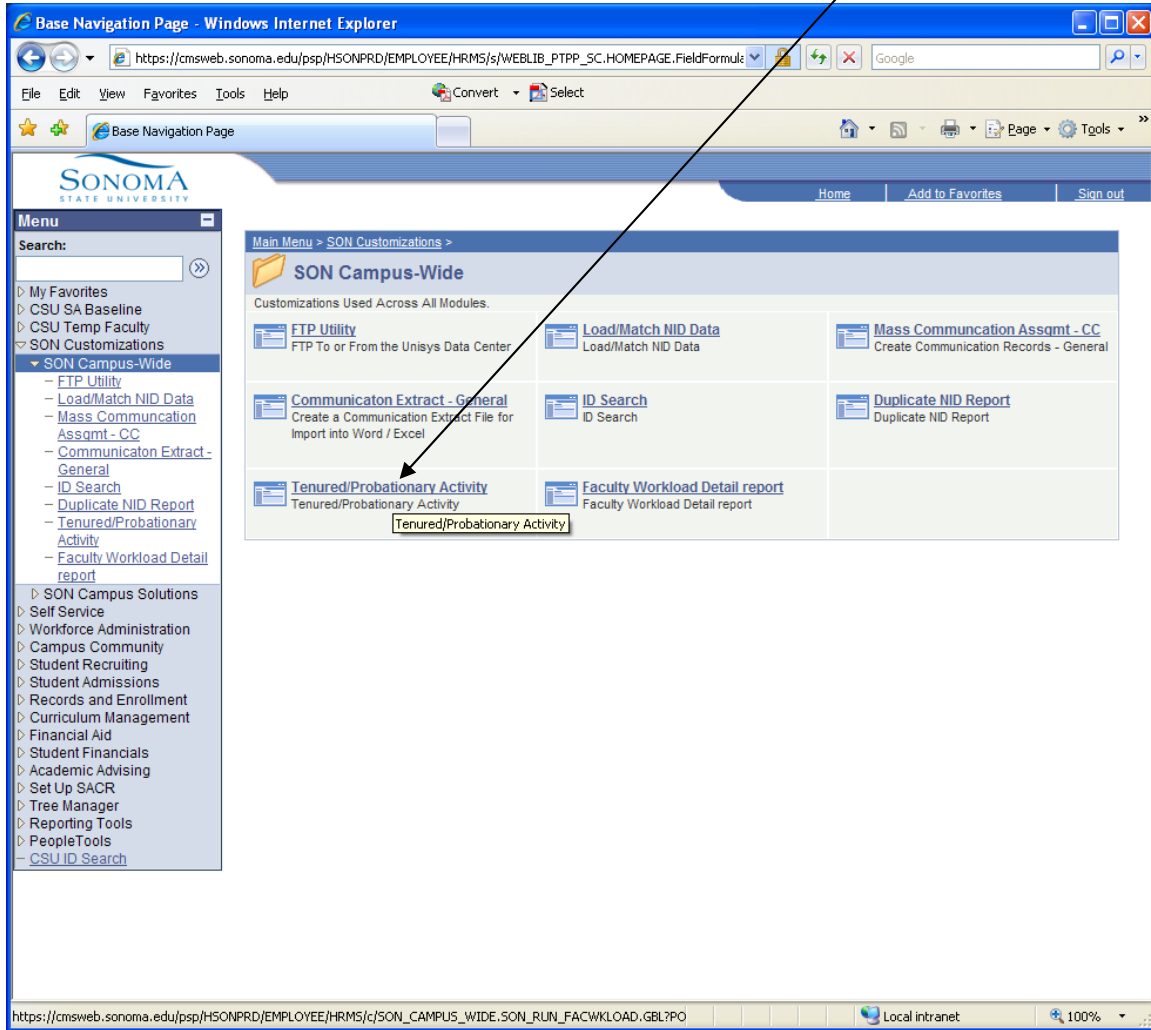


The Workload Activity Report is designed to confirm faculty assignments and activity by routing the form to Department Chair and Dean for approval before entering/editing PeopleSoft. The report may be ordered either by EMPL ID, department, or School.

