



Academic Workload Tool V2

Academic Workload Tool V2 (Brough Sowerby)

Casual Teaching Associate

September 2024

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 for the first time and change your password
 - Your Views, Rosters and Units
 - How to accept / decline work offers

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

  Reply  Reply all  Forward  

Thu 22/08/2024 5:36 PM

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



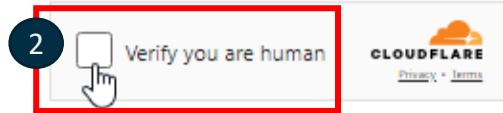
Verification Step

You will be taken to the following verification screen.

Steps:

2. Verify you are human by clicking on the check-box.

Verify you are human by completing the action below.



Academic Workload Tool V2 (Brough Sowerby)

You will be asked to log into the tool.

Steps:

Go to: <https://apexapps.scu.edu.au>

FIRST TIME USE ONLY:

3. Select the Forgot Password Button. A Reset Password Pop-up box will appear
4. Click Send Temporary Pass Code, then enter your SCU email address. A temporary password will be emailed to your SCU email address.
5. Use this password for the first time, press enter and you will be then prompted to change this password immediately.

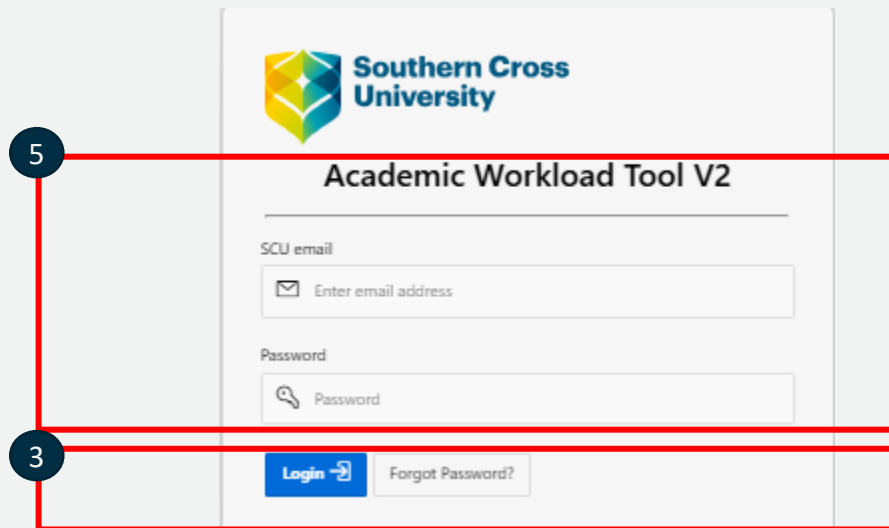
Note: The Academic Workload Tool V2 (Brough Sowerby) is not single sign-on enabled. Create your password and securely save this password.

Returning Users:

5. Type your SCU Email Address: firstname.lastname@scu.edu.au, then type your password in the Password Field. Press the Login Button.

Note: The Academic Workload Tool V2 (Brough Sowerby) is not single sign-on enabled

Note: It is recommended a laptop or desktop is used, the Academic Workload Tool V2 (Brough Sowerby) is not designed for mobile or iPad devices.



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Southern Cross University

Academic Workload Tool V2

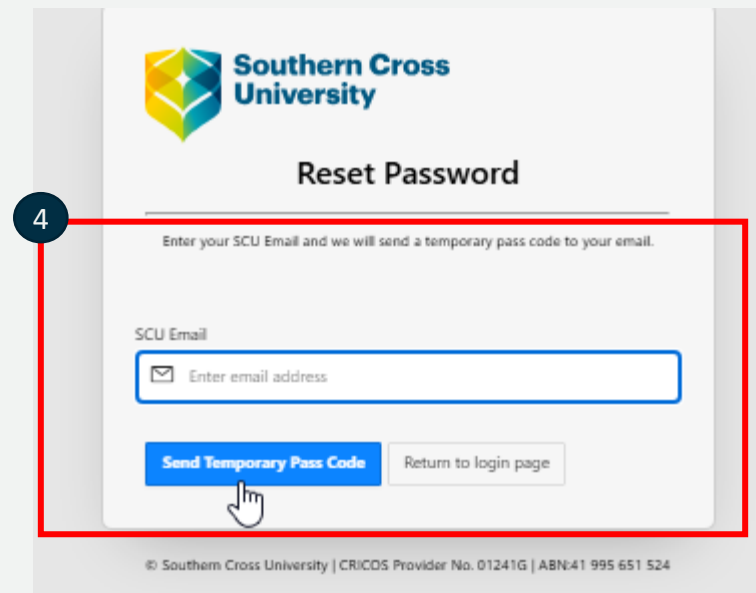
SCU email

Enter email address

Password

Password

Login Forgot Password?



