UIC
Data Resources and Institutional Analysis
University of Illinois at Chicago

WELCOME

Activity Reporting System

How to Accurately Report Time and Effort for Faculty

March 2007

Activity Reporting System

Available on-line at:

DRIA Website:

www.dria.uic.edu

Direct Link:

www.dria.uic.edu/ars/default.asp

Welcome

The Office of Data Resources and Institutional Analysis serves the provost, campus units, and external agencies through data collection, analysis, and reporting of information on students, faculty and staff, and the resources of academic departments and other administrative units.

Quick Facts
The Quick Facts section provides current and historical data on key information for the UIC campus. Tables include data on enrollments, registrations, degrees, and faculty and staff counts.

Students
The Student section includes numerous reports that provide detailed data on the profile and academic performance of UIC students. The web version of the UIC Student Data Book is available here.

Student Surveys
UIC students are surveyed from time to time on different aspects of their experience at UIC. The results of the surveys are included here.

Resource Performance Measures
This section includes the web version of the RPM, which provides summary data on budgets, staff, and students.

Faculty and Staff
The Faculty and Staff section provides counts along with demographic information on the different categories of staff at UIC.

Related Links
This section provides direct links to other campus web sites and some external sites that provide useful data or information about UIC.

UIC Activity Reporting
The UIC Activity Reporting System is a web application that is designed to collect information on the activities of acadeic staff. You will need authorization to access the reporting system.

Banner Codes and Data Warehouse
This section contains information related to data warehouse tables maintained by the University. There are Excel spreadsheets that provide a translation for various Banner codes. There are links to the Decision Support homepage; the OBFS Banner Alerts Page; the University of Illinois codebook page; and the UIC student information warehouse.

External Reports
This section includes statistical reports required annually by the U.S. Department of Education and the Illinois Board of Higher Education, and the Common Data Set, a standardized list of statistics.

DRIA Staff
This section will help you identify the DRIA staff member who can best answer your questions and respond to your requests for data. Email addresses are included.

UIC HOME
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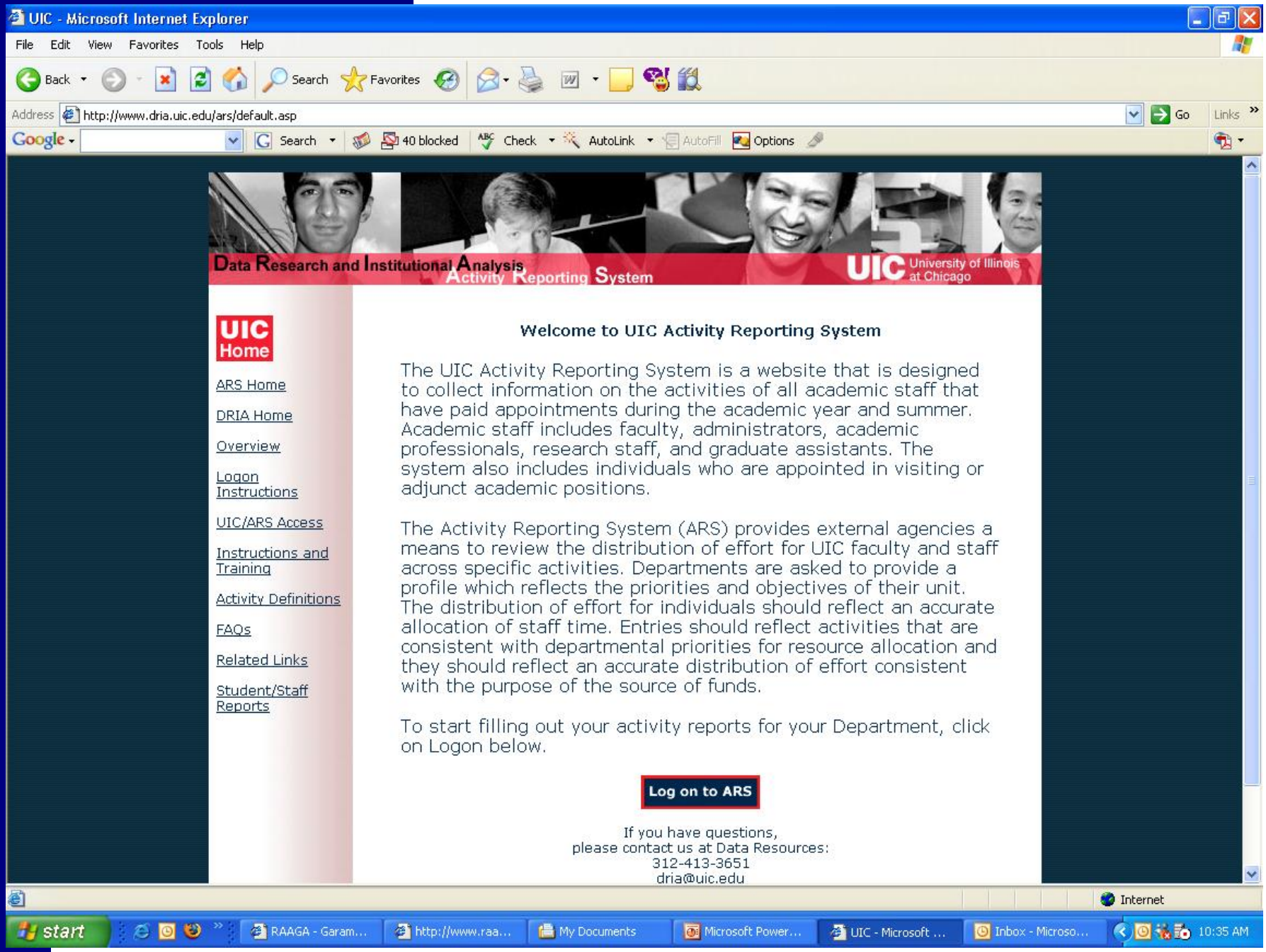
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Related Links
Student/Staff Reports
Welcome to UIC Activity Reporting System
The UIC Activity Reporting System is a website that is designed to collect information on the activities of all academic staff that have paid appointments during the academic year and summer. Academic staff includes faculty, administrators, academic professionals, research staff, and graduate assistants. The system also includes individuals who are appointed in visiting or adjunct academic positions.
The Activity Reporting System (ARS) provides external agencies a means to review the distribution of effort for UIC faculty and staff across specific activities. Departments are asked to provide a profile which reflects the priorities and objectives of their unit. The distribution of effort for individuals should reflect an accurate allocation of staff time. Entries should reflect activities that are consistent with departmental priorities for resource allocation and they should reflect an accurate distribution of effort consistent with the purpose of the source of funds.
To start filling out your activity reports for your Department, click on Logon below.
Log on to ARS
If you have questions,
please contact us at Data Resources:
312-413-3651
dria@uic.edu
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Activity Reporting

