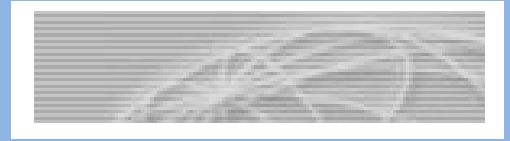


# PeopleSoft®

**Version 9**

## TAARs Processing



**The University of  
Akron**

**Software Training  
Services**

330.972.6391

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## Lesson 1: TAARs Overview

### TAARs defined

TAARs is the acronym used for Term Academic Activity Reporting. The purpose of this is to:

- Assure all courses, research, administrative and other activity are assigned to the appropriate employee
- Assure load limits are within University guidelines
- Provide a data resource for OBR/HEI reporting

TAARs are printed for all full-time faculty and graduate assistants. Part-time faculty will not have TAARs printed since their information is captured on the Personnel Action Form (PAF).

### 14<sup>th</sup> Day of the Term

The 14<sup>th</sup> day of the term holds special significance and is referenced throughout the TAARs process. With the 14<sup>th</sup> day of the term, the course data stored in the PeopleSoft Student Administration System is copied to the Human Resources system. Once the 14<sup>th</sup> day has passed, the departments/colleges should begin updating the Term Academic Activity Reports (TAARs) in Peoplesoft.

### TAARS Guidelines

Term Academic Activity Reports (TAARs) are required for **full-time** (9 and 12-month) faculty and graduate assistants.

**Full-time faculty:** Teaching, Research, and/or Administrative activity should be listed. The teaching activity showing on the TAAR as of the 14<sup>th</sup> day was taken from the Registrar's 14<sup>th</sup> day file. Only 12-month faculty activity is recorded on a TAAR for the summer sessions.

**Graduate Assistants (GA):** Teaching, Research, and/or Administrative activity should be listed. Courses should only be assigned to a GA if they are the instructor of record and if they are considered a teaching GA.

**NOTE:** The course data copied from the PeopleSoft Student Administration System to the Human Resources System does **not** contain graduate assistant course assignments.

Therefore, it is **recommended** that a report listing all active graduate assistants be printed rather than individual graduate assistant TAARs.

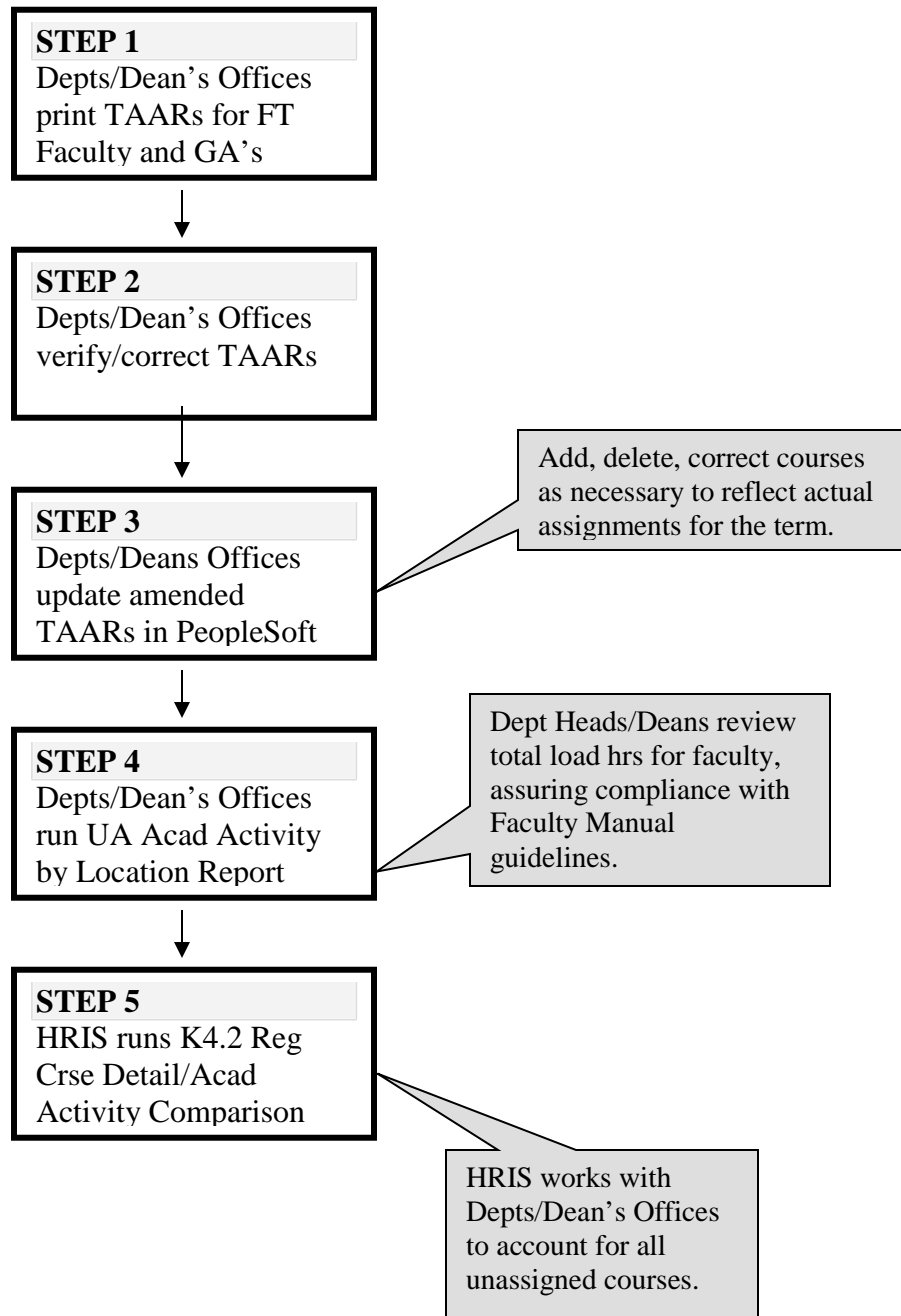
## TAARs Process

This manual provides the University guidelines for the processing of TAARs. The following steps are involved in this process:

1. Departments/Dean's offices print TAARs for all full-time 9 and 12 month faculty and graduate assistants.
2. Departments/Dean's Offices verify and correct the TAARs data. The TAARs should reflect the actual assignments for the term.
3. Departments/Dean's Offices update the amended TAARs data in PeopleSoft.
4. Departments/Dean's Offices run the **UA Acad Activity by Location Report**. The total load hours for faculty are reviewed by the Department Heads and Deans to assure compliance with the guidelines set forth in the Faculty Manual.
5. After the deadline date (established by Human Resources) Human Resources will run a **K4.2 Registration Course Detail/Academic Activity Files Comparison Report**. Any unassigned courses will be resolved with the help of the Departments/Dean's offices.

The figure on the following page summarizes the TAARs process outlined above.

Life Cycle of TAARs



## Lesson 2: Printing TAARs

### Part A: Creating a Run Control (First Time TAARs Printing)

---

The **FIRST TIME** you need to print a TAARs Report you must set up the process on your computer by creating a **Run Control**. This only needs to be done the first time. *After the initial creation of the TAARs Run Control, use “Part B: Printing TAARs: After the Initial Setup”.*

#### What is a Run Control ID?

A Run Control ID is an identification code that represents:

- your PeopleSoft ID
- the process you are running, such as printing a TAARs report or printing a requisition

Each process that you run needs its own unique Run Control ID. If you print TAARs reports and print class rosters in batches, you will create one Run Control ID for printing TAARs and one Run Control ID for printing class rosters in batches.

#### When do you create a Run Control ID?

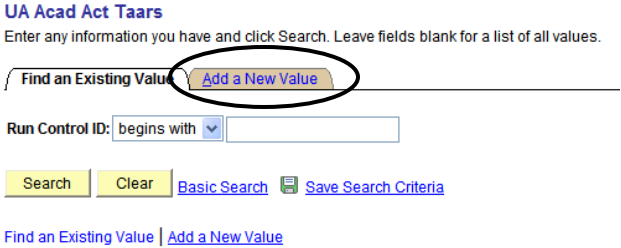
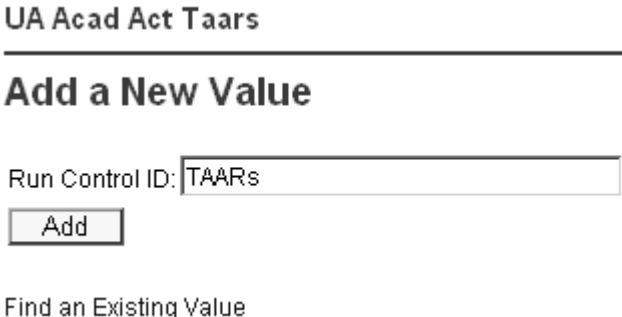

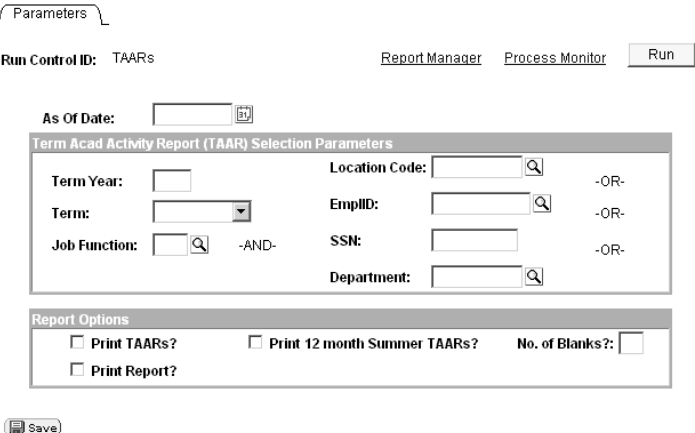
The first time that you run a process, you need to create a Run Control ID. Some examples of processes are gathering the data to print a TAARs Report or gathering the data to print a class roster.

When you run the process in the future, you use the same Run Control ID as the first time that you ran the process.

#### What are the characteristics of a Run Control ID?

A Run Control ID can be up to 16 characters in length. It cannot contain spaces. Some examples of Run Control IDs are **ClassRoster** or **TAARs**.

It is recommended that you do not use the same Run Control IDs that you used in the previous version of PeopleSoft.

