

PeopleSoft®

Version 9

TAARs Processing



**The University of
Akron**

**Software Training
Services**

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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.

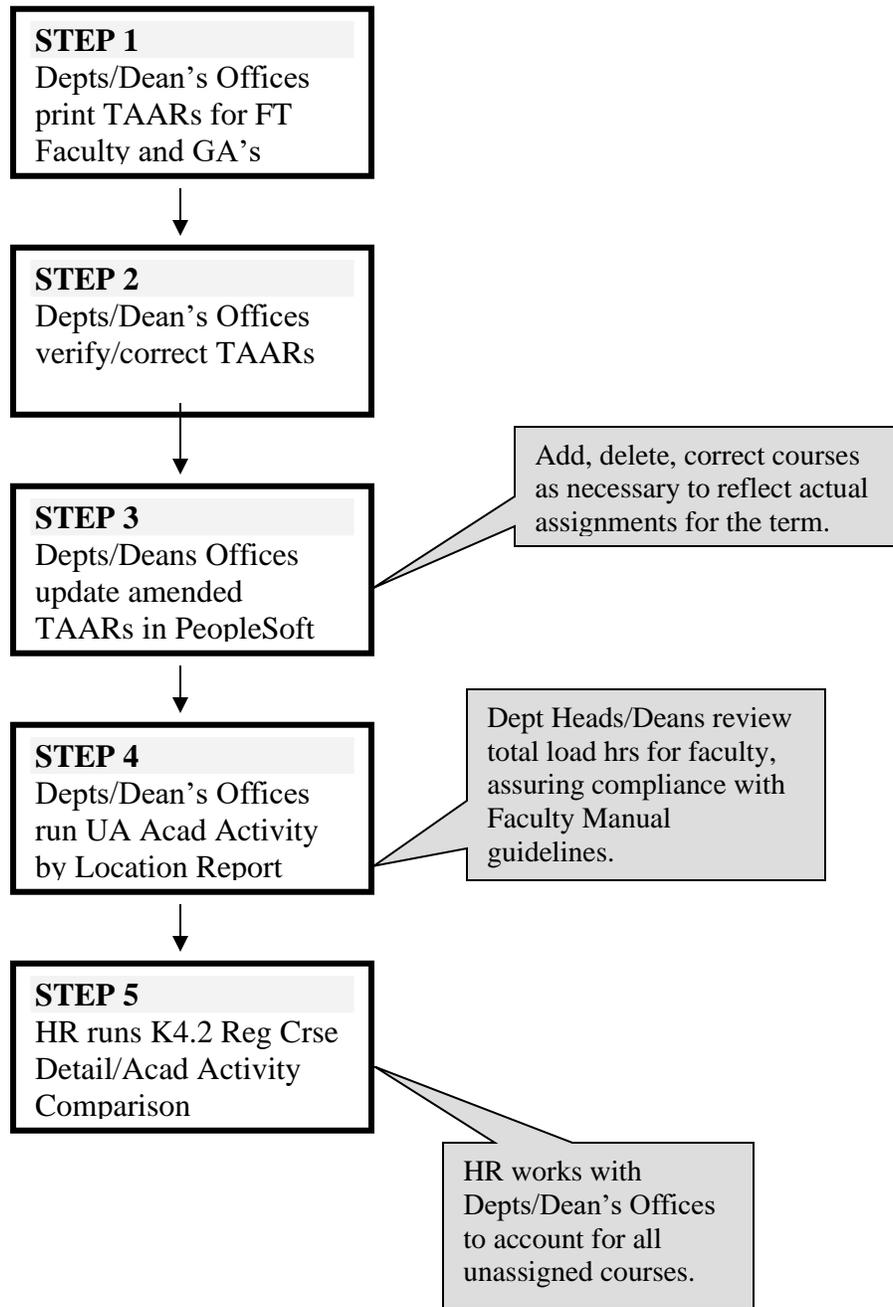
TAARs Process

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.
5. 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?

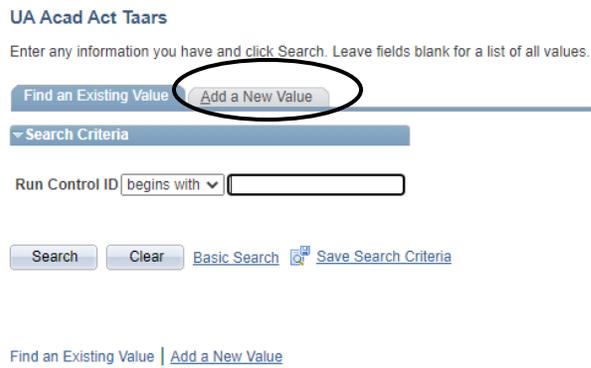
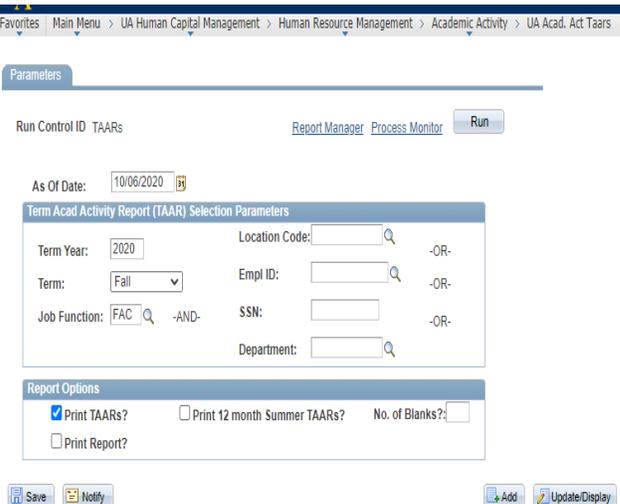
The first time that you run a process, you need to create a Run Control ID. Some examples of processes are gathering the data to print a TAARs Report or gathering the data to print a class roster.

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.

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

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

5. Enter the following information:

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 2020)

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?

