

# Faculty Assigned Time System

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# Faculty Assigned Time

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  - 2. Active Employees Report
  - 3. Workload Audit



# What is faculty assigned time?

- Assigned time is a portion of an assignment that a faculty member can receive workload credit in form of weighted teaching units (WTUs) in lieu of teaching.
- A way of tracking faculty not teaching, but still getting paid through state-support general fund money.
- California State University (CSU) has a list of valid assigned time codes for proper classification such as: excess enrollments, new class preparations and course overload.
- The maximum number of assigned time wtu's a full-time tenured track faculty can have is 12 wtu's.



# Why SJSU tracks faculty assigned time?

- Requirement by the California State University (CSU) for all state campuses in California
- Assigned time is reported in Academic Planning Database process (APDB)
- To make campuses accountable for all faculty state-support general fund dollars
- Monitor actual total faculty workload
- Faculty utilization
- Budgetary purposes



# Why SJSU created a faculty assigned time data entry system?

- Over 600 transactions had to be entered into the PeopleSoft system by one person twice a year
- Over 80+ hours per semester to input all assigned time
- Response time in PeopleSoft varied due to student registration and other processes being run
- Auditing of data was extremely difficult and couldn't be done in a timely manner
- Departments did not have access to the PeopleSoft Term Workload panels
- Term Workload panels in PeopleSoft have incorrect data
- Departments submitted incomplete excel spreadsheets typed and hand written



# New Assigned Time System – decentralized system

- Data keyed in by the department and college analysts
- Built in approval process – department and dean's office
- Downloadable electronic spreadsheets in pdf and excel
- Ability to see entire faculty workload – course work, job data and funding source
- Built in audits to prevent bad data
- System is accessible from the web
- OIR can upload finalized data into PeopleSoft in less than 5 minutes.
- Response time is very fast because it is a separate server



# Assigned Time System technical specifications

- Automated nightly downloads from PeopleSoft into OIR local Oracle database
- Downloads include job data, email addresses, course data with cross listing information and split funding information
- System is built with Cold Fusion and standard html
- Administration panel can email user ids and passwords by user and or by entire college.
- Export finalized data with process to import into PeopleSoft
- System includes a generic Faculty Activity Detail Report, Workload Audit, possible Volunteers, wtu's less than 1 and a Active Users report

# Administrator panel

- Add a new user
- Edit or delete a user
- Setup page – term processing
- User account email send functionality by college

Assigned Time - Administrator Panel

Administrator : XXXXXXXXXX

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[Add a user](#)

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[Edit/Delete a user](#)

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[Setup Page](#)

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[College Email Send](#)



# Setup page

- Used to specify current term to process.
- Ability to turn the assigned time system into read only for all users to prevent data entry

**Assigned Time - Setup Page**  
Administrator : ██████████

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Current term : **2104**

Change Term To :

Turn cutoff date on so users can not insert, update or edit : **no**

Turn cutoff date on :

Yes = no Add, Edit, Update

# Add user id and password

- User account created in admin panel
- Account is linked with campus employee id
- Departmental access is added
- Read or Read/Write access enabled

**Assigned Time**  
Administrator : ██████████

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**Add a New User**

EmployeeID:

Username:

Password:

Department:

level of Access to Assigned Time:

- 1 DEPT ENTRY ONLY
- 2 DEPT APPROVER ONLY
- 3 DEPT ENTRY AND APPROVER
- 5 COLLEGE ENTRY ONLY
- 6 COLLEGE APPROVER ONLY
- 7 COLLEGE ENTRY AND APPROVER

# Edit/Delete a user

- List appears of all current users in the system sorted by college, department and name
- Delete a user by clicking the minus button next to the user account
- Send user login and password information by clicking on the email button
- Edit a user by clicking on the employee id button

Assigned Time

Administrator : [REDACTED] [Home](#)

	USERNAME	NAME	LOA	DEPT	College		
[REDACTED]	[REDACTED]	[REDACTED] Catherine	3	Occupational Therapy	College of Applied Sciences & Arts	-	<input type="button" value="email"/>

EMPLOYEEID	USERNAME	Password
[REDACTED]	[REDACTED]	[REDACTED]
LOA	ACCESS TO	
3	Occupational Therapy	
<input type="button" value="Edit User"/>		

# Send all college users account information

- In the administrator panel select College Send Email
- List of valid colleges will appear and just click on the college of your choice
- Emails will be sent to all users in the college of your choice with user account information