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Southern Cross University

Reset Password

Enter your SCU Email and we will send a temporary pass code to your email.

SCU Email

Enter email address

Send Temporary Pass Code Return to login page

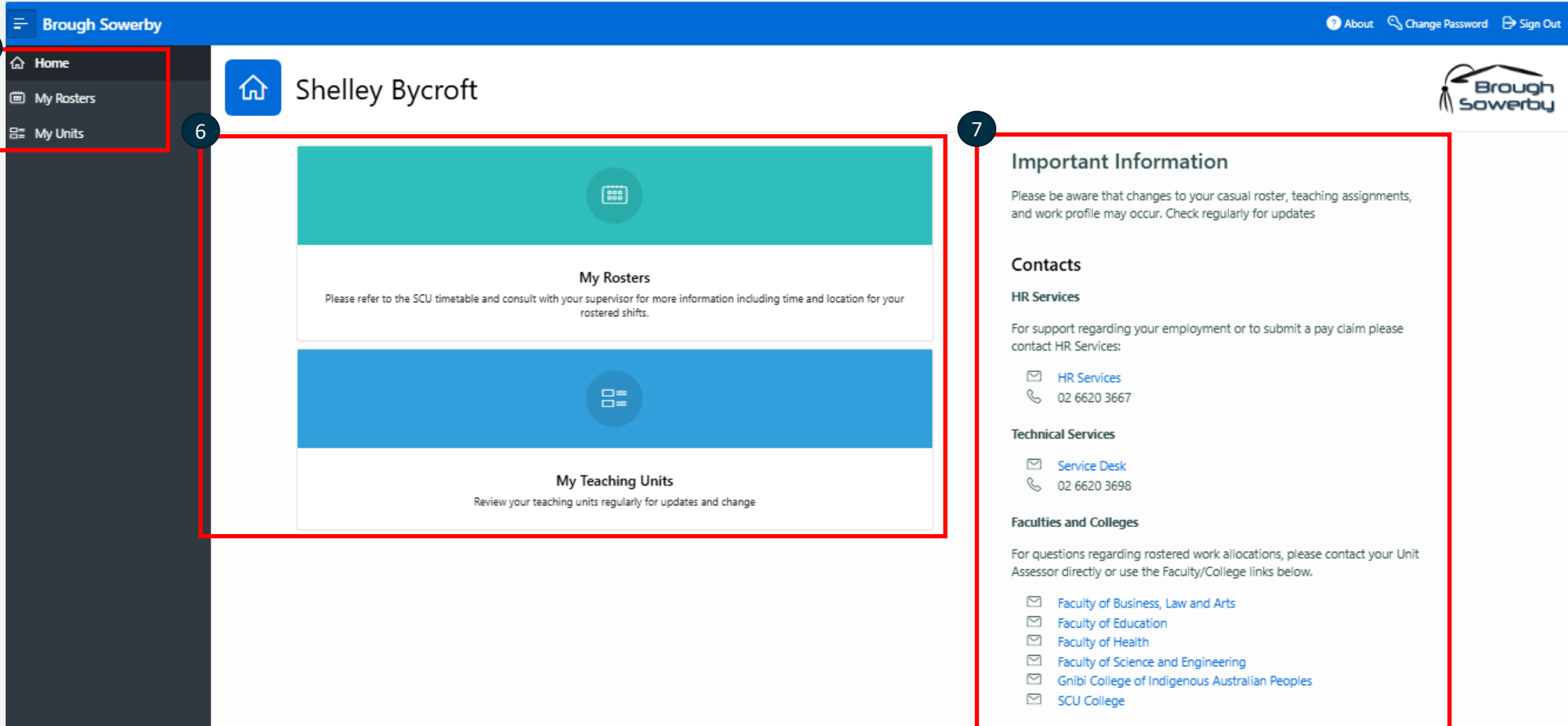
© Southern Cross University | CRICOS Provider No. 01241G | ABN:41 995 651 524

