Workload Report Checklist

☐ Gather your faculty contracts, schedule docs and AWTU requests.

☐ Enter all faculty time bases (assignment percent) in Peoplesoft, Term Workload page. This must match the faculty’s contract.

☐ Enter all faculty AWTU.

☐ Enter all Chair IAF fractions and indicate the Reason and Time Source codes in the Assign type Reason fields.

☐ 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, review the report. 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 Quick 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 APSS > Faculty 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 Quick forms by the workload due date to Jennifer Lara, APSS, Zip 0720.

☐ Send the completed AWTU Long form(s) no later than the end of the current semester to Jennifer Lara, APSS, Zip 0720.
~ What to look for ~

For instructors assigned to 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”)

For instructors not assigned to your department: There will be no totals for WTU at the bottom of his or her record.

✓ Check only those classes that are being taught for your department.
✓ 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.

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 will likely cause problems.
☐ On the Instructor/Advisor Table, on the “Approved Courses” tab, check that your dept ID is included here.
☐ On the Term Workload page make sure that the APDB dept ID for your dept is showing in the “APDB Dept 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 dept under IFF in the “APDB Department Assignments” box.
☐ Check to make sure the instructor is assigned to classes.
☐ 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.
~ Hints & Tips ~

- A 100% appointment for tenure/tenure-track faculty is 12.0 WTU. An additional 3.0 WTU is for committee work and assumed and undocumented on the workload report.
- 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)
- CRA job#844 will tell you how much WTU a class generates.
- Remember that supervision classes (Course Classification # 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 a.m. – 12 p.m. each day. Check the date in the upper left corner of the report to see if it’s been refreshed for the day.
- You are encouraged to schedule time before Census with Jennifer Lara to go over your workload and resolve any issues. Please use Outlook to request a meeting time.
- Remember, the chair and dean should only sign off on a complete and accurate workload report. Please do not turn in signed workload documentation pages that still need corrections.

~ Instructor Titles ~

- Some titles are considered the same by the Chancellors 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. The Job Code must be the same for all teaching and AWTU assignments.
- To change the Job Code for a class go to 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.

<table>
<thead>
<tr>
<th>CSUC Instructor titles</th>
<th>Workload Instructor titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistant</td>
<td>GRAD ASST</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>TCH ASST</td>
</tr>
<tr>
<td>Instructor</td>
<td>INST</td>
</tr>
<tr>
<td>Lecturer A</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>ASST PF</td>
</tr>
<tr>
<td>Lecturer B</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>ASSO PF</td>
</tr>
<tr>
<td>Lecturer C</td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>PROF</td>
</tr>
<tr>
<td>Lecturer D</td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td>ADMIN</td>
</tr>
<tr>
<td>Teaching Associate</td>
<td>TCH ASSO</td>
</tr>
</tbody>
</table>