



Academic Workload Tool V2

Academic Workload Tool V2 (Brough Sowerby)

Casual Teaching Associate

January 2025

Introduction

- The Academic Workload Tool V2 (Brough Sowerby) has been enhanced to support Rostering, Scheduling and notifying casual Teaching Associates of work offers.
- The purpose of this pack is to provide you with an overview of your views in the Academic Workload Tool V2 (Brough Sowerby) specifically:
 - How to log-in using Single Sign On (SSO)
 - Your Views, Rosters and Units
 - How to accept/decline work offers
 - Automatic application of the Scholarship of Learning and Teaching (SoLT) to a teaching period

Note: You must be in Australia to access your roster and accept or decline work offers.

Email – You are notified of a work offer



You will receive an email to your SCU email address and/or your personal email address if that has been provided.

Note: The email sender will be noreply@scu.edu.au and the title of the email will be: Southern Cross University: New casual work roster or change to an existing roster.

Steps:

1. Click on the [hyperlink](#) in the email. If the Hyperlink doesn't work, right mouse click on the hyperlink and choose Open Link in a New Tab. You can also type the address directly into your internet browser: <https://apexapps.scu.edu.au>

Southern Cross University: New casual work roster or change to an existing roster

 **noreply@scu.edu.au**
To:  **Greg Evans**

Hi Greg Evans,

You have a new offer of casual work on a Southern Cross University casual roster, or there has been a change to an existing casual work roster. Please log into the Southern Cross University roster platform [Academic Workload Tool V2](#) (Brough Sowerby) to review your rostered activities and either accept or decline the work offer(s).

By accepting a work offer you agree to complete the allocated work unless you have a reasonable and lawful reason not to do so. Note that you must not undertake the work without having accepted the offer.

For more information including contact details for your Faculty/College, HR Services, and Technology Services, please refer to the 'Important Information' section of the Home Page of the roster platform when you log in.

This email is regarding your Southern Cross University casual roster available on: [Academic Workload Tool V2](#) (Brough Sowerby).

Kind Regards,
Faculty of Business, Law and Arts

Southern Cross University
Northern Rivers, Gold Coast, Coffs Harbour

www.scu.edu.au

CRICOS Provider: 01241G
TESQA Provider Code: PRV12043 Australian University

Log in to AWT

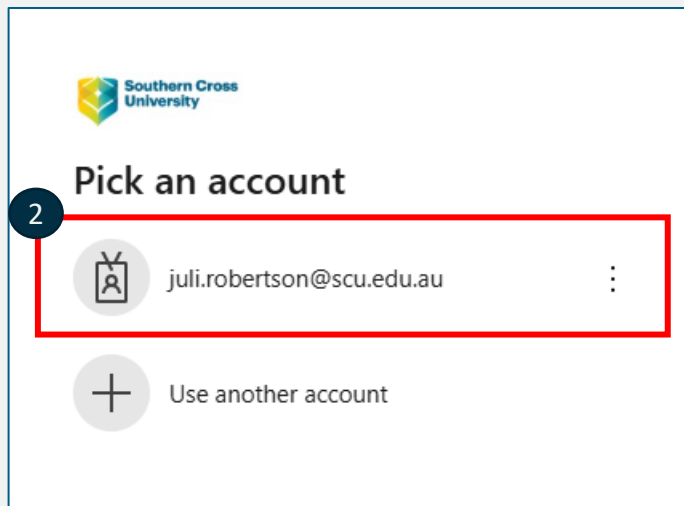
AWT uses SCU Single Sign On (SSO). SSO permits users to use one set of login credentials, such as an email address and password, to access related (SCU) yet independent web applications. This is supported by an individual authentication step that verifies the user via the Microsoft Authenticator app.


Steps:


2. Select the account.
3. Sign in using your **SCU Email Address and Password**.
4. Open the Microsoft Authenticator App on your phone or device and enter the code
5. **Stay signed in?** Select **Yes**.


