



PICWEB Faculty Workload

Assigned Time Entry and Workload Reporting

Business Process Guide

August 24, 2009
Office of Faculty Affairs

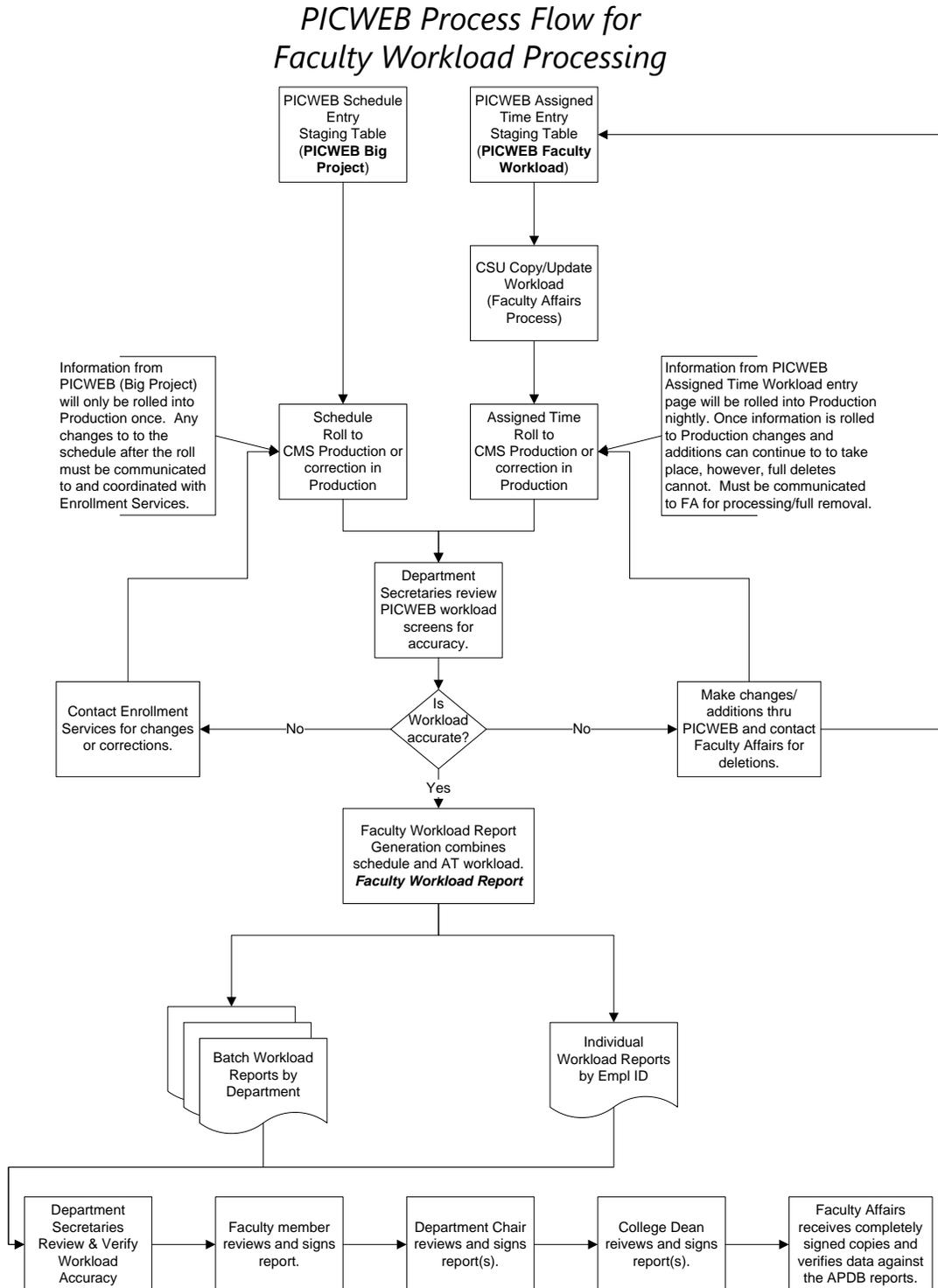
Revised: January 19, 2011
Revised: December 8, 2011
Revised: October 23, 2019

I. PICWEB Process Overview

The PICWEB pages in PeopleSoft were created to replace the Big Project screens that were originally used in conjunction with Banner. The processes currently performed in the PICWEB screens include Class Schedule entry, Assigned Time entry and Faculty Workload Report generation. The PICWEB pages or screens serve as “entry forms” for data entry. The data is stored in staging tables and is eventually rolled or copied into the PeopleSoft Production/LIVE system. This point of entry eliminates the need for double or multiple entry into various systems as the data is moved through an automated system process. Once the information is rolled or copied into PeopleSoft Production, the Faculty Workload Reports can be generated.

This document includes information specific to the entry of Faculty Assigned Time and the generation of Faculty Workload Reports. Listed first is the PICWEB Faculty Workload Process Flow chart that provides a general overview of the entire process described. The flowchart is then followed by step by step instructions for entering Assigned Time and generating Faculty Workload reports.