What you do	What happens
<p>1. From the Main Menu choose:  <b>UA Human Capital Management</b>  <b>&gt; Human Resource Management</b>  <b>&gt; Academic Activity &gt; UA Acad Act Taars</b></p> <p>2. Click on the <b>Add a New Value</b> link.</p>	<p>The “Find an Existing Value” page returns:</p>  <p>UA Acad Act Taars  Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>Run Control ID: begins with [ ]</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>
<p>3. <b>Type</b> a RunControl ID with a maximum number of 16 characters and no spaces.</p> <p>For TAARs, enter <b>TAARs</b>.</p>	 <p>UA Acad Act Taars</p> <p><b>Add a New Value</b></p> <p>Run Control ID: TAARs</p> <p>Add</p> <p>Find an Existing Value</p>
<p>4. Click the  button.</p>	<p>The TAARs Run Control Parameter page is displayed:</p>  <p>Parameters</p> <p>Run Control ID: TAARs Report Manager Process Monitor Run</p> <p>As Of Date: [ ]</p> <p>Term Acad Activity Report (TAAR) Selection Parameters</p> <p>Term Year: [ ] Location Code: [ ] -OR-  Term: [ ] EmpID: [ ] -OR-  Job Function: [ ] -AND- SSN: [ ] -OR-  Department: [ ]</p> <p>Report Options</p> <p><input type="checkbox"/> Print TAARs? <input type="checkbox"/> Print 12 month Summer TAARs? No. of Blanks?: [ ]  <input type="checkbox"/> Print Report?</p> <p>Save</p>



What you do	What happens
-------------	--------------

5. Enter the following information:

To print *Faculty* TAARs:

- As of Date:** Must be a date within the requested semester
- Term Year:** Must be 4 digits (example 2002)
- Term:** Reflects the requested term (example: Fall)
- Job Function:** FAC
- Location Code:** Defaults to the user's security level
- EmplID and SSN:** Either enter an EmplID/SSN to print for a specific individual or leave blank to report on all faculty within the department/college
- Department:** Defaults to the user's security level
- Report Options:** Print TAARs?

To print *Graduate Assistant* TAARs:

- As of Date:** Must be a date within the requested semester
- Term Year:** Must be 4 digits (example 2002)
- Term:** Reflects the requested term (example: Fall)
- Job Function:** GA
- Location Code:** Defaults to the user's security level
- EmplID and SSN:** Either enter an EmplID/SSN to print for a specific individual or leave blank to report on all graduate assistants within the department/college
- Department:** Defaults to the user's security level
- Report Options:** Print Report?

6. The following run control will print the TAARs for all **faculty** within the department (for which the user has security) for the **Spring 2008** semester:

**Parameters**

---

Run Control ID: TAARs [Report Manager](#) [Process Monitor](#) Run

As Of Date:


**Term Acad Activity Report (TAAR) Selection Parameters**

Term Year: <input type="text" value="2008"/>	Location Code: <input type="text"/>	-OR-	
Term: <input type="text" value="Spring"/>	EmplID: <input type="text"/>	-OR-	
Job Function: <input type="text" value="FAC"/>	-AND-	SSN: <input type="text"/>	-OR-
	Department: <input type="text"/>		

**Report Options**

<input checked="" type="checkbox"/> Print TAARs?	<input type="checkbox"/> Print 12 month Summer TAARs?	No. of Blanks?: <input type="text"/>
<input type="checkbox"/> Print Report?		

<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/>	<input type="button" value="Add"/>
---	------------------------------------

What you do	What happens
7. Click the  Save button to save the Run Control.	
8. Go to Step 6 in the next section ( <b>Part B: Printing a TAARs</b> ) to continue with the TAARs Print Process.	

**Part B: Printing TAARs**

You should have already created a Run Control ID for printing the TAARs report. If you have not created a Run Control ID, please refer to the previous section in this lesson, Creating a Run Control.

What you do	What happens												
<p>1. From the main menu, choose:  <b>UA Human Capital Management &gt; Human Resource Management &gt; Academic Activity &gt; UA Acad Act Taars</b></p>	<p>The “Find an Existing Value” page returns.</p> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Report</a> &gt; <a href="#">UA Acad Act Taars</a></p> <p><b>UA Acad Act Taars</b></p> <hr/> <p><b>Find an Existing Value</b></p> <p>Run Control ID: <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a></p> <p><a href="#">Add a New Value</a></p>												
<p>2. In the <b>Run Control ID</b> field, enter the ID that you created, <b>TAARs</b></p>	<p><b>UA Acad Act Taars</b></p> <hr/> <p><b>Find an Existing Value</b></p> <p>Run Control ID: <input type="text" value="TAARs"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a></p> <p><a href="#">Add a New Value</a></p>												
<p>3. Click on the <b>Search</b> button.</p> <p>If you did not enter the complete Run Control ID, you will be returned Search Results at the bottom of the page. Click on the correct Run Control ID to advance to the next step.</p>	<p>The TAARs Parameters page displays.</p> <p><b>Parameters</b></p> <p>Run Control ID: TAARs <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></p> <p>As Of Date: <input type="text" value="02/08/2008"/></p> <p><b>Term Acad Activity Report (TAAR) Selection Parameters</b></p> <table border="1"> <tr> <td>Term Year: <input type="text" value="2008"/></td> <td>Location Code: <input type="text"/></td> <td>-OR-</td> </tr> <tr> <td>Term: <input type="text" value="Spring"/></td> <td>EmplID: <input type="text"/></td> <td>-OR-</td> </tr> <tr> <td>Job Function: <input type="text" value="FAC"/></td> <td>SSN: <input type="text"/></td> <td>-OR-</td> </tr> <tr> <td></td> <td>Department: <input type="text"/></td> <td></td> </tr> </table> <p><b>Report Options</b></p> <p><input checked="" type="checkbox"/> Print TAARs? <input type="checkbox"/> Print 12 month Summer TAARs? No. of Blanks?: <input type="text"/></p> <p><input type="checkbox"/> Print Report?</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/></p>	Term Year: <input type="text" value="2008"/>	Location Code: <input type="text"/>	-OR-	Term: <input type="text" value="Spring"/>	EmplID: <input type="text"/>	-OR-	Job Function: <input type="text" value="FAC"/>	SSN: <input type="text"/>	-OR-		Department: <input type="text"/>	
Term Year: <input type="text" value="2008"/>	Location Code: <input type="text"/>	-OR-											
Term: <input type="text" value="Spring"/>	EmplID: <input type="text"/>	-OR-											
Job Function: <input type="text" value="FAC"/>	SSN: <input type="text"/>	-OR-											
	Department: <input type="text"/>												

What you do	What happens
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4. Enter or verify information as follows:

To print *Faculty* TAARs:

- As of Date:** Must be a date within the requested semester
- Term Year:** Must be 4 digits (example 2002)
- Term:** Reflects the requested term (example: Fall)
- Job Function:** FAC
- Location Code:** Defaults to the user's security level
- EmplID and SSN:** Either enter an emplid/SSN to print for a specific individual or leave blank to report on all faculty within the department/college
- Department:** Defaults to the user's security level
- Report Options:** Print TAARs?

To print *Graduate Assistant* TAARs:

- As of Date:** Must be a date within the requested semester
- Term Year:** Must be 4 digits (example 2002)
- Term:** Reflects the requested term (example: Fall)
- Job Function:** GA
- Location Code:** Defaults to the user's security level
- EmplID and SSN:** Either enter an emplid/SSN to print for a specific individual or leave blank to report on all graduate assistants within the department/college
- Department:** Defaults to the user's security level
- Report Options:** Print Report?

5. The following run control will print the TAARs for all **faculty** within the department (for which the user has security) for the **Spring 2008** semester:

Parameters

Run Control ID: TAARs

[Report Manager](#)
[Process Monitor](#)
Run

As Of Date:

**Term Acad Activity Report (TAAR) Selection Parameters**

Term Year: <input type="text" value="2008"/>	Location Code: <input type="text"/>	-OR-
Term: <input type="text" value="Spring"/>	EmplID: <input type="text"/>	-OR-
Job Function: <input type="text" value="FAC"/> -AND-	SSN: <input type="text"/>	-OR-
	Department: <input type="text"/>	

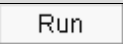
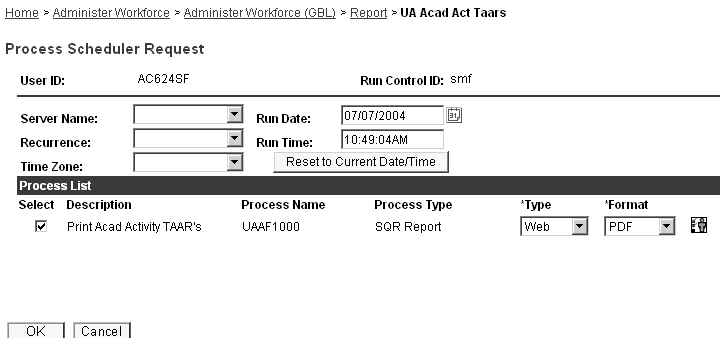
**Report Options**

Print TAARs?
  Print 12 month Summer TAARs?
 No. of Blanks?:

Print Report?

Save
Return to Search
Previous in List
Next in List
Notify

Add

What you do	What happens
6. Click on the  button.	The Process Scheduler Request page displays.  

7. The Process Scheduler page is displayed.  
Note/Select the following:

Server Name: **PSNT**  
 Run Date: (Do not change the system date that defaults.)  
 Run Time: (Do not change the system time that defaults.)