Note:

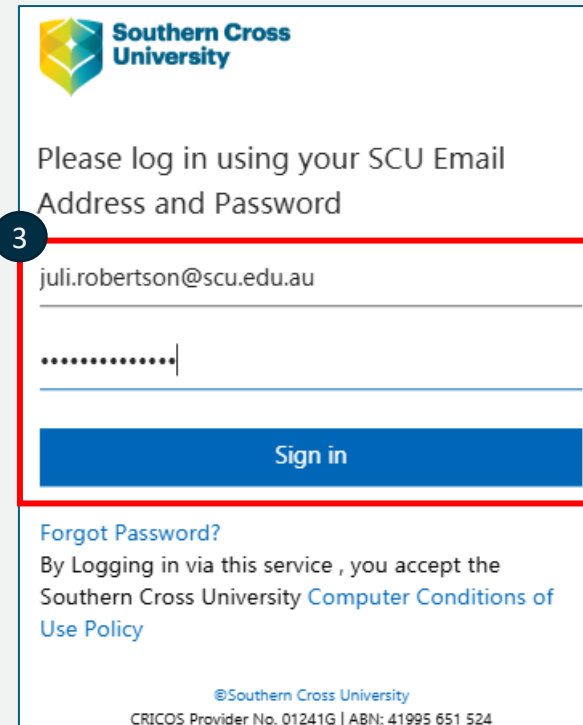
- Microsoft Authenticator installation [Guide](#)
- If you have any issues, contact the service desk via a [Service Desk Ticket](#), email servicedesk@scu.edu.au or call 02 6620 3698.




 **Pick an account**

 juli.robertson@scu.edu.au

 Use another account



 Please log in using your SCU Email Address and Password

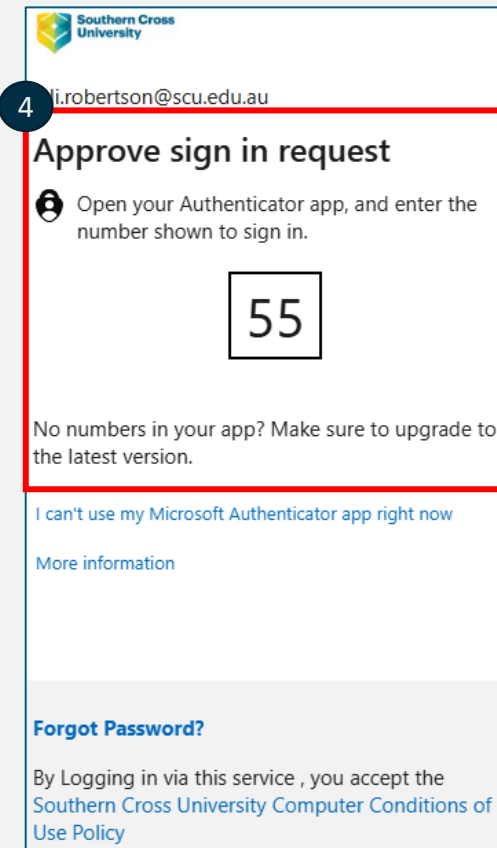
3 juli.robertson@scu.edu.au


.....

Sign in


[Forgot Password?](#)
By Logging in via this service , you accept the Southern Cross University [Computer Conditions of Use Policy](#)

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 4 juli.robertson@scu.edu.au

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

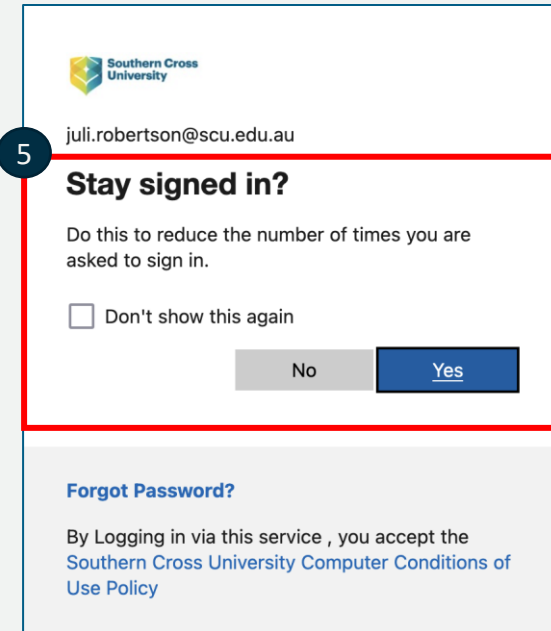
55


No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

[Forgot Password?](#)
By Logging in via this service , you accept the Southern Cross University [Computer Conditions of Use Policy](#)



 5 juli.robertson@scu.edu.au

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No **Yes**

[Forgot Password?](#)
By Logging in via this service , you accept the Southern Cross University [Computer Conditions of Use Policy](#)