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:

Favorites | Main Menu > UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad. Act Taars

Parameters

Run Control ID TAARs
Report Manager
Process Monitor
Run

As Of Date:

Term Acad Activity Report (TAAR) Selection Parameters

Term Year:	<input type="text" value="2020"/>	Location Code:	<input type="text"/>	-OR-
Term:	<input type="text" value="Fall"/>	Empl ID:	<input type="text"/>	-OR-
Job Function:	<input type="text" value="FAC"/>	SSN:	<input type="text"/>	-OR-
	-AND-	Department:	<input type="text"/>	

Report Options

Print TAARs? Print 12 month Summer TAARs? No. of Blanks?:

Print Report?

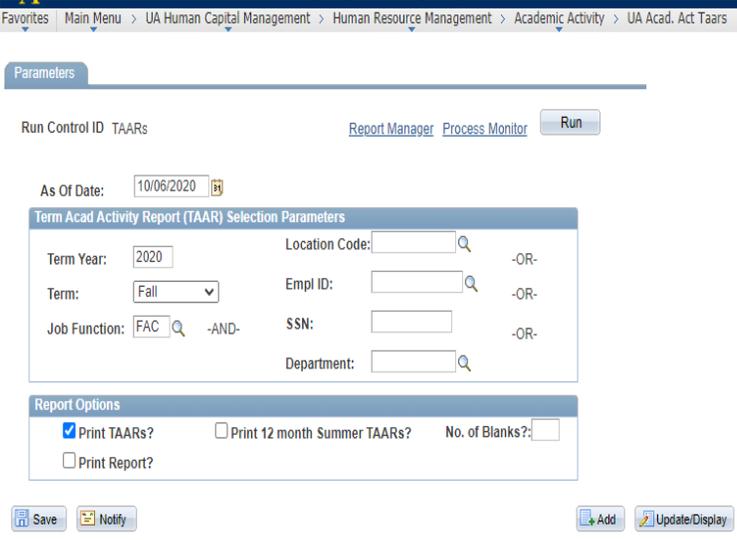
Save
 Notify
 Add
 Update/Display

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.

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

What you do	What happens
<p>3. Click on the Search button.</p> <p>If you did not enter the complete Run Control ID, you will be returned Search Results at the bottom of the page. Click on the correct Run Control ID to advance to the next step.</p>	<p>The TAARs Parameters page displays.</p> 

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
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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](#) > [Human Resource Management](#) > [Academic Activity](#) > [UA Acad. Act Taars](#)

Parameters

Run Control ID TAARs

[Report Manager](#) [Process Monitor](#) Run

As Of Date:

Term Acad Activity Report (TAAR) Selection Parameters

Term Year: <input type="text" value="2020"/>	Location Code: <input type="text"/>	-OR-
Term: <input type="text" value="Fall"/>	Empl ID: <input type="text"/>	-OR-
Job Function: <input type="text" value="FAC"/>	SSN: <input type="text"/>	-OR-
	Department: <input type="text"/>	

Report Options

Print TAARs?
 Print 12 month 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

Recurrence
Run Time Reset to Current Date/Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print Acad Activity TAAR's	UAAF1000	SQR Report	Web	PDF	Distribution

OK
Cancel

What you do	What happens
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- 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**

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

Process Scheduler Request

User ID HRDJ5DB

Verify the Server Name is set to **PSNT**.

Server Name **PSNT** Run Date 10/06/2020
 Recurrence Run Time 4:05:58PM
 Time Zone

For Type, select **Web**. For Format, select **PDF**.

Select	Description	Process Name	Process Type	Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print Acad Activity TAAR's	UAAF1000	SQR Report	Web	PDF	Distribution

Click OK to run the report.

OK Cancel

What you do	What happens
<p>9. The TAARs Parameters page is displayed, again. Click on the Report Manager link.</p>	

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

Go back to [UA Acad Act Taars](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UAAF1000	PRINT ACAD ACTIVITY TAAR'S	General	10/06/20 4:09PM	2031744	2751470

What you do	What happens
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11. The **Administration** tab:

Click the Refresh button until the report appears with the Status of Posted

Click the **Details** link or the **Report Name** link to access the Report/Log Viewer

Click this link to return to the TAARs Report page.

12. If the report’s status is not Posted, click on the “Refresh” **button**.

If you do not see your report or the status is not Posted, click “Refresh” until the report status is **Posted**, and the **View** link appears.

Note: The statuses you may see are:

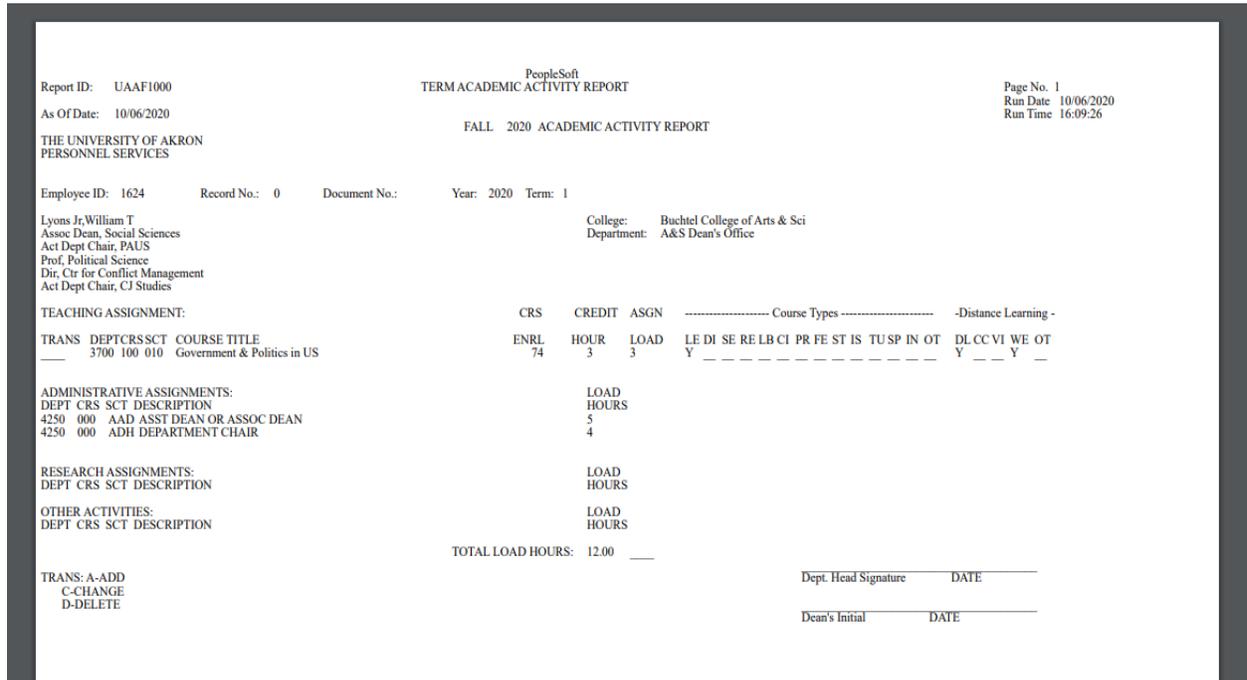
Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred to the Report Repository.
Posted	The report has finished posting and is ready to be viewed.

