

APPROPRIATE ACTIVITY REPORTING

The activities that may be reported for a person depend on the type of account paying for the appointment. The grid below shows the activities that may be reported as a function of the account's NACUBO and source of funds. No activities other than the one

All "disallowed activities" will be noted on the ARS Error Report.

If a person is performing a disallowed activity, the funding for that part of the person's job should be moved to an account which allows this activity. Within each box, the activity in boldface is the most common activity for this combination of SOF and NACUBO

	Source of Funds					
	S	I	A	G	F	O
Ledger:	Ledger 1	Ledger 2	Ledger 3	Ledger 5	Ledger 6 - see note 4	
NACUBO Function Code of Account	State	Institutional	Auxiliary & Revolving	Sponsored Projects	Federal Appropriations & County Match	Other Ledger 6
1000 Instruction (except 1099)	Classroom Indiv Instr Online Instr Thesis Indirect Instr Dept Research Adm/Tech/Lib Paid Leave Alumni/Rels Gen&Sp Svc ³	Classroom Indiv Instr Online Instr Thesis Indirect Instr Adm/Tech/Lib Paid Leave Alumni/Rels	Classroom Indiv Instr Online Instr Thesis Indirect Instr Gen&Sp Svc	Classroom Indiv Instr Online Instr Thesis Indirect Instr Dept Research Adm/Tech/Lib	n/a	Classroom Indiv Instr Online Instr Thesis Indirect Instr Dept Research Adm/Tech/Lib Paid Leave Alumni/Rels Gen&Sp Svc
1100 Organized Res (except 1199)	Classroom ² Indiv Instr Online Instr Thesis Indirect Instr Organized Res Adm/Tech/Lib Paid Leave Alumni/Rels Gen&Sp Svc ³	Classroom Indiv Instr Online Instr Thesis Indirect Instr Organized Res Adm/Tech/Lib Paid Leave Ext & Pub Svc Alumni/Rels Gen&Sp Svc ³	 Organized Res Gen&Sp Svc	Thesis ¹ Organized Res Adm/Tech/Lib	Thesis ¹ Organized Res Adm/Tech/Lib Paid Leave	Classroom Indiv Instr Online Instr Thesis Indirect Instr Organized Res Adm/Tech/Lib Paid Leave Alumni/Rels
1200 Public Service (except 1299)	Classroom Indiv Instr Online Instr Thesis Indirect Instr Adm/Tech/Lib Paid Leave Ext & Pub Svc Alumni/Rels Gen&Sp Svc ³	 Ext & Pub Svc Alumni/Rels Gen&Sp Svc ³	 Gen&Sp Svc	Adm/Tech/Lib Ext & Pub Svc	Adm/Tech/Lib Paid Leave Ext & Pub Svc	Classroom Indiv Instr Online Instr Thesis Indirect Instr Adm/Tech/Lib Paid Leave Ext & Pub Svc Alumni/Rels Gen&Sp Svc

	Source of Funds					
	S	I	A	G	F	O
Ledger:	Ledger 1	Ledger 2	Ledger 3	Ledger 5	Ledger 6 - see note 4	
NACUBO Function Code of Account	State	Institutional	Auxiliary & Revolving	Sponsored Projects	Federal Appropriations & County Match	Other Ledger 6
1300-1600 Academic Support Student Services Instit Support O & M (except xx99)	Classroom ² Indiv Instr Online Instr Thesis Indirect Instr Adm/Tech/Lib Paid Leave Alumni/Rels Gen&Sp Svc ³	Classroom Indiv Instr Online Instr Thesis Indirect Instr Adm/Tech/Lib Paid Leave Alumni/Rels Gen&Sp Svc ³	 Adm/Tech/Lib Paid Leave Gen&Sp Svc	Classroom Indiv Instr Online Instr Thesis Indirect Instr Adm/Tech/Lib	n/a	Classroom Indiv Instr Online Instr Thesis Indirect Instr Adm/Tech/Lib Paid Leave Alumni/Rels Gen&Sp Svc
1700 Scholarships/ Fellowships	No percent-time appointments allowed; activity cannot be entered for zero-percent appointments					
2000 Auxiliary	Adm/Tech/Lib	n/a	Adm/Tech/Lib	n/a	n/a	n/a
4000 Independent Operations	n/a		Paid Leave			n/a
5000 Stores & Services	Gen&Sp Svc ³		Gen&Sp Svc			Gen&Sp Svc
All NACUBO codes ending in 99	Paid Leave Alumni/Rels	Paid Leave Alumni/Rels	n/a	n/a	n/a	Paid Leave Alumni/Rels

1. Thesis Supervision on Research Funds: Thesis Supervision can be reported on research dollars ONLY if the Supervision is directly related to the sponsored research project the faculty member is paid from (or is cost sharing on).

2. Instructional Activities on State non-instructional accounts: If there is considerable recurring teaching activity in a unit, the unit should establish a Ledger 1 account with an NACUBO function code of 1000 (instruction). In situations where the amount of teaching is minimal or intermittent, teaching activity may be reported against state-appropriated accounts with an NACUBO function Code other than 1000. No restriction is placed on reporting Thesis Supervision on State Research (NACUBO 1100) accounts.

3. General & Special Service on State and ICR Funds: Permitted only in units where an auxiliary, specialized service, or general service facility is partially funded with state or ICR funds. Examples:

- A unit elects to direct-charge shop salaries to users at 50% of actual costs. The shop salaries charged to state or ICR accounts would be reported as General & Specialized Service.
- A unit elects to recover only the non-salary expenses of a service facility and the facility benefits more than one activity. The salaries charged to state and ICR funds are to be reported as Adm/Technical/Library.

4. Ledger 6 Accounts are divided into "Federal Appropriations" and "Other".