

Employee Faculty Workload Guide

Faculty Workload





UAccess Employee ଇ ໍ Q Navigator 👻 Search in Navigator \oslash UA Employee Main Homepage -< 2 of 4 Company Directory University Benefits Payroll & Compensation (a) $\langle \circ \rangle$ Last Pay Date Career Conversation UCAP Results Letter () \heartsuit No Announcements available Childcare Choice Personal Informat Contracts Injury & Claim Reporting Z Life & Work Connections Ž<mark>-</mark>/

Log in to UAccess. On the UA Employee Main Homepage, select the Personal Information tile.

STEP 2

Select Employee Faculty Workload.

✔ UA Employee Main Homepage	Personal Details						
Preferred Name Change	Preferred Name Change						
Summary Personal Information Summary							
➢ Home and Mailing Address	Current Preferred Name						
Phone Numbers							
Emergency Contacts							
验 Ethnic Groups	This request provides the option to add or modify your "preferred" name in UAccess Employee and UAccess Student. Contact your department business office representative to submit a request for a "lecal" name change.						
💏 Veteran Status	Submit						
📔 Disability							
UA Drivers Registration							
E Gender and Pronouns							
Carter Stranger Stranger Carter Stranger Strange							
	F						

STEP 3

This will take the user to the **Employee Faculty Workload** page. Percent values for **Workload Duties** are entered by supervisor, along with comments for a given position.

The example shown below is for an employee with 2 active jobs. The number of rows shown on this page reflects how many active positions the user currently fills.

Personal Details			Employee Faculty W	Employee Faculty Workload		Q	\Diamond	:	\oslash		
Employee Faculty Workload Additional information coming soon!											
				0				Q	10ws		
Update?	Emplid/Empl Rcd/Effdt	Report Name/Title/Postion Nbr	College/Dept/FTE	Workload Duties	Workload Duties	c	omment	s			
			FTE 0.250	Teaching 60.00% Service/Ou 20.00% Administrat 0.00% Services 0.00%	Rsrch/ Scholarships / 20.00% Creative Clinical Service 0.00% Cooperative 0.00% Extension 0.00% Professional Activities				4		
			FTE 0.360	Teaching 60.00% Service/Ou 20.00% Administrat Services 0.00%	Rsrch/ Scholarships / 20.00% Creative Clinical Service 0.00% Cooperative Extension 0.00% Other 0.00% Professional Activities				4		

Employees with no Faculty Workload data will receive the following message.

