APSS Workload Help

CRA jobs: 844, 875, 1370, 1372, 1388, 1415

Workload Report Checklist

☐ Gather your faculty contracts, AWTU requests, and schedule docs (Cost of Instruction workbook, aka the FAR; Class Schedule Report from Insight; etc.).

☐ Enter all faculty time bases (assignment percent) in PeopleSoft, Term Workload page in the APDB Departmental Assignment box. This must match the faculty’s contract (NOT the sum of all A/WTU).

☐ Enter all faculty AWTU, including the Assign Type Reason information, by adding lines to the Term Workload page. Delete any old AWTU entries.

☐ Enter all Chair IAF fractions and line items, indicating the Reason and Time Source codes in the Assign type Reason fields.

☐ Check the Term Workload > Job Code tab to be sure all assignments are under the correct job code (empl record).

☐ Add FTES Trades attributes on the appropriate class sections, for FTES you are giving to the other department (or, prompt departments to enter for FTES you are expecting). Next day, run and check the FTES Trades report from the Workload web site. Compare to CRA job 875.

☐ Sign up for a Workload Review appointment early! See the spreadsheet in the Box folder “APSS-Faculty-Workload”.

☐ Run CRA job 1415 to identify any primary faculty with APDB Dept IDs missing from the Term Workload page. Enter them or make a note for yourself about anyone on leave.

☐ Once all AWTU and faculty time bases are entered, confirm that all faculty and all classes are showing up correctly on the Workload report, downloaded from the Workload web site.

☐ The report should be complete and accurate to the best of your ability before your Workload Review appointment.

☐ Upon final review and approval by APSS, you will receive via email the AWTU report.
  ▪ Print, and have the chair and dean sign, the AWTU Short form tab.
  ▪ Using the Long form tab as a checklist, print out the AWTU Long form for each faculty member’s AWTU instance and circulate for description of duties and signatures. Email the completed AWTU Long form(s) no later than the end of the current semester. Or save your scans directly to the APSS-Faculty-Workload folder in Box.

☐ Print the department summary page ONLY (near the end of the Workload report) for the chair and dean to sign. Email the signed, scanned, summary page and AWTU Short form, by the workload due date. Or save your scans directly to the APSS-Faculty-Workload folder in Box.
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 workload report detail.
✓ 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 (IFF) 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:
☐ Is the instructor assigned to the class?
☐ 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 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.
   ▪ Make sure the instructor has a Primary assignment, if you are not their primary department.
☐ 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.

~ Hints & Tips ~

▪ 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.

▪ 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.

▪ A 100% appointment for non-tenured/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)
Workload Report Checklist

- A 100% appointment for tenured/tenure-track faculty is 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 and helps you populate the FAR.

- 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.

- 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.

~ 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:

<table>
<thead>
<tr>
<th>CSUC Instructor titles</th>
<th>Workload Instructor titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer A</td>
<td>INSTRUCTOR/LECT A</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>ASST PROF/LECT B</td>
</tr>
<tr>
<td>Lecturer B</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>ASSOC PROF/LECT C</td>
</tr>
<tr>
<td>Lecturer C</td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>PROFESSOR/LECT D</td>
</tr>
<tr>
<td>Lecturer D</td>
<td></td>
</tr>
<tr>
<td>Teaching Associate</td>
<td>TCHNG ASSOCIATE</td>
</tr>
<tr>
<td><strong>ANY OTHER</strong></td>
<td>LIKELY NOT CORRECT</td>
</tr>
</tbody>
</table>