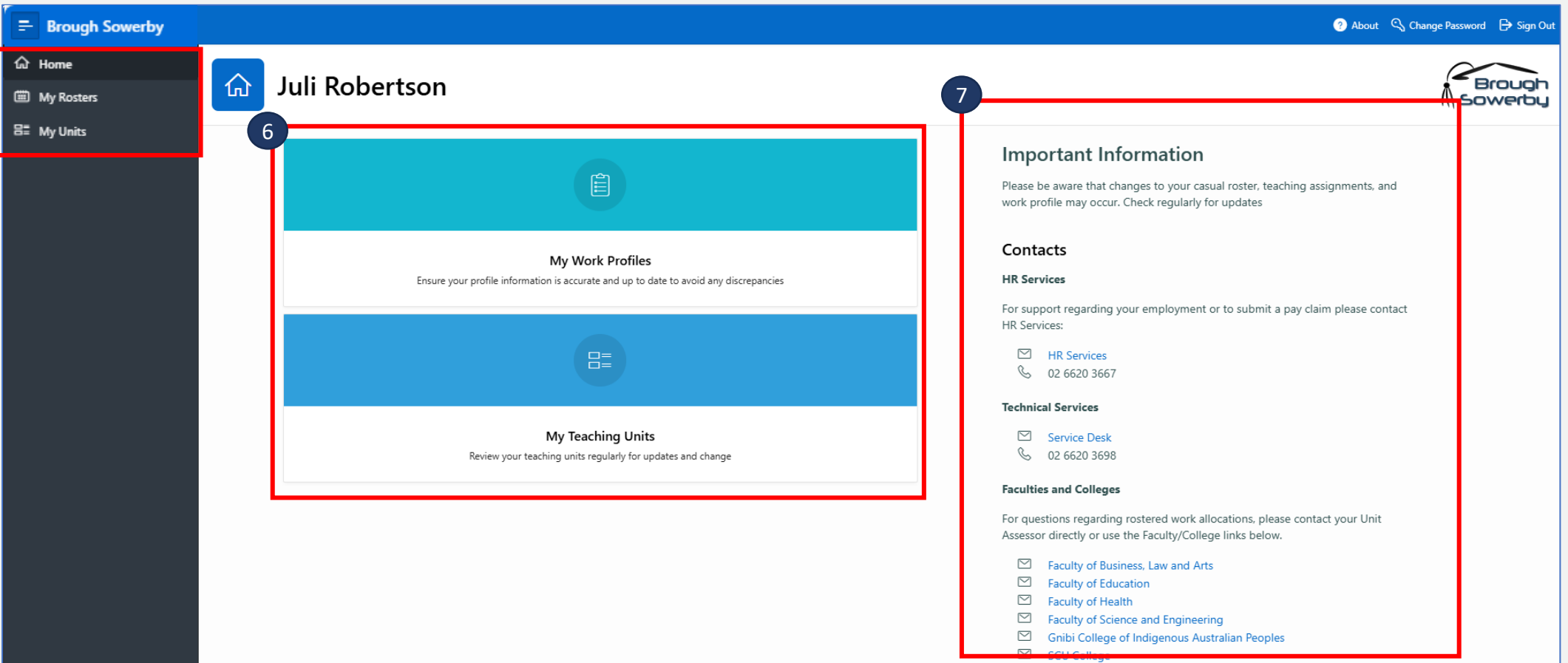
AWT- Home Page

You will land on the **Home Page** each time you log in. You can see your Roster, Work Profile and Teaching Units, even if those Teaching Units sit across Faculties / Colleges.

Steps:

6. My Rosters and My Teaching Units are displayed and can be accessed by clicking on the front page or the menu bar on the left-hand side of the page.
7. Important Information and Contacts for each Faculty and College are outlined on the right-hand side of the page. Click on the relevant [hyperlink](#) to send an email.

Note: The important information and hyperlinks on the right-hand side of the page.



The screenshot displays the AWT Home Page for Brough Sowerby. The page features a blue header with the Brough Sowerby logo and navigation links: About, Change Password, and Sign Out. A dark blue sidebar on the left contains a menu with options: Home, My Rosters, and My Units. The main content area is divided into two sections. The left section, labeled 'Juli Robertson', contains three cards: 'My Work Profiles' (with a clipboard icon), 'My Teaching Units' (with a list icon), and 'My Rosters' (with a calendar icon). The right section, labeled 'Important Information', contains a message about roster changes, contact information for HR Services and Technical Services, and a list of faculties and colleges. Red boxes and numbers 6 and 7 highlight the navigation menu and the right-hand side of the page, respectively.

