

PeopleSoft_® Version 9

TAARs Processing

The University of Akron

Software Training Services 330.972.6391

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Table of Contents

Lesson 1: TAARs Overview	2
TAARs defined	2
14 th Day of the Term	2
TAARS Guidelines	2
TAARs Process	3
Life Cycle of TAARs	4
Lesson 2: Printing TAARs	5
Part A: Creating a Run Control (First Time TAARs Printing)	5
Part B: Printing TAARs	9
Lesson 3: Terminology and Data Entry Codes for Updating TAARs in PeopleSoft	16
Part A: Teaching Assignments	16
Part B: Administrative Assignments	
Part C: Research Activity	19
Part D: Other Activities	20
Lesson 4: Updating Teaching Activity	
Part A: Update Information from Pre-printed TAAR with Coursework	
Part B: Add Activity for Faculty/GA with No Pre-printed Activity	
Lesson 5: Update Other Activity	32
Part A: Update Information from Pre-printed TAAR with Other Activity	32
Part B: Add Information for Faculty/GA with no Pre-Printed Other Activity	35
Lesson 6: Printing the UA Academic Activity by Location	40
Part A: Creating a Run Control (First Time Acad Act by Location Printing)	40
Part B: Printing the Acad Activity by Location Report	43
Part C: Finalizing TAARs	
Appendix A Sample PT Faculty/Summer Session PAF Sample	A-1
Appendix B Sample PT Faculty/Summer Session AAF Only Sample	B-1

Lesson 1: TAARs Overview

TAARs defined

TAARs is the acronym used for Term Academic Activity Reporting. The purpose of this is to:

- Assure all courses, research, administrative and other activity are assigned to the appropriate employee
- Assure load limits are within University guidelines
- Provide a data resource for OBR/HEI reporting

TAARs are printed for all full-time faculty and graduate assistants. Part-time faculty will not have TAARs printed since their information is captured on the Personnel Action Form (PAF).

14th Day of the Term

The 14th day of the term holds special significance and is referenced throughout the TAARs process. With the 14th day of the term, the course data stored in the PeopleSoft Student Administration System is copied to the Human Resources system. Once the 14th day has passed, the departments/colleges should begin updating the Term Academic Activity Reports (TAARs) in Peoplesoft.

TAARS Guidelines

Term Academic Activity Reports (TAARs) are required for **full-time** (9 and 12-month) faculty and graduate assistants.

Full-time faculty: Teaching, Research, and/or Administrative activity should be listed. The teaching activity showing on the TAAR as of the 14th day was taken from the Registrar's 14th day file. Only 12-month faculty activity is recorded on a TAAR for the summer sessions.

Graduate Assistants (GA): Teaching, Research, and/or Administrative activity should be listed. Courses should only be assigned to a GA if they are the instructor of record and if they are considered a teaching GA.

NOTE: The course data copied from the PeopleSoft Student Administration System to the Human Resources System does **not** contain graduate assistant course assignments.

Therefore, it is **recommended** that a report listing all active graduate assistants be printed rather than individual graduate assistant TAARs.

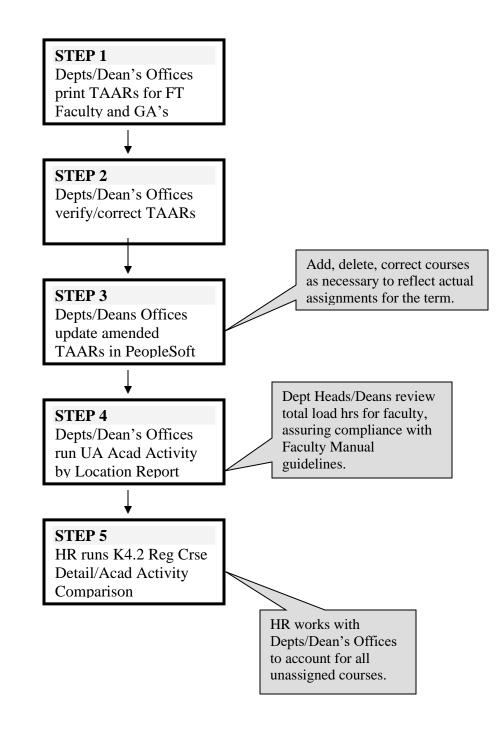
TAARs Process

This manual provides the University guidelines for the processing of TAARs. The following steps are involved in this process:

- 1. Departments/Dean's offices print TAARs for all full-time 9 and 12 month faculty and graduate assistants.
- 2. Departments/Dean's Offices verify and correct the TAARs data. The TAARs should reflect the actual assignments for the term.
- 3. Departments/Dean's Offices update the amended TAARs data in PeopleSoft.
- 4. Departments/Dean's Offices run the **UA Acad. Act. by Location Report.** The total load hours for faculty are reviewed by the Department Heads and Deans to assure compliance with the guidelines set forth in the Faculty Manual.
- After the deadline date (established by Human Resources) Human Resources will run a K4.2 Registration Course Detail/UA Acad. Act. Registr Comp Rept. Any unassigned courses will be resolved with the help of the Departments/Dean's offices.

The figure on the following page summarizes the TAARs process outlined above.

Life Cycle of TAARs



Lesson 2: Printing TAARs

Part A: Creating a Run Control (First Time TAARs Printing)

The FIRST TIME you need to print a TAARs Report you must set up the process on your computer by creating a **Run Control**. This only needs to be done the first time. *After the initial creation of the TAARs Run Control, use "Part B: Printing TAARs: After the Initial Setup"*.

What is a Run Control ID?

A Run Control ID is an identification code that represents:

- your PeopleSoft ID
- the process you are running, such as printing a TAARs report or printing a requisition

Each process that you run needs its own unique Run Control ID. If you print TAARs reports and print class rosters in batches, you will create one Run Control ID for printing TAARs and one Run Control ID for printing class rosters in batches.

When do you create a Run Control ID?

The first time that you run a process, you need to create a Run Control ID. Some examples of processes are gathering the data to print a TAARs Report or gathering the data to print a class roster.

When you run the process in the future, you use the same Run Control ID as the first time that you ran the process.

What are the characteristics of a Run Control ID?

A Run Control ID can be up to 16 characters in length. It cannot contain spaces. Some examples of Run Control Ids are **ClassRoster** or **TAARs**.

It is recommended that you do not use the same Run Control IDs that you used in the previous version of PeopleSoft.

