1 Introduction

The purpose of this document is to provide detailed steps on how to complete the ‘Teaching Unavailability’ eForm.

For full-time and part-time staff, you will use this eForm to submit your teaching unavailability. Prior to starting the Teaching Unavailability eForm, you should have spoken with your supervisor(s).

In this form you will:

- select roles which this unavailability applies to
- enter reasons for unavailability
- mark unavailable time on the calendar table
- upload documentation, if necessary

To access the Teaching Unavailability eForm, log in to the eForms system at eforms.anu.edu.au. Search for the eForm labelled: ‘Teaching Unavailability’.

If you’re unsure what to put into the form, please contact your supervisor or local HR support team. For any technical difficulties with the form, please contact Student Business Systems (SBS).

Important notes

The dates mentioned in this guide relate to the 2019-2020 pilot of the timetabling system. Dates will be updated once the process has been finalised.

The eForm will be valid until 30th September 2019, after which you should contact your local College/School Administration for any changes.

For causal staff, the existing paper based unavailability form will be used.

This form is only to submit weekly recurring teaching unavailability. Once-off (non-recurring) change requests (e.g. you are unavailable on 15 June from 10am-2pm) need to be submitted via Qualtrics Online Form
2 Teaching Unavailability Workflow

3 Teaching Unavailability eForm
3.1 Introduction Page
3.1.1 Staff View Screenshots
Support Guide

I confirm I have spoken with my supervisor(s) about my unavailability.

Deadline
- Teaching unavailability requests must be submitted by 30 September 2019. If your unavailability changes before this date, submit a new unavailability eForm to overwrite the previous form. If your unavailability changes after this date, please contact your College/School administrators.
- This form cannot be saved but you can resubmit the form any time until the deadline.

Important notes
- This form will apply to Semester 1 and Semester 2. There will be an opportunity to modify your unavailability for Semester 2 in March.
- This form can be used to request recurring teaching unavailability (e.g., you are justifiably unavailable every Tuesday morning 8-9am).
- This form cannot be used for meal breaks or travel time. Once-off (non-recurring) change requests (e.g., you are unavailable on 15 June from 10am-2pm) need to be submitted via the Qualtrics Online form.

Please refer to the Timetable Policy and Procedure for more information.

Your supervisor(s) will be notified of your submission. Your unavailability will form part of the scheduling requirements for central timetabling purposes.

Role Selection
Please select the roles to which this unavailability applies.

- Academic Staff: School of History

Staff Details

Name
University ID
School: School of History
College: College Arts & Social Sciences
Appointment type: Full-Time
Supervisor(s):

I confirm my supervisor details are correct. If your supervisor details are incorrect, please contact your local HR representative for assistance.
3.1.2 Staff Suggested Steps

1. Take note of the eForm ID. You may be asked to quote this ID if you need support completing the eForm.
2. Read the information shown on the beginning of the eForm.
3. Click the checkbox if you have spoken with your supervisor about the unavailability. If not, please speak to your supervisor(s) first. They will be notified of your submitted teaching unavailability. They can decline or amend if required.
4. Select the academic roles which your unavailability applies to. Selecting at least one role is mandatory.
5. Check your details in the Staff Details section. This displays your:
   a. Name
   b. University ID
   c. School
   d. College
   e. Appointment type
   f. Supervisor(s)
6. Click the checkbox if your supervisor details are correct. If not, please contact your local HR representative for assistance.
7. Click the Next button to go to the Unavailability page.
3.2 Unavailability

3.2.1 Staff View Screenshots

Unavailability

Note: Your supervisor(s) will be notified of your application and the reasons you have provided. All Associate Deans, Education have access to an Insight report containing your unavailable hours, the reasons you provide and your comments. Consider your personal privacy when providing comments against each reason. Local area administrators and Associate Deans of Education, as well as the Timetable team, can see the unavailable hours but not the reasons or comments for those hours.

Mark the time(s) when you are UNAVAILABLE. Select the reason for each type of absence.

If you would like help completing this form, you can open the Support Guide or Video.

Instructions
1. To mark a specific time as unavailable, select the relevant reason, e.g., F, P, I, U or C.
2. Enter a comment for your unavailability for the selected reason.
3. Select a timeslot from the grid to which this reason is relevant. If you need to enter two different comments against a reason, complete the hours for the first comment first, then enter a new comment and select the hours to which the second comment applies (e.g., F - Childcare pickup; F - Critical care drop-off).
4. If required, upload any supporting documentation (e.g., booking for a research facility, email outlining an approved recurring meeting).