The Academic Workload Tool V2 (Brough Sowerby) - Home Page view

You will land on the **Home Page**

Steps:

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



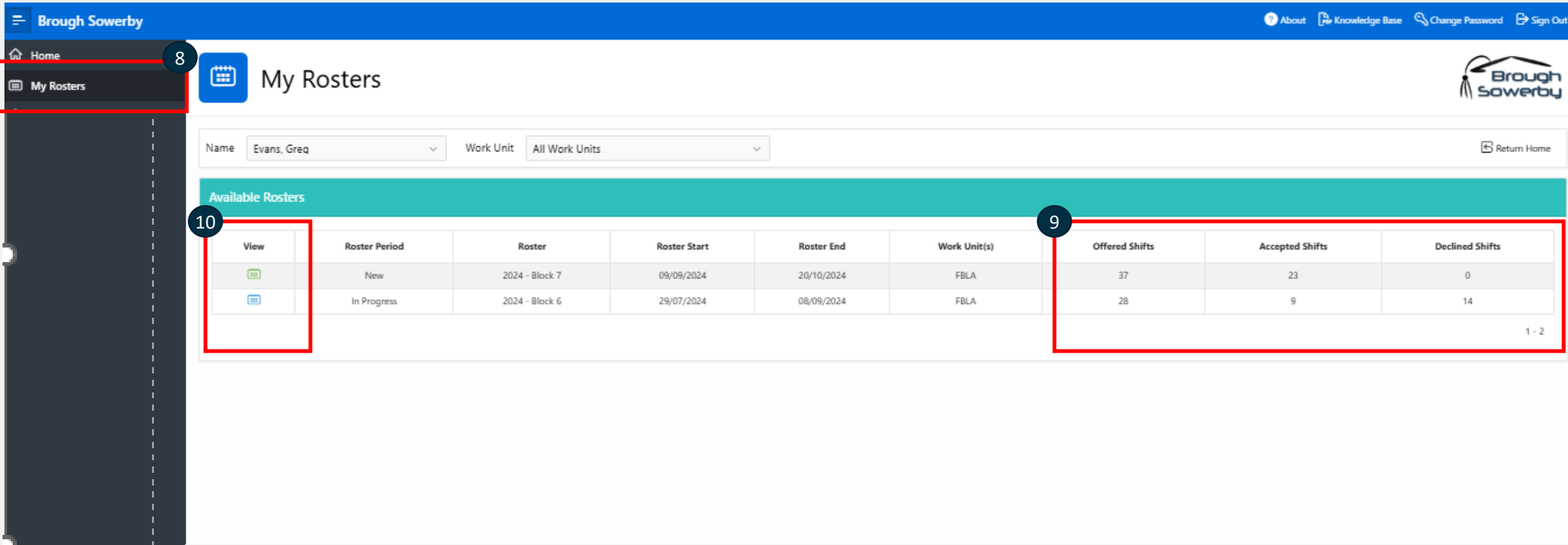
Your Rosters view

My Rosters Page

Steps

- Click on 'My Rosters'.
- Under the 'Offered Shifts' column the offered shifts offered can be seen. Note: Accepted Shifts and Declined Shifts will also be displayed.
- Click on the [calendar icon](#) under the 'View' column.

Note: the Available Rosters section will show completed Rosters, the current 'In Progress Roster' and 'New Roster'.





Brough Sowerby About Knowledge Base Change Password Sign Out

Home My Rosters

My Rosters

Name: Evans, Greg Work Unit: All Work Units Return 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 as well as any comments that have been added against the activity. Under the Status column, you can see whether you have Accepted, Rejected or the work has been Offered and not Accepted or Rejected as yet, by you.

Note: Responses will be colour-coded: Green the offer has been accepted; Red = the offer has been declined; Yellow = the hours have been varied; white = the offer has been made with no response. Varied hours will also be displayed as the hours originally offered with the hours negatively varied in brackets, e.g.: 2(-2)


12. Click on the [calendar icon](#) under the Accept/Decline column to accept or decline the offer.

Note: **Blue** calendar icons mean you need to respond to the offer. **Orange** calendar icons mean you have already responded (you cannot change your response) OR the Roster is now closed, which is 5pm Sunday AEST of the final week of the Roster Block. In the example below, it would be Sunday 8 September at 5pm AEST.