College of Applied Sciences & Arts

College of Business

College of Education

College of Engineering

College of Graduate Studies & Research

College of Humanities & the Arts

College of Science

College of Social Sciences

College of Undergraduate Studies

# Login to Assigned Time System

- Access the login system link from the OIR website
- Obtain user account information from OIR
- All panels within the system reference the term

SJSU Home : OIR home : Others : APDB

**APDB Assigned Time - Fall 2010**

Please note that Username and Password are Case sensitive

UserID:

Password:

# Assigned Time System main panel

- Enter /View assigned time
- FAD Report – Faculty activity Detail report
- Active Employees Report
- Workload Audit Report
- Possible Volunteers Report
- WTU less than 1 report
- Approved assigned time Report

Enter/View Assigned Time by Emplid or Last Name

Assigned time has not been entered.

**Reports**

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FAD Report

All Active Employees

All Active Employees by Job Code


Active Employees Workload Audit

Possible Volunteers

Assigned time has not been entered.

WTU less than 1

# Enter or view assigned time

- Click on Enter/View Assigned Time
- Search by emplid or name
- Summary screen of job data, assigned time and course data
- Add assigned time by clicking on 

**APDB Assigned Time - Fall 2010** Assigned Time Codes and Instruction

User : [REDACTED] Psychology [Home](#) [Search](#) [Approval](#) [Log Out](#) [Back](#)

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**Search**

Employee Last Name

Employee ID

**APDB Assigned Time - Fall 2010** Assigned Time Codes and Instruction  
Database last updated : 11/16/2010

User : [REDACTED] Psychology [Home](#) [Search](#) [Approval](#) [Log Out](#) [Back](#)

NAME : [REDACTED] EMPLID : [REDACTED] 

**Job Info**

RCD	Department	FTE	Job Title	Job CD	Stat	HRSTAT	Type	Account	Acad Org	Exp Wtu	Notes
0	1028 Psychology	1.000	Instr Fac AY	2360/4	TENR	Active	IFF	1028- 70000	590- PSYC	15.00	

**Note : All tenured track faculty get a total of 3 Wtu for Service Credit.**



**Assigned Time Info**


Add a new Assigned Time

**Regular and Special Session Course Data**

Term	Sess	Acad Org	Course	Meet DT	Mtg	Beg	End	Room	Cmp	CS	Unt	C/L	WTU	ADJ WTU	TTF	ENR
2104	REG	590- PSYC	PSYC 0102 03	08/25- 12/09	TR	10:30	11:45	WSQ207	LEC	02	3		3	3	100%	126
2104	REG	590- PSYC	PSYC 0112 02	08/25- 12/09	TR	09:00	10:15	DMH348	LEC	02	3		3	3	100%	39

# Adding and Deleting assigned time

- Before entering evaluate expected wtu's and if the employee is temp or tenured track
- Evaluate the course load
- Evaluate current assigned time if any
-  will give you a screen to insert assigned time
- Delete assigned time 

NAME : ████████ EMPID : ████████ 

**Job Info**

RCD	Department	FTE	Job Title	Job CD	Stat	HRSTAT	Type	Account	Acad Org	Exp Wtu	Notes
0	1028 Psychology	1.000	Instr Fac AY	2360/4	TENR	Active	IFF	1028-70000	590-PSYC	15.00	


**Note : All tenured track faculty get a total of 3 WTU for Service Credit.**

**Assigned Time Info**

**Add a new Assign Time** **Note : Assigned Time should be in WTU's & not FTE!**

RCD#	DEPT	Activity Code	WTU	Level
0	Psychology	12 - New Preparations	3.0	DEP - Department

**Brief Description of Responsibilities**

RCD	Department	Brief Description of Responsibilities	ACT CD	WTU	Level	
0	Psychology	this is a test	11	3.0	DEP	

**Regular and Special Session Course Data**

Term	Sess	Acad Org	Course	Meet DT	Mtg	Beg	End	Room	Cmp	CS	Unt	C/L	WTU	ADJ WTU	TTF	ENR
2104	REG	590-PSYC	PSYC 0102 03	08/25-12/09	TR	10:30	11:45	WSQ207	LEC	02	3		3	3	100%	126



# Approving assigned time

- Multiple ways to approve assigned time
- Click on Approval link
- Click on home link and navigate to approval report
- Chair will approve the department assigned time

APDB Assigned Time - Fall 2010 Assigned Time Codes and Instruction  
Database last updated : 11/16/2010