W	hat you do	What happens
1.	From the Main Menu choose:	The "Find an Existing Value" page returns:
	UA Human Capital Management >	
	Human Resource Management >	UA Acad Act Taars
	Academic Activity > UA Acad Act Taars	Enter any information you have and click Search. Leave fields blank for a list of all values.
		Find an Existing Value Add a New Value
		✓ Search Criteria
		Run Control ID begins with 🗸
2.	Click on the Add a New Value link.	
		Search Clear Basic Search Criteria
		Find an Existing Value Add a New Value
3.	Type a Run Control ID with a maximum	
	number of 16 characters and no spaces.	UA Acad Act Taars
	For TAARs, enter TAARs .	Find an Existing Value Add a New Value
	FOI TAAKS, enter TAAKS.	
		Run Control ID
		Add
		Find an Existing Value Add a New Value
4.	Click the "Add" button.	
		The TAARs Run Control Parameter page is displayed:
		displayed.
		Favorites Main Menu > UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad. Act Taars
		Parameters
		Run Control ID TAARs <u>Report Manager</u> Process Monitor Run
		As of Date: 10/06/2020
		Term Acad Activity Report (TAAR) Selection Parameters Location Code:
		Term Year: 2020
		Job Function: FAC Q -AND- SSN:
		Department:
		Report Options
		Print TAARs? Print 12 month Summer TAARs? No. of Blanks?: Print Report?
		🗍 Save 📔 Notify 🗐 Update/Display

What you do	What happens
5. Enter the following information:	
To print <i>Faculty</i> TAARs:	
As of Date: Must be a date within the re	1
Term Year : Must be 4 digits (example 2	,
Term : Reflects the requested term (exan	nple: Fall)
Job Function: FAC	
Location Code: Defaults to the user's se	-
-	ID/SSN to print for a specific individual or leave
blank to report on all faculty within the c	1 0
Department: Defaults to the user's secu	rity level
Report Options : Print TAARs?	
To print Graduate Assistant TAARs:	
As of Date: Must be a date within the re-	quested semester
Term Year : Must be 4 digits (example 2	1
Term : Reflects the requested term (example 2	,
Job Function: GA	
Location Code : Defaults to the user's se	ecurity level
	ID/SSN to print for a specific individual or leave
blank to report on all graduate assistants	
Department: Defaults to the user's secu	1 0
Report Options : Print Report?	
Keport Options. I mit Keport:	

6. The following run control will print the TAARs for all faculty within the department (for which the user has security) for the Fall 2020 semester: Eavorito UA Acad Act Taava

.

n Control ID TAA	ARs	Report Manager Process Monitor Run
As Of Date:	10/06/2020	
Term Acad Activi	ty Report (TAAR) Sele	
Term Year:	2020	Location Code:QOR-
Term:	Fall 🗸	Empl ID:
Job Function:	FAC Q -AND-	SSN: -OR-
		Department:
Report Options		
🗹 Print TAA	Rs? 🗌 Pri	nt 12 month Summer TAARs? No. of Blanks?:
Print Rep	ort?	

Version 2020.10.07

human_resources@uakron.edu

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What you do	What happens
7. Click "Save" to save the Run Control.	
8. Go to Step 6 in the next section (Part B :	
Printing a TAARs) to continue with the	
TAARs Print Process.	

Part B: Printing TAARs

You should have already created a Run Control ID for printing the TAARs report. If you have not created a Run Control ID, please refer to the previous section in this lesson, Creating a Run Control.

W	hat you do	What happens
1.	From the main menu, choose:	The "Find an Existing Value" page returns.
	UA Human Capital	
	Management > Human	UA Acad Act Taars
	Resource Management >	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Academic Activity > UA Acad	Find an Existing Value Add a New Value
	Act Taars	Search Criteria
		Run Control ID begins with V
		Search Clear Basic Search Criteria
	In the Dum Control ID field	Find an Existing Value Add a New Value
2.	In the Run Control ID field, enter the ID that you created, Ex. TAARs	UA Acad Act Taars Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
		Search Criteria
		Run Control ID begins with
		Search Clear Basic Search
		Find an Existing Value Add a New Value

What you do	What happens
3. Click on the Search button.	The TAARs Parameters page displays.
	Favorites Main Menu > UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad. Act Taars
If you did not enter the complete	Parameters
Run Control ID, you will be	
returned Search Results at the	Run Control ID TAARs Report Manager Process Monitor Run
bottom of the page. Click on the correct Run Control ID to advance to the next step.	As Of Date: 10/06/2020 Term Acad Activity Report (TAAR) Selection Parameters Term Year: 2020
	R Save Notify

4. Enter or verify information as follows:

To print *Faculty* TAARs:

As of Date: Must be a date within the requested semester Term Year: Must be 4 digits (example 2020) Term: Reflects the requested term (example: Fall) Job Function: FAC Location Code: Defaults to the user's security level EmplID and SSN: Either enter an emplid/SSN to print for a specific individual or leave blank to report on all faculty within the department/college Department: Defaults to the user's security level Report Options: Print TAARs?

To print *Graduate Assistant* TAARs:

As of Date: Must be a date within the requested semester Term Year: Must be 4 digits (example 2002) Term: Reflects the requested term (example: Fall) Job Function: GA Location Code: Defaults to the user's security level EmplID and SSN: Either enter an emplid/SSN to print for a specific individual or leave blank to report on all graduate assistants within the department/college Department: Defaults to the user's security level Report Options: Print Report?

What you do	What happens
5. The following run control will print	the TAARs for all faculty within the department (for
which the user has security) for the	Fall 2020 semester:
Favorites Main Menu > UA Human Capital Management	nt > Human Resource Management > Academic Activity > UA Acad. Act Taars
Deversetere	
Parameters	
Run Control ID TAARs	Report Manager Process Monitor Run
As Of Date: 10/06/2020	
Term Acad Activity Report (TAAR) Selection Para	ameters
Term Year: 2020	cation Code:
Em	
Term:	-OR-
Job Function: FAC Q -AND- SS	-OR-
De	partment:
Report Options	
Print TAARs?	th Summer TAARs? No. of Blanks?:
Print Report?	
Save Notify	+ Add / Update/Display
6. Click on the "Run" button.	The Process Scheduler Request page displays.
	Process Scheduler Request
	User ID HRDJ5DB Run Control ID TAARs
	Server Name Run Date 10/06/2020
	Recurrence V Run Time 4.05:58PM Reset to Current Date/Time
	Time Zone Q
	Process List Process Name Process Type *Type *Format Distribution
	Print Acad Activity TAAR's UAAF1000 SQR Report Web V PDF V Distribution

OK Cancel

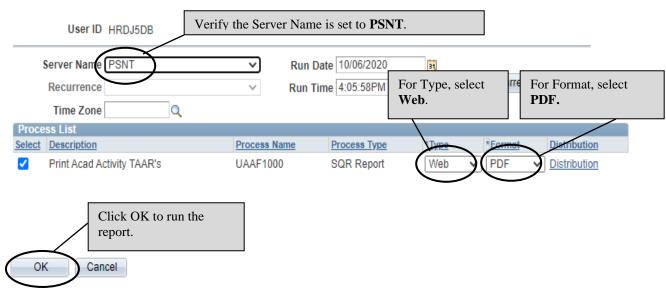
What you do What happens

7. The Process Scheduler page is displayed. Note/Select the following:

Server Name: **PSNT** Run Date: (Do not change the system date that defaults.) Run Time: (Do not change the system time that defaults.)

