Overview
This guide outlines how to:
• view your Estimated Work Schedule (EWS)
• locate your Topic Coordinator’s details
• locate variations to your EWS

Positions Responsible
Casual Academic Teachers

View your Estimated Work Schedule (EWS)
1. Login to FlindersPro
2. Go to the ‘Records’ tab and select ‘Casual Academics’
3. Click on your name

Displayed is your Estimated Work Schedule.
At the top of the screen, you will see your personal details and any changes/variations to your schedule for the current period.
The ‘Modify Weekly Schedule’ button allows you to make changes to your schedule. Any requested modifications will need to be approved by the topic coordinator.
The bottom of the screen allows you to filter and view a variety of information in relation to your work schedule.
Understanding your Estimated Work Schedule (EWS)

Information:
What is a pay period?
A pay period is a predefined fortnightly cycle in which your pay is processed.

What is the week ending date?
The week ending date displays Friday’s date for each week and shows the number of paycodes and estimated sessions for that week.

Locate your Topic Coordinator’s details
1. Login to FlindersPro
2. Go to the ‘Records’ tab and select ‘Topics’
3. Click on the Topic name. Displayed will be all of the information regarding the topic, including details of the Topic Coordinator.
Locate variations to your Estimated Work Schedule

1. Login to FlindersPro
2. Go to the ‘Records’ tab and select ‘Casual Academic Schedule Variations’
3. To obtain more information about the variation, click on the blue link.

4. For more in depth information, click the ‘More Info’ link.

Hover over the ‘Variation Status’ icon for more information about this variation.