In the Process List grid at the bottom of the page:  
 A checkmark needs to appear in the Select checkbox.  
 Type: **Web**  
 Format: **PDF**

8. Click the **OK** button to run the report.

Home > Administer Workforce > Administer Workforce (GBL) > Report > UA Acad Act Taars

**Process Scheduler Request** Verify the Server Name is set to PSNT.

User ID: AC624SF Run Control ID: smf

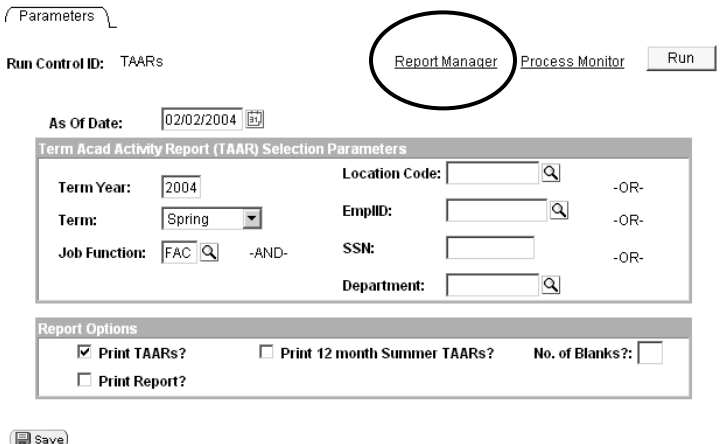
Server Name: **PSNT** Run Date: 07/07/2004  
 Recurrence: Run Time: 10:49:04AM  
 Time Zone: Reset to Current Date/Time

**Process List**

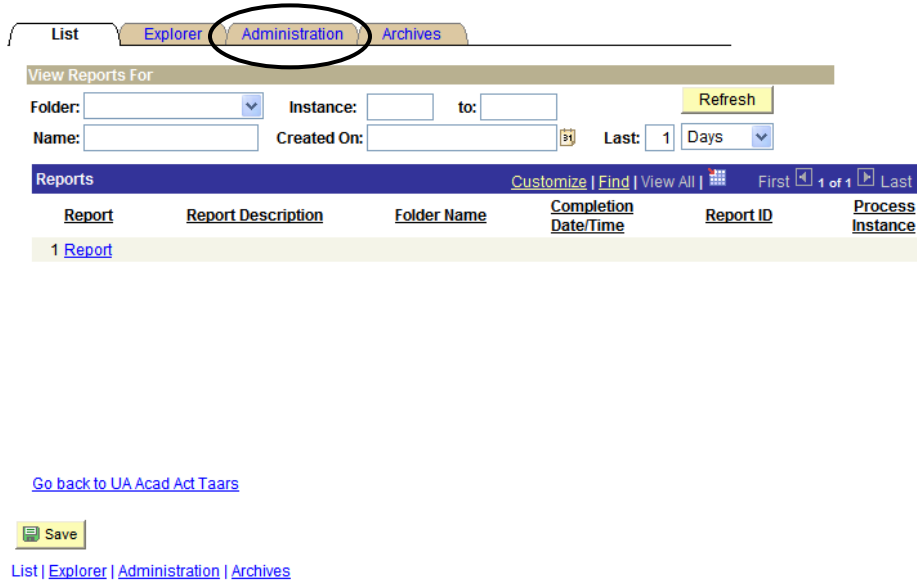
Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Print Acad Activity TAAR's	UAAF1000	SQR Report	<b>Web</b>	<b>PDF</b>

For Type, select Web. For Format, select PDF.

**OK** **Cancel** Click OK to run the report.

What you do	What happens
<p>9. The TAARs Parameters page is displayed, again. Click on the <b>Report Manager</b> link.</p>	

10. By default, you will be on the **List** tab. Click the **Administration** tab.



Go back to [UA Acad Act Taars](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

What you do	What happens
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11. The **Administration** tab:

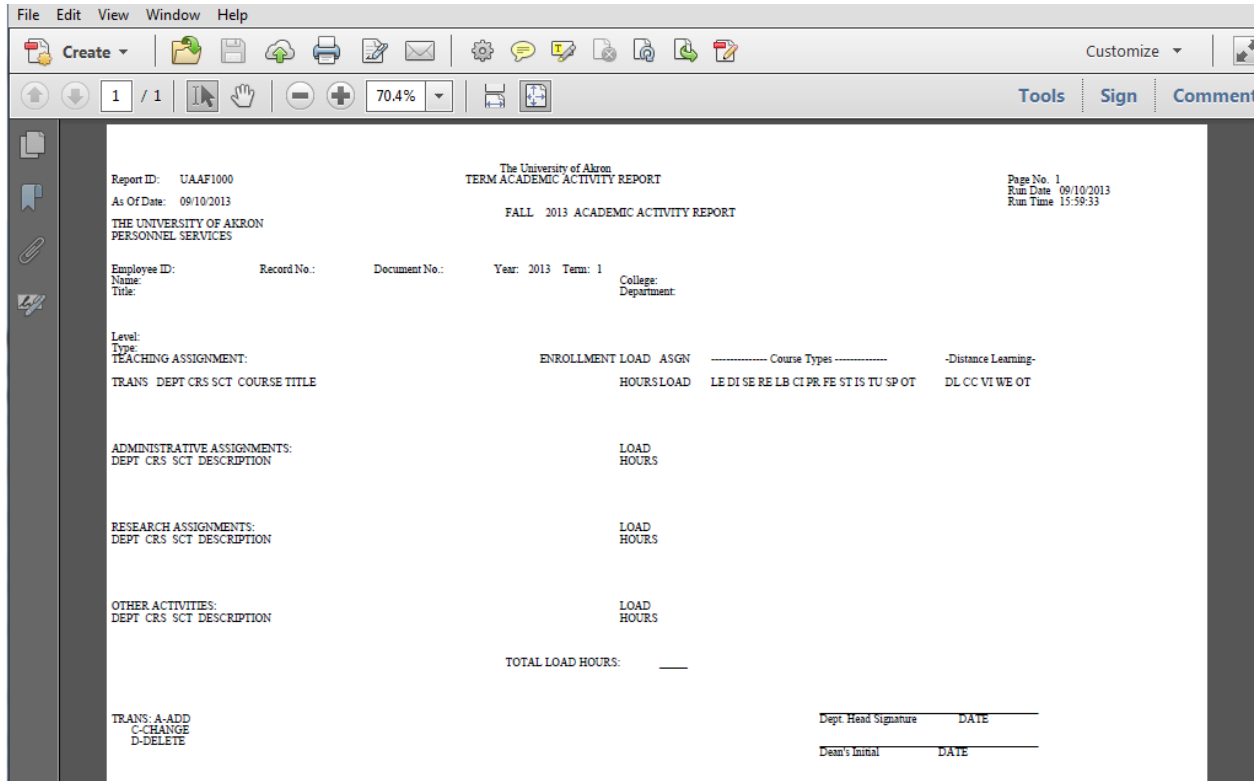
<p>12. If the report's status is not Posted, click on the <b>Refresh</b> button.</p>	<p>If you do not see your report or the status is not Posted, click <b>Refresh</b> until the report status is <b>Posted</b>, and the <b>View</b> link appears.</p> <p><b>Note:</b> The statuses you may see are:</p>
--	--

<b>Scheduled</b>	The process was just added to the report request.
<b>Processing</b>	Process Scheduler has initiated the program and is running the process at that time.
<b>Generated</b>	The report has finished processing and all files are available for transferring.
<b>Posting</b>	The report is in the process of being transferred to the Report Repository.
<b>Posted</b>	The report has finished posting and is ready to be viewed.

<p>13. Click on either the <b>Details</b> link or the <b>Report Name</b> link to view the report.</p>	<p>The Report is displayed.</p>
---	---------------------------------

What you do	What happens
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14. The report appears in PDF format.



<p>15. Click on the printer button  .</p>	<p>Print the TAARs report.</p>
<p>16. Click on the report window's close button .</p>	<p>The report window is closed. The Report List page is displayed.</p>
<p>17. Click on the link <b><u>Go back to UA Acad Act TAARs.</u></b></p>	



## Lesson 3: Terminology and Data Entry Codes for Updating TAARs in PeopleSoft

The following glossary of terms and data entry codes should be used in conjunction with Lessons 4 and 5 to update the TAARs data in PeopleSoft. For information regarding appropriate faculty load limits, refer to section 3359-20-032 Faculty Workload Policy in the Faculty Manual (URL: <http://www.uakron.edu/ogc/rules/Rules20/20-032.doc>).

### Part A: Teaching Assignments

Information supplied to the Registrar files prior to 14<sup>th</sup> day will be reflected in this section. Changes and/or deletions can be made as necessary. Refer to the terms and definitions listed below to add an additional teaching assignment.

Term	Definition
DEPT CRS SCT	Include the department or college number, course number, and section number (Example: 7100:100-001)
COURSE TITLE	Include the title of the course (Example: Intro to Art)
ENROLLMENT IND STUDY	Will reflect 14 <sup>th</sup> day enrollment unless there is an “I” indicator for independent study. When reporting independent study classes or sections, enrollment must be indicated.
LOAD HOURS	Reflects hours indicated on the Course Master File.
COURSE TYPES	<p>The Ohio Board of Regents HEI files require this information for each course taught. This information may be different for individual faculty members, and as many descriptors as apply may be used.</p> <p><b>LE (Lecture)</b> – Formalized instruction conducted on or off campus in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques.</p> <p><b>DI (Discussion)</b> – Used most often in conjunction with a lab to describe an instructional format in which the observations made in the lab are further discussed. May be a formal class in which discussion rather than lecture is the pedagogical structure.</p> <p><b>SE (Seminar)</b> – An educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions which are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical applications.</p>

Term	Definition
	<p><b>RE (Recitation)</b> – Describes small breakout groups which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture.</p> <p><b>LB (Lab)</b> – An educational activity in which students conduct experiments, perfect skills or practice procedures under the direction of a faculty member.</p> <p><b>CL (Clinical)</b> – Applies only to health technology programs. Is a laboratory section, which meets at a health-related agency facility in lieu of on-campus laboratory facilities. Provides a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The assigned instructor will be a full or part-time faculty member.</p> <p><b>PR (Practicum)</b> – An on or off campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on campus.</p> <p><b>FE (Field Experience)</b> – A planned, paid work activity which relates to an individual student’s occupational objectives, such as biology or archaeology, and which is taken in lieu of elective or required courses in his or her program with the permission of a faculty adviser. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and student’s supervisor at least once during the quarter or semester, and assigns the course grade to the student after the appropriate consultation with employer or supervisor.</p> <p><b>ST (Studio)</b> – Used to describe music, performance art, and theater courses.</p> <p><b>IS (Individual Studies)</b> – Describes course sections in which a faculty member works with a student or small group of students. May be associated with course work or with a Master’s and Doctoral level requirements.</p> <p><b>TU (Tutorial)</b> – Use if individuals or groups of individuals are tutored by a faculty member or qualified individual.</p>

Term	Definition
	<p><b>SP (Self-Paced)</b> – Use if individuals in a course may progress at their own pace. This includes independent learning.</p> <p><b>OT (Other)</b> – Use to indicate types of course sections that are not described by any of the other categories.</p>
DISTANCE LEARNING	<p>This field is for distance learning courses only. More than one of the following categories may be used in reporting distance learning modes related to the course section. The reported categories should represent ways in which the curricular content is presented by faculty or incorporated in the learning experience offered by the course section.</p> <p><b>CC (Correspondence)</b>: The use of mail, email or other means to deliver a course.</p> <p><b>VI (Video Conference)</b>: Video Conferencing allows two or more locations to communicate by simultaneous two-way video and audio transmissions.</p> <p><b>WE (World Wide Web)</b> – Use of Web to present course-related materials and links to supplementary sites.</p> <p><b>OT (Other Technology)</b> – Use this category to indicate other emerging technologies not covered in the above definitions.</p>

## Part B: Administrative Assignments

List the department or college number, an appropriate administrative code for the section number, assignment description, and assignment load hours. A list of the administrative codes is provided in the table below. All administrative assignments **must** include load.