13. Click on either the **Details** link or the **Report Name** link to view the report.

The Report is displayed.

What you do	What happens
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14. The report appears in PDF format.



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

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: <https://www.uakron.edu/ogc/universityrules/pdf/20-06.1.pdf>).

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	<p>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.</p> <p>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, directed discussion, demonstration, or the presentation of audio-visual materials or techniques.</p> <p>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.</p> <p>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.</p>

Term	Definition
	<p>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.</p> <p>LB (Lab) – An educational activity in which students conduct experiments, perfect skills or practice procedures under the direction of a faculty member.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>ST (Studio) – Used to describe music, performance art, and theater courses.</p> <p>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.</p> <p>TU (Tutorial) – Use if individuals or groups of individuals are tutored by a faculty member or qualified individual.</p>

Term	Definition
	<p>SP (Self-Paced) – Use if individuals in a course may progress at their own pace. This includes independent learning.</p> <p>OT (Other) – Use to indicate types of course sections that are not described by any of the other categories.</p>
DISTANCE LEARNING	<p>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.</p> <p>CC (Correspondence) The use of mail, email or other means to deliver a course.</p> <p>VI (Video Conference) Video Conferencing allows two or more locations to communicate by simultaneous two-way video and audio transmissions.</p> <p>WE (World Wide Web) – Use of Web to present course-related materials and links to supplementary sites.</p> <p>OT (Other Technology): Use this category to indicate other emerging technologies not covered in the above definitions.</p>

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

What you do	What happens
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- To add/modify teaching activity for a faculty/graduate assistant *with pre-printed activity*, fill in the appropriate information and click on .

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 ▼	<input type="text" value="2257446"/>
Empl Record	= ▼	<input type="text"/>
Term Appointment Year	begins with ▼	<input type="text" value="2020"/>
Term Appointment	= ▼	<input style="border: 2px solid black;" type="text" value="Fall Term"/>
Academic Activity File Doc No	begins with ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
National ID	begins with ▼	<input type="text"/>

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

- EmplID:** Located in the upper left portion on the TAAR or on the GA Report
- Empl Rcd Nbr:** Located in the upper left 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
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- 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: 136
Term Year: 2013	Term: Fall	Total Term Load: 25.00 Total Acad

Job Info

Department: Allied Health Technology	Paygroup/Contract Amt. M09 52000.000000
Job Desc: Asst Prof	Full/Part Time: F
PT AAF Docno:	FT Fac?: N PT Load/Rate:

Teaching Assignments Find | View All

Dept/Crse/Sect: 2740 235 001	Clinical Medical Assisting II	Paid Load: 4.00
<input type="checkbox"/> Override?	Credit Hours: 4.0	Enrollment: 30
Course Section Types		Assigned Load: 4.00
<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Recitation	<input type="checkbox"/> Practicum
<input type="checkbox"/> Discussion	<input type="checkbox"/> Lab	<input type="checkbox"/> Field Exp.
<input type="checkbox"/> Seminar	<input type="checkbox"/> Clinical	<input type="checkbox"/> Studio
Distance Learning Classes Only - Technolgy Used		<input type="checkbox"/> Indv Study
<input type="checkbox"/> DL Classes	<input type="checkbox"/> Video Conference	<input type="checkbox"/> Tutorial
<input type="checkbox"/> World Wide Web	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Self-Paced
		Others: <input type="checkbox"/>

Total Load: 25.00

Save
Return to Search
Notify

Add
Update/Display

Records exist for this individual. Clicking the right arrow will advance to the next record.

What you do

What happens

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

The screenshot displays a web-based interface for managing faculty data. At the top, a tab labeled "AAF Data1 UA" is active. The main header shows "Joe Professor" with ID: 136. Below this, summary statistics are provided: "Term Year: 2013", "Term: Fall", "Total Term Load: 25.00", and "Total Acad / Summ Load: 25.00".

The "Job Info" section includes: "Department: Allied Health Technology", "Paygroup/Contract Amt. M09 52000.000000", "Job Desc: Asst Prof", "Full/Part Time: F", "PT AAF Docno:", and "FT Fac?: N".

The "Teaching Assignments" section is the primary focus. It shows a table with columns for "Dept/Crse/Sect.", "Credit Hours", "Enrollment", and "Assigned Load". The current entry is "2740 235 001 Clinical Medical Assisting II" with "Credit Hours: 4.0", "Enrollment: 30", and "Assigned Load: 4.00". A "Paid Load" field is also visible, currently set to "4.00".

