



## TAARs Getting Started Checklist

### PeopleSoft Term Academic Activity Reporting

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The following checklist, in conjunction with the “TAARs Processing Manual”, will help you through the steps required to process TAARs.



1. **Departments/Dean’s Offices print TAARs for all full-time 9 and 12 month faculty and graduate assistants.**

- a. Data is not available until AFTER the 14<sup>th</sup> day of the term.
- b. ***UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad Act TAAR’s***

2. **Departments/Dean’s Offices verify and correct the TAARs data.**

3. **Departments/Dean’s Offices update the amended TAARs data in PeopleSoft.**

- a. For updates to Teaching Activity:
  - i. ***UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad Activity - Teaching***
  - ii. If there is NO pre-printed activity: Use “***Add a New Value***”
- b. For updates to Other Activity:
  - i. ***UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad Activity - Other***
  - ii. If there is NO pre-printed activity: Use “***Add a New Value***”

4. **Departments/Deans run the UA Acad Activity by Location Report.**

- a. ***UA Human Capital Management > Human Resource Management > Academic Activity > UA Acad Activity by Location***
- b. Review the activity, paying special attention to the following:
  - i. Full-time faculty under or over 12 load hours
  - ii. Graduate assistants under or over 4 hours

5. **After the deadline date (established by Human Resources) Human Resources will run a K4.2 files comparison to verify coursework.**

- a. Departments will be notified of any courses which are unassigned.

## Helpful Information for Processing TAARs:

### Administrative Codes:

Administrative code	Definition	Also Used for GA's
<b>AAD</b>	Assistant or Associate Dean	
<b>AC#</b>	College Administration	Y
<b>AD#</b>	Department Administration	Y
<b>ADC</b>	Dean	
<b>ADH</b>	Department Chair	
<b>AO#</b>	Other Administration	Y
<b>IAC</b>	Coaching	Y
<b>IC#</b>	College Instructional Support	Y
<b>ID#</b>	Departmental Instructional Support	Y
<b>IO#</b>	Other Instructional Support	Y

### Research Activity Codes:

Other Activities code	Definition	Also Used for GA's
<b>RC#</b>	College Research (Internally funded by the University)	Y
<b>RD#</b>	Departmental Research (Internally funded by the University)	Y
<b>RF#</b>	Funded Research (Externally funded research or sponsored programs – indicate grant number)	Y
<b>TDR</b>	Thesis/Dissertation Release	

### Other Activities

Other Activities code	Definition	Also Used for GA's
<b>FIL</b>	Faculty Improvement Leave	
<b>LOA</b>	Leave of Absence/Sick Leave (All leaves other than FIL)	
<b>SA#</b>	Special Activities	Y
<b>WSA</b>	Workshop Support	

**NOTE: # = 1 – 9**

## 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 Course Section type. 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. Refer to the full manual 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.

### 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 in the full training manual for a sample of this form.

## Contact Information

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