Administrative Code	Definition	Also Used for Graduate Assistants
<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

NOTE: # = 1 – 9

**Part C: Research Activity**

List the department or college number, section number (from list below), and description.

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

NOTE: # = 1 – 9

**Part D: Other Activities**

Other activities include research, English Language Institute, Dance Institute, Pre-College Programs, ACT testing, and other special projects.

List the department or college number, other activities code, and a brief description. A list of the other activities codes is provided in the table below. Where load hours are applicable, they should be listed.

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

NOTE: # = 1 – 9

## Lesson 4: Updating Teaching Activity

This lesson provides step-by-step instructions on updating the teaching activity information from the amended pre-printed TAAR with coursework. Please refer to Lesson 3 for specific codes and terminology to be used when updating the system.



### Part A: Update Information from Pre-printed TAAR with Coursework

What you do	What happens
<p>1. From the main menu, choose:  <i>UA Human Capital Management &gt;                      Human Resource Management &gt;                      Academic Activity &gt; UA Acad Activity - Teaching</i></p>	<p>UA Acad Activity – Teaching page is displayed:</p> <p><b>UA_AAF_DATA1_UA</b>                      Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <a href="#">Add a New Value</a></p> <p>EmpID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl Rcd Nbr: <input type="text" value="="/> <input type="text"/></p> <p>Term Appointment Year: <input type="text" value="begins with"/> <input type="text"/></p> <p>Term Appointment: <input type="text" value="="/> <input type="text"/></p> <p>Academic Activity File Doc No: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p>Find an Existing Value   <a href="#">Add a New Value</a></p>

What you do	What happens
-------------	--------------

- To add/modify teaching activity for a faculty/graduate assistant *with pre-printed activity*, fill in the appropriate information and click on .

**UA\_AAF\_DATA1\_UA**

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

**EmplID:**

**Empl Rcd Nbr:**

**Term Appointment Year:**

**Term Appointment:**

**Academic Activity File Doc No:**

**Name:**

**National ID:**

[Basic Search](#)

- EmplID:** Located in the upper left portion on the TAAR or on the GA Report
- Empl Rcd Nbr:** Located in the upper left portion of the TAAR or on the GA Report
- Term Appointment Year:** Year (ex. 2008)
- Term Appointment:** Click on the down arrow to select.
- Academic Activity File Doc No:** Located on the GA report (used for graduate assistants but NOT required for full-time faculty).



What you do	What happens
-------------	--------------

- Locate the appropriate record to edit. Keep in mind, an individual may be teaching more than one course. Use the navigation bar to scroll through the records and locate the correct record to edit.

AAF Data1 UA

Joe Professor	ID: 136
Term Year: 2013    Term: Fall    Total Term Load: 25.00    Total Acad	

Records exist for this individual. Clicking the right arrow will advance to the next record.

Job Info	
Department: Allied Health Technology	Paygroup/Contract Amt. M09 52000.000000
Job Desc: Asst Prof	Full/Part Time: F
PT AAF Docno:	FT Fac?: N
	PT Load/Rate:

Teaching Assignments	
Find   View All	First 1 of 7 Last
Dept/Crse/Sect: 2740 235 001 Clinical Medical Assisting II	Paid Load: 4.00
<input type="checkbox"/> Override?    Credit Hours: 4.0    Enrollment: 30	Assigned Load: 4.00
Course Section Types	
<input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Recitation <input type="checkbox"/> Practicum <input type="checkbox"/> Indv Study	Others: <input type="checkbox"/>
<input type="checkbox"/> Discussion <input type="checkbox"/> Lab <input type="checkbox"/> Field Exp. <input type="checkbox"/> Tutorial	
<input type="checkbox"/> Seminar <input type="checkbox"/> Clinical <input type="checkbox"/> Studio <input type="checkbox"/> Self-Paced	
Distance Learning Classes Only - Technology Used	
<input type="checkbox"/> DL Classes <input type="checkbox"/> Video Conference <input type="checkbox"/> Correspondence	
<input type="checkbox"/> World Wide Web <input type="checkbox"/> Other Technology	
Total Load: 25.00	

Save
 Return to Search
 Notify

Add
 Update/Display

What you do	What happens
-------------	--------------

4. Update the course information according to information supplied for the faculty member or graduate assistant.

AAF Data1 UA

Joe Professor ID: 136

Term Year: 2013    Term: Fall    Total Term Load: 25.00    Total Acad / Summ Load: 25.00

Job Info

Department: Allied Health Technology    Paygroup/Contract Amt. M09    52000.000000  
 Job Desc: Asst Prof    Full/Part Time: F  
 PT AAF Docno:    FT Fac?: N    PT Load/Rate:

Teaching Assignments

Dept/Crse/Sect: 2740 235 001    Clinical Medical Assisting II    Paid Load: 4.00

Override?    Credit Hours: 4.0    Enrollment: 30    Assigned Load: 4.00

Course Section Types

Lecture     Recitation     Practicum     Indv Study  
 Discussion     Lab     Field Exp.     Tutorial    Others:   
 Seminar     Clinical     Studio     Self-Paced

Distance Learning Classes Only - Technolgy Used

DL Classes     Video Conference     Correspondence  
 World Wide Web     Other Technology

Total Load: 25.00

Save
Return to Search
Notify
te/Display

Cannot change Dept/Crse/Sect – delete course and then re-add.

For full-time faculty for the academic year – Paid Load **MUST** be blank.

If the course title is incorrect contact the Scheduling Office – **do NOT** change yourself.

## 5. 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 enrollment. 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. Please refer to Steps 6 and 7 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.

***NOTE: For full-time faculty for the academic year – the Paid Load must be blank.***

---

6. To **add** a course click the  button or press **[ALT] + 7**
7. To **delete** a course, click the  button or press **[ALT] + 8**

**AAF Data1 UA**

Kraft, Kristine N ID: 1361843    Empl Rcd#: 1



Term Year: 2013    Term: Fall    Total Term Load: 25.00    Total Acad / Summ Load: 25.00

**Job Info**

Department: Allied Health Technology    Paygroup/Contract Amt. M09    52000.000000  
 Job Desc: Asst Prof    Full/Part Time: F  
 PT AAF Docno:    FT Fac?: N    PT Load/Rate:

**Teaching Assignments**

Find | View All    First 1 of 7 | Last

Dept/Crse/Sect: 2740 235 001    Clinical Medical Assisting II    Paid Load: 4.00  

Override?    Credit Hours: 4.0    Enrollment: 30    Assigned Load: 4.00


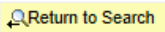


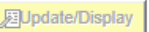
**Course Section Types**

Lecture     Recitation     Practicum     Indv Study  
 Discussion     Lab     Field Exp.     Tutorial    Other  
 Seminar     Clinical     Studio     Self-Paced


**Distance Learning Classes Only - Technolgy Used**

DL Classes     Video Conference     Correspondence  
 World Wide Web     Other Technology

Total Load: 25.00

 Save
 Return to Search
 Notify
 Add
 Update/Display

Add or delete a course using these buttons.

8. Click the  **Save** button to save the changes.

The record is saved.

**Part B: Add Activity for Faculty/GA with No Pre-printed Activity**

The following procedure should be followed to add teaching activity when no pre-printed activity exists for a faculty member or a Graduate Assistant.



What you do	What happens
<p>1. From the main menu, choose:  <b><i>UA Human Capital Management &gt; Human Resource Management &gt; Academic Activity &gt; UA Acad Activity - Teaching</i></b></p>	<p>UA Acad Activity – Teaching page is displayed:</p> <p><b>UA_AAF_DATA1_UA</b>                      Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <b>Add a New Value</b></p> <p>EmplID: begins with [text box]</p> <p>Empl Rcd Nbr: = [dropdown] [text box]</p> <p>Term Appointment Year: begins with [dropdown] [text box]</p> <p>Term Appointment: = [dropdown] [dropdown] [text box]</p> <p>Academic Activity File Doc No: begins with [dropdown] [text box]</p> <p>Name: begins with [dropdown] [text box]</p> <p>National ID: begins with [dropdown] [text box]</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>

What you do	What happens
-------------	--------------

1. Click on the “Add a New Value” tab.

### UA\_AAF\_DATA1\_UA

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Click here to add activity for an individual with NO pre-printed activity.

**EmplID:** begins with

**Empl Rcd Nbr:** =

**Term Appointment Year:** begins with

**Term Appointment:** =

**Academic Activity File Doc No:** begins with

**Name:** begins with

**National ID:** begins with

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

What you do	What happens
2. Enter the appropriate information:	

UA\_AAF\_DATA1\_UA

[Find an Existing Value](#) **Add a New Value**

EmplID:

Empl Rcd Nbr:

Term Appointment Year:

Term Appointment:

Academic Activity File Doc No:

[Find an Existing Value](#) | [Add a New Value](#)

**EmplID:** Enter the emplID of the faculty or graduate assistant

**Empl Rcd Nbr:** Enter the employment record number. NOTE: This number automatically defaults to 0 and may need to be changed.

**Term Appointment Year:** Enter the appropriate year (ex. 2004)

**Term Appointment:** Enter the appropriate term. Use the drop down arrow for selections.

**Academic Activity File Doc No:** Enter the academic activity file document number. This field is used for *Graduate Assistants* and is not required for full-time faculty.