- Web Reporting System
- Source data is from BANNER (extracted from EDW)
  - Person/Organization Data
  - HR/Payroll Data
  - Course/Instructor Data
- Effort Certification is required for all funded research and cost sharing

Time and Effort Reports

Required by:

Federal Government

- OMB Circular A-21
- Funding Agencies (NIH, NSF, etc.)
- Cost Recovery Rates (F&A)

Required by:

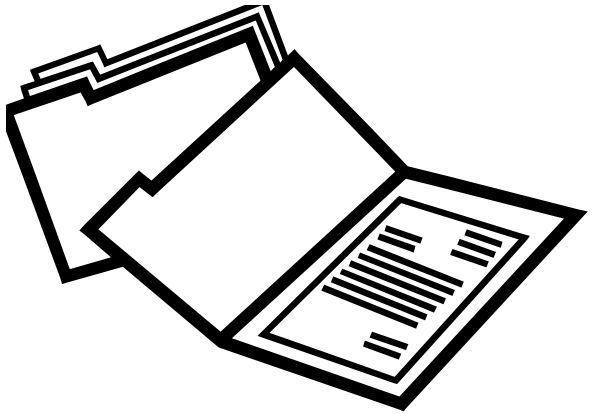
Illinois Board of Higher Education

- IBHE Cost Study

Time and Effort Reports

IBHE and the University use data from ARS for other reports and analyses:

- Course and section reports
- Faculty workload studies
- Space generation reports
- Hospital finance reports



Federal requirements for compliance

OMB Circular A-21 includes the following guidelines for time and effort reports:

- The payroll system of the University is the basis for official record
- The distribution of effort should be applied ‘after the fact’ with actual salaries paid

Federal requirements for compliance

OMB Circular A-21…

- Effort should reasonably reflect the activity for which the employee is compensated by the University
- Effort should be reflected for sponsored activities and all other compensated activities

Activity Reporting System

- Captures distribution of effort for academic staff for each position and for each funding source
- Appointments are listed in the ARS system based on the organization code associated with the fund source.

Activity Reporting Categories

General Activities

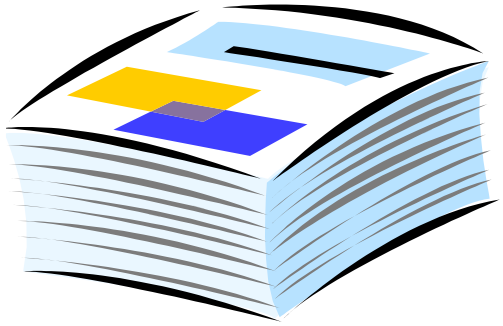
Direct Instruction
Thesis Instruction
Indirect Instruction
Departmental Research
Organized Research
Public Service Activities
General Administration
Student Support Services
Paid Leave

Clinical Activities

Clinical Instruction
Resident Instruction
Patient Service
Hospital Service

Key data are extracted from BANNER

- Person and Org code data
- HR/Payroll data
- Course and section data
- Student registration data
- Instructor assignment data