Brough Sowerby


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[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: □

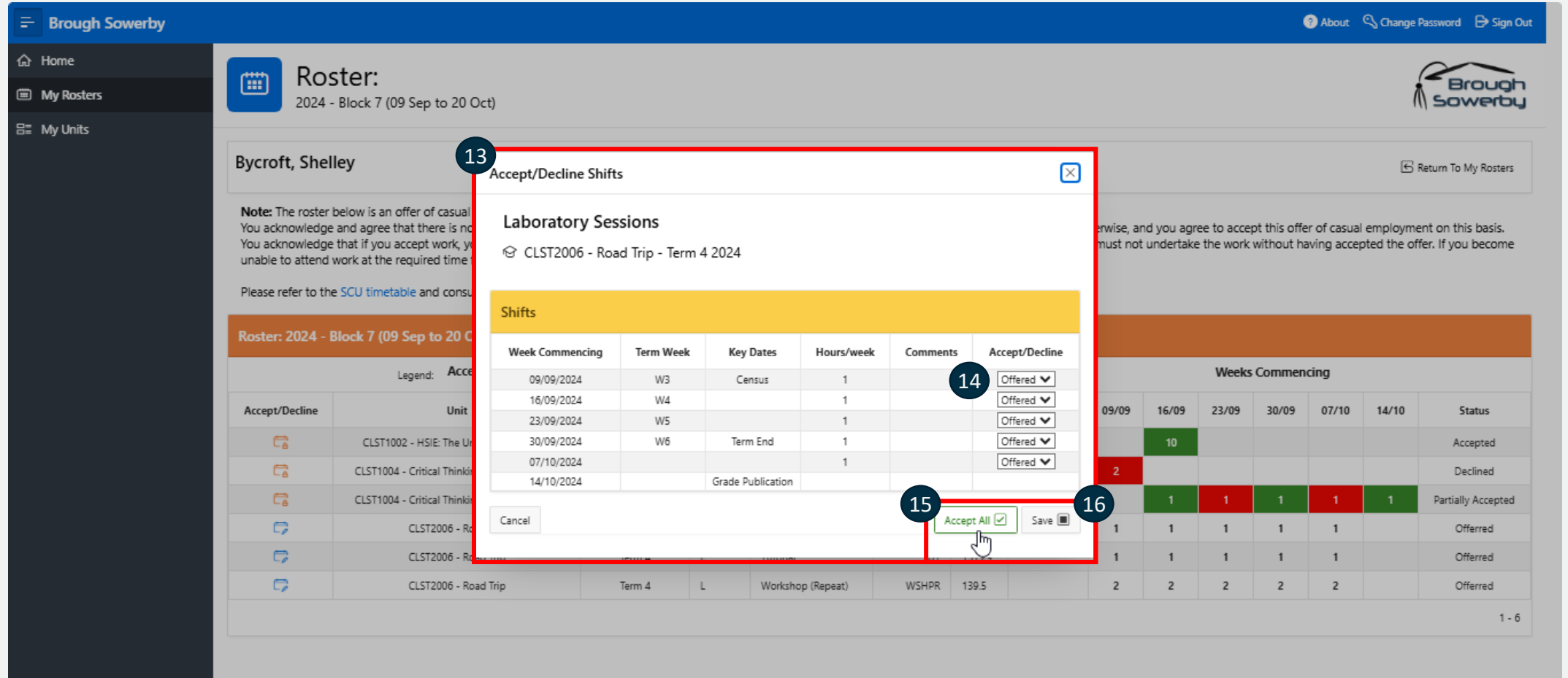
| Accept/Decline | Unit | Teaching Period | Cohort | Activity | Rate Code | Rate | Comments | Weeks Commencing | | | | | Status |
|---|--|-----------------|--------|---------------------|-----------|--------|----------|------------------|-------|-------|-------|--------|--------------------|
| | | | | | | | | 29/07 | 05/08 | 12/08 | 19/08 | 26/08 | |
|  | 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 |

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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 | **Accept/Decline Shifts**

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 must advise your supervisor as soon as possible.

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

Laboratory Sessions
CLST2006 - Road Trip - Term 4 2024

| 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

Weeks Commencing

| 09/09 | 16/09 | 23/09 | 30/09 | 07/10 | 14/10 | Status |
|-------|-------|-------|-------|-------|-------|--------------------|
| | 10 | | | | | Accepted |
| 2 | | | | | | Declined |
| | 1 | 1 | 1 | 1 | 1 | Partially Accepted |
| 1 | 1 | 1 | 1 | 1 | | Offered |
| 1 | 1 | 1 | 1 | 1 | | Offered |
| 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.
19. Notice the offered shift has now changed colour Accepted =Green.
20. Notice the Status Column has also changed from 'Offered' to 'Accepted'.