Below the table, there are sections for "Course Section Types" (with checkboxes for Lecture, Recitation, Practicum, Indv Study, Discussion, Lab, Field Exp., Tutorial, Seminar, Clinical, Studio, Self-Paced, and Others) and "Distance Learning Classes Only - Technology Used" (with checkboxes for DL Classes, Video Conference, Correspondence, World Wide Web, and Other Technology).

At the bottom, there are buttons for "Save", "Return to Search", and "Notify".

Three callout boxes provide specific instructions:

- A box pointing to the "Dept/Crse/Sect." field states: "Cannot change Dept/Crse/Sect - delete course and then re-add."
- A box pointing to the "Paid Load" field states: "For full-time faculty for the academic year - Paid Load MUST be blank."
- A box pointing to the "Clinical Medical Assisting II" course title states: "If the course title is incorrect contact the Scheduling Office - do NOT change yourself."

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

AAF Data1 UA

Kraft, Kristine N ID: 1361843 Empl Rcd#: 1

Term Year: 2013 Term: Fall Total Term Load: 25.00 Total Acad / Summ Load: 25.00

Job Info

Department: Allied Health Technology Paygroup/Contract Amt. M09 52000.000000
 Job Desc: Asst Prof Full/Part Time: F
 PT AAF Docno: FT Fac?: N PT Load/Rate:

Teaching Assignments

Find | View All First 1 of 7 Last

Dept/Crse/Sect: 2740 235 001 Clinical Medical Assisting II Paid Load: 4.00  

Override? Credit Hours: 4.0 Enrollment: 30 Assigned Load: 4.00

Course Section Types

<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Recitation	<input type="checkbox"/> Practicum	<input type="checkbox"/> Indv Study
<input type="checkbox"/> Discussion	<input type="checkbox"/> Lab	<input type="checkbox"/> Field Exp.	<input type="checkbox"/> Tutorial
<input type="checkbox"/> Seminar	<input type="checkbox"/> Clinical	<input type="checkbox"/> Studio	<input type="checkbox"/> Self-Paced

Distance Learning Classes Only - Technology Used

<input type="checkbox"/> DL Classes	<input type="checkbox"/> Video Conference	<input type="checkbox"/> Correspondence
<input type="checkbox"/> World Wide Web	<input type="checkbox"/> Other Technology	

Total Load: 25.00

 Save
 Return to Search
 Notify

 Add
 Update/Display

Add or delete a course using these buttons.

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

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

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](#) | **[Add a New Value](#)**

Click here to add activity for an individual with NO pre-printed activity.

EmplID:

Empl Rcd Nbr:

Term Appointment Year:

Term Appointment:

Academic Activity File Doc No:

Name:

National ID:

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

2. Enter the appropriate information:

UA_AAF_DATA1_UA

Empl ID
 Empl Record
 Term Appointment Year
 Term Appointment
 Academic Activity File Doc No

[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	What happens
-------------	--------------

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

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 Last

Dept/Crse/Sect: Paid Load:

Override? Credit Hours: Enrollment: Assigned Load:

Course Section Types

Lecture Recitation Practicum Indv Study Others:
 Discussion Lab Field Exp. Tutorial
 Seminar Clinical Studio Self-Paced

Distance Learning Classes Only - Technology Used

DL Classes Video Conference Correspondence
 World Wide Web Other Technology

Total Load:

Save
Notify

Add
Update/Display

Add or delete a course using these buttons.

- | | |
|---|----------------------|
| 8. Click the “Save” button to save the changes. | 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



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

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

5. To **add** an assignment click the  button or press [ALT] + 7
6. To **delete** an assignment, click the  button or press [ALT] + 8

AAF Data2 UA

Professor, Joseph M ID: 2257446 Empl Rcd#:
 Term Year: 2008 Term: Spring Total Term Load: 13.07 Total Acad / Summ Load: 13.07

Job Info

Department: Testing Services Paygroup/Contract Amt: M09 50000.000000
 Job Desc: Asst Prof Full/Part Time: F

PT Fac Info

AAF Doc No: Paid Load: Term Rate: FT Fac?: N

Other Assignments Find | View All First 1 of 1 Last

Type	Dept	Activity	Description	Assigned Load	Paid Load
A	7500	ADH	DEPARTMENT CHAIR	6.00	6.00

Add or delete an assignment using these buttons.

Total Load: 6.00

Save Return to Search Notify
Add Update/Display

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

7. Click the “Save” button to save the changes.

The record is saved.

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



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

What you do	What happens
2. Click on the Add a New Value tab.	<p data-bbox="732 281 964 308">UA_AAF_DATA2_UA</p> <p data-bbox="732 327 1490 352">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="732 365 1495 422"><p data-bbox="748 386 943 411">Find an Existing Value</p><p data-bbox="976 386 1130 411">Add a New Value</p></div> <div data-bbox="732 436 1495 464"><p data-bbox="732 436 889 464">▼ Search Criteria</p></div> <div data-bbox="732 499 1490 730"><p data-bbox="943 499 1390 527">Empl ID begins with ▼ <input data-bbox="1159 499 1390 527" type="text"/></p><p data-bbox="894 533 1390 560">Empl Record = ▼ <input data-bbox="1159 533 1390 560" type="text"/></p><p data-bbox="802 567 1390 594">Term Appointment Year begins with ▼ <input data-bbox="1159 567 1390 594" type="text"/></p><p data-bbox="846 600 1490 627">Term Appointment = ▼ <input data-bbox="1159 600 1490 627" type="text"/></p><p data-bbox="740 634 1390 661">Academic Activity File Doc No begins with ▼ <input data-bbox="1159 634 1390 661" type="text"/></p><p data-bbox="959 667 1390 695">Name begins with ▼ <input data-bbox="1159 667 1390 695" type="text"/></p><p data-bbox="911 701 1390 728">National ID begins with ▼ <input data-bbox="1159 701 1390 728" type="text"/></p></div> <div data-bbox="732 793 1312 821"><p data-bbox="732 793 846 821"><input type="button" value="Search"/></p><p data-bbox="862 793 959 821"><input type="button" value="Clear"/></p><p data-bbox="971 793 1084 821">Basic Search</p><p data-bbox="1096 793 1312 821"><input type="button" value="Save Search Criteria"/></p></div> <p data-bbox="732 926 1089 953">Find an Existing Value Add a New Value</p>

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

- Enter the appropriate information for the Other Assignments.