In the Process List grid at the bottom of the page: A checkmark needs to appear in the Select checkbox. Type: **Web** Format: **PDF**

8. Click the **OK** button to run the report.



Process Scheduler Request

What you do	What happens
9. The TAARs Parameters page is	
displayed, again. Click on the	Parameters
Report Manager link.	Run Control ID TAARs
	As Of Date: 10/06/2020
	Term Acad Activity Report (TAAR) Selection Parameters
	Term Year: 2020 -OR-
	Term: Fall V Empl ID: OR-
	Job Function: FAC Q -AND- SSN: -OR-
	Department:
	Report Options
	Print TAARs? Drint 12 month Summer TAARs? No. of Blanks?:
	Print Report?
	Return to Search Notify

10. By default, you will be on the **List** tab. Click the **Administration** tab.

st Explorer	Administration	Archives				
View Reports For						
Folder	*	Instance	to	Re	fresh	
Name		Created On		🛐 Last	~	1 Days
Reports			Personaliz	ze Find View All 🗖	First	🛾 1 of 1 🕨 Last
Report	Report Desc	ription	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UAAF1000	PRINT ACA TAAR'S	D ACTIVITY	General	10/06/20 4:09PM	2031744	2751470

Go back to UA Acad Act Taars

What you do	What happ	ens			
1. The Administration tab:					
		Click the Refresh button until			
List Explorer Administration Archives		the report appears with the			
Minur Deports For		Status of Posted			
View Reports For User ID HRDJ5DB Type	√ Las	st V 1 Days V Refresh			
Status Y Folder	✓ Instance	to			
Deport Dree	onalize Find View Al Request				
Select ID Instance Description	Date/Time	Format Status Details			
2031744 2751470 Print Acad Activity TAAR's	10/06/2020 4:09:19PM	Acrobat (*.pdf) Posted Details			
	1.00.1011				
		\sim			
		\/			
Select All		Click the Details link or			
		the Report Name link to			
Delete Click the delete button to delete the se	ected report(s)	access the Report/Log Viewer			
Go back to UA Acad Act Taars		Viewer			
Click this li	nk to return to t	he			
TAARs Rep	port page.				
ist Explorer Administration Archives					
2. If the report's status is not Posted,	If you do no	ot see your report or the status is not Posted			
click on the "Refresh" button.	click "Refresh" until the report status is Posted , and the				
	View link a	L			
		* *			
		statuses you may see are:			
	Scheduled				
	Scheuneu	The process was just added to the report			
		request.			
	Processing	request. Process Scheduler has initiated the			
		request. Process Scheduler has initiated the program and is running the process at			
	Processing	request. Process Scheduler has initiated the program and is running the process at that time.			
		request. Process Scheduler has initiated the program and is running the process at that time. The report has finished processing and			
	Processing Generated	request. Process Scheduler has initiated the program and is running the process at that time. The report has finished processing and all files are available for transferring.			
	Processing	request. Process Scheduler has initiated the program and is running the process at that time. The report has finished processing and			
	Processing Generated	request. Process Scheduler has initiated the program and is running the process at that time. The report has finished processing and all files are available for transferring. The report is in the process of being			
	Processing Generated Posting	request. Process Scheduler has initiated the program and is running the process at that time. The report has finished processing and all files are available for transferring. The report is in the process of being transferred to the Report Repository.			
13. Click on either the Details link or	Processing Generated Posting Posted	request. Process Scheduler has initiated the program and is running the process at that time. The report has finished processing and all files are available for transferring. The report is in the process of being transferred to the Report Repository. The report has finished posting and is			
3. Click on either the Details link or the Report Name link to view the	Processing Generated Posting Posted	request. Process Scheduler has initiated the program and is running the process at that time. The report has finished processing and all files are available for transferring. The report is in the process of being transferred to the Report Repository. The report has finished posting and is ready to be viewed.			

What you do

What happens

14. The report appears in PDF format.

Report ID: UAAF1000 As Of Date: 10/06/2020 THE UNIVERSITY OF AKRON PERSONNEL SERVICES	PeopleSoft TERM ACADEMIC ACTIVITY REPORT FALL 2020 ACADEMIC ACTIVITY REPORT	Page No. 1 Run Date 10/06/2020 Run Time 16:09:26
Employee ID: 1624 Record No.: 0 Document No.: Lyons Jr, William T Assoc Dean, Social Sciences Act Dept Chair, PAUS Prof, Political Science Dir, Ctr for Conflict Management Act Dept Chair, CJ Studies	Year: 2020 Term: 1 College: Buchtel College of Arts & Sei Department: A&S Dean's Office	
TEACHING ASSIGNMENT: TRANS DEPTCRSSCT COURSE TITLE 3700 100 010 Government & Politics in US	CRS CREDIT ASGN Course Types ENRL HOUR LOAD LE DI SE RE LB CI PR FE ST IS TU SP IN 74 3 Y	OT DLCCVIWE OT
ADMINISTRATIVE ASSIGNMENTS: DEPT CRS SCT DESCRIPTION 4250 000 ADD ASST DEAN OR ASSOC DEAN 4250 000 ADH DEPARTMENT CHAIR	LOAD HOURS 5 4	
RESEARCH ASSIGNMENTS: DEPT CRS SCT DESCRIPTION	LOAD HOURS	
OTHER ACTIVITIES: DEPT CRS SCT DESCRIPTION	LOAD HOURS	
TRANS: A-ADD C-CHANGE D-DELETE	TOTAL LOAD HOURS: 12.00 Dept. Head Signature Dean's Initial	DATE DATE

15. Click on the printer button.	Print the TAARs report.
16. Click on the report window's	The report window is closed. The Report List page is
close button.	displayed.
17. Click on the link Go back to UA	
Acad Act TAARs.	

Lesson 3: Terminology and Data Entry Codes for Updating TAARs in PeopleSoft

The following glossary of terms and data entry codes should be used in conjunction with Lessons 4 and 5 to update the TAARs data in PeopleSoft. For information regarding appropriate faculty load limits, refer to section 3359-20-06.1 Faculty Workload Policy in the Faculty Manual (URL: <u>https://www.uakron.edu/ogc/universityrules/pdf/20-06.1.pdf</u>).

Part A: Teaching Assignments

Information supplied to the Registrar files prior to 14th day will be reflected in this section. Changes and/or deletions can be made as necessary. Refer to the terms and definitions listed below to add an additional teaching assignment.

Term	Definition
DEPT CRS SCT	Include the department or college number, course number, and section number (Example: 7100:100-001)
COURSE TITLE	Include the title of the course (Example: Intro to Art)
ENROLLMENT IND STUDY	Will reflect 14 th day enrollment unless there is an "I" indicator for independent study. When reporting independent study classes or sections, enrollment must be indicated.
LOAD HOURS	Reflects hours indicated on the Course Master File.
COURSE TYPES	 The Ohio Board of Regents HEI files require this information for each course taught. This information may be different for individual faculty members, and as many descriptors as apply may be used. LE (Lecture) – Formalized instruction conducted on or off campus in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, dimensional demonstration on the presentation of each areas.
	 directed discussion, demonstration, or the presentation of audio-visual materials or techniques. DI (Discussion) – Used most often in conjunction with a lab to describe an instructional format in which the observations made in the lab are further discussed. May be a formal class in which discussion rather than lecture is the pedagogical structure.
	SE (Seminar) – An educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions which are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical applications.