Brough Sowerby

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[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:

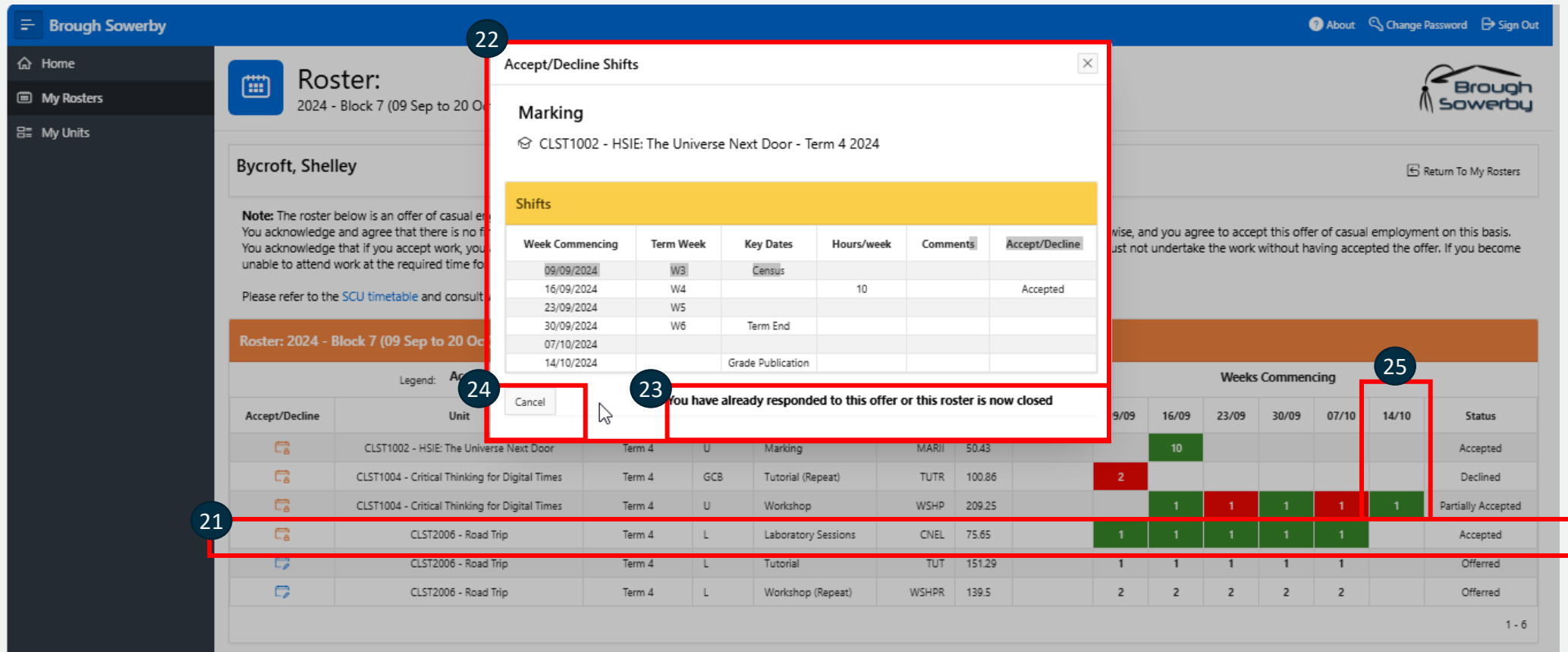
| Accept/Decline | Unit | Teaching Period | Cohort | Activity | Rate Code | Rate | Comments | Weeks Commencing | | | | | Status | |
|----------------|--|-----------------|--------|---------------------|-----------|--------|----------|------------------|-------|-------|-------|-------|--------|--------------------|
| | | | | | | | | 09/09 | 16/09 | 23/09 | 30/09 | 07/10 | | 14/10 |
| | CLST1002 - HSIE: The Universe Next Door | Term 4 | U | Marking | MARII | 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 |

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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 has not finished**. In the example below the Roster Period finishes on Sun 20 October at 5pm, AEST, so Rosters in this Roster period can be accepted up until that date. After this date, the Roster will be locked, the icon will turn **orange** and no changes will be able to be made. It is good practice to accept work as it is offered.