UA_AAF_DATA2_UA

[Find an Existing Value](#) | [Add a New Value](#)

EmplID:
 Empl Rcd Nbr:
 Term Appointment Year:
 Term Appointment:
 Academic Activity File Doc No:

[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.

- Click the “Add” button.

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

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

AAF Data2 UA

Professor, Joseph M ID: 2257446 Empl Rcd#: 1
 Term Year: 2008 Term: Spring Total Term Load: 13.07 Total Acad / Summ Load: 13.07

Job Info

Department:	Paygroup/Contract Amt.
Job Desc:	Full/Part Time:

PT Fac Info

AAF Doc No:	Paid Load:	Term Rate:	FT Fac?:
-------------	------------	------------	----------

Other Assignments Find | View All First 1 of 1 Last

Type	Dept	Activity	Description	Assigned Load	Paid Load
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input style="width: 90%;" type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

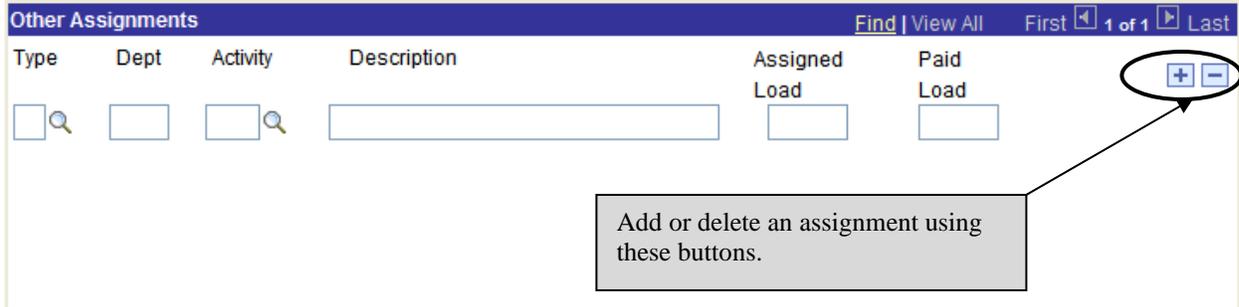
Total Load:

6. Guidelines for entering/modifying data:

- **Type:** Click on the 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 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 do	What happens
-------------	--------------

7. To **add** an assignment click the **+** button or press [ALT] + 7
8. To **delete** an assignment, click the **-** button or press [ALT] + 8



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

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.

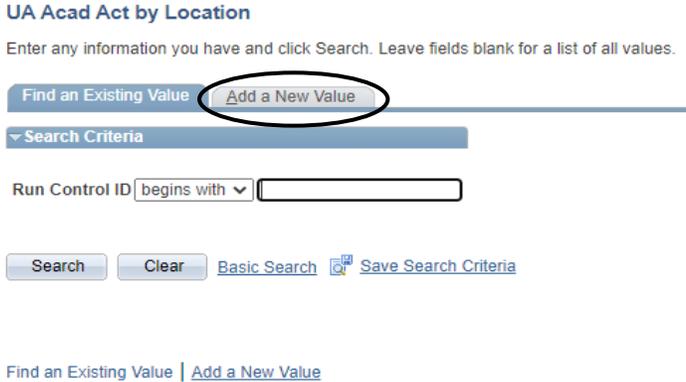
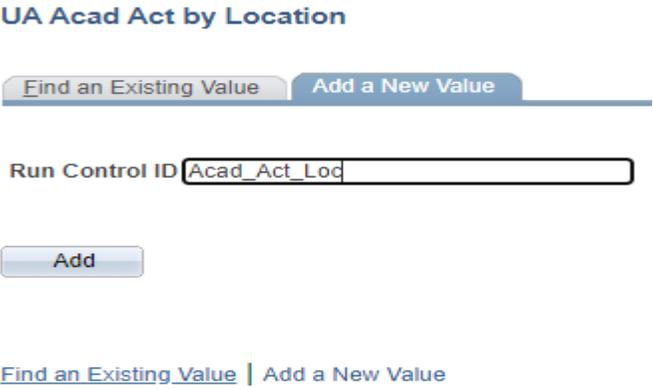
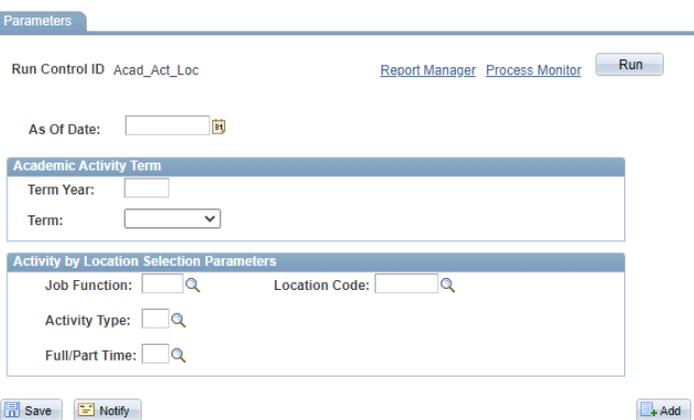
The Dean's Office will run the UA Academic Activity by Location report to review the activity for Faculty and Graduate Assistants. The following procedure outlines the steps necessary to run this report.