Term	Definition
	RE (Recitation) – Describes small breakout groups which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.
	LB (Lab) – An educational activity in which students conduct experiments, perfect skills or practice procedures under the direction of a faculty member.
	CL (Clinical) – Applies only to health technology programs. Is a laboratory section, which meets at a health-related agency facility in lieu of on-campus laboratory facilities. Provides a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The assigned instructor will be a full or part-time faculty member.
	PR (Practicum) – An on or off campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on campus.
	FE (Field Experience) – A planned, paid work activity which relates to an individual student's occupational objectives, such as biology or archaeology, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty adviser. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and student's supervisor at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with employer or supervisor.
	ST (Studio) – Used to describe music, performance art, and theater courses.
	IS (Individual Studies) – Describes course sections in which a faculty member works with a student or small group of students. May be associated with course work or with a Master's and Doctoral level requirements.
	TU (Tutorial) – Use if individuals or groups of individuals are tutored by a faculty member or qualified individual.

Term	Definition
	 SP (Self-Paced) – Use if individuals in a course may progress at their own pace. This includes independent learning. OT (Other) – Use to indicate types of course sections that are not described by any of the other categories.
DISTANCE LEARNING	DL (Distance Learning) – This field is for distance learning courses only. More than one of the following categories may be used in reporting distance learning modes related to the course section. The reported categories should represent ways in which the curricular content is presented by faculty or incorporated in the learning experience offered by the course section.
	CC (Correspondence) The use of mail, email or other means to deliver a course.
	VI (Video Conference) Video Conferencing allows two or more locations to communicate by simultaneous two-way video and audio transmissions.
	WE (World Wide Web) – Use of Web to present course-related materials and links to supplementary sites.
	OT (Other Technology): Use this category to indicate other emerging technologies not covered in the above definitions.

Part B: Administrative Assignments

List the department or college number, an appropriate administrative code for the section number, assignment description, and assignment load hours. A list of the administrative codes is provided in the table below. All administrative assignments **must** include load.

Administrative	Definition	Also Used for Graduate
Code		Assistants
AAD	Assistant or Associate Dean	
AC#	College Administration	Y
AD#	Department Administration	Y
ADC	Dean	
ADH	Department Chair	
AO#	Other Administration	Y
IAC	Coaching	Y
IC#	College Instructional Support	Y
ID#	Departmental Instructional Support	Y
IO#	Other Instructional Support	Y

NOTE: # = 1 – 9

Part C: Research Activity

List the department or college number, section number (from list below), and description.

Research Activities Code	Definition	Also Used for Graduate Assistants
RC#	College Research (Internally funded by the University)	Y
RD#	Departmental Research (Internally funded by the University)	Y
RF#	Funded Research (Externally funded research or sponsored programs – indicate grant number)	Y
TDR	Thesis/Dissertation Release	

NOTE: # = 1 – 9

Part D: Other Activities

Other activities include research, English Language Institute, Dance Institute, Pre-College Programs, ACT testing, and other special projects.

List the department or college number, other activities code, and a brief description. A list of the other activities codes is provided in the table below. Where load hours are applicable, they should be listed.

Other Activities	Definition	Also Used for Graduate
Code		Assistants
FIL	Faculty Improvement Leave	
LOA	Leave of Absence/Sick Leave (All	
	leaves other than FIL)	
SA#	Special Activities	Y
WSA	Workshop Support	

NOTE: # = 1 – 9

Lesson 4: Updating Teaching Activity

This lesson provides step-by-step instructions on updating the teaching activity information from the amended pre-printed TAAR with coursework. Please refer to Lesson 3 for specific codes and terminology to be used when updating the system.



Part A: Update Information from Pre-printed TAAR with Coursework

What you do	What happens
1. From the main menu, choose:	UA Acad Activity – Teaching page is displayed:
UA Human Capital Management	
> Human Resource Management	UA_AAF_DATA1_UA
> Academic Activity > UA Acad	Enter any information you have and click Search. Leave fields blank for a list of all values.
Activity - Teaching	Find an Existing Value Add a New Value
<i>v</i> 0	- Search Criteria
	Empl ID begins with • Empl Record = Term Appointment Year begins with • Term Appointment = Academic Activity File Doc No begins with • Name begins with • Name begins with • National ID begins with • Search Clear Basic Search Save Search Criteria
	Find an Existing Value Add a New Value

What you do	What happens
	a faculty/graduate assistant with pre-printed activity,
fill in the appropriate information a	nd click on <u>Search</u> .
UA_AAF_DATA1_UA	
Enter any information you have and click Search	h. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value	
- Coarab Critoria	
✓ Search Criteria	
Empl ID begins with	✔ 2257446
	▼ 2257440
Empl Record = V	
Term Appointment Year begins with	
Term Appointment = 🗸	Fall Term V
Academic Activity File Doc No begins with	
Name begins with	
National ID begins with	✓
	Onus Onesch Orthonia
Search Clear Basic Search	Save Search Criteria
EmplID: Located in the upper left port	tion on the TAAR or on the GA Report
	eft portion of the TAAR or on the GA Report

Term Appointment Year: Year (ex. 2020)

Term Appointment: Click on the down arrow to select.

Academic Activity File Doc No: Located on the GA report (used for graduate assistants but NOT required for full-time faculty).

What you do

What happens

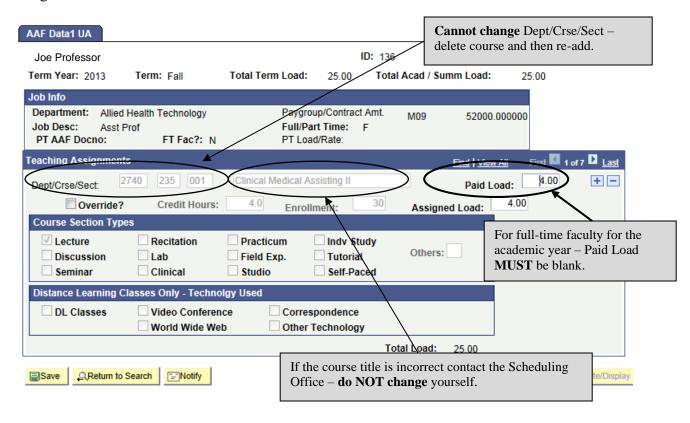
3. Locate the appropriate record to edit. Keep in mind, an individual may be teaching more than one course. Use the navigation bar to scroll through the records and locate the correct record to edit.

AAF Data1 UA							
Joe Professor			ID:				s individual. row will advance
Term Year: 2013	Term: Fall	Total Term Load:	25.00 T	otal Acad	to the next	-	
Job Info							
Department: A	llied Health Technology	Paygrou	up/Contract Am	t. M09	52000.	000000	\mathbf{N}
	sst Prof		rt Time: F				
PT AAF Docno:	FT Fac?: N	PT Loa	d/Rate:				
Teaching Assignr	nents				Find View	All First	1 of 7 D Last
Dept/Crse/Sect:	2740 235 001	Clinical Medical As	sisting II		Paid L	oad:	
Overri	de? Credit Hours:	4.0 Enrolli	ment: 3	0 Assi	gned Load:	4.00	
Course Section	Types				-		
Lecture Discussion	Recitation	Practicum Field Exp.	Indv Study	Othe	rs:		
Seminar	Clinical	Studio	Self-Paced				
Distance Learni	ng Classes Only - Techno	lgy Used					
DL Classes	Video Conferen		pondence Fechnology				
				Total Load	l: 25.00		
Save QRetu	rn to Search					Add	週Update/Display

What you do

What happens

4. Update the course information according to information supplied for the faculty member or graduate assistant.



5. Guidelines for entering/modifying data:

The following information **CAN** be changed:

- Load hours
- **Course Section Type:** Click the **Override?** box first and then you will be able to modify the Course Section type. Be sure to turn off Override (by removing the check) prior to saving any changes.
- Technology Used
- **Enrollment:** Click the **Override?** Box first and then you will be able to modify the enrollment. Be sure to turn off Override (by removing the check) prior to saving any changes.

