TERM WORKLOAD Quick Guide

Department Chair Appointment

All Department Chair appointments must be entered in PeopleSoft. This data is copied from like-term to like-term. (spring to spring and fall to fall) Therefore it will have to be deleted when the appointment is no longer valid or the Work Load amount (WTU) will need to be changed if the chair appointment changes.

Curriculum Management > Instructor/Advisor Information > Instructor Term Workload

1. Enter the instructor’s last name and/or empl ID.
2. Navigate to the correct term by using the arrows on the far right side of the screen or the “Find” feature. **DO NOT** type in the term code or use the look-up feature on the term field – this will result in scrambled data. (“FIND” feature – enter the PS term code to search for.)
3. For a new chair appt click on any plus button in the Workload Assignment tab to create a new line.
4. Enter the Description “Department Chair”.
5. Choose Assign Type “IAF” from the drop down menu.
6. Click on the link “Assign Type Reason”
7. Choose “Dept Chair, Acad Year” or “12 mo” depending on the appointment for the Workload Reason Code, and choose “Department” for the Time Source Code. Click on the OK button to return to the main Term Workload page. This data must be entered for all Dept Chair assignments or the assignment will not appear on the workload report.

8. Enter the APDB Dept Id. Only use the three-digit dept id, never use the two-digit college id.

9. Enter the amount of WTU assigned for the chair appointment.

<table>
<thead>
<tr>
<th>Percent Assign</th>
<th>WTU Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>3.0</td>
</tr>
<tr>
<td>50%</td>
<td>6.0</td>
</tr>
<tr>
<td>75%</td>
<td>9.0</td>
</tr>
<tr>
<td>100%</td>
<td>12.0</td>
</tr>
</tbody>
</table>

10. In the APDB Departmental Assignments box you must enter the percent of IAF for the Chair appointment. The total of the IFF and IAF appt must not exceed the chair’s total appointment, generally speaking 100%. Do not use a decimal point when entering the assignment percent. (100% = 1000, 50% = 0500, 25% = 0250, 12.5% = 0125, etc.)

11. Click on the Save button.