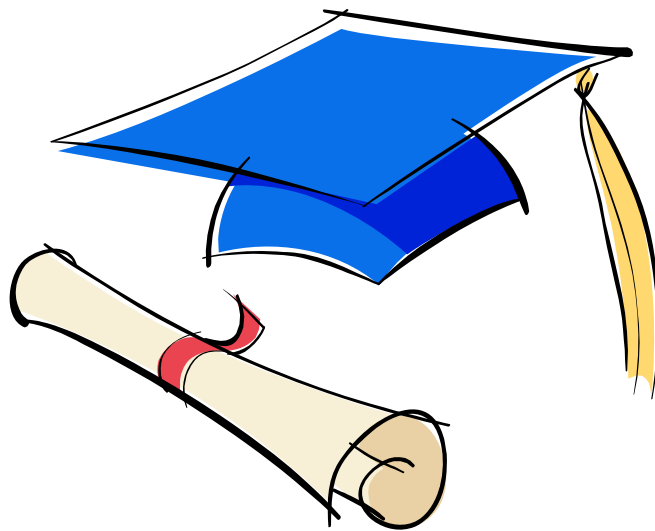


UNIVERSITY OF SOUTH AUSTRALIA

CLIENT SERVICES
MANUAL

STUDY ASSISTANCE DETAILS



February 2007

Background

The University of South Australia is committed to life long learning and provides an environment and a range of opportunities for staff to maintain and develop professional knowledge, skills, and expertise. The Study Assistance Scheme assists staff to gain a qualification that is relevant to their current position or career goals and maximises their contribution to the achievement of the University's goals.

CREATING A NEW STUDY ASSISTANCE RECORD

****A new record is required for each study assistance application****

From the Main Menu, select **Tasks – User Generic Reference Data – Study Assistance**

Enter the employees Id number (or part name) and click on **Search**

Ref Num	Reference	Seqn	Type	Description
053606				

Select "File" and then **"New"** or click on the New symbol  on the task bar

After selecting New the following screen will display.

FIELD NAME EMPLOYEE NO

Enter the Employee Number. Press TAB.

FIELD NAME TYPE CODE

This field contains the code "stdy" and will have been tabbed over.

FIELD NAME SEQUENCE

This is a sequential number starting at 0 (Zero). Every study assistance record requires a different sequence. For a person's second record the sequence number is 1, for their third record the sequence is 2 and so forth.

Press TAB

FIELD NAME START DATE

Enter the start date of the Academic period (Format: DDMMYY e.g. 280806 converts to 28Aug2006).

Press TAB.

FIELD NAME END DATE

Enter the end date of the Academic period (Format: DDMMYY e.g. 280806 converts to 28Aug2006).

Press TAB.

FIELD NAME STUDY RELEASE HOURS PER WEEK

Study release hours per week refers to the approved time off during working hours, with continuation of ordinary salary, for the purpose of undertaking an approved program of study.

Press TAB.

FIELD NAME TOTAL STUDY HOURS

Enter the total study hours (study hours per week * number of study weeks).

Press TAB.

FIELD NAME TOTAL TRAVEL HOURS

Enter the total travel hours (travel hours per week * number of study weeks).

Press TAB.

FIELD NAME STUDY LOAD

If applicable, enter the study load. Study Load refers to the number of units of study. Not all course/subjects will have study load.

Press TAB.

FIELD NAME COMMENTS

Enter any additional information up to 30 characters

FIELD NAME FINANCIAL SUPPORT

Leave Blank. Central HR will enter an amount based on the reimbursement of a proportion of tuition fees from the Human Resources Unit's Study Assistance fund.

Click on **SAVE**. You have successfully entered a record for study assistance.