The following information **CANNOT** be changed:

- **Dept/Crse/Sect:** If there is a change to any of these three fields the course must first be deleted and then re-added. Please refer to Steps 6 and 7 for instructions on deleting and adding a course.
- **Title:** If the title is incorrect, first verify that the correct information was entered and that you are looking at the correct course. After verifying the accuracy of the data, contact the Scheduling Office for review. **DO NOT CHANGE** the Title.

NOTE: For full-time faculty for the academic year – the Paid Load must be blank.

- 6. To **add** a course click the **+** button or press **[ALT] + 7**
- 7. To **delete** a course, click the **button** or press **[ALT]** + **8**

Kraft,Kristine N				D: 1361843	Empl Rcd	#: 1
Ferm Year: 2013	Term: Fall	Total Term Lo	ad: 25.00	Total Acad / S	umm Load:	25.00
Job Info Department: Allied Job Desc: Asst PT AAF Docno:	Health Technology Prof FT Fac?: N	Fu	ygroup/Contract / II/Part Time: F Load/Rate:	W03	52000.0000	000
eaching Assignment	ts				Find View All	First 🚺 1 of 7 🕨
Dept/Crse/Sect:	2740 235 001	Clinical Medic	al Assisting II		Paid Load:	4.00
Override?	Credit Hours:	4.0 EI	nrollment:	30 Assig	ned Load: 4	.00
Course Section Typ	es					
 Lecture Discussion Seminar 	Recitation Lab Clinical	Practicum Field Exp. Studio	Indv Stu Tutorial Self-Pac	Other	Add or delet using these b	
Distance Learning C	Classes Only - Techno	olgy Used				
DL Classes	Video Conferer World Wide We		orrespondence her Technology			
				Total Load:	25.00	
Save QReturn to	Search Search					E-Add BUpdate

8.	Click the Bave button to save the	The record is saved.
	changes.	

Part B: Add Activity for Faculty/GA with No Pre-printed Activity

The following procedure should be followed to add teaching activity when no pre-printed activity exists for a faculty member or a Graduate Assistant.



What you do	What happens
1. From the main menu, choose:	UA Acad Activity – Teaching page is displayed:
UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad Activity - Teaching	UA_AAF_DATA1_UA Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Empl ID begins with V Empl Record = V Term Appointment Year begins with V
	Term Appointment Academic Activity File Doc No begins with v Name begins with v National ID begins with v Search Clear Basic Search Save Search Criteria

What you do

What happens

1. Click on the "Add a New Value" tab.

UA_AAF_DATA1_UA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	d a New Value	Click here t pre-printed	to add activity for an individual with NO activity.
EmpliD:	begins with 🐱]
Empl Rcd Nbr:	= 🗸]
Term Appointment Year:	begins with 💌]
Term Appointment:	= 🗸		*
Academic Activity File Doc No:	begins with 🐱]
Name:	begins with 🐱]
National ID:	begins with 🐱]
Search Clear Basic	Search 🖶 Save Sea	rch Criteria	
Find an Existing Value Add a N	ew Value		

What you do	What happens
2. Enter the appropriate information:	
UA_AAF_DATA1_UA	
Find an Existing Value Add	a New Value
Empl ID	2257448
Empl Record	1
Term Appointment Year	2020
Term Appointment	Fall Term 🗸
Academic Activity File Doc No	
Add	

Find an Existing Value | Add a New Value

EmplID: Enter the emplID of the faculty or graduate assistant

Empl Rcd Nbr: Enter the employment record number. NOTE: This number automatically defaults to 0 and may need to be changed.

Term Appointment Year: Enter the appropriate year (ex. 2020)

Term Appointment: Enter the appropriate term. Use the drop down arrow for selections. **Academic Activity File Doc No:** Enter the academic activity file document number. This field is used for *Graduate Assistants & Part-Time Faculty*. It is not required for full-time faculty.

3. Click the "Add" button.

What you do W	What happens
---------------	--------------

4. The AAF Data panel returns. Enter the appropriate information for the course.

AAF Data1 UA					
Lisa Lecturer			ID: 141	Empl	Rcd#: 1
Term Year: 2013	Term: Fall	Total Term Load:	Tota	I Acad / Summ Load:	
Job Info					
Department: Job Desc: PT AAF Docno:	FT Fac?:	Paygroup Full/Part PT Load/I			
Teaching Assignments				Find View	All First 🚺 1 of 1 🚺 Last
Dept/Crse/Sect:				Paid Loa	ad: + -
Override?	Credit Hours:	Enrollme	ent:	Assigned Load:	
Course Section Type	s				
Lecture Discussion Seminar	Recitation Lab Clinical	Practicum Field Exp. Studio	Indv Study Tutorial Self-Paced	Others:	
Distance Learning CI	asses Only - Techno	lgy Used			
DL Classes	Video Conferen World Wide Wel		ondence chnology		
			То	tal Load:	
Save Notify					E+Add Displ

- 5. Guidelines for entering data:
 - **Dept/Crse/Sect:** Enter the appropriate department, course and section. The Title will automatically default in. If the title is incorrect, first verify that the correct information was entered and that you are looking at the correct course. After verifying the accuracy of the data, contact the Scheduling Office for review. **DO NOT CHANGE** the Title.
 - Paid Load/Assigned Load: Enter the appropriate load hours
 - **Enrollment**: Click the **Override**? Box first and then you will be able to modify the enrollment. Be sure to turn off Override (by removing the check) prior to saving any changes.
 - **Course Section Type:** Click the **Override?** box first and then you will be able to modify the Course Section type. Be sure to turn off Override (by removing the check) prior to saving any changes.
 - **Distance Learning Classes Only Technology Used:** Select the appropriate type of technology used in the course.

Override?

Course Section Types

changes.

Vhat you do		Wh	at happens		
6. To add a cou	urse click the 🛙	+ button or p	ress [ALT] + 7		
7. To delete a c	course, click the	e 💻 button or	press [ALT] +	8	
	,		1		
445 D-4-4 HA					
AAF Data1 UA					
Lisa Lecturer			ID: 141	Empl Rcd#:	1
Term Year: 2013	Term: Fall	Total Term Load:	Total Acad	Summ Load:	
Job Info					
Department:		Paygroup	/Contract Amt.		
Job Desc:		Full/Part	Time:		
PT AAF Docno:	FT Fac?:	PT Load/	Rate:		
Teaching Assignments				Find View All	First 🚺 1 of 1
Dept/Crse/Sect:				Paid Load:	

Enrollment:

Assigned Load:

Credit Hours:

 Lecture Discussion Seminar 	Recitation Lab Clinical	Practicum Field Exp. Studio	Indv Study Tutorial Self-Paced	Others:	r delete a co these button		
Distance Learning (Classes Only - Tech	nolgy Used					
DL Classes	Video Confer World Wide V		rrespondence her Technology	Total Load:			
				Total Load:			
Save Notify					⊒ •Add	Dpdate/Displa	iy
8. Click the "	Save" button	to save the	The record is	saved.			