Key Banner HR Data for ARS

- Staff are included in Activity Reporting System based on key indicators:
  - **Employee class (E-class)**
  - **Position class (P-class)**
  - **Organization code**
  - **FTE associated with an appointment**

Key Points about academic appointments

- Appointments are listed for all paid positions held by an individual that have associated FTE
- If an individual is paid from multiple sources of funds - each fund is listed on a separate line to capture effort
- The staff year that is displayed on ARS is a calculated number based on the FTE and length of time of the appointment
- The staff year in ARS is cumulative and increases after each payroll for academic staff
- Year-to-date pay in ARS is cumulative and increases after academic payroll updates

Staff Year Examples

- **Research Assistant Professor is appointed full-time for 12 months on a research grant:**

  100% x 12 months = 1.00 staff year

- **Tenured Associate Professor is appointed full-time for 9 months on state funds:**

  100% x 9/12 = 0.75 staff year

  Also appointed for 2 months in summer @ 50% time on a research grant

  50% x 2/12 = 0.083 staff year

  Cumulative Staff Year:

  0.75 + 0.083 = .833

Key Points about academic appointments

- If there are specific responsibilities associated with an appointment, effort on that appointment must reflect those responsibilities

- If there are specific responsibilities based on the source of funds, effort must reflect those requirements

Distribution of Time & Effort

- Research Assistant Professor reports –
  - 100% Organized Research
  - the appointment requires Organized Research effort since it is paid by grant
- Associate Professor reports –
  - 67% Direct Instruction and 33% Departmental Research on state academic year appointment
  - 100% Organized Research for summer grant appointment

Distribution of Time & Effort

- **Associate Professor:**

  .75 staff year x 67% Instruction = .50

  x 33% Dept Rsch = .25

  .083 staff year x 100% Org Rsch = .083

  .833

- **Total Annual Effort**

  .50 /.833 = 60% Instruction

  .25 /.833 = 30% Dept Research

  .083 /.833 = 10% Org Research

What data are required in ARS?

- Distribute 100% effort to the appropriate activities for each appointment line
- If a new appointment line appears on the ARS screen, you have to enter 100% effort for that appointment
- Enter cost sharing effort for any faculty who are contributing time to a grant
  - ✓ Click on the ‘Add Cost Sharing’ button

Key points about instructional activities

- Any academic staff who have assigned sections in Fall, Spring or Summer must show some effort in Instruction
- Faculty and TA's who have summer appointments must show effort in Instruction if they have a summer section assigned
- Faculty who advise doctoral students and teach a 599 course - can show time in Thesis Instruction

Key points about Health Science instruction

- Health Science faculty who teach standard courses show effort in Direct Instruction
- Faculty who instruct students in clinical courses, clerkships, or practicum show effort in Clinical Instruction
- Faculty who instruct Residents show effort in Resident Instruction

Key points about research activities

- Staff members who are paid by grants must report 100% of effort on that appointment as Organized Research - unless the grant has a specific designated purpose for instruction or public service
- Each grant has a program (function) code that is assigned by OBFS to define its purpose

Key points about research activities

- When you assign organized research effort to a state-funded appointment, that effort is defined as Cost Sharing
- Cost Sharing is assigned to faculty who are contributing support to a specific grant (or grants) and are not paid directly from the grant for this effort
- Cost Sharing effort is assigned by clicking on the ‘Add Cost Sharing’ button on the ARS screen

Key points about hospital activities

- Effort for patient care can be reported by faculty and staff who care for patients under Patient Services
- For the health science colleges, administrative effort in the support of the hospital and clinics can be recorded under Clinical Activities – Hospital Service

What is available on the ARS website…

- UIC/ARS Access
  - ✓ Authorization form to request access to ARS by College or department
- ARS overview, instructions, FAQ's and activity definitions
- Related Links

What is available on the ARS website…

- NEW: ARS Summary Reports
  - ✓ Provides a summary of the distribution of staff years and salaries by activities
  - ✓ Provides reports by college, by department and by staff categories

What is available on the ARS website…

- Student/Staff Reports

  - ✓Banner Section Assignments
  - ✓Student Count by Program
    - Adding counts by Major
  - ✓Department Staff Report
    - Staff profile at select points in time

What is available on the ARS website…

- ARS Reports
  - ✓ Department Status Report
  - ✓ Activity Summary
  - ✓ All Appointments for a Person
  - ✓ Effort Certification Report

What if you have a problem?

- Can't remember the ARS website:
  - Go to www.dria.uic.edu
    - Click on Activity Reporting System
- Can't remember the bluestem password for your netid:
  - Go to the ACCC website – www.uic.edu/depts/accc
    - Click on Accounts – passwords
    - Help! I've forgotten my password!
- General questions about ARS:
  - Send an email to: dria@uic.edu
  - Call us at: (312) 413-3651

Thanks for attending!