Navigation Menu (Left):

- Home
- My Rosters
- My Units

User Profile (Top Center):

Juli Robertson

My Work Profiles

Ensure your profile information is accurate and up to date to avoid any discrepancies

My Teaching Units

Review your teaching units regularly for updates and change

Important Information

Please be aware that changes to your casual roster, teaching assignments, and work profile may occur. Check regularly for updates

Contacts

HR Services

For support regarding your employment or to submit a pay claim please contact HR Services:

- HR Services
- 02 6620 3667

Technical Services

- Service Desk
- 02 6620 3698

Faculties and Colleges

For questions regarding rostered work allocations, please contact your Unit Assessor directly or use the Faculty/College links below.

- Faculty of Business, Law and Arts
- Faculty of Education
- Faculty of Health
- Faculty of Science and Engineering
- Gnibi College of Indigenous Australian Peoples
- CCU College

Your Rosters view

My Rosters Page

You can view your roster periods. The view will include the last roster period, the current (**In Progress**) period and the next (**New**) rostered period.

Steps

8. Click on **My Rosters**.
9. Under the **Offered Shifts** column, the number of offered shifts can be seen. Note: Accepted Shifts and Declined Shifts will also be displayed.
10. Click on the **calendar icon** under the **View** column.

Note: The **Available Rosters** view will show completed rosters, the current **In Progress** roster and the next **New** roster if you have rostered shifts in the next Roster Period.

Brough Sowerby

AboutKnowledge BaseChange PasswordSign Out



Home

My Rosters

My Rosters

NameEvans, GregWork UnitAll Work UnitsReturn Home

Available Rosters

View	Roster Period	Roster	Roster Start	Roster End	Work Unit(s)	Offered Shifts	Accepted Shifts	Declined Shifts
	New	2024 - Block 7	09/09/2024	20/10/2024	FBLA	37	23	0
	In Progress	2024 - Block 6	29/07/2024	08/09/2024	FBLA	28	9	14

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Your Rosters

My Rosters Page Steps


11. You will see the offered shifts by week and any comments that have been added against the activity. The Status column shows whether you have Accepted, Rejected, or the work offered.
12. Click on the **calendar icon** under the Accept/Dencline column to accept or decline the offer.




Notes: Calendar Icon legend


- **Green** calendar icon means the Roster is new.
- **Blue calendar icon** means a response to the offer is required.
- **Orange calendar icon** means either the casual Teaching Associate has responded to the work offer OR the Roster Block is closed. In both instances the work offer can not be changed or accepted / declined; it is locked.

Shift Legend

- **Green**, the offer has been accepted;
- **Red**, the offer has been declined;
- **Yellow**, the hours have been varied. Varied hours will also be displayed as the hours originally offered with the hours negatively varied in brackets. E.g. **2(-2)**
- White, the offer has been made with no response.



Brough Sowerby

 Home
  **My Rosters**
 My Units



Roster:

2024 - Block 6 (29 Jul to 08 Sep)



Bycroft, Shelley

[Return To My Rosters](#)

Note: The roster below is an offer of casual engagement. You acknowledge and agree that there is no firm advance commitment to continuing and indefinite work, whether according to an agreed pattern of work or otherwise, and you agree to accept this offer of casual employment on this basis. You acknowledge that if you accept work, you agree to complete the work allocation unless you have a reasonable and lawful reason not to do so. Note that you must not undertake the work without having accepted the offer. If you become unable to attend work at the required time for any reason, you must notify your supervisor as soon as reasonably practicable.

Please refer to the [SCU timetable](#) and consult with your supervisor for more information including time and location for your rostered shifts.