Lesson 5: Update Other Activity

The following procedure outlines the steps necessary to add other activity for a faculty member or graduate assistant.

Part A: Update Information from Pre-printed TAAR with Other Activity

Main Menu > UA Human Capital Management > Human Resource Management >	
Academic Activity	
Provides reports for UA Faculty's academic activities by different categories (c	course, location, name, Part-time, etc)
	UA Acad Act by Location UA Academic Activity Report by Location UA Academic Activity Report by Name
	UA Acad. Act Summer Exceptions UA Academic Activity Summer Exceptions
	UA Acad Activity - Teaching UA Acad Activity - Teaching UA Acad Activity - Teaching
What you do	What happens
1. From the main menu, choose:	The UA Acad Activity – Other page returns.
UA Human Capital Management	
> Human Resource Management	UA_AAF_DATA2_UA
> Academic Activity > UA Acad	Enter any information you have and click Search. Leave fields blank for a list of all values.
Activity - Other	Endrung information you have and disk obtion. Edute holde blank for a list of all failed.
	Find an Existing Value Add a New Value
	▼ Search Criteria
	Empl ID begins with
	Empl Record = V
	Term Appointment Year begins with V
	Term Appointment = Academic Activity File Doc No begins with
	Name begins with V
	National ID begins with V
	Search Clear Basic Search Criteria
	Find an Existing Value Add a New Value

What you do	What happens
2. Enter the appropriate EmplID and	If more than one record exists you will need to select the
click the "Search" button. You can	appropriate record.
also enter additional information	
(Term Appointment Year, Term	
Appointment, Academic Activity	
File Doc No) to pull up a specific	
record.	

3. Enter the appropriate information for the Other Assignments.

F Data2 UA	\sum										
rofessor,Jos	eph M				ID	2257446	6	Empl Ro	:d#:		
erm Year: 2	008 Term:	Spring	Total Term	Load:	13.07	Total Aca	ad / Summ I	Load:	13.07		
b Info				_	10						
epartment: ob Desc:	Testing S Asst Prof				group/Conti P <mark>art Time:</mark>	F	M09	50	0000.0000	00	
PT Fac Info											
AAF D	oc No:		Paid Load:	Term	n Rate:		FT Fac	?: N			
										_	
Other Ass	-							Find V		First 🕙	1 0
Туре	Dept	Activity	Description				Assigned Load		Paid Load		
AQ	7500	ADH 🔍	DEPARTMENT	HAIR			6.00	[6.00		
						Total	Load:	6.00			
Save 🔍 Re	eturn to Sear	rch 🔚 N	lotify							E+ Add	6

- 4. Guidelines for entering/modifying data:
 - **Type:** Click on the $\overline{\mathbf{Q}}$ icon to obtain a list of valid values (A Administrative, O Other, R Research, T Teaching.
 - **Dept:** Enter the appropriate department code.
 - Activity: Click the \bigcirc icon to obtain a list of valid values. These values will be determined by the Type code selected. For a complete list of the possible values refer to Chapter 3 of this manual.
 - **Description:** This will automatically be entered based upon the activity code selected. This edit box can be made more specific by placing the cursor inside the description box and typing additional information in the field.
 - Assigned Load: This is required for any activity given for the Administrative type. The types "Other" and "Research" do not require assigned load.
 - **Paid Load:** This is required for any activity given for the Administrative type. The types "Other" and "Research" do not require assigned load.

- What you do
 What happens
- 5. To **add** an assignment click the **+** button or press **[ALT] + 7**
- 6. To **delete** an assignment, click the \Box button or press **[ALT]** + 8

AF Data2 UA									
rofessor,Jos	eph M			IC): 2257446	En	npl Rcd#:		
erm Year: 20	008 Ter	m: Spring	Total Term L	oad: 13.07	Total Aca	d / Summ Lo	ad: 13.07		
ob Info									
Department: Job Desc:	Testing Asst Pr) Services of		Paygroup/Con Full/Part Time:		M09	50000.00000	0	
PT Fac Info AAF De	oc No:		Paid Load:	Term Rate:		FT Fac?:	N		
Other Assi	ignment	s				<u>Fi</u> i	nd View All	First 🛃 1 of 1 🕨	Last
Туре	Dept	Activity	Description			Assigned Load	Paid Load		
AQ	7500	ADH 🔍	DEPARTMENT CH	HAIR		6.00	6.00		
					or delete buttons.	an assigr	nment using		
					Total L	.oad: 6	5.00		
Save 🔍 Re	eturn to Se	earch 🖹 N	lotify					E Add Dpd	late/Display
Click the changes.	"Sav	ve" butt	on to save th	e The r	ecord i	s saved			

Part B: Add Information for Faculty/GA with no Pre-Printed Other Activity



What you do	What happens
1. From the main menu, choose:	The UA Acad Activity – Other page returns.
UA Human Capital Management	
> Human Resource Management	UA_AAF_DATA2_UA
> Academic Activity > UA Acad	Enter any information you have and click Search. Leave fields blank for a list of all values.
Activity - Other	Find an Existing Value Add a New Value
	▼S earch Criteria
	Empl ID begins with Empl Record = Term Appointment Year begins with Term Appointment = Academic Activity File Doc No begins with Name begins with Name begins with National ID begins with
	Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value

What you do	What happens
2. Click on the Add a New Value	
tab.	UA_AAF_DATA2_UA
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	* search Chiena
	Empl ID begins with 🗸
	Empl Record = V
	Term Appointment Year begins with 🗸
	Term Appointment = V
	Academic Activity File Doc No begins with 🗸
	Name begins with V
	National ID begins with 🗸
	Search Clear Basic Search Criteria
	Find an Existing Value Add a New Value

What you do

What happens

3. Enter the appropriate information for the Other Assignments.

UA_AAF_DATA2_UA

Eind an Existing Value Ad	d a New Value
EmpliD:	2257446
Empl Rcd Nbr:	1
Term Appointment Year:	2008
Term Appointment:	Spring Term 🗸
Academic Activity File Doc No:	
Add	

Find an Existing Value | Add a New Value

EmplID: Enter the emplID of the faculty or graduate assistant

Empl Rcd Nbr: Enter the employment record number. NOTE: This number automatically defaults to 0 and may need to be changed.

Term Appointment Year: Enter the appropriate year (ex. 2004)

Term Appointment: Enter the appropriate term. Use the drop down arrow for selections. **Academic Activity File Doc No:** Enter the academic activity file document number. This field is used for *Graduate Assistants & Part-Time Faculty*. It is not required for full-time faculty.