To extract Workload Activity Report select Tenured Probationary Activity



First-Time set-up

Select **Add a New Value**. Type in a name you will remember as your “run control” that you can use during any session. Example: create an acronym form the report.

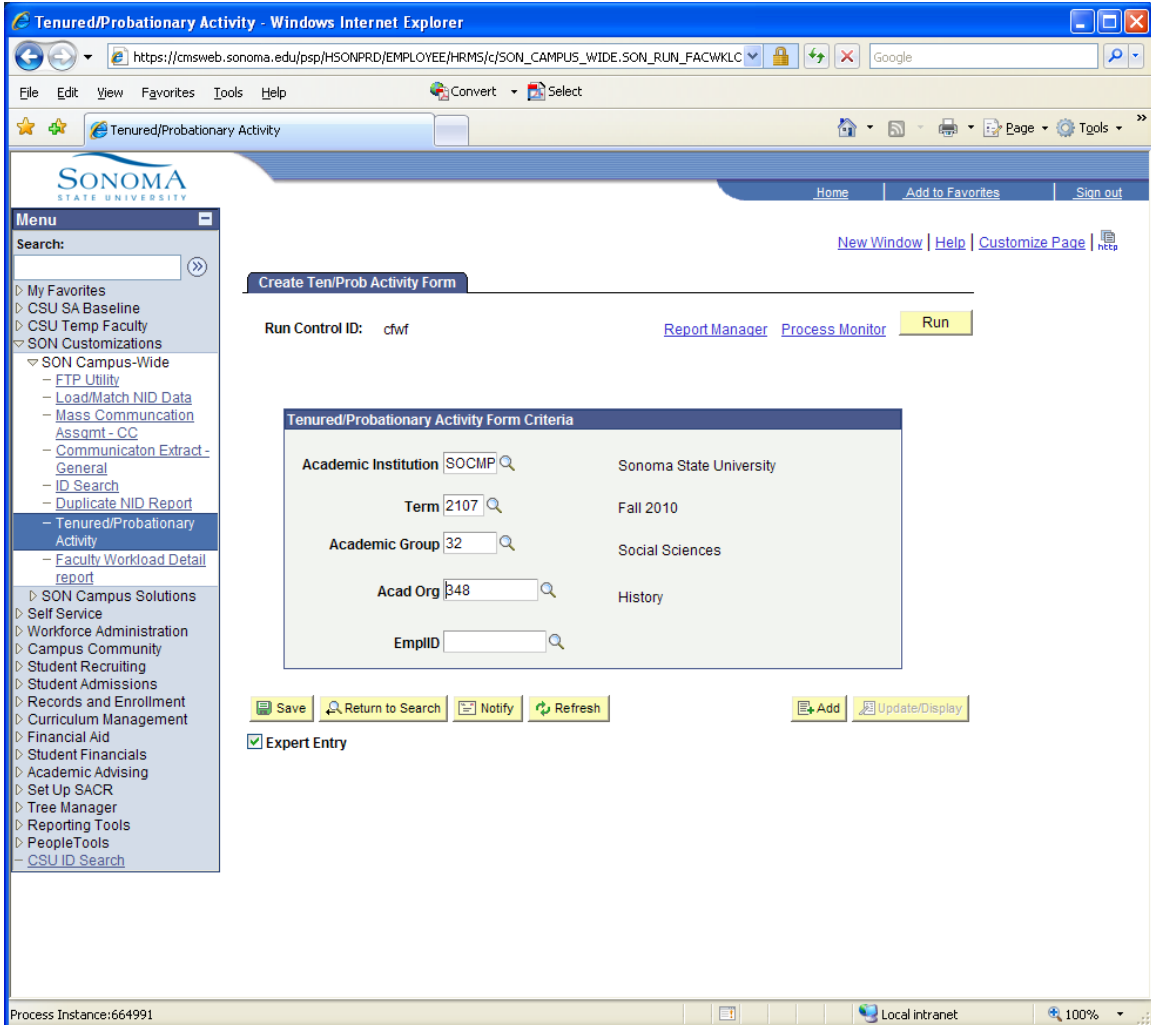
The screenshot shows a web browser window titled "Tenured/Probationary Activity - Windows Internet Explorer". The address bar shows the URL: https://cmsweb.sonoma.edu/psp/HSONPRD/EMPLOYEE/HRMS/c/SON_CAMPUS_WIDI. The page header includes the Sonoma State University logo and navigation links: Home, Add to Favorites, Sign out, New Window, Help, and nctc.