Roster: 2024 - Block 6 (29 Jul to 08 Sep)

Legend: Accepted: ■ Declined: ■ Variation: ■ Offered: ■

Weeks Commencing

Accept/Dencline	Unit	Teaching Period	Cohort	Activity	Rate Code	Rate	Comments	29/07	05/08	12/08	19/08	26/08	02/09	Status
	CLST1004 - Critical Thinking for Digital Times	Term 4	GCB	Tutorial (Repeat)	TUTR	100.86			2 (-2)	2	2	2	2 (-2)	Accepted
	CLST2006 - Road Trip	Term 4	L	Laboratory Sessions	CNEL	75.65			1	1	1	1	1	Partially Accepted
	CLST2006 - Road Trip	Term 4	L	Tutorial	TUT	151.29			1	1	1	1	1	Offered
	CLST2006 - Road Trip	Term 4	L	Workshop (Repeat)	WSHPR	139.5			2	2	2	2	2	Offered

Your Rosters view

My Rosters Page – Accept / Decline Shifts Steps

13. The Accept/Decline Shifts pop-up box will appear.
14. You can accept/decline each shift offered OR,
- 15. Accept all** using the Accept All button.
16. Press Save once completed (or Cancel to exit from the pop-up without saving an action).

Brough Sowerby

[About](#)
[Change Password](#)
[Sign Out](#)

[Home](#)
[My Rosters](#)
[My Units](#)

Roster:

2024 - Block 7 (09 Sep to 20 Oct)

Bycroft, Shelley

Note: The roster below is an offer of casual employment. You acknowledge and agree that there is no guarantee of work. You acknowledge that if you accept work, you must not undertake the work without having accepted the offer. If you become unable to attend work at the required time, you may be required to provide notice of absence.

Please refer to the [SCU timetable](#) and consult your supervisor for more information.

Roster: 2024 - Block 7 (09 Sep to 20 Oct)

Accept/Decline	Unit
	CLST1002 - HSIE: The Un
	CLST1004 - Critical Thinki
	CLST1004 - Critical Thinki
	CLST2006 - Ro
	CLST2006 - Ro
	CLST2006 - Road Trip

Accept/Decline Shifts

Laboratory Sessions

CLST2006 - Road Trip - Term 4 2024

Shifts

Week Commencing	Term Week	Key Dates	Hours/week	Comments	Accept/Decline
09/09/2024	W3	Census	1		Offered
16/09/2024	W4		1		Offered
23/09/2024	W5		1		Offered
30/09/2024	W6	Term End	1		Offered
07/10/2024			1		Offered
14/10/2024		Grade Publication			

Cancel

Accept All ☒

Save

Return To My Rosters

Weeks Commencing

09/09	16/09	23/09	30/09	07/10	14/10	Status
	10					Accepted
2						Declined
1	1	1	1	1	1	Partially Accepted
1	1	1	1	1		Offered
1	1	1	1	1		Offered
2	2	2	2	2	2	Offered

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Your Rosters view

My Rosters Page Steps

17. You will be taken back to the My Rosters screen.
18. Notice the link to the [SCU Timetable](#) – should you have an activity to complete on campus, such as tutoring, you will be able to find the location by clicking on this link.
11. Notice the offered shifts have now changed colour. **Accepted** = **Green**.
12. Notice the **Status** column has also changed from Offered to Accepted.

Brough Sowerby

Home

My Rosters

My Units

Roster:

2024 - Block 7 (09 Sep to 20 Oct)

Bycroft, Shelley

Return To My Rosters

Note: The roster below is an offer of casual engagement.

You acknowledge and agree that there is no firm advance commitment to continuing and indefinite work, whether according to an agreed pattern of work or otherwise, and you agree to accept this offer of casual employment on this basis. You acknowledge that if you accept work, you agree to complete the work allocation unless you have a reasonable and lawful reason not to do so. Note that you must not undertake the work without having accepted the offer. If you become unable to attend work at the required time for any reason, you must notify your supervisor as soon as reasonably practicable.

Please refer to the [SCU timetable](#) and consult with your supervisor for more information including time and location for your rostered shifts.

Roster: 2024 - Block 7 (09 Sep to 20 Oct)

Legend: Accepted: ■ Declined: ■ Variation: ■ Offered: ■

Accept/Decline	Unit	Teaching Period	Cohort	Activity	Rate Code	Rate	Comments	09/09	16/09	23/09	30/09	07/10	14/10	Status
	CLST1002 - HSIE: The Universe Next Door	Term 4	U	Marking	MARI	50.43			10					Accepted
	CLST1004 - Critical Thinking for Digital Times	Term 4	GCB	Tutorial (Repeat)	TUTR	100.86		2						Declined
	CLST1004 - Critical Thinking for Digital Times	Term 4	U	Workshop	WSHP	209.25			1	1	1	1	1	Partially Accepted
	CLST2006 - Road Trip	Term 4	L	Laboratory Sessions	CNEL	75.65		1	1	1	1	1		Accepted
	CLST2006 - Road Trip	Term 4	L	Tutorial	TUT	151.29		1	1	1	1	1		Offered
	CLST2006 - Road Trip	Term 4	L	Workshop (Repeat)	WSHPR	139.5		2	2	2	2	2		Offered