4. Click the "Add" button.

What you do

What happens

5. Enter the appropriate information for the **Other Assignments**.

F Data2 UA					
rofessor,Joseph M		ID	2257446 Er	npl Rcd#: 1	
erm Year: 2008 Term: Sprir	g Total Term L	.oad: 13.07	Total Acad / Summ Lo	ad: 13.07	
b Info					
epartment: ob Desc:		Paygroup/Cont Full/Part Time:			
PT Fac Info					
AAF Doc No:	Paid Load:	Term Rate:	FT Fac?:		
Other Assignments Type Dept Activity	Description		Assigned Load	nd View All Paid Load	First 🕊 1 of 1 🕨 Last
Save Notify			Total Load:		E+ Add Dpdate/Displa

- 6. Guidelines for entering/modifying data:
 - **Type:** Click on the $\overline{\mathbf{Q}}$ icon to obtain a list of valid values (A Administrative, O Other, R Research, T Teaching.
 - **Dept:** Enter the appropriate department code.
 - Activity: Click the $\overline{\mathbf{Q}}$ icon to obtain a list of valid values. These values will be determined by the Type code selected. For a complete list of the possible values refer to Chapter 3 of this manual.
 - **Description:** This will automatically be entered based upon the activity code selected. This edit box can be made more specific by placing the cursor inside the description box and typing additional information in the field.
 - Assigned Load: This is required for any activity given for the Administrative type. "Other" and "Research" types does not require assigned load.
 - **Paid Load:** This is required for any activity given for the Administrative type. "Other" and "Research" types do not require assigned load.

- What you doWhat happens
- 7. To **add** an assignment click the **+** button or press **[ALT] + 7**
- 8. To **delete** an assignment, click the \square button or press **[ALT]** + 8

Other As	signment	s		E	ind View All	First 🗹 1 of 1 🕩 Last
Type	Dept	Activity	Description	Assigned Load Add or delete an assign these buttons.	Paid Load	

9.	Click the "Save" button to save the	The record is saved.
	changes.	

Lesson 6: Printing the UA Academic Activity by Location

Once the academic activity information has been entered into PeopleSoft for all full time faculty and graduate assistants in your department you should contact the Dean's Office to notify them of the completion.

The Dean's Office will run the UA Academic Activity by Location report to review the activity for Faculty and Graduate Assistants. The following procedure outlines the steps necessary to run this report.

NOTE: This report can be run at the department level for department chair review.

Part A: Creating a Run Control (First Time Acad Act by Location Printing)

The FIRST TIME you need to print an Acad Act by Location Report you must set up the process on your computer by creating a **Run Control**. This only needs to be done the first time. *After the initial creation of the Run Control, use "Part B: Printing Acad Act by Location"*.



W	hat you do	What happens
1.	From the main menu navigate to:	The "Find an Existing Value" page returns:
	UA Human Capital Management	
	> Human Resource Management	UA Acad Act by Location
	> Academic Activity >	Enter any information you have and click Search. Leave fields blank for a list of all values.
	UA Acad Act by Location	Find an Existing Value Add a New Value
2	Click on the Add a New Value tab.	- Search Criteria
2.	chek on the ruu a ruew value tab.	Run Control ID begins with 🗸
		Search Clear Basic Search
		Find an Existing Value 1 Add a New Value
3	Type a Run Control ID with a	Find an Existing Value Add a New Value
5.	maximum number of 16 characters	UA Acad Act by Location
	and no spaces.	Find an Existing Value Add a New Value
	1	
	For the Acad Act by Location, enter	Run Control ID Acad_Act_Lod
	your Acad_Act_Loc	
		Add
		Aud
		Find an Existing Value Add a New Value
4.	Click the "Add" button.	The Acad Act by Location Run Control Parameter
		page is displayed:
		Parameters
		Run Control ID Acad_Act_Loc Report Manager Process Monitor Run
		As Of Date:
		Academic Activity Term
		Term Year:
		Activity by Location Selection Parameters
		Job Function: Q Location Code: Q
		Activity Type:
		Full/Part Time:
		🖪 Save 😢 Notify

What you do	What happens
5. Enter the following information:	
As of Date: Must be a date withi	in the requested semester
Term Year: Must be 4 digits (ex	kample 2002)
Term : Reflects the requested term (example: Fall)	
Job Function: Use the drop dow	vn to select FAC or GA
Location Code: Defaults to the	user's security level
Activity Type: Use the drop down to select Administrative (A), Other (O),	
and Research (R). Leave this fie	

Full/Part Time: Use the drop down to select Full-time (F) or Part-time (P). *Leave this field blank to select all.*

6. The following run control will print the Academic Activity for all **teaching** assignments for **faculty** within the department (for which the user has security) for the **Fall 2020** semester:

	Parameters					
	Run Control ID Acad_Act_Loc	Rep	ort Manager	Process Monitor	R	tun
	As Of Date: 10/07/2020					
	Academic Activity Term					
	Term Year: 2020					
	Term: Fall 🗸					
	Activity by Location Selection Parameters					
	Job Function: FAC Q Loo	ation Code:	Q			
	Activity Type: T					
	Full/Part Time:					
	Save Notify					Add
7.	Click the "Save" button to save the					
	Run Control.					
8.	Go to Step 6 in the next section (Part					
	B: Printing the Acad Act by					
	Location) to continue with the TAARs					
	Print Process.					

Part B: Printing the Academic Activity by Location Report

You should have already created a Run Control ID for printing the Academic Activity by Location report. If you have not created a Run Control ID, please refer to the previous section in the chapter, Creating a Run Control.

W	hat you do	What happens
1.	From the main menu, choose:	The "Find an Existing Value" page returns.
	UA Human Capital	
	Management > Human	UA Acad Act by Location
	Resource Management >	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Academic Activity >	Find an Existing Value Add a New Value
	UA Acad Act by Location	✓Search Criteria
	Chined net by Location	Run Control ID begins with 🗸
		Search Clear Basic Search Criteria
		Find an Existing Value Add a New Value
2.	In the Run Control ID field,	
	enter the ID that you created,	UA Acad Act by Location
	Acad_Act_Loc	Enter any information you have and click Search. Leave fields blank for a list of all values.
		Find an Existing Value Add a New Value
	You can also click the Search	▼Search Criteria
	button to return a list of all of	Run Control ID begins with V Acad_Act_Loc
	your Run Control IDs and then	
	select the appropriate ID from the	Search Clear Basic Search
	list.	
		Find an Existing Value Add a New Value
	3. Click on the Search button.	The Acad Act by Location Parameters page displays.
	5. Check on the Search Station.	Parameters
	If you did not enter the	Run Control ID Acad_Act_Loc Report Manager Process Monitor Run
	complete Run Control ID, you	
	will be returned Search	As Of Date: 10/07/2020
	Results at the bottom of the	Academic Activity Term
	page. Click on the correct	Term Year: 2020 Term: Fall V
	Run Control ID to advance to	
	the next step.	Activity by Location Selection Parameters Job Function: FAC Location Code:
	Ł	Activity Type: T Q
		Full/Part Time:
		Return to Search 📔 Notify

What you do What happens

1. Enter or verify information as follows:

As of Date: Must be a date within the requested semester Term Year: Must be 4 digits (example 2002) Term: Reflects the requested term (example: Fall) Job Function: Use the drop down to select FAC or GA Location Code: Defaults to the user's security level Activity Type: Use the drop down to select Administrative (A), Other (O), and Research (R). *Leave this field blank to select all*. Full/Part Time: Use the drop down to select Full-time (F) or Part-time (P). *Leave this field blank to select all*.