Teaching Unavailability

- F Flexible working arrangement (Child drop off)
- P Pre-approved and inflexible research or non-ANU teaching commitments (e.g., clinic session, research requirements) Lab work
- I Inflexible administrative commitments (e.g., school meetings) Meeting with dean
- U University commitments (e.g., council, boards, committees) Board meeting
- O Other (please specify) Online Conference

Reasoning to be provided against each code (free text, mandatory if you select the code)
### Support Guide

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**Support Sheet**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6am - 9am</td>
<td>Child drop-off</td>
<td>Child drop-off</td>
<td>Child drop-off</td>
<td>Child drop-off</td>
</tr>
<tr>
<td>9am - 10am</td>
<td>Child drop-off</td>
<td>Child drop-off</td>
<td>Child drop-off</td>
<td>Child drop-off</td>
</tr>
<tr>
<td>10am - 11am</td>
<td>Lab work</td>
<td>Online Conference</td>
<td>Lab work</td>
<td>Lab work</td>
</tr>
<tr>
<td>11am - 12pm</td>
<td>Lab work</td>
<td>Online Conference</td>
<td>Lab work</td>
<td>Lab work</td>
</tr>
<tr>
<td>12pm - 1pm</td>
<td>Online Conference</td>
<td>Lab work</td>
<td>Online Conference</td>
<td>Lab work</td>
</tr>
<tr>
<td>1pm - 2pm</td>
<td>Online Conference</td>
<td>Lab work</td>
<td>Online Conference</td>
<td>Lab work</td>
</tr>
<tr>
<td>2pm - 3pm</td>
<td>Online Conference</td>
<td>Lab work</td>
<td>Online Conference</td>
<td>Lab work</td>
</tr>
<tr>
<td>3pm - 4pm</td>
<td>Online Conference</td>
<td>Lab work</td>
<td>Online Conference</td>
<td>Lab work</td>
</tr>
<tr>
<td>4pm - 5pm</td>
<td>Meeting</td>
<td>Online Conference</td>
<td>Lab work</td>
<td>Board meeting</td>
</tr>
<tr>
<td>5pm - 6pm</td>
<td>Team meeting</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td>Board meeting</td>
</tr>
<tr>
<td>6pm - 7pm</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td></td>
</tr>
<tr>
<td>7pm - 8pm</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td></td>
</tr>
<tr>
<td>8pm - 9pm</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td></td>
</tr>
<tr>
<td>9pm - 10pm</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td>Online Conference</td>
<td></td>
</tr>
</tbody>
</table>

Available teaching hours (between core teaching hours 6am - 6pm): 17

**Upload any supporting documentation not previously provided (optional)**

**NOTE: The cut-off date for unsatisfactory changes is 30/09/2018.**

- I declare the information above is true and correct and I am complying with requirements regarding teaching hours in the ANU Timetabling policy and procedures.
- I am aware any personal information (provide will be available to College Associate Deans of Education, my supervisor) and saved to my personal file on ERNIS.

![Submit Button](submit.png)
3.2.2 Staff Suggested Steps

8 In order to mark the calendar, you must first choose a reason for your unavailability.
   a. Select unavailable reasons. These will be colour coded when clicking a calendar timeslot.
   b. Provide comments. This is optional. The comment defaults by the reason you selected.

9 The following steps are taken to mark the unavailable timeslots in the calendar table:
   a. If you do not teach any evening classes, you do NOT need to mark any of these hours as unavailable.
   b. There is an Add/Delete radio button at the top right of the table. Add is the default option.
   c. To mark the unavailable time(s), click corresponding boxes in the calendar table.
   d. Alternatively, to mark a whole day as unavailable, click the corresponding day box along the top. Similarly, to mark the whole week of a particular timeslot as unavailable, click its corresponding time box down the side.
   e. You can enter multiple comments against each reason. You need to mark the timeslots for the first comment first, then enter a new comment and select the timeslots to which the second comment applies.
   f. To delete a filled box, first click the Delete radio button, then click the timeslots you would like to delete. You can also clear the whole table by clicking the Clear All button. These buttons are at the top right of the table.
   g. Core available teaching hours are calculated at the bottom left of the table. Evening classes are not included in the calculation.

10 If you need to upload supporting documentation, such as lab booking confirmation, click the Upload New button to upload your document.

11 Click the checkbox to declare the information above is true and correct and you are complying with requirements regarding teaching hours in the ANU Timetabling policy and procedure. Please also be aware any personal information will be available to College Associate Deans of Educations, your supervisor(s) and saved to your personnel file on ERMS.

12 Click the Submit button to submit the eForm. You can click the Summary button to download the output documents on the submitted page. This includes your submitted time slots in a table view. Your supervisor(s) will also be notified of your teaching unavailability.
4 Next steps

The submitted unavailability timeslots will be viewed by your supervisor(s), College ADE, School ADE, College/School Administrative staff, and Timetable team. However, only your supervisors, college ADE and local ADE can view your reasons for unavailability. Only your supervisors and college ADE have the right to decline or revise your application. You will only be notified if the application is declined or revised.

If you need to revise your teaching unavailability, you can submit a new form before 30th September 2019. The new submitted eForm will overwrite the previous one. If you have missed the deadline to submit this eForm, before October 13th, you should speak to your ADE and they can submit a form on your behalf. After that date, please contact your local college admin and requests will have to be taken through the Dean via Timetabling’s traditional process.

The teaching unavailability data will be automatically uploaded to timetable system after October 14th. This unavailability applies to both semester 1 and semester 2 in 2020. In March 2020, you will be able to amend your teaching unavailability for semester 2 2020.