The screenshot shows the 'My Rosters' page for Shelley Bycroft. A pop-up window titled 'Accept/Decline Shifts' is open, displaying a table of shifts for the unit 'CLST1002 - HSIE: The Universe Next Door - Term 4 2024'. The table includes columns for Week Commencing, Term Week, Key Dates, Hours/week, Comments, and Accept/Decline. A 'Cancel' button is visible in the bottom left of the pop-up. A message at the bottom of the pop-up states: 'You have already responded to this offer or this roster is now closed'. The main roster table below shows various units with their respective hours and status (Accepted, Declined, Partially Accepted, Offered) across different weeks.

| Accept/Decline | Unit | Term | Level | Activity | Code | Hours/week | 9/09 | 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 |

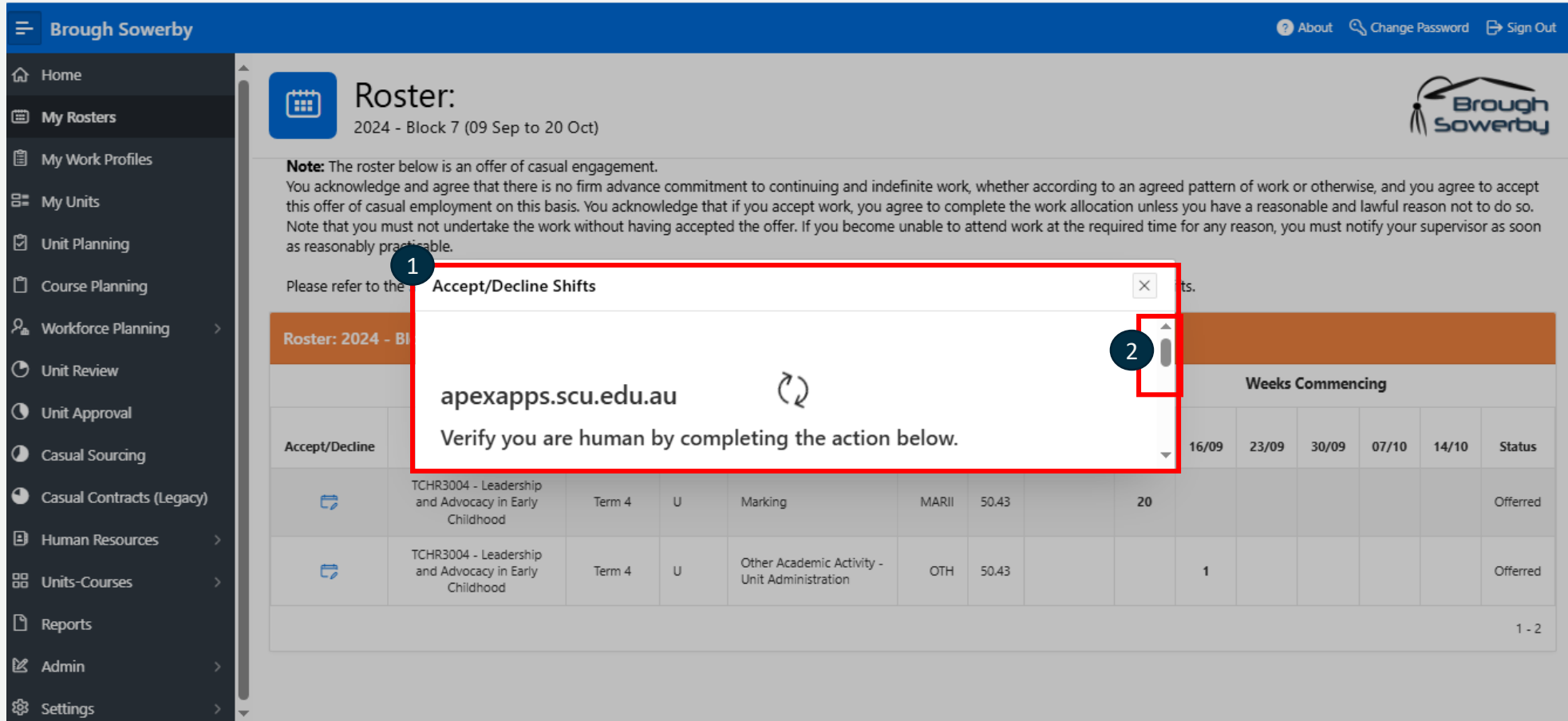
Your Rosters

My Rosters Page – verification notice

Steps

Note: The ‘Verify you are human’ security notice can appear from time-to-time.