The following run control will print the Academic Activity by Location for all teaching assignments for faculty within the department (for which the user has security) for the Fall 2020 semester:

Parameters	
Run Control ID Acad_Act_Loc Report Manager Process Monitor	un
As Of Date: 10/07/2020	
Academic Activity Term	
Term Year: 2020	
Term: Fall 🗸	
Activity by Location Selection Parameters	
Job Function: FAC Q Location Code:	
Activity Type: T Q	
Full/Part Time:	
Save Return to Search Notify	Add

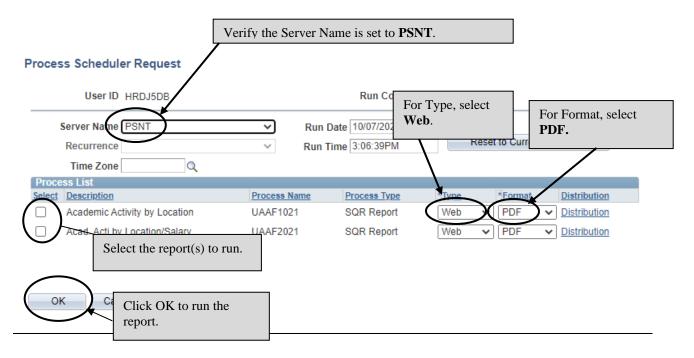
What you do	What happens
3. Click on the "Run" button.	The Process Scheduler Request page displays.
	Process Scheduler Request
	User ID HRDJ5DB Run Control ID Acad_Act_Loc
	Server Name PSNT Run Date 10/07/2020 Run Time 3:06:39PM Reset to Current Date/Time Time Zone
	Process List Select Description Process Name Process Type *Type *Format Distribution
	Academic Activity by Location UAAF1021 SQR Report Web PDF Distribution Acad. Acti by Location/Salary UAAF2021 SQR Report Web PDF Distribution
	OK Cancel

4. Note/Select the following:

Server Name: **PSNT** Run Date: (Do not change the system date that defaults.) Run Time: (Do not change the system time that defaults.) In the Process List grid at the bottom of the page: A checkmark needs to appear in the **Select** checkbox. Type: **Web** Format: **PDF**

The Process Scheduler page is displayed with your choices. There are 2 reports which can be produced: **Academic Activity by Location** and **Academic Activity by Location/Salary**. Check the boxes to select the appropriate reports.

5. Click on the **"OK"** button



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What you do	What happens
6. The Parameters page is displayed, again. Click on the Report Manager link.	Parameters Run Control ID Acad_Act_Loc As Of Date: 10/07/2020 B Academic Activity Term Term Year: 2020 Term: Fall Job Function: FAC Activity type: T Cocation Code: Q
7. By default, the List tab is active. C List Explorer Administration Archives View Reports For Folder View Created On Reports	
Report Report Description	Folder Name Completion Report Process

General

10/06/20

4:09PM

2031744

2751470

Go back to UA Acad Act by Location

PRINT ACAD ACTIVITY

TAAR'S

Save

1 UAAF1000

List | Explorer | Administration | Archives

Vhat you do		What hap	pens					_
. The Administration tab:	chives		-	Click the the repor Status of	rt appea	ars with		
	cinit do							
View Reports For								
User ID HRDJ5DB Type		<u>~ L</u>	ast	<u> </u>		Days	~	Refresh
Status Y Folder		✓ Instance		to				\smile
Report List	Person	alize <u>Find</u> View Al	1 🔤 I 🔛 I	irst 🚺 1-3 of 3	Last			
Select Report Prcs Instance Description	!	Request Date/Tim	e Format	<u>Status</u>	Details			
2031939 2751667 Acad. Acti	by Location/Salar	X. 10/07/20		Posted	<u>Details</u>			
2031938 2751686 Academic /	Activity by Locatio	n 10/07/20	20 Acroba	t Posted I	Details			
2031744 2751470 Print Acad		10/06/20	20 Acroba	t Posted I	Details	\backslash		
2031744 2751470 <u>FINITACAU</u>	ACTIVITY TAAKS	4:09:19	PM (*.pdf)	Fusieu I	Details			
Save	7	s link to return ocation Repor		ad	li to	nk or th		Details rt Name port/Log
Save Save I Explorer Administration Archives If the report's status is not	Act by L	ocation Report	t page.	our repor	t or th	nk or th access iewer e statu	the Report the Rep s is no	rt Name port/Log ot Posted,
Save	Act by L	ocation Report If you do r click "Refi	t page. ot see ye resh" unt	our repor	t or th	nk or th access iewer e statu	the Report the Rep s is no	rt Name port/Log ot Posted,
Save Save I Explorer Administration Archives If the report's status is not	Act by L	ocation Report If you do r click "Refi View link	t page. ot see ye esh" unt appears.	our repor il the rep	t or the	nk or th o access iewer e statu atus is	the Report the Rep s is no	rt Name port/Log ot Posted,
Save Save I Explorer Administration Archives If the report's status is not	Act by L	If you do r click "Refi View link Note: The	t page. not see yo resh'' unt appears. statuses	our repor il the rep you may	t or the ort sta	nk or th o access iewer e statu atus is re:	the Report the Rep is is no Poste	ot Posted, d , and the
Save Save I Explorer Administration Archives If the report's status is not	Act by L	ocation Report If you do r click "Refi View link	t page. not see yo resh'' unt appears. statuses	our repor il the rep you may ocess was j	t or the ort sta	nk or th o access iewer e statu atus is re:	the Report the Rep is is no Poste	ot Posted, d , and the
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Save Save I Explorer Administration Archives If the report's status is not	Act by L	If you do r click "Refi View link Note: The Scheduled	t page. not see ye resh" unt appears. statuses The pre request Process	our repor il the rep you may ocess was j	t or the ort state see a ust add	nk or the access iewer e statu atus is re: led to the itiated to	the Report the Rep is is no Poste the report	ot Posted,
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What you do

What happens 12. The report appears in PDF format.

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Part C: Finalizing TAARs

After printing the Academic Activity by Location report(s) the dean or his/her designee should review the activity for their college, paying special attention to any full-time faculty member in excess of 12 hours or below 12 hours. Graduate assistant assignments should be held to 4 load hours.

After the deadline date (determined by HR each semester) for finalizing TAARs, Human Resources Operations and Employment (HR) will run another K4.2 files comparison to verify that all the coursework has been assigned to an instructor. **The departments will be notified by HR of any courses left unassigned.**

Special Situations

Activity assigned to a Contract Professional as part of their contract with no additional compensation should be assigned on a part-time Personnel Action Form (PAF) as an AAF ONLY. Refer to **Appendix B** for a sample Part-time Faculty/Summer Sessions AAF Only.

Appendix A PT Faculty/Summer Session PAF Sample

					88	Empl ID or # If New Hire:	1234	
	P	MAN RE ersonnel A	ction Form	1		ate Prepared:	9/1/13	
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HRF011 Revised 07/24/13

Appendix BPT Faculty/Summer Session AAF Only Sample

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