3, 2, 1)

Then sort by the column:

Tutor # 

 Show items in ascending order
(A, B, C, or 1, 2, 3)

 Show items in descending order
(C, B, A, or 3, 2, 1)

Sort only by specified criteria (folders may not appear before items).

 Show all items in this view

 Show items only when the following is true:

Show the items when column

Course Convenor (Indexed) 

is equal to 

[Me]

And Or

When column

Course Co-convenor 

is equal to 

[Me]

And Or

When column

Start Year 

is less than or equal to 

[Today]

And Or

When column

Class End (Indexed) 

is less than or equal to 

[Today]

Tutor Hours

View Name:

Tutor Hours

Web address of this view:

https://soms.unsw.edu.au/Lists/Roster/ Tutor Hours.aspx 

- Make this the default view
(Applies to public views only)

Display	Column Name
<input checked="" type="checkbox"/>	Course
<input checked="" type="checkbox"/>	Course Convenor
<input checked="" type="checkbox"/>	Class Type
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Start
<input checked="" type="checkbox"/>	End
<input checked="" type="checkbox"/>	Hours

Position from Left

1

2

3

4

5

6

7

First sort by the column:

Class Type

-  Show items in ascending order
(A, B, C, or 1, 2, 3)
-  Show items in descending order
(C, B, A, or 3, 2, 1)

Then sort by the column:

Class Start

-  Show items in ascending order
(A, B, C, or 1, 2, 3)
-  Show items in descending order
(C, B, A, or 3, 2, 1)

- Sort only by specified criteria (folders may not appear before items).

 Show all items in this view

 Show items only when the following is true:

Show the items when column

Course Convenor (Indexed)

is equal to

[Me]

And Or

When column

Course Co-convenor

is equal to

[Me]

And Or

When column

Start Year

is less than or equal to

[Today]

And Or

When column

End Year

is greater than or equal to

[Today]

Appendix 2: Pay Code logic

There are several special cases of code variations which should be detected by the system.

1. Casual Tutor is replaced by a member of SoMS staff -> Pay Code Type is set to *SoMS Staff* and thus Pay Code Rate = \$0
2. Casual Tutor is delivering an activity (course + class type + topic) for which a repeat code is defined, and that activity has taken place within the preceding week. The Pay Code Rate is taken from the repeat code rate.
3. A Casual Tutor scheduled for an activity with repeat activity/ies within one week. They are replaced for the original and or repeat activity by another tutor. The repeat activity pay rates are adjusted to the original pay rate (or possibly to \$0 if a SoMS staff member is scheduled).

The process diagram below assumes

- a) The system Pay Codes table has a column for Repeat Pay Codes, with values set to 0 if there is no repeat pay code defined for that activity
- b) The system has a list of SoMS staff (with zIDs) that can be updated by system admins