1. If you see the verification message as any stage when navigating around the Academic Workload Tool V2 (Brough Sowerby).
2. Scroll down using the slide on the right-hand-side of the message and click on the verify you are human check box (as outlined on slide 4 of this pack).



The screenshot shows the Brough Sowerby Academic Workload Tool V2 interface. A verification notice overlay is displayed in the center, with a red border and two callout numbers. Callout 1 points to the 'Verify you are human by completing the action below.' text. Callout 2 points to the vertical scrollbar on the right side of the notice. The background shows a 'Roster: 2024 - Block 7 (09 Sep to 20 Oct)' page with a table of units and a sidebar menu.

Navigation Menu:

- Home
- My Rosters
- My Work Profiles
- My Units
- Unit Planning
- Course Planning
- Workforce Planning
- Unit Review
- Unit Approval
- Casual Sourcing
- Casual Contracts (Legacy)
- Human Resources
- Units-Courses
- Reports
- Admin
- Settings

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

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 **Accept/Decline Shifts** page.

apexapps.scu.edu.au

Verify you are human by completing the action below.

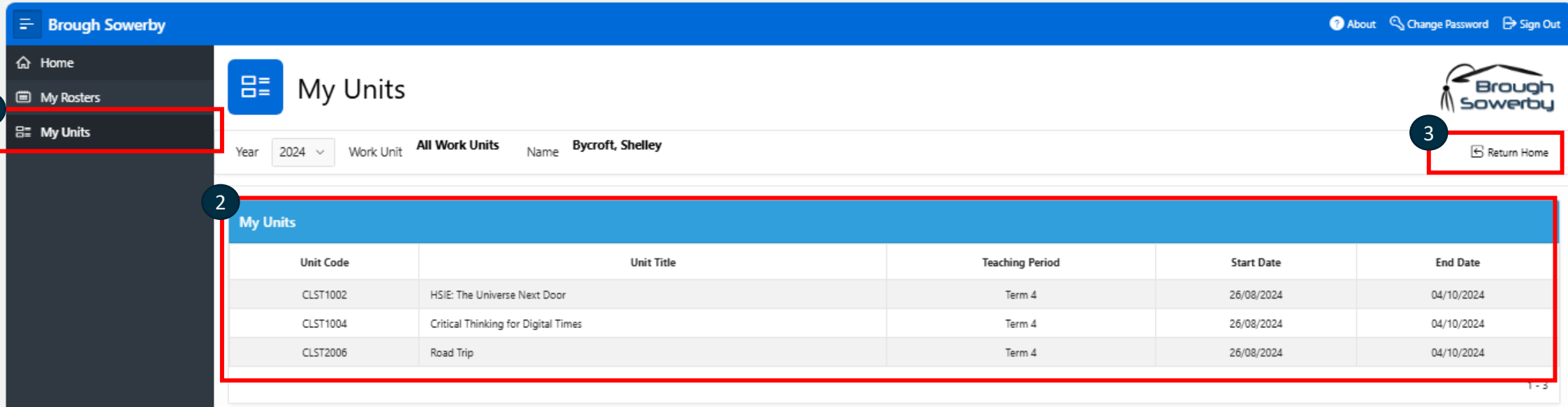
| Accept/Decline | Unit | Term | U | Marking | MARII | 50.43 | 20 | 16/09 | 23/09 | 30/09 | 07/10 | 14/10 | Status |
|----------------|---|--------|---|---|-------|-------|----|-------|-------|-------|-------|-------|---------|
| | TCHR3004 - Leadership and Advocacy in Early Childhood | Term 4 | U | Marking | MARII | 50.43 | 20 | | | | | | Offered |
| | TCHR3004 - Leadership and Advocacy in Early Childhood | Term 4 | U | Other Academic Activity - Unit Administration | OTH | 50.43 | | 1 | | | | | Offered |

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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.



Brough Sowerby About Change Password Sign Out

Home My Rosters **My Units**

My Units

Year 2024 Work Unit All Work Units Name Bycroft, Shelley

Return Home

| 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 |

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