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".*



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

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

5. Enter the following information:

- 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.*

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

[Report Manager](#)
[Process Monitor](#)

As Of Date:

Academic Activity Term

Term Year:

Term:

Activity by Location Selection Parameters

Job Function:

Location Code:

Activity Type:

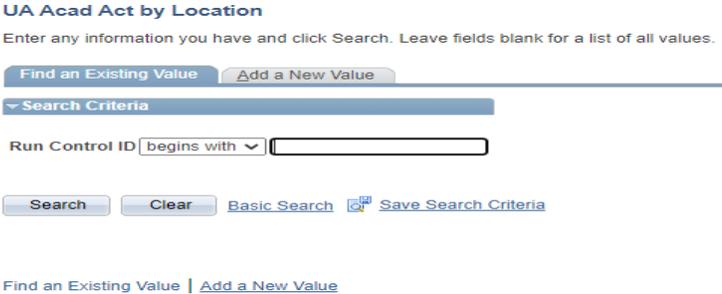
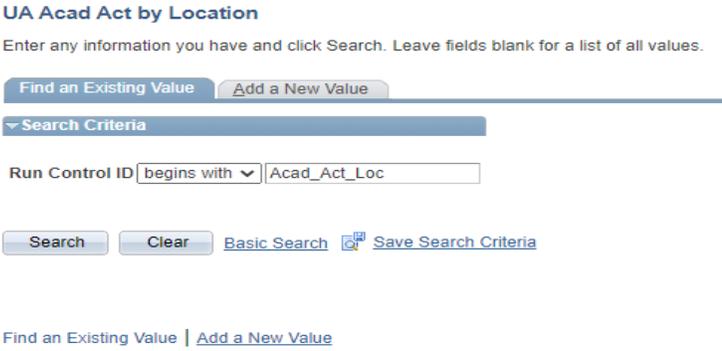
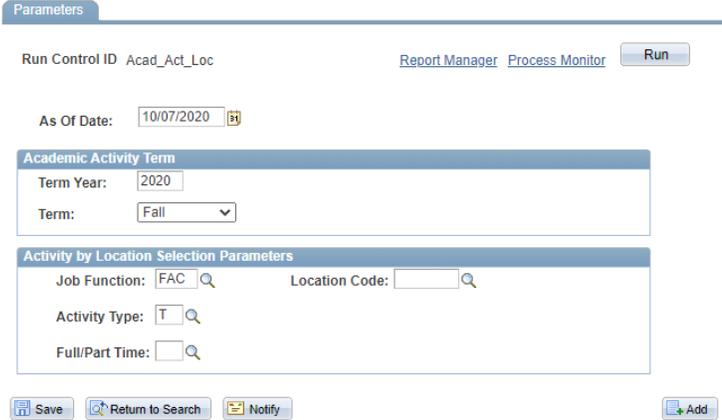
Full/Part Time:

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.

What you do	What happens
<p>1. From the main menu, choose: UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad Act by Location</p>	<p>The “Find an Existing Value” page returns.</p> 
<p>2. In the Run Control ID field, enter the ID that you created, Acad_Act_Loc</p> <p>You can also click the Search button to return a list of all of your Run Control IDs and then select the appropriate ID from the list.</p>	
<p>3. Click on the Search button.</p> <p>If you did not enter the complete Run Control ID, you will be returned Search Results at the bottom of the page. Click on the correct Run Control ID to advance to the next step.</p>	<p>The Acad Act by Location Parameters page displays.</p> 

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.*

2. 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
Run

As Of Date:

Academic Activity Term

Term Year:

Term:

Activity by Location Selection Parameters

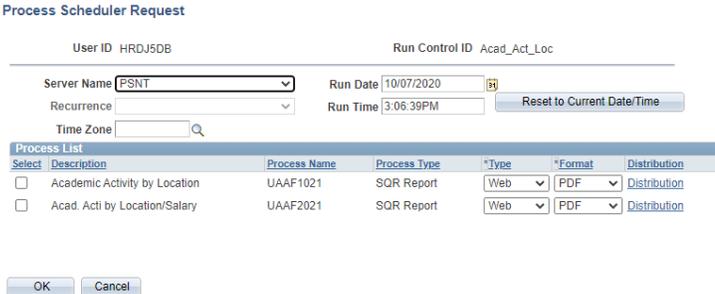
Job Function:

Location Code:

Activity Type:

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. 

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.)

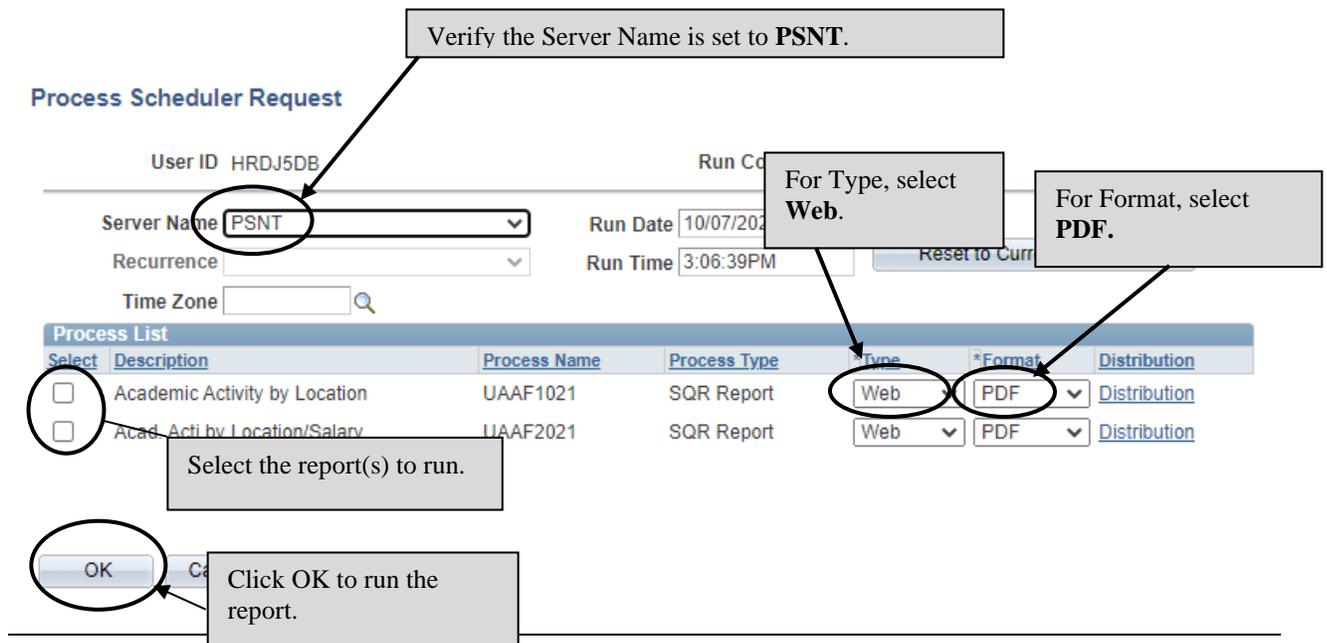
In the Process List grid at the bottom of the page: A checkmark needs to appear in the **Select** checkbox.