3. Click the  button.

What you do	What happens
-------------	--------------

4. The AAF Data panel returns. Enter the appropriate information for the course.

AAF Data1 UA

Lisa Lecturer
ID: 141:      Empl Rcd#: 1

Term Year: 2013    Term: Fall    Total Term Load:    Total Acad / Summ Load:

**Job Info**

Department:	Paygroup/Contract Amt.
Job Desc:	Full/Part Time:
PT AAF Docno:	FT Fac?:
	PT Load/Rate:

**Teaching Assignments**

Find | View All    First 1 of 1 Last

Dept/Crse/Sect:         
Paid Load:

**Override?**    Credit Hours:     Enrollment:     Assigned Load:

**Course Section Types**

<input type="checkbox"/> Lecture	<input type="checkbox"/> Recitation	<input type="checkbox"/> Practicum	<input type="checkbox"/> Indv Study	Others: <input type="text"/>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Lab	<input type="checkbox"/> Field Exp.	<input type="checkbox"/> Tutorial	
<input type="checkbox"/> Seminar	<input type="checkbox"/> Clinical	<input type="checkbox"/> Studio	<input type="checkbox"/> Self-Paced	

**Distance Learning Classes Only - Technology Used**

<input type="checkbox"/> DL Classes	<input type="checkbox"/> Video Conference	<input type="checkbox"/> Correspondence
<input type="checkbox"/> World Wide Web	<input type="checkbox"/> Other Technology	

Total Load:

5. Guidelines for entering data:

- **Dept/Crse/Sect:** Enter the appropriate department, course and section. The Title will automatically default in. 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.
- **Paid Load/Assigned Load:** Enter the appropriate load hours
- **Enrollment:** Click the **Override?** Box first and then you will be able to modify the enrollment. Be sure to turn off Override (by removing the check) prior to saving any changes.
- **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.
- **Distance Learning Classes Only - Technology Used:** Select the appropriate type of technology used in the course.

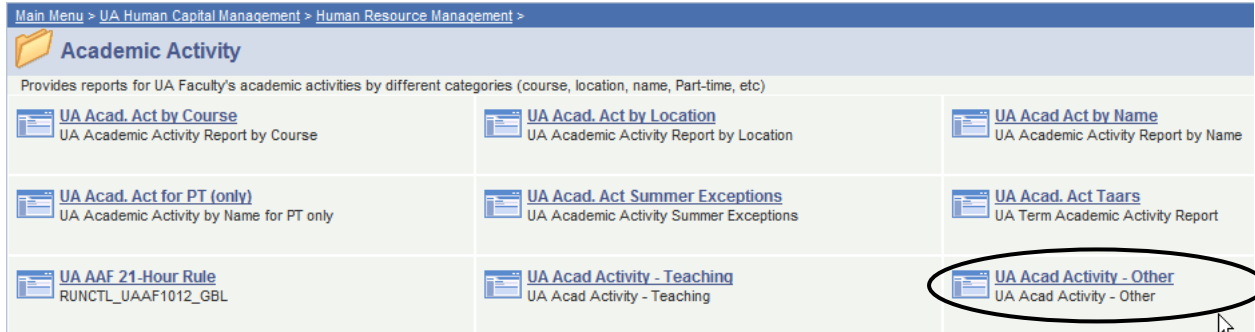




## Lesson 5: Update Other Activity

The following procedure outlines the steps necessary to add other activity for a faculty member or graduate assistant.

### Part A: Update Information from Pre-printed TAAR with Other Activity



What you do	What happens
<p>1. From the main menu, choose:  <b><i>UA Human Capital Management &gt; Human Resource Management &gt; Academic Activity &gt; UA Acad Activity - Other</i></b></p>	<p>The UA Acad Activity – Other page returns.</p> <p><b>UA_AAF_DATA2_UA</b>                      Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>EmplID: begins with [ ] [ ]                      Empl Rcd Nbr: = [ ] [ ]                      Term Appointment Year: begins with [ ] [ ]                      Term Appointment: = [ ] [ ] [ ]                      Academic Activity File Doc No: begins with [ ] [ ]                      Name: begins with [ ] [ ]                      National ID: begins with [ ] [ ]</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>
<p>2. Enter the appropriate EmplID and click the Search button. You can also enter additional information (Term Appointment Year, Term Appointment, Academic Activity File Doc No) to pull up a specific record.</p>	<p>If more than one record exists you will need to select the appropriate record.</p>

What you do	What happens
-------------	--------------

3. Enter the appropriate information for the Other Assignments.

**AAF Data2 UA**

---

Professor, Joseph M ID: 2257446 Empl Rcd#:  
 Term Year: 2008 Term: Spring Total Term Load: 13.07 Total Acad / Summ Load: 13.07

**Job Info**

Department: Testing Services Paygroup/Contract Amt. M09 50000.000000  
 Job Desc: Asst Prof Full/Part Time: F

**PT Fac Info**

AAF Doc No: Paid Load: Term Rate: FT Fac?: N

**Other Assignments** Find | View All | First 1 of 1 Last

Type	Dept	Activity	Description	Assigned Load	Paid Load
A <input type="text" value=""/>	7500 <input type="text" value=""/>	ADH <input type="text" value=""/>	DEPARTMENT CHAIR <input type="text" value=""/>	6.00 <input type="text" value=""/>	6.00 <input type="text" value=""/>

**Total Load:** 6.00

4. Guidelines for entering/modifying data:

- **Type:** Click on the  icon to obtain a list of valid values (A – Administrative, O – Other, R – Research, T – Teaching).
- **Dept:** Enter the appropriate department code.
- **Activity:** Click the  icon to obtain a list of valid values. These values will be determined by the Type code selected. For a complete list of the possible values refer to Chapter 3 of this manual.
- **Description:** This will automatically be entered based upon the activity code selected. This edit box can be made more specific by placing the cursor inside the description box and typing additional information in the field.
- **Assigned Load:** This is required for any activity given for the Administrative type. The types “Other” and “Research” do not require assigned load.
- **Paid Load:** This is required for any activity given for the Administrative type. The types “Other” and “Research” do not require assigned load.



**Part B: Add Information for Faculty/GA with no Pre-Printed Other Activity**

Main Menu > UA Human Capital Management > Human Resource Management >

**Academic Activity**  
Provides reports for UA Faculty's academic activities by different categories (course, location, name, Part-time, etc)

<a href="#">UA Acad. Act by Course</a> UA Academic Activity Report by Course	<a href="#">UA Acad. Act by Location</a> UA Academic Activity Report by Location	<a href="#">UA Acad Act by Name</a> UA Academic Activity Report by Name
<a href="#">UA Acad. Act for PT (only)</a> UA Academic Activity by Name for PT only	<a href="#">UA Acad. Act Summer Exceptions</a> UA Academic Activity Summer Exceptions	<a href="#">UA Acad. Act Taars</a> UA Term Academic Activity Report
<a href="#">UA AAF 21-Hour Rule</a> RUNCTL_UAAF1012_GBL	<a href="#">UA Acad Activity - Teaching</a> UA Acad Activity - Teaching	<a href="#">UA Acad Activity - Other</a> UA Acad Activity - Other

What you do	What happens
<p>1. From the main menu, choose: <i>UA Human Capital Management &gt; Human Resource Management &gt; Academic Activity &gt; UA Acad Activity - Other</i></p>	<p>The UA Acad Activity – Other page returns.</p> <p><b>UA_AAF_DATA2_UA</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>EmpIID: begins with [ ]</p> <p>Empl Rcd Nbr: = [ ]</p> <p>Term Appointment Year: begins with [ ]</p> <p>Term Appointment: = [ ]</p> <p>Academic Activity File Doc No: begins with [ ]</p> <p>Name: begins with [ ]</p> <p>National ID: begins with [ ]</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Find an Existing Value   Add a New Value</p>

What you do	What happens
<p>2. Click on the <b>Add a New Value</b> tab.</p>	<p><b>UA_AAF_DATA2_UA</b>                      Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>EmplID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl Rcd Nbr: <input type="text" value="="/> <input type="text"/></p> <p>Term Appointment Year: <input type="text" value="begins with"/> <input type="text"/></p> <p>Term Appointment: <input type="text" value="="/> <input type="text"/></p> <p>Academic Activity File Doc No: <input type="text" value="begins with"/> <input type="text"/></p> <p>Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p> <p><a href="#">Find an Existing Value</a>   <a href="#">Add a New Value</a></p>

**What you do****What happens**

3. Enter the appropriate information for the Other Assignments.

## UA\_AAF\_DATA2\_UA

[Find an Existing Value](#)
[Add a New Value](#)

EmplID:	<input type="text" value="2257446"/>
Empl Rcd Nbr:	<input type="text" value="1"/>
Term Appointment Year:	<input type="text" value="2008"/>
Term Appointment:	<input type="text" value="Spring Term"/>
Academic Activity File Doc No:	<input type="text"/>

[Find an Existing Value](#) | [Add a New Value](#)

**EmplID:** Enter the emplID of the faculty or graduate assistant

**Empl Rcd Nbr:** Enter the employment record number. NOTE: This number automatically defaults to 0 and may need to be changed.

**Term Appointment Year:** Enter the appropriate year (ex. 2004)

**Term Appointment:** Enter the appropriate term. Use the drop down arrow for selections.

**Academic Activity File Doc No:** Enter the academic activity file document number. This field is used for *Graduate Assistants* and is not required for full-time faculty.

4. Click the  button.

What you do	What happens
-------------	--------------

5. Enter the appropriate information for the **Other Assignments**.

**AAF Data2 UA**

---

Professor, Joseph M ID: 2257446 Empl Rcd#: 1  
 Term Year: 2008 Term: Spring Total Term Load: 13.07 Total Acad / Summ Load: 13.07

**Job Info**

Department:	Paygroup/Contract Amt.
Job Desc:	Full/Part Time:

**PT Fac Info**

AAF Doc No:	Paid Load:	Term Rate:	FT Fac?:
-------------	------------	------------	----------

**Other Assignments** Find | View All First 1 of 1 Last

Type	Dept	Activity	Description	Assigned Load	Paid Load
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input style="width: 100%;" type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Total Load:

6. Guidelines for entering/modifying data:

- **Type:** Click on the icon to obtain a list of valid values (A – Administrative, O – Other, R – Research, T – Teaching).
- **Dept:** Enter the appropriate department code.
- **Activity:** Click the icon to obtain a list of valid values. These values will be determined by the Type code selected. For a complete list of the possible values refer to Chapter 3 of this manual.
- **Description:** This will automatically be entered based upon the activity code selected. This edit box can be made more specific by placing the cursor inside the description box and typing additional information in the field.
- **Assigned Load:** This is required for any activity given for the Administrative type. “Other” and “Research” types does not require assigned load.
- **Paid Load:** This is required for any activity given for the Administrative type. “Other” and “Research” types do not require assigned load.

