

APSS Workload Help

CRA jobs: 1415, 1388, 844, 1370, 1372

Workload Report Checklist

- Gather your faculty contracts, schedule docs and AWTU requests (Cost of Instruction workbook).
- Enter all faculty time bases (assignment percent) in PeopleSoft, Term Workload page. This must match the faculty's contract.
- Enter all faculty AWTU, including the Assign Type Reason information
- Enter all Chair IAF fractions and indicate the Reason and Time Source codes in the Assign type Reason fields.
- Add FTES Trades attributes on the appropriate class sections. Next day, run and check the FTES Trades report from the Workload web site.
- Run **CRA job 1415** to identify any primary faculty with APDB Dept IDs missing from the Term Workload page.
- Once all AWTU and faculty time bases are showing up correctly on the Workload report, download and review the report from the Workload web site. The report will be refreshed and posted on the web daily; any changes made will be reflected on the report the following day.
- When the report is complete and accurate to the best of your ability, sign up for a Workload Review appointment via the Google sheet signup (link in email reminder each semester).**
- Upon final review and approval by APSS, you will receive via email the AWTU report.
 - For the AWTU Short form, have the chair and dean sign and return with the signed final workload summary page.
 - Print out the AWTU Long form for each faculty member and each AWTU instance (from the Workload web site) then circulate for description of duties and signatures.
- Print the department summary page **ONLY** (*near the end of the Workload report*) for the chair and dean to sign.
- Send the signed summary page from the Workload report and all AWTU Short forms by the workload due date to Jennifer Aceves, APSS, Zip 0720.
- Send the completed AWTU Long form(s) **no later than the end of the current semester** to Jennifer Aceves, APSS, Zip 0720.

Workload Report Checklist

~ What to look for ~

For instructors assigned to (has a contract appointment in) your department: You will see the WTU totals at the bottom of his or her record.

- ✓ Check that **all** instructors teaching for your dept are listed
- ✓ Check that **all** classes offered by your dept for the semester are listed*
- ✓ Check that the correct WTU is showing for each class.
- ✓ Check that all AWTU is showing correctly for instructors.
- ✓ Check that their total appointment is correct. (1.000 = 100%, .500 = 50%, etc.)
- ✓ Check that the total of all AWTU and WTU is correct for the appointment.
- ✓ Check the instructor's title. (see notes under "Hints & Tips")
- ✓ Is your instructor teaching a combined section? Do you need to **receive** an FTES Trade?

***For instructors not assigned to (does not have a contract appointment in) your department:** There will be no totals for WTU at the bottom of his or her record *in your section of the workload report.*

- ✓ Check only those classes that are being taught for your department. You will have to search for the instructor in their primary department's section of the workload report.
- ✓ Check that the correct WTU is showing for the class(es) being taught for your department.
- ✓ Check that the correct assignment percent *for your area* is showing.
- ✓ Is the instructor teaching a combined section? Do you need to **give** an FTES Trade?

If an instructor is "missing" from your workload report, check the following:

- On the Instructor/Advisor Table, the effective date should either be 1/1/XX (for spring hires) or 8/1/XX (for fall hires). Any other dates may be the cause of problems.
- On the Instructor/Advisor Table, on the "Approved Courses" tab, check that your Academic Org is included here.
- On the Term Workload page make sure that the APDB dept ID for your department is showing in the "APDB Departmental Assignments" box at the top of the page.
- On the Term Workload page make sure that the instructor has a percent appointment showing for your department under IFF in the "APDB Departmental Assignments" box.
- Check to make sure the instructor is assigned to classes ***with the correct Empl Rcd (job code).***
- Check to see if there is enrollment in the classes the instructor is assigned to. Classes will not show up on the workload report unless there is enrollment

Workload Report Checklist

~ Hints & Tips ~

- A 100% appointment for **non**-tenure/tenure-track instructors is 15.0 WTU. To determine the correct WTU for non-tenure/tenure-track instructors multiply their assignment percent by 15. (For example .20 (or 20% assignment) x 15 = 3.0 WTU)
- A 100% appointment for tenure/tenure-track faculty 12.0 WTU. An additional 3.0 WTU for committee work is *assumed and undocumented* on the workload report.
- **CRA job 844** will tell you how much WTU a class generates. **CRA job 1388** will give you term-specific information on WTU and other data.
- Remember that supervision classes (CS Type 23, 24, 25, 36 and 48) all generate WTU based on enrollment, not class units. If you have high enrollment (generally 10 or more) in a supervision class you will likely have inflated WTU for that class.
- The workload report is refreshed daily between 8 -10 a.m. each day. Check the date in the upper left corner of the report to see if it's been refreshed for the day.
- If the workload report data looks inaccurate, classes may need additional auditing. **CRA jobs 1370 and 1372** may give you a clue about invalid space type/CS combinations or missing data.
- You are encouraged to schedule time **before Census** with Jennifer Aceves to go over your workload and resolve any issues. Please use Outlook to request a meeting time.

~ Instructor Titles ~

- Some titles are considered the same by the Chancellor's office. You can only change the title by changing the Job Code of the instructor for each class they are teaching *and* all AWTU assignments.
- To change the Job Code for a class go to Schedule of Classes > Maintain Schedule of Classes > Meetings tab > Assignment tab under "Instructors for Meeting Pattern" and click on the look-up icon by Empl Rcd# and you will see a list of Job Codes available for that instructor.
- To change jobs codes on AWTU go to the Term Workload page > Job Code tab and click on the look-up icon by Empl Rcd# and you will see a list of Job Codes available for that instructor.

Here is a table of Instructor titles and how they translate to workload titles:

CSUC Instructor titles	Workload Instructor titles
Lecturer A	INSTRUCTOR/LECT A
Assistant Professor Lecturer B	ASST PROF/LECT B
Associate Professor Lecturer C	ASSOC PROF/LECT C
Professor Lecturer D	PROFESSOR/LECT D
Teaching Assistant	TCHNG ASSOCIATE
ANY OTHER	LIKELY NOT CORRECT