II. PICWEB Workload Process Flow Chart



III. Assigned Time Entry – PICWEB Faculty Work Load

[Stanislaus SA Custom>Student Records>Processes>PICWEB – Faculty Work Load](#)

These steps describe the process for viewing and adding or editing workload by Academic Org or department, and College. The Assigned Time Workload tab displays information as it exists in PICWEB (top box) as well as in PeopleSoft Production system (lower box). Both are displayed here for ease in identifying necessary updates to workload. Information from the **PeopleSoft** section actually prints on the Faculty Workload Reports. As stated previously, PeopleSoft will be updated with the entries made, with the periodic roll. **Note: The College must be selected first in order for faculty to appear in the Empl ID lookup for that department in the PICWEB Assigned Time section of the screen.**

The Schedule Workload tab provides the schedule data for the term and academic org selected. This is a view only tab. Any changes to the schedule must be requested through enrollment services once the schedule for that term is loaded into PeopleSoft Production. The lower section of this screen, PS Class Schedule Summary, is the current status of the schedule. The PICWEB Class Schedule Summary displays only what was entered in PICWEB and is not updated with the current, active schedule.

While working in the PICWEB screens, any grids that have this grid download icon , typically located next to the [Find](#) link, will allow the downloading of the information in the grid. This download opens an Excel workbook with the information in the grid.

- A. From the Main Menu, click on Stanislaus SA Custom
- B. Click on Student Records
- C. Click on Processes
- D. Click on PICWEB – Faculty Work Load (opens to Assigned Time Workload tab)
 1. Enter the Term, use the magnifying glass to search
 2. Enter the Acad Org (your dept), use the magnifying glass to search
 3. Skip Faculty ID and enter the College, use the magnifying glass to search

Note: If only interested in viewing one faculty member, Faculty ID maybe be looked up via the search without the College being entered, however, if adding workload to a faculty member who doesn't already have assigned time, the College will not populate in the PICWEB Assigned Time section without entering the College.
 4. Click the Fetch Rows button.
 5. If no blank rows exist, add a row by clicking the  at the right end of the PICWEB Assigned Time box.

Workload Data Tab Instructions

The screenshot shows the 'mystanstate' web application interface for 'PICWEB Faculty Workload'. At the top, there are navigation tabs for 'Assigned Time Workload' and 'Schedule Workload'. Below this, search filters include 'Term', 'Acad Org', 'Faculty ID', and 'College', each with a magnifying glass icon. There are also buttons for 'Clear Search', 'Use DeptID', and 'Fetch Rows'. The main section is titled 'PICWEB Assigned Time' and contains two tabs: 'Workload Data' (which is highlighted with a red box) and 'Budget Data'. Below the tabs is a table with columns: Term, College, Academic Organization, Empl ID, Name, Instructor Type, Workload Description, WTUs, Assigned Time Code, AT Code Description, Workload Reason Code, and WL Reason Code Description. A 'Total Work Load' field is located below the table. Below the table is a 'PS Assigned Time Summary' section with a similar table structure and a 'PS Total Workload' field. At the bottom, there are 'Save' and 'Notify' buttons.

6. Click on theEMPL ID magnifying glass to search for the faculty.
7. Enter the Workload Description. Do not use symbols like &. (free text)
8. Enter the WTU’s amount. (this is the number of WTU’s earned)
9. Enter the applicable Assigned Time Code. (See Assigned Time Code table listed at the end of this document.)
10. The Workload Reason Code will become active and display a magnifying glass if further distinction is required for the Assigned Time. (i.e. 1 - Dept Chair) If displayed, search for and select the applicable Workload Reason Code.

Budget Data Tab Instructions

PICWEB Assigned Time

Term	*College	Acad Org	Organization	*Empl ID	Name	Instructor Type	*Workload Description	*WTUs	Ext Reimb WTUs	Int Reimb WTUs	Reimbursed Amount	Billing Source	Source Fund	Source Dept	Source Program	Source Class	Reimb To	Reimb To Fund	Reimb To Dept	Reimb To Program	Reimb To Class	
1																						

Total Work Load:

PS Assigned Time Summary

Term	College	Acad Org	Faculty ID	Name	Instructor Type	Workload Description	WTUs	Assigned Time Code	AT Code Description
1							0.00		

PS Total Workload:

11. If adding Reimbursed Time, enter the WTU amount in the applicable box. Ext Reimb WTU's are for external reimbursement and Int Reimb WTU's are for internal reimbursement.
12. Enter Reimbursed Amount in dollars. Do not enter the \$ sign, it is added automatically upon hitting Enter.
13. Billing Source – enter the name of the department or source you will receive reimbursement from.
14. Source Fund – enter the fund number of the billing source
15. Source Dept – enter the department number of the billing source
16. Source Program – enter the program code of the billing source
17. Source Class – enter the class code of the billing source
18. Reimb To – enter the name of the department or source that will receive the reimbursement. (typically be the home department of the faculty member)
19. Reimb To Fund – enter the fund number of the Reimb To source
20. Reimb To Dept – enter the department number of the Reimb To source
21. Reimb To Program – enter the program code of the Reimb To source
22. Reimb To Class – Use this field to indicate (Yes or No) Does this request require the hiring of a replacement instructor?
23. If adding multiple entries, continue to add rows by clicking on the  at the right end of the PICWEB Assigned Time box.
24. Click the Save button.

IV. Running Faculty Workload Reports

Faculty Workload Reports print with the data from the PeopleSoft Production system. Confirm that information has been rolled to Production from the PICWEB screens prior to running and printing these reports to ensure accuracy.

[Stanislaus SA Custom>Student Records>Processes> Faculty Workload Report](#)

A. From the Main Menu, click on Stanislaus SA Custom

B. Click on Student Records

C. Click on Processes

D. Click on Faculty Workload Report

1. Click the Search box to select a Run Control ID or enter a simple ID and click Add a New Value. (Adding a New Value creates a new Run Control ID. If you already have a Run Control created for other reports or purposes, it can be used here as well.)
2. Enter the Term.
3. Enter the Acad Org.
4. If running the Workload Report for an individual, enter the Empl ID or click on the magnifying glass to search for the individual. If running for the entire department, leave the Empl ID field blank.
5. Click the Run button.
6. Server Name box must have PSUNX selected.
7. Check the box beside the applicable report. If running for an individual, check the box next to Faculty Workload RPT – Individ. If running in batch mode for entire department, check the box next to Faculty Workload RPT – Batch. If running for sabbaticals or leaves, check the box beside the applicable report – Faculty Leave Report - Individ for individual or Faculty Leave Report - Batch for batch.
8. Click the OK button.
9. Click the [Report Manager](#) link.
10. On the Administration tab, click the **Refresh** button until the status on of the report in the Report List section displays as Posted.
11. Click on the [Faculty Workload RPT – Batch](#) link in the Description column to open the report.

Note: Sometimes the Pop-up Blocker on your browser will prevent documents from opening. If the Pop-up Blocker warns you, click the Options and click Allow Pop-ups from the cmsweb.csustan.edu site. After allowing, click the link to open it again.

12. The report opens in PDF format and can be printed and/or saved.

Note: The last page of the report includes active faculty who do not have workload for the term selected.

V. Assigned Time Code Table

The Assigned Time Code list provides the codes and their descriptions. These are the codes that are used by the Chancellor's Office in the Academic Planning Data Base reporting process. In Banner, there were some additional codes that were used and translated behind the scenes. Those codes are no longer being used in the PICWEB process, and the alternative codes to use are now listed in the table. Additionally, there are Assigned Time Codes that are specific to the term. Codes beginning with S are to be used when entering assigned time codes for Summer. Fall and Spring terms use the other, regular codes.

Sabbaticals and other paid leaves of absence (including medical) are not tracked by the Chancellor's Office, therefore those lines of Assigned Time will not be rolled into Production and therefore not print on the workload report. Sabbaticals and leaves will print on the Leave Reports only.

Please note, in the table below, that Workload Reasons are required for those listed in **Red Bold**. Please refer to the definitions for further descriptions.

Code	Description
Fall/Spring	
11	Excess Enrollments <i>Example: Course section with > 120 students enrolled</i>
12	New Preparations <i>Should be used for tenure-track faculty given assigned time for new preparations following their second year of employment</i>
14	Course or Supervision Overload
15	Non-traditional Instruction
16	In-Service Training for K-12 School Personnel
17	Credit by Examination/Evaluation
18	Instructional Support of Graduate Students
21	Special Instructional Programs
22	Instructional Experimentation, Innovation or Instructionally Related Research
23	Instruction-Related Services <i>Example – administration of the university art gallery or sustainable garden (not administration of normal instructional program)</i>
31	Student Advisor Responsibilities (Graduate Student Evaluation, etc.) <i>Includes faculty fellows for advising and the Faculty Director of Advising and Learning</i>
32	Instruction-Related Committee Assignments
33	Curricular Planning or Studies
34	Accreditation Responsibilities
35	Instruction-Related Facilities Planning
36	Probationary Faculty Activities <i>Should be used for tenure-track faculty given assigned time in their first two years of appointment, as per Article 20.36</i>
37	Exceptional Service Level Activities <i>Should be used only for faculty awarded assigned time for exceptional service to students as per Article 20.37</i>
41	CFA Activities
IAF	Administrative Time/Duties <i>Example – Department Chairs, Academic Program Directors, Academic Program Coordinators</i>
OSF – 99P	Reimbursed Time Activities (PROFESSIONAL)
OSF – 99R	Reimbursed Time Activities (GRANT RELATED)
45	Sabbatical – Internal Code
46	Medical Leave – Internal Code

VI. Assigned Time Code Definitions

Activities for which Weighted Teaching Units may be assigned:

11 Excess Enrollments – Workload Reason Required

- a. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- b. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned.

Assignment of graduate assistants is a preferable way of handling such large class loads, but it is recognized that qualified graduate assistants are not