User : █████ - Psychology [Home](#) [Search](#) [Approval](#) [Log Out](#) [Back](#)

NAME : █████ EMPLID : █████ [Print](#)

**Job Info**

RCD	Department	FTE	Job Title	Job CD	Stat	HRSTAT	Type	Account	Acad Org	Exp Wtu	Notes
0	1028 Psychology	1.000	Instr Fac AY	2360/4	TENR	Active	IFF	1028- 70000	590- PSYC	15.00	

**Note : All tenured track faculty get a total of 3 WTU for Service Credit.**

**Assigned Time Info**

Add a new Assigned Time

RCD	Department	Brief Description of Responsibilities	ACT CD	WTU	Level	
0	Psychology	this is a test	11	3.0	DEP	<input data-bbox="1864 889 1892 911" type="button" value="-"/>

APDB Assigned Time - Fall 2010

User : █████ Psychology [Log Out](#)

[Enter/View Assigned Time by Emplid or Last Name](#)

[Assigned Time Approval & Report](#)

# Approval Process - Department

- On the approval page you will see all assigned time transactions by your department
- Chair can approve or un-approve

APDB Assigned Time - Fall 2010 Assigned Time Codes and Instruction

User : █████ Psychology Home Search Approval

Department : 1028 - Psychology | ACAD ORG : 590-PSYC

**Assigned Time Approval & Report**

Name	EMPLID/RCD	Brief Description of Responsibilities	Act Code	WTU	Level	Approved	
						DEP	COL
█████ Mildred	█████	this is a test	11	3.0	DEP	No	No
█████ Greg	█████	dfgsd	11	2.0	DEP	No	No

Assigned time has been not approved.

User : █████ - Psychology Home Search Approval

Department : 1028 - Psychology | ACAD ORG : 590-PSYC

**Assigned Time Approval & Report**

Name	EMPLID/RCD	Brief Description of Responsibilities	Act Code	WTU	Level	Approved	
						DEP	COL
█████ Mildred	█████	this is a test	11	3.0	DEP	Yes	No
█████ Greg	█████	dfgsd	11	2.0	DEP	Yes	No

Approved by Chair:  
 █████ Hernandez, Steven  
 Approved Date : 11-16-10 16:09

# Approval Process – College

- On the approval page you will see all assigned time transactions by department for your college
- Dean can approve all transactions **COL Approve All**
- The Dean will also have to Submit to OIR as the final step **Dean Submit to OIR**

APDB Assigned Time - Fall 2010 Assigned Time Codes and Instruction

User : ██████ College of Social Sciences Home Search Approval Log Out Back

Department : 1028 - Psychology | ACAD ORG : 590-PSYC

Department  go Chair UnApprove COL Approve All

**Assigned Time Approval & Report**

Name	EMPLID/RCD	Brief Description of Responsibilities	Act Code	WTU	Level	Approved		
						DEP	COL	
█████ Mildred	█████	this is a test	11	3.0	DEP	Yes	No	Approve
█████ Greg	█████	dfsgsd	11	2.0	DEP	Yes	No	Approve

Approved by Chair:  
 1028AD : Hernandez, Steven  
 Approved Date : 11-16-10 16:09

User : ██████ College of Social Sciences Home Search Approval Log Out Back

Department : 1028 - Psychology | ACAD ORG : 590-PSYC




Department  go Chair UnApprove COL UnApprove All Dean Submit to OIR

**Assigned Time Approval & Report**

Name	EMPLID/RCD	Brief Description of Responsibilities	Act Code	WTU	Level	Approved		
						DEP	COL	
█████ Mildred	█████	this is a test	11	3.0	DEP	Yes	Yes	UnApprove
█████ Greg	█████	dfsgsd	11	2.0	DEP	Yes	Yes	UnApprove

Approved by Chair:  
 ██████ : Hernandez, Steven  
 Approved Date : 11-16-10 16:09

# Approval Process – College

- Once **Dean Submit to OIR** is clicked that closes the system for that department.
- Add / Edit/ Delete mode is permanently shut off
- OIR can only remove Dean submission
- Final report can be downloaded   

APDB Assigned Time - Fall 2010 Assigned Time Codes and Instruction

User : ██████████ College of Social Sciences Home Search Approval Log Out Back

Department : 1028 - Psychology | ACAD ORG : 590-PSYC Select Another department :  go

**Approved Assigned Time**

Name	EMPLID/RCD	Brief Description of Responsibilities	ACT CD	DPT	WTU			Approved	
					COL	UNIV	DEP	COL	
█████████ Mildred	██████████	this is a test	11	3			Yes	Yes	
█████████ Greg	██████████	dfsgsd	11	2			Yes	Yes	
			<b>Total</b>	5					

Approved by Chair: ██████████ Hernandez, Steven  
Approved Date : 11-16-10 16:09

Submitted to OIR by Dean : ██████████ Hernandez, Steven  
Approved Date : 11-16-10 16:31

Assigned Time has been Submitted by the Dean to OIR,  
if you have any question please contact Steven Hernandez at 4-2765.