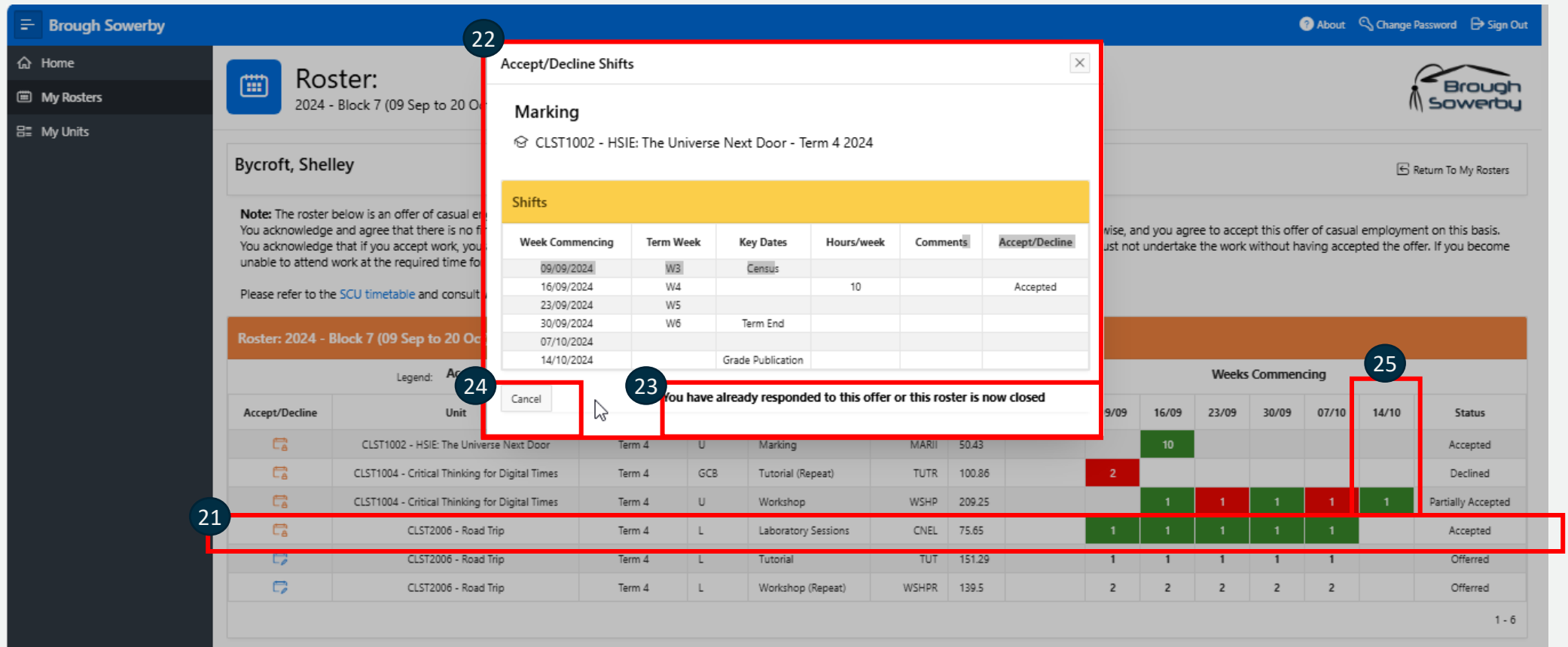
1 - 6

Your Rosters view

My Rosters Page

Steps

21. Shifts that have been accepted / decline are indicated under the Accept/Decline column by the change in colour of the calendar icon to **orange**.
22. If a change to the response is attempted, the Accept/Decline Shifts pop-up will display.
23. An alert will display indicating the roster is closed and responses can not be changed.
24. Press the **Cancel** Button to close the pop-up box.
25. **Note:** If the week commencing date is past and the offered work has not been actioned, the **Offered Work can be accepted / declined as long as the Roster Period is not closed**, indicated by an **orange calendar icon**. It is good practice to accept / decline work as it is offered.