The main content area is titled "Create Faculty Workload Form" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two buttons: "Find an Existing Value" and "Add a New Value". A search bar contains the text "Run Control ID begins with cfw". There is a checkbox for "Case Sensitive" and a "Search" button. A link for "Advanced Search" is also present. At the bottom of the search area, there are links for "Find an Existing Value" and "Add a New Value".

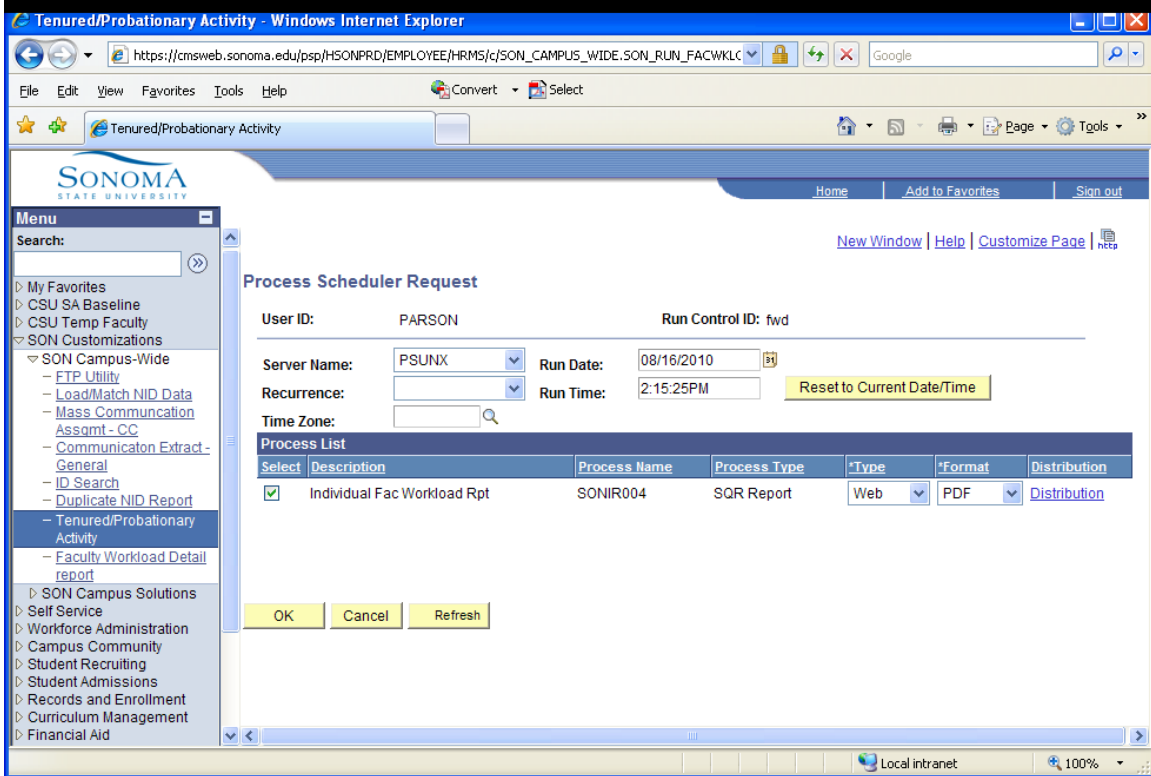
The left sidebar menu includes the following items:

- Menu
- Search:
- My Favorites
- CSU SA Baseline
- CSU Temp Faculty
- SON Customizations
 - SON Campus-Wide
 - FTP Utility
 - Load/Match NID Data
 - Mass Communication Assgmt - CC
 - Communication Extract - General
 - ID Search
 - Duplicate NID Report
 - Tenured/Probationary Activity
 - Faculty Workload Detail report
 - SON Campus Solutions
 - Self Service
 - Workforce Administration
 - Campus Community
 - Student Recruiting
 - Student Admissions
 - Records and Enrollment
 - Curriculum Management
 - Financial Aid
 - Student Financials
 - Academic Advising
 - Set Up SACR
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - CSU ID Search

If you want to get a report for a department either type in department ID number or use the spy class to bring up a list to select from. If you just want to bring up a specific faculty you type in EmplID number. If you want them for the entire School just use the Academic School ID number.

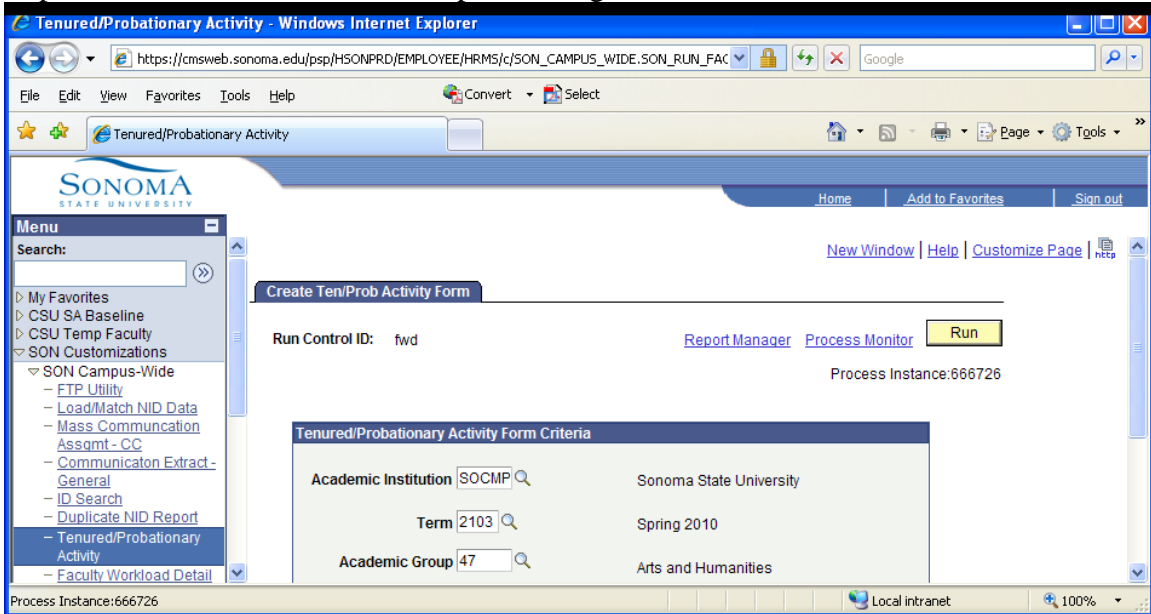


First-time set-up make sure the server name matches this example. In format you may choose either PDF or CVS which will download into excel for hand editing purposes.



Hit OK

Hit Run and check that there is a Process Instance number which ensures the process steps are successful. Next select Report Manager.



Hit Refresh until Details is viewed and select Details.