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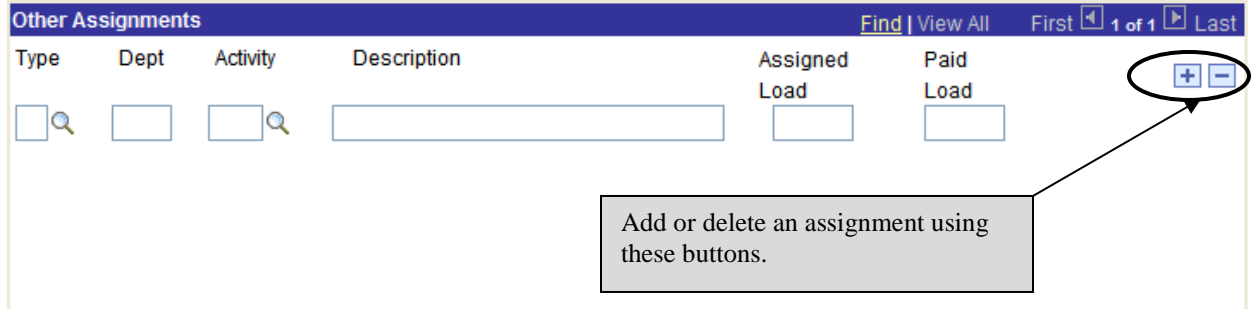
pstrain@uakron.edu


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What you do	What happens
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7. To **add** an assignment click the  button or press [ALT] + 7
8. To **delete** an assignment, click the  button or press [ALT] + 8



- |  |                             |
|--|-----------------------------|
| <ol style="list-style-type: none"> <li>9. Click the  <b>Save</b> button to save the changes.</li> </ol> | <p>The record is saved.</p> |
|--|-----------------------------|

## Lesson 6: Printing the UA Academic Activity by Location

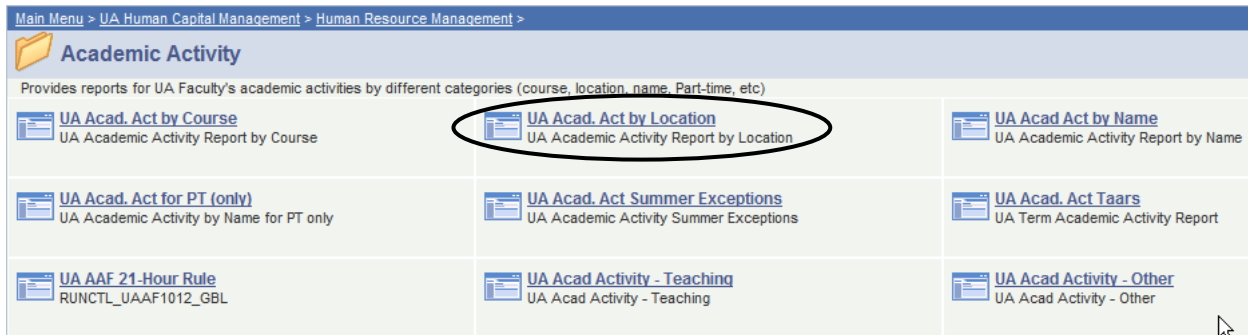
Once the academic activity information has been entered into PeopleSoft for all full time faculty and graduate assistants in your department you should contact the Dean's Office to notify them of the completion.

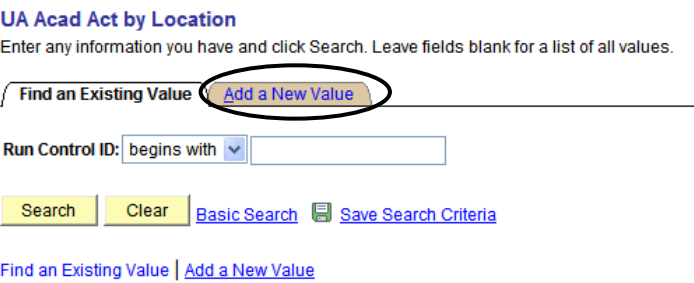
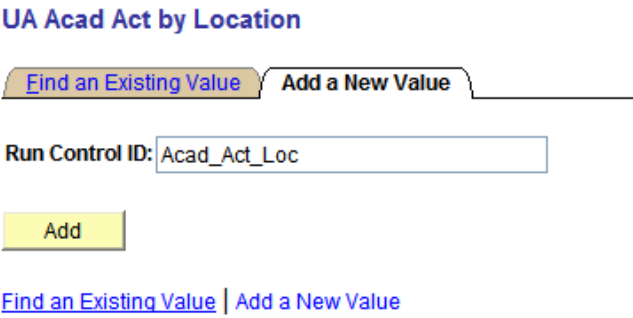

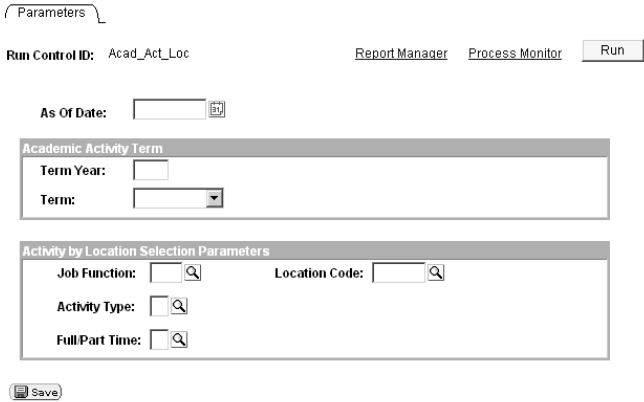
The Dean's Office will run the UA Academic Activity by Location report to review the activity for Faculty and Graduate Assistants. The following procedure outlines the steps necessary to run this report.

**NOTE: This report can be run at the department level for department chair review.**

### Part A: Creating a Run Control (First Time Acad Act by Location Printing)

The **FIRST TIME** you need to print an Acad Act by Location Report you must set up the process on your computer by creating a **Run Control**. This only needs to be done the first time. *After the initial creation of the Run Control, use "Part B: Printing Acad Act by Location".*



What you do	What happens
<p>1. From the main menu navigate to:  <b>UA Human Capital Management</b>  <b>&gt; Human Resource Management</b>  <b>&gt; Academic Activity &gt;</b>  <b>UA Acad Act by Location</b></p> <p>2. Click on the <b>Add a New Value</b> tab.</p>	<p>The “Find an Existing Value” page returns:</p> 
<p>3. <b>Type</b> a RunControl ID with a maximum number of 16 characters and no spaces.</p> <p>For the Acad Act by Location, enter your <b>Acad_Act_Loc</b></p>	
<p>4. Click the  button.</p>	<p>The Acad Act by Location Run Control Parameter page is displayed:</p> 

What you do	What happens
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5. Enter the following information:

- As of Date:** Must be a date within the requested semester
- Term Year:** Must be 4 digits (example 2002)
- Term:** Reflects the requested term (example: Fall)
- Job Function:** Use the drop down to select FAC or GA
- Location Code:** Defaults to the user’s security level
- Activity Type:** Use the drop down to select Administrative (A), Other (O), and Research (R). *Leave this field blank to select all.*
- Full/Part Time:** Use the drop down to select Full-time (F) or Part-time (P). *Leave this field blank to select all.*

6. The following run control will print the Academic Activity for all **teaching** assignments for **faculty** within the department (for which the user has security) for the **Spring 2008** semester:

**Parameters**

Run Control ID: Acad\_Act\_Loc [Report Manager](#) [Process Monitor](#) Run

As Of Date:

**Academic Activity Term**

Term Year:

Term:

**Activity by Location Selection Parameters**

Job Function:       Location Code:

Activity Type:

Full/Part Time:

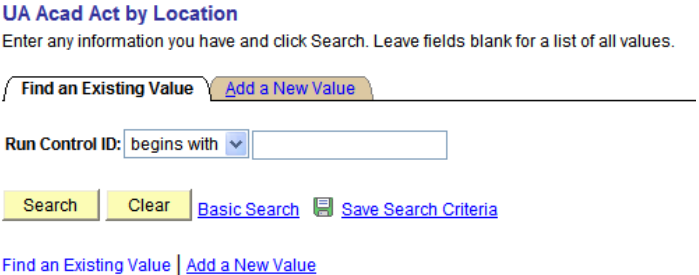
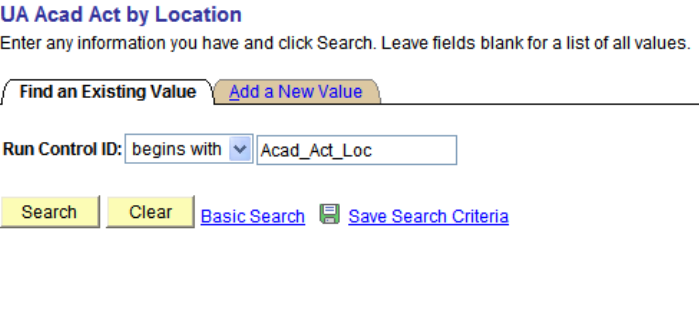
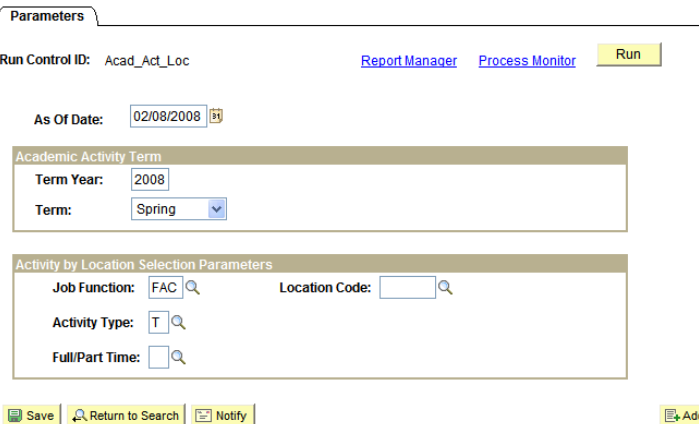
Save
 Return to Search
 Previous in List
 Next in List
 Notify

Add
 Update/Display

<p>7. Click the  <b>Save</b> button to save the Run Control.</p>	
<p>8. Go to Step 6 in the next section (<b>Part B: Printing the Acad Act by Location</b>) to continue with the TAARs Print Process.</p>	

## Part B: Printing the Acad Activity by Location Report

You should have already created a Run Control ID for printing the Academic Activity by Location report. If you have not created a Run Control ID, please refer to the previous section in the chapter, Creating a Run Control.