The screenshot shows the 'My Rosters' page for Brough Sowerby. The page displays a roster for 'Bycroft, Shelley' for the period '2024 - Block 7 (09 Sep to 20 Oct)'. A pop-up window titled 'Accept/Decline Shifts' is open, showing a table of shifts for 'CLST1002 - HSIE: The Universe Next Door - Term 4 2024'. The table has columns for 'Week Commencing', 'Term Week', 'Key Dates', 'Hours/week', 'Comments', and 'Accept/Decline'. The 'Accept/Decline' column shows 'Accepted' for the week of 16/09/2024 (W4) and 'Offered' for the week of 07/10/2024 (W6). The pop-up also includes a 'Cancel' button and a message: 'You have already responded to this offer or this roster is now closed'.

Annotations on the screenshot:

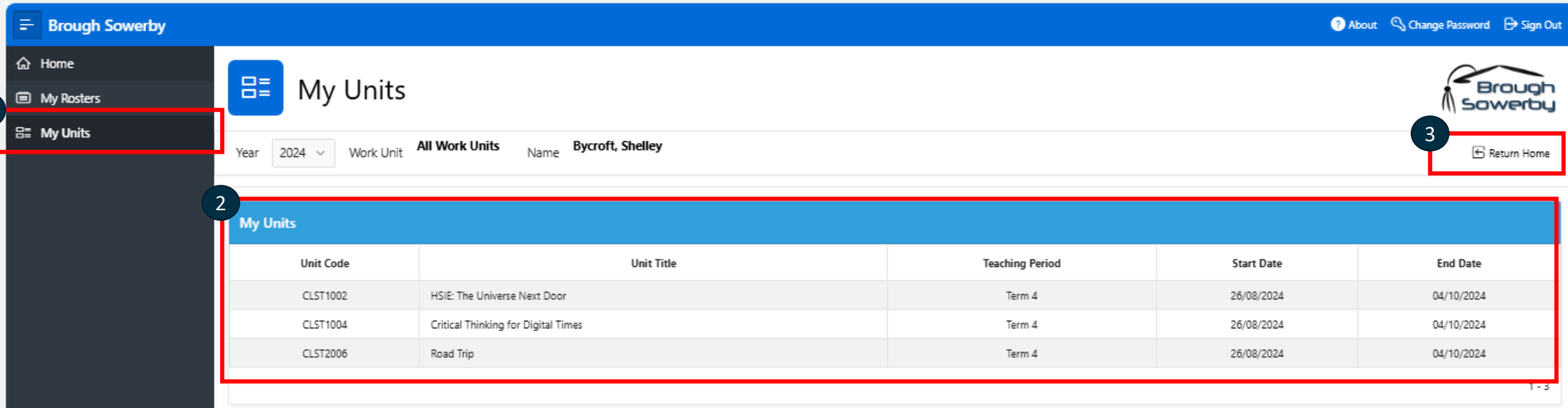
- 21: Points to the 'Accept/Decline' column in the main roster table.
- 22: Points to the 'Accept/Decline Shifts' pop-up window.
- 23: Points to the message 'You have already responded to this offer or this roster is now closed'.
- 24: Points to the 'Cancel' button in the pop-up window.
- 25: Points to the 'Offered' status in the main roster table.

Accept/Decline	Unit	Term	Week	Key Dates	Hours/week	Comments	Accept/Decline
Offered	CLST1002 - HSIE: The Universe Next Door	Term 4	W3	Census			Offered
Accepted	CLST1002 - HSIE: The Universe Next Door	Term 4	W4		10		Accepted
Offered	CLST1004 - Critical Thinking for Digital Times	Term 4	W5				Offered
Offered	CLST1004 - Critical Thinking for Digital Times	Term 4	W6	Term End			Offered
Offered	CLST2006 - Road Trip	Term 4	W6	Grade Publication			Offered

Your Unit view

My Units Steps

1. Click on My Units.
2. This page shows the Units in which you have an association with.
3. Notice the alternative way to return to the Home Page.



The screenshot shows the 'My Units' page in the Brough Sowerby system. A red box labeled '1' highlights the 'My Units' link in the left sidebar. A red box labeled '2' highlights the main content area containing a table of units. A red box labeled '3' highlights the 'Return Home' button in the top right corner.