SONOMA STATE UNIVERSITY

Menu

Search:

- My Favorites
- CSU SA Baseline
- CSU Temp Faculty
- SON Customizations
 - SON Campus-Wide
 - FTP Utility
 - Load/Match NID Data
 - Mass Communication Assgmt - CC
 - Communication Extract - General
 - ID Search
 - Duplicate NID Report
 - Tenured/Probationary Activity
 - Faculty Workload Detail report
 - SON Campus Solutions
 - Self Service
 - Workforce Administration
 - Campus Community
 - Student Recruiting
 - Student Admissions
 - Records and Enrollment
 - Curriculum Management
 - Financial Aid
 - Student Financials
 - Academic Advising
 - Set Up SACR
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - CSU ID Search

Administration | Archives

View Reports For

User ID: PARSON Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	283715	664992	Individual Fac Workload Rpt	08/10/2010 4:13:19PM	Acrobat (*.pdf)	N/A	
<input type="checkbox"/>	283714	664991	Individual Fac Workload Rpt	08/10/2010 4:09:22PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	283713	664990	Individual Fac Workload Rpt	08/10/2010 4:04:50PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	283429	664616	Enrollment by Class Level	08/10/2010 1:35:04AM	Acrobat (*.pdf)	N/A	
<input type="checkbox"/>	283424	664613	Class Enroll - ERS FTES	08/10/2010 1:03:20AM	Microsoft Excel Files (*.xls)	N/A	
<input type="checkbox"/>	283412	664600	Enrollment by Class Level	08/10/2010 12:15:31AM	Acrobat (*.pdf)	N/A	

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Create Faculty Workload Form](#)

Save

Administration | Archives

Process Instance:664992 Local intranet 100%

Select SONR004.pdf or SONR004.xls (depending on how you initial set-up your output file.

Report Detail

Report

Report ID: 283715 Process Instance: 664992 [Message Log](#)

Name: SONIR004 Process Type: SQR Report

Run Status: Success

Individual Fac Workload Rpt

Distribution Details

Distribution Node: HSONPRD Expiration Date: 09/09/2010

File List

Name	File Size (bytes)	Datetime Created
SONIR004 .pdf	34,112	08/10/2010 4:14:00.000000PM PDT
SQR SONIR004_664992.log	1,589	08/10/2010 4:14:00.000000PM PDT
sonir004_664992.out	816	08/10/2010 4:14:00.000000PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	PARSON

OK Cancel

Process Instance:664992 Local intranet 100%

Designed to give to faculty to review, forward to Department Chair, and Dean approval before entering/editing PeopleSoft.

https://cmsreports.sonoma.edu/psreports/HSONPRD/283715/SONIR004_.pdf - Windows Internet Explorer

https://cmsreports.sonoma.edu/psreports/HSONPRD/283715/SONIR004_.pdf

File Edit Go To Favorites Help Convert Select

https://cmsreports.sonoma.edu/psreports/HSONPRD/...

1 / 12 96.9% Collaborate Sign Find

Tenured/Probationary Activity

School: 32 Social Sciences Department: 348 History Report Date: 08/10/10
 EmplID - Rcd# Name Job Code Rank Term:
 000005967-0 Abbott, Judith E 2360 Instr Fac AY 5 Professor 2107 Fall 2010

Assignment

Section ID	CS	CCU	AD/	Meet	Begn	End	TBA	Space	Dct	Intr	Total			
			Days	Time	Time	Hrs	Facility ID	Type	WTU	WTU	IAF	OSF	WTU	
HIST 371	001	02	4.0	TTH	03:00PM	04:50PM	0.0	SALZ2013	Lecture	0.00	0.00	0.00	0.00	0.00
HIST 425	001	04	4.0	MW	10:00AM	11:50AM	0.0	STEV2079	Lecture	0.00	0.00	0.00	0.00	0.00
HIST 495	002	36	4.0	ARR			0.0		Non-Cap	0.33	0.00	0.00	0.00	0.33
Total for this assignment										0.33	0.00	0.00	0.00	0.33

Un-Processed Course Assignment(s) (i.e. contract courses, supervision)

Course #:	# of Students:	CS Code #	Total WTU

Indirect

Permanent Faculty (3WTUs) for Advising	Total WTU

Other

New Assignment:	Funding Source:	CS Code #	Total WTU

University Service (e.g. Committees, Activities, Projects):

This information is provided to assist with planning for the final Schedule of Classes. Course data is derived from the Schedule as of the report date. This form should not be considered a reporting document. The official workload is reported in the Faculty Activity Detail Report (FAD).

Done Unknown Zone