# Custom reports and audits

- FAD – Faculty Activity Detail Report
- Active Employees Report

Department : 1028 - Psychology | ACAD ORG : 590-PSYC

Select Another department :  go

Michael

**Job Info**

Department	RCD	Account	Acad Org	Job Title	Job CD	Rank	Stat	HRSTAT	Type	FTE	Exp Wtu
1365 Communicative Disorders	0	1365-70000	202-COM D	Lecturer AY	2358/4	L-C	TEMP	Active	IFF	0.200	3.00
1028 Psychology	1	1028-70000	590-PSYC	Lecturer AY	2358/3	L-B	TEMP	Active	IFF	0.600	9.00

**Regular and Special Session Course Data**

Course	Sess	Acad Org	Meeting	Room	Cmp	CS	Unt	C/L	WTU	ADJ WTU	TTF	ENR
EDSP 0221 03	REG	202-COM D	09:00 - 11:45 F	SH120	SEM	05	3		3	3	100%	18
STAT 0095 04	REG	590-PSYC	13:30 - 14:45 TR	HGH122	LEC	02	3		3	3	100%	39
STAT 0095 05	REG	590-PSYC	16:30 - 17:45 TR	DMH348	LEC	02	3		3	3	100%	40
STAT 0095 06	REG	590-PSYC	12:00 - 13:15 TR	HGH122	LEC	02	3		3	3	100%	40

No Assigned Time Info




Department : 1028 - Psychology | ACAD ORG : 590-PSYC

Select Another department :  go

**All Active Employees**

Name	Emplid	FTE	Job Title	Job CD	Emp Stat	Type	Account	Exp Wtu	Ser Wtu	At Wtu	Crs Wtu	Aud Wtu
Mildred		1	Instr Fac AY	2360/4	TENR	IFF	1028-70000	15	3	3	9	0
Arlene		1	Instr Fac AY	2360/5	TENR	IFF	1028-70000	15	3	0	12	0
Glen		1	Instr Fac AY	2360/5	TENR	IFF	1028-70000	15	3	0	9	-3

# Custom Report - Workload Audit

- Identifies those faculty that may need assigned time
- Also shows those faculty that may be teaching an excess
- Downloadable   

Department : 1028 - Psychology | ACAD ORG : 590-PSYC

Select Another department :  go

Active Employees Workload Audit

	Name	EMPLID	ACAD ORG	FTE ADJ	EMP STAT	EXP WTU	SVC WTU	AT WTU	CRS WTU	AUD WTU	Notes
1			590-PSYC	1	TENR	15	3	0	9	-3	
2			590-PSYC	0.2	TENR	3	3	0	3	3	
3			590-PSYC	0.8	PROB	12	3	0	12	3	
4			590-PSYC	0.6	PROB	9	3	0	5	-1	
5			590-PSYC	1	TENR	15	3	0	9	-3	
6			590-PSYC	1	TENR	15	3	0	6	-6	
7			590-PSYC	1	TENR	15	3	0	8.6	-3.4	
8			590-PSYC	0.15	PROB	2.25	3	0	0	0.75	
9			590-PSYC	0.8	TENR	12	3	0	6	-3	
10			590-PSYC	1	TENR	15	3	0	6	-6	
11			590-PSYC	1	TENR	15	3	0	6	-6	
12			590-PSYC	1	TENR	15	3	0	6	-6	
13			590-PSYC	0.6	TEMP	9	0	0	12	3	
14			590-PSYC	0.2	TEMP	3	0	0	5	2	
15			590-PSYC	0.6	TEMP	9	0	2	9	2	
16			590-PSYC	0.466	TEMP	7	0	0	7.3	0.3	
17			590-PSYC	0.466	TEMP	7	0	0	8.6	1.6	



# Conclusion

- Reduce time to completion of APDB to CSU
- Prevent errors
- Help increase the reliability of the data
- Make the departments accountable for their assigned time



# Question and Comments





# Contacts

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