Brough Sowerby About Change Password Sign Out

Home My Rosters **My Units**

My Units

Year 2024 Work Unit All Work Units Name Bycroft, Shelley

Unit Code	Unit Title	Teaching Period	Start Date	End Date
CLST1002	HSIE: The Universe Next Door	Term 4	26/08/2024	04/10/2024
CLST1004	Critical Thinking for Digital Times	Term 4	26/08/2024	04/10/2024
CLST2006	Road Trip	Term 4	26/08/2024	04/10/2024

Return Home

1 - 3

Automatic assigning of SoLT for a teaching period

AWT will **automatically** assign 1 hour for Scholarship of Learning and Teaching (SoLT) to casual Teaching Associates for a **teaching period**.

Steps:

1. Under My Rosters, the 1-hour SoLT allocation will appear as a SoLT activity in a dummy 'SoLT' unit
2. The SoLT allocation is automatically accepted on your behalf - The Accept / Decline button will be **orange**, indicating it can not be changed.
3. The SoLT rate is OTH or if you have a PhD, the OTH2 rate will be automatically applied.

Note:

- This occurs once the casual Teaching Associate has accepted the first work offer for the teaching period.
- SoLT will be automatically created as an activity and accepted by the system on the casual Teaching Associate's behalf.
- It will appear as a UoS (SoLT activities are allocated to 'dummy' SoLT units) under My Units for the casual Teaching Associate.
- For casual Teaching Associates with a legacy contract, the current manual HR process applies.
- If the casual Teaching Associate has a PhD, the higher OTH2 rate will be automatically applied by AWT.

Brough Sowerby

[Home](#)
[My Rosters](#)
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[Course Planning](#)
[Workforce Planning](#)
[Unit Review](#)
[Unit Approval](#)
[Casual Sourcing](#)
[Casual Contracts \(Legacy\)](#)
[Human Resources](#)
[Units-Courses](#)
[Reports](#)
[Admin](#)
[Settings](#)

Roster:

2024 - Block 8 (21 Oct to 01 Dec)

Ellis, Sophia

Return To My Rosters

Note: The roster below is an offer of casual engagement. You acknowledge and agree that there is no firm advance commitment to continuing and indefinite work, whether according to an agreed pattern of work or otherwise, and you agree to accept this offer of casual employment on this basis. You acknowledge that if you accept work, you agree to complete the work allocation unless you have a reasonable and lawful reason not to do so. Note that you must not undertake the work without having accepted the offer. If you become unable to attend work at the required time for any reason, you must notify your supervisor as soon as reasonably practicable.

Please refer to the [SCU timetable](#) and consult with your supervisor for more information including time and location for your rostered shifts.

Roster: 2024 - Block 8 (21 Oct to 01 Dec)

Legend: Accepted: ■ Declined: ■ Variation: ■ Offered: ■

Accept/Decline	Unit	Teaching Period	Cohort	Activity	Rate Code	Rate	Comments	Weeks Commencing						Status
								21/10	28/10	04/11	11/11	18/11	25/11	
	AQUA2001 - Aquaculture Management	Term 5	MSC	Marking	MARII	\$50.43			10					Offered
	AQUA2001 - Aquaculture Management	Term 5	MSC	Tutorial (Repeat)	TUTR	\$100.86			2	2	2	2	2	Offered
	CIVL2008 - Traffic and Road Safety Engineering	Term 5	U	Marking	MARII	\$50.43			20					Accepted
	CIVL2008 - Traffic and Road Safety Engineering	Term 5	U	Other Academic Activity (Casual only)	OTH	\$50.43	Testing SoLT	1	2					Offered
	ENGN4009 - Engineering Professional Practice Thesis 1	Dual Term 4	U	Marking	MARII	\$50.43	Testing SoLT		20					Accepted
	ERTL3001 - Coastal and Estuarine Hydrodynamics	Term 5	U	Marking	MARII	\$50.43					24			Accepted
	SOLT-FSEN - Scholarship of Learning and Teaching	Term 5	U	SoLT (Scholarship of Learning and Teaching)	OTH	\$50.43					1			Accepted
	SOLT-FSEN - Scholarship of Learning and Teaching	Dual Term 4	U	SoLT (Scholarship of Learning and Teaching)	OTH	\$50.43					1			Accepted