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



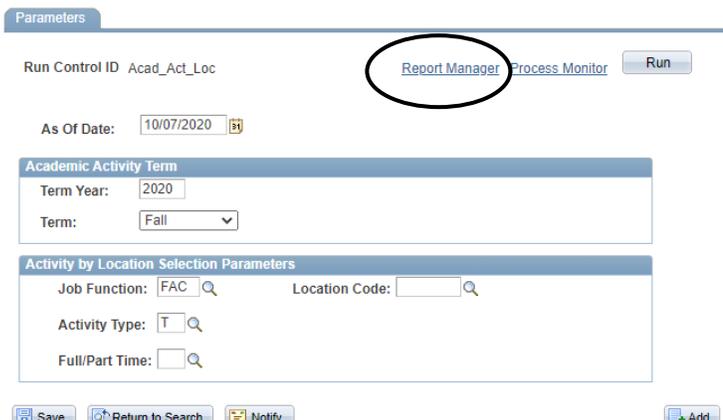
Verify the Server Name is set to **PSNT**.

For Type, select **Web**.

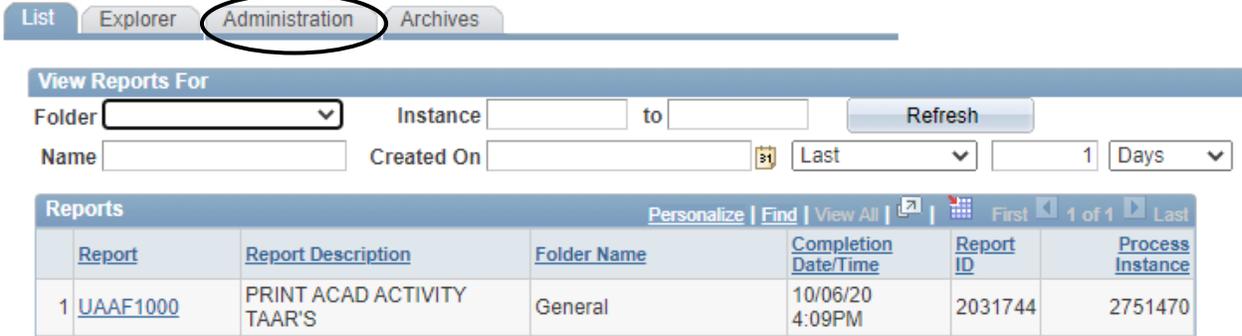
For Format, select **PDF**.

Select the report(s) to run.

Click OK to run the report.

What you do	What happens
<p>6. The Parameters page is displayed, again. Click on the Report Manager link.</p>	

7. By default, the **List** tab is active. Click the **Administration** tab.



View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UAAF1000	PRINT ACAD ACTIVITY TAAR'S	General	10/06/20 4:09PM	2031744	2751470

[Go back to UA Acad Act by Location](#)

Save

List | [Explorer](#) | [Administration](#) | [Archives](#)

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

8. The **Administration** tab:

Click the Refresh button until the report appears with the Status of Posted

Click either the Details link or the Report Name to access the Report/Log Viewer

Click this link to return to the Acad Act by Location Report page.

9. If the report’s status is not Posted, click on the “Refresh” button.

If you do not see your report or the status is not Posted, click “Refresh” until the report status is **Posted**, and the **View** link appears.

Note: The statuses you may see are:

Scheduled	The process was just added to the report request.
Processing	Process Scheduler has initiated the program and is running the process at that time.
Generated	The report has finished processing and all files are available for transferring.
Posting	The report is in the process of being transferred to the Report Repository.
Posted	The report has finished posting and is ready to be viewed.

10. Click on either the **Details** or **Report Name** link for the report.

The report is displayed.

11. In this instance 2 reports were run - **Academic Activity by Location** and **Academic Activity by Location/Salary**. You would need to click on the Details link or Report Name link for each of these reports in order to obtain PDF output.

What you do

What happens

12. The report appears in PDF format.

NAME TERM	COURSE	COURSE DESCRIPTION	LOAD HOURS	ENR	CREDIT HOURS	DOCUMENT NUMBER	TYPE	FT/PT	IND STU	PAID LOAD	SALARY/BASIS	ACCOUNT
Lyons Jr, William T	FALL 2020	3700 - 100 - 010 Government & Politics in US	3.00	74	3.00		T	F		0	112226.00 / 12mo	2011005001 100%
Steer, David N	FALL 2020	3370 - 685 - 001 Adv Indiv Readings- Geology	0.25	1	1.00		T	F	Y	0	97930.00 / 9mo	2011355002 100%
Usher, Ann L	FALL 2020	7500 - 298 - 001 Technologies of Music Educ	2.00	33	2.00		T	F		0	108183.00 / 12mo	2011005001 100%
Antomucci, Sally M	FALL 2020	7400 - 447 - 001 Sr Sem: Crit Issues-FCS Dev	1.00	13	1.00	200921	T	P		5	4202.40 / Fall Sem	2011005031 100%
Dreussi, Amy Shriver	FALL 2020	2040 - 242 - 108 American Urban Society	3.00	35	3.00	200730	T	P		9	9900.00 / Fall Sem	2011005031 100%

13. Click on the printer button  .

Print the Academic Activity report.