What you do	What happens
<p>1. From the main menu, choose:  <b>UA Human Capital Management &gt; Human Resource Management &gt; Academic Activity &gt; UA Acad Act by Location</b></p>	<p>The “Find an Existing Value” page returns.</p> 
<p>2. In the <b>Run Control ID</b> field, enter the ID that you created, <b>Acad_Act_Loc</b></p> <p>You can also click the Search button to return a list of all of your Run Control IDs and then select the appropriate ID from the list.</p>	
<p>3. Click on the <b>Search</b> button.</p> <p>If you did not enter the complete Run Control ID, you will be returned Search Results at the bottom of the page. Click on the correct Run Control ID to advance to the next step.</p>	<p>The Acad Act by Location Parameters page displays.</p> 

What you do	What happens
-------------	--------------

1. Enter or verify information as follows:

**As of Date:** Must be a date within the requested semester  
**Term Year:** Must be 4 digits (example 2002)  
**Term:** Reflects the requested term (example: Fall)  
**Job Function:** Use the drop down to select FAC or GA  
**Location Code:** Defaults to the user’s security level  
**Activity Type:** Use the drop down to select Administrative (A), Other (O), and Research (R). *Leave this field blank to select all.*  
**Full/Part Time:** Use the drop down to select Full-time (F) or Part-time (P). *Leave this field blank to select all.*

2. The following run control will print the Academic Activity by Location for all **teaching** assignments for **faculty** within the department (for which the user has security) for the **Spring 2008** semester:

Parameters

Run Control ID: Acad\_Act\_Loc [Report Manager](#) [Process Monitor](#) Run

As Of Date:

**Academic Activity Term**

Term Year:

Term:

**Activity by Location Selection Parameters**


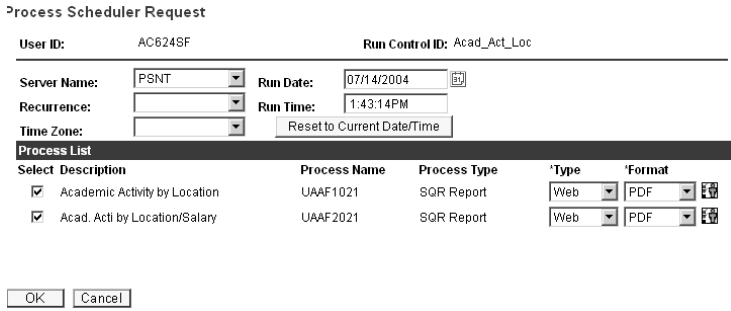
Job Function:       Location Code:

Activity Type:

Full/Part Time:

Save
 Return to Search
 Notify

Add

What you do	What happens
3. Click on the  button.	The Process Scheduler Request page displays.  

4. Note/Select the following:

Server Name: **PSNT**

Run Date: (Do not change the system date that defaults.)

Run Time: (Do not change the system time that defaults.)

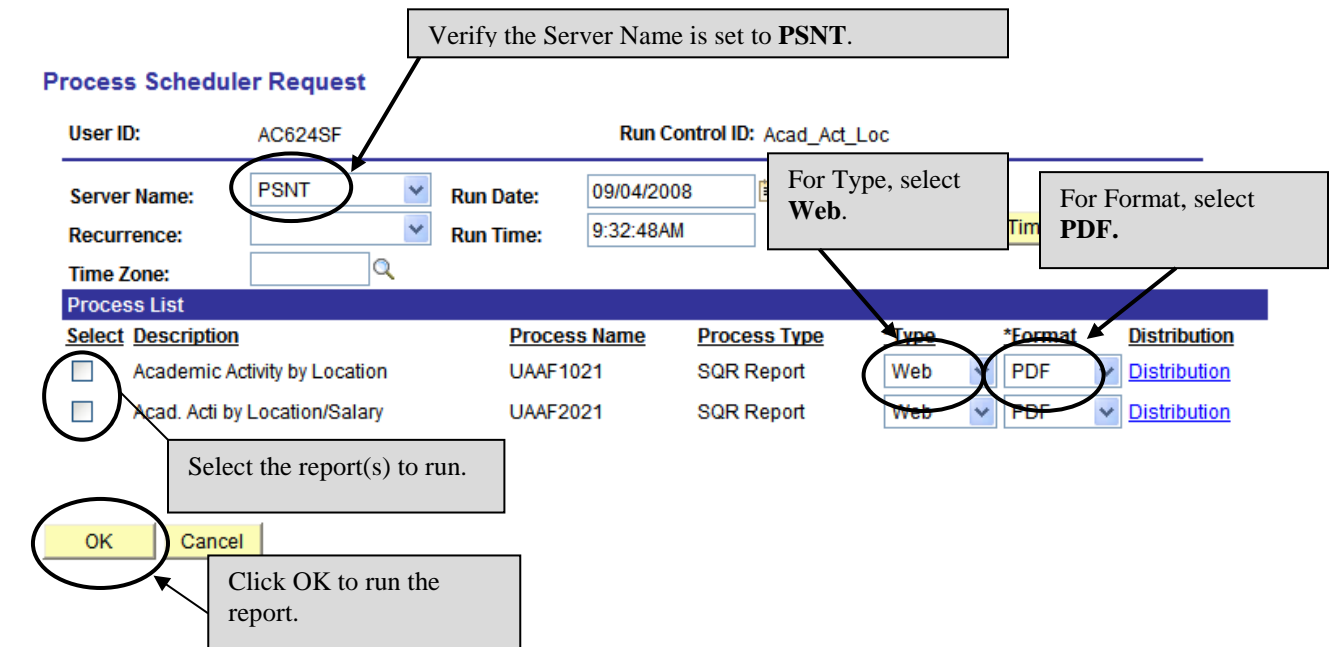
In the Process List grid at the bottom of the page: A checkmark needs to appear in the **Select** checkbox.

Type: **Web**

Format: **PDF**

The Process Scheduler page is displayed with your choices. There are 2 reports which can be produced: **Academic Activity by Location** and **Academic Activity by Location/Salary**. Check the boxes to select the appropriate reports.

5. Click on the  button



**Process Scheduler Request**

User ID: AC624SF      Run Control ID: Acad\_Act\_Loc

Server Name: **PSNT**      Run Date: 09/04/2008

Recurrence:      Run Time: 9:32:48AM

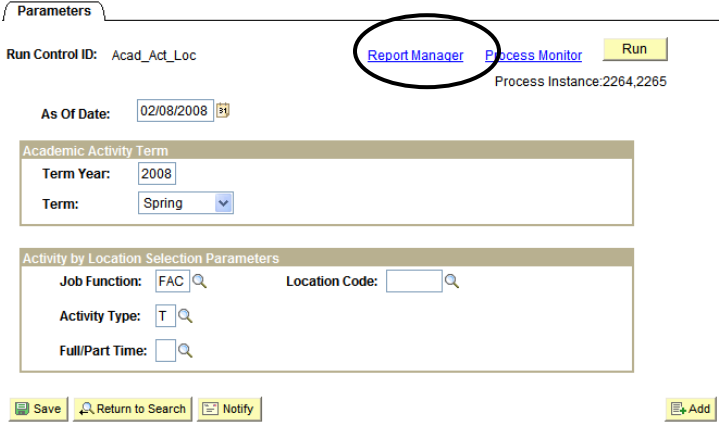
Time Zone:      [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Academic Activity by Location	UAAF1021	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Acad. Acti by Location/Salary	UAAF2021	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK      Cancel

**Callouts:**

- Verify the Server Name is set to **PSNT**.
- For Type, select **Web**.
- For Format, select **PDF**.
- Select the report(s) to run.
- Click OK to run the report.

What you do	What happens
<p>6. The Parameters page is displayed, again. Click on the <b>Report Manager</b> link.</p>	

7. By default, the **List** tab is active. Click the **Administration** tab.





What you do	What happens
<p>8. The <b>Administration</b> tab:</p>	<p>Click the Refresh button until the report appears with the Status of Posted</p> <p>Click either the Details link or the Report Name to access the Report/Log Viewer</p> <p>Click this link to return to the Acad Act by Location Report page.</p>

9. If the report's status is not Posted, click on the **Refresh** button.

If you do not see your report or the status is not Posted, click **Refresh** until the report status is **Posted**, and the **View** link appears.

**Note:** The statuses you may see are:

<b>Scheduled</b>	The process was just added to the report request.
<b>Processing</b>	Process Scheduler has initiated the program and is running the process at that time.
<b>Generated</b>	The report has finished processing and all files are available for transferring.
<b>Posting</b>	The report is in the process of being transferred to the Report Repository.
<b>Posted</b>	The report has finished posting and is ready to be viewed.

What you do	What happens
10. Click on either the <b>Details</b> or <b>Report Name</b> link for the report.	The report is displayed.
11. In this instance 2 reports were run - <b>Academic Activity by Location</b> and <b>Academic Activity by Location/Salary</b> . You would need to click on the Details link or Report Name link for each of these reports in order to obtain PDF output.	



12. The report appears in PDF format.

Report ID: UAAP1021  
As Of Date: 04  
College of Education

Peoplesoft  
HUMAN RESOURCES INFORMATION SERVICES  
Academic Activity Listing By Location, Department, FT/PT, Name  
AKRON

Page No. 1  
Run Date: 07/14/2004  
Run Time: 14:17:56

TERM	COURSE NUMBER	COURSE DESCRIPTION	LOAD HOURS	ENR	CREDIT HOURS	DOCUMENT NUMBER	TYPE	FT/PT	IND/STU
SPRING2004	5100-410-601	Prof Issues in Education	2.00	17	3.00		T	F	
	5200-425-601	Adv Integratd Primary Cur	4.00	17	4.00		T	F	
	5500-696-003	Masters Project	0.00	3	3.00		T	F	Y
	5500-697-002	Independent Study	0.00	1	2.00		T	F	Y
	5500-899-003	Doctoral Dissertation	0.00	1	3.00		T	F	Y
	*Inst. Total*		6.00	39	15.00				
SPRING2004	5300-317-001	Inst Tech: Mod Lang-Secon	1.50	2	3.00		T	F	
	5500-320-003	Diversity in Learners	3.00	21	3.00		T	F	
	5500-618-005	Adv Tech: Modern Lang-Sec	1.50	7	3.00		T	F	
	5500-619-002	Instr & Mgmt Practices	3.00	13	3.00		T	F	
	5500-694-002	Fld Exp: Classroom Instr	1.34	2	2.00		T	F	Y
	*Inst. Total*		10.34	45	14.00				
SPRING2004	5200-333-001	Tchg Sci Young Children	1.00	3	3.00		T	F	
	5300-311-003	Inst Tech: Secd Educ:Scie	2.50	5	5.00		T	F	
	5500-311-002	Instructional Resources	3.00	21	3.00		T	F	
	5500-618-003	Adv Tech: Secondary Scien	2.50	8	3.00		T	F	
	*Inst. Total*		9.00	37	14.00				
SPRING2004	5610-463-001	Stu Teach collog: Special	0.55	5	1.00		T	F	
	5610-440-001	Dev Charact of Exceptnl I	3.00	24	3.00		T	F	
	5610-470-001	Clinical Pract in Special	3.00	8	3.00		T	F	
	5610-487-012	Stu Teach: Mod/Int Educ Needs	1.76	2	8.00		T	F	
	*Inst. Total*		8.31	39	15.00				
SPRING2004	5300-311-001	Inst Tech: Secd Educ Eng/	2.50	21	5.00		T	F	
	5300-330-001	Tchg Adolescent/Mid Level	3.00	29	3.00		T	F	
	5500-618-001	Adv Tech: Secd Educ Eng/S	2.50	11	3.00		T	F	
	5500-694-006	Fld Exp: Classroom Instr	1.00	2	6.00		T	F	Y
	*Inst. Total*		9.00	63	17.00				
SPRING2004	5200-325-001	Adv Early Childhood Curri	4.00	26	4.00		T	F	
	*Inst. Total*		4.00	26	4.00				
SPRING2004	5250-300-001	Middle Level Education	3.00	25	3.00		T	F	
	5500-310-002	Instructional Design	3.00	26	3.00		T	F	
	5500-310-003	Instructional Design	3.00	24	3.00		T	F	
	*Inst. Total*		9.00	75	9.00				
SPRING2004	5610-440-005	Dev Charact of Exceptnl I	3.00	27	3.00		T	F	
	5610-452-080	Spec Ed Prog: Secd/Transl	1.50	16	3.00		T	F	
	5610-460-001	Family Dyn & Comm in Educ	1.50	17	3.00		T	F	
	5610-452-080	Spec Ed Prog: Secd/Transl	1.50	2	3.00		T	F	
	5610-560-001	Family Dyn & Comm in Educ	1.50	5	3.00		T	F	
	*Inst. Total*		9.00	67	15.00				

13. Click on the printer button  .	Print the Academic Activity report.
14. Click on the report window's close button  .	The report window is closed. The Report List page is displayed.
15. If a second report was requested, follow steps 11 – 16 again in order to view and print the second report.	
16. Click on the link <b><u>Go back to UA Acad Act by Location.</u></b>	

## Part C: Finalizing TAARs

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After printing the Academic Activity by Location report(s) the dean or his/her designee should review the activity for their college, paying special attention to any full-time faculty member in excess of 12 hours or below 12 hours. Graduate assistant assignments should be held to 4 load hours.

After the deadline date (determined by HRIS each semester) for finalizing TAARs, Human Resources Information Services (HRIS) will run another K4.2 files comparison to verify that all of the coursework has been assigned to an instructor. **The departments will be notified by HRIS of any courses left unassigned.**

### 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** for a sample Part-time Faculty/Summer Sessions AAF Only.

Appendix A Sample PT Faculty/Summer Session PAF

	<b>HUMAN RESOURCES</b> Personnel Action Form Part-time Teaching/Summer Sessions		Empl ID or SS# if New Hire: <b>1234</b>								
			Date Prepared: <b>9/1/13</b>								
			Preparer's Initials: <b>LKMO</b>								
NAME (Last, First, MI)			Lecturer, Larry								
FT EMPLOYEE OR RETIREE (if FT, indicate FT title; if returning retiree, indicate "retired" or "emeritus")			[Redacted]								
TERM CODE and YEAR (Choose One) For 'OTH' See Dates Below refer to Odd Date guidelines			Fall 2013 8/26/13 - 12/15/13								
ACTION CODE (Choose One)			REH Rehire								
DEPARTMENT OF TEACHING OR ACTIVITY			English								
TAX LOCATION (city and state where teaching, if other than Akron)			[Redacted]								
RANK, PT LECTURER LEVEL, OR TITLE			Associate Lecturer								
ACCOUNT CODE (if other than 100%, list distribution percentages)			201125								
RATE PER LOAD HOUR			825.00								
TOTAL PAID LOAD			3								
SALARY FOR TERM/BASIS			2475.00								
EMPLOYMENT DATA		Building OLIN	Room 301	Phone 7470	Zip - 4 1808						
		Supervisor Joe Professor									
ACTIVITY											
TRANS	TYPE	DEPT	CRS	SGT	COURSE/DESC/GRANT	TITLE	ENROLL	ACTUAL LOAD	PAID LOAD	COURSE TYPE	DL USE ONLY TECH_USED
		3300	111	221	English Comp II		14	3.00	3.00	LE	
Assistant, Associate, Senior and Special Lecturers agree to comply with the policies, rules and regulations of the University, as adopted and from time to time amended pertaining to part-time faculty appointments, including but not limited to, the administrative and academic requirements of the Sr. VP and Provost. Such rules and regulations are set forth in the University's Board of Trustees rules which are incorporated by reference as if fully rewritten herein. Rule numbers include but are not limited to 3359-11 et seq, and 3359-20 et seq.											
Part-time faculty members are expected to work no more than twenty-nine (29) hours per week in combination of all assignments at The University of Akron (includes all campuses/locations). Two (2) hours of preparation /grading time for each load hour assigned above can be credited toward the 29 hours per week limit. Weekly hours in excess of 29 must be pre-approved by the department chair or immediate supervisor. Actual hours worked per week must be reported to the department chair or immediate supervisor on a regular basis.											
COMMENTS: [Redacted]											
APPROVAL SIGNATURE(S)/DATE											
(1) Supervisor (if FT CP or Staff to acknowledge no conflict with reg. FT duties) (date)						(4) Dean (initiating unit) — Dean (home college if different from initiating unit) (date)					
(2) Employee (Part-time Only) (date)						(6) Controller's Office (if grant supported) (date)					
(3) Dept Chair/Director (date)						(8) Sr. VP and Provost (date)					
FULLY APPROVED PERSONNEL ACTION FORMS SHOULD BE FORWARDED TO HUMAN RESOURCES FOR PROCESSING HR Use Only											

HRF011 Revised 07/24/13

Appendix B Sample PT Faculty/Summer Session AAF Only

	<b>HUMAN RESOURCES</b> Personnel Action Form Part-time Teaching/Summer Sessions	Empl ID or SS# if New Hire: <b>375843</b>																								
		Date Prepared: <b>9/1/13</b>																								
		Preparer's Initials: <b>LKMO</b>																								
NAME (Last, First, MI)		<b>Doe, John</b>																								
FT EMPLOYEE OR RETIREE (if FT, indicate FT title; if returning retiree, indicate "retired" or "emeritus")		<b>Coord, Biology Labs</b>																								
TERM CODE and YEAR (Choose One) <small>For "OTH" See Dates Below" refer to Odd Date guidelines</small>		<b>Fall 2013 8/26/13 - 12/15/13</b>																								
ACTION CODE (Choose One)		<b>REH Rehire</b>																								
DEPARTMENT OF TEACHING OR ACTIVITY		<b>Biology</b>																								
TAX LOCATION (city and state where teaching, if other than Akron)																										
RANK, PT LECTURER LEVEL, OR TITLE		<b>AAF Only</b>																								
ACCOUNT CODE (if other than 100%, list distribution percentages)		<b>2-03342</b>																								
RATE PER LOAD HOUR																										
TOTAL PAID LOAD		<b>0</b>																								
SALARY FOR TERM/BASIS																										
EMPLOYMENT DATA		<table border="1"> <tr> <td>Building</td> <td>Room</td> <td>Phone</td> <td>Zip + 4</td> <td>Supervisor</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Building	Room	Phone	Zip + 4	Supervisor																			
Building	Room	Phone	Zip + 4	Supervisor																						
ACTIVITY <table border="1"> <thead> <tr> <th>TRANS</th> <th>TYPE</th> <th>DEPT</th> <th>CBS</th> <th>SGT</th> <th>COURSE/DESCR/GRANT TITLE</th> <th>ENROLL</th> <th>ACTUAL LOAD</th> <th>PAID LOAD</th> <th>COURSE TYPE, LE, DI</th> <th>DL USE ONLY TECH. USED</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>T</td> <td>3100</td> <td>201</td> <td>024</td> <td>Human, Anat. &amp; Phys. Lab I</td> <td>30</td> <td>1.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					TRANS	TYPE	DEPT	CBS	SGT	COURSE/DESCR/GRANT TITLE	ENROLL	ACTUAL LOAD	PAID LOAD	COURSE TYPE, LE, DI	DL USE ONLY TECH. USED	A	T	3100	201	024	Human, Anat. & Phys. Lab I	30	1.00			
TRANS	TYPE	DEPT	CBS	SGT	COURSE/DESCR/GRANT TITLE	ENROLL	ACTUAL LOAD	PAID LOAD	COURSE TYPE, LE, DI	DL USE ONLY TECH. USED																
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