14. Click on the report window's close button  .

The report window is closed. The Report List page is displayed.

15. If a second report was requested, follow steps 11 – 16 again in order to view and print the second report.

16. Click on the link [Go back to UA Acad Act by Location.](#)

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

	HUMAN RESOURCES Personnel Action Form Part-time Teaching/Summer Sessions		Empl ID or SS# if New Hire: 1234							
			Date Prepared: 9/1/13							
			Preparer's Initials: LKMO							
NAME (Last, First, MI)			Lecturer, Larry							
FT EMPLOYEE OR RETIREE (if FT, indicate FT title; if returning retiree, indicate "retired" or "emeritus")			[Redacted]							
TERM CODE and YEAR (Choose One) For 'OTH' See Dates Below refer to Odd Date guidelines			Fall 2013 8/26/13 - 12/15/13							
ACTION CODE (Choose One)			REH Rehire							
DEPARTMENT OF TEACHING OR ACTIVITY			English							
TAX LOCATION (city and state where teaching, if other than Akron)			[Redacted]							
RANK, PT LECTURER LEVEL, OR TITLE			Associate Lecturer							
ACCOUNT CODE (if other than 100%, list distribution percentages)			201125							
RATE PER LOAD HOUR			825.00							
TOTAL PAID LOAD			3							
SALARY FOR TERM/BASIS			2475.00							
EMPLOYMENT DATA		Building OLIN	Room 301	Phone 7470	Zip + 4 1808	Supervisor Joe Professor				
ACTIVITY										
TRANS	TYPE	DEPT	CSR	SGT	COURSE/REG/GRANT TITLE	ENROLL	ACTUAL LOAD	PAID LOAD	COURSE TYPE	DL USE ONLY TECH. USED
		3300	111	221	English Comp II	14	3.00	3.00	LE	
Assistant, Associate, Senior and Special Lecturers agree to comply with the policies, rules and regulations of the University, as adopted and from time to time amended pertaining to part-time faculty appointments, including but not limited to, the administrative and academic requirements of the Sr. VP and Provost. Such rules and regulations are set forth in the University's Board of Trustees rules which are incorporated by reference as if fully rewritten herein. Rule numbers include but are not limited to 3359-11 et seq. and 3359-20 et seq.										
Part-time faculty members are expected to work no more than twenty-nine (29) hours per week in combination of all assignments at The University of Akron (includes all campuses/locations). Two (2) hours of preparation (grading time for each load hour assigned above can be credited toward the 29 hours per week limit. Weekly hours in excess of 29 must be pre-approved by the department chair or immediate supervisor. Actual hours worked per week must be reported to the department chair or immediate supervisor on a regular basis.										
COMMENTS: [Redacted]										
APPROVAL SIGNATURE(S)/DATE										
(1) Supervisor (if FT, CP or Staff to acknowledge no conflict with reg. FT duties) (date)					(4) Dean (Initiating unit) → Dean (home college if different from initiating unit) (date)					
(2) Employee (Part-time Only) (date)					(6) Controller's Office (if grant supported) (date)					
(3) Dept. Chair/Director (date)					(8) Sr. VP and Provost (date)					
FULLY APPROVED PERSONNEL ACTION FORMS SHOULD BE FORWARDED TO HUMAN RESOURCES FOR PROCESSING HR Use Only										

HRF011 Revised 07/24/13

Appendix B PT Faculty/Summer Session AAF Only Sample

	HUMAN RESOURCES Personnel Action Form Part-time Teaching/Summer Sessions		Empl ID or SS# if New Hire: 375843																									
			Date Prepared: 9/1/13																									
			Preparer's Initials: LKMO																									
NAME (Last, First, MI)			Doe, John																									
FT EMPLOYEE OR RETIREE (if FT, indicate FT title; if returning retiree, indicate "retired" or "emeritus")			Coord, Biology Labs																									
TERM CODE and YEAR (Choose One) <small>For "OTH" See Dates Below" refer to Odd Date guidelines</small>			Fall 2013 8/26/13 - 12/15/13																									
ACTION CODE (Choose One)			REH Rehire																									
DEPARTMENT OF TEACHING OR ACTIVITY			Biology																									
TAX LOCATION (city and state where teaching, if other than Akron)																												
RANK, PT LECTURER LEVEL, OR TITLE			AAF Only																									
ACCOUNT CODE (if other than 100%, list distribution percentages)			2-03342																									
RATE PER LOAD HOUR																												
TOTAL PAID LOAD			0																									
SALARY FOR TERM/BASIS																												
EMPLOYMENT DATA			Building	Room	Phone	Zip + 4	Supervisor																					
ACTIVITY			<table border="1"> <thead> <tr> <th>TRANS</th> <th>TYPE</th> <th>DEPT</th> <th>CSS</th> <th>SGT</th> <th>COURSE/DEPT/GRANT TITLE</th> <th>ENROLL</th> <th>ACTUAL LOAD</th> <th>PAID LOAD</th> <th>COURSE TYPE</th> <th>DL USE ONLY TECH. USED</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>T</td> <td>3100</td> <td>201</td> <td>024</td> <td>Human, Anat. & Phys. Lab I</td> <td>30</td> <td>1.00</td> <td></td> <td>LE, DI</td> <td></td> </tr> </tbody> </table>				TRANS	TYPE	DEPT	CSS	SGT	COURSE/DEPT/GRANT TITLE	ENROLL	ACTUAL LOAD	PAID LOAD	COURSE TYPE	DL USE ONLY TECH. USED	A	T	3100	201	024	Human, Anat. & Phys. Lab I	30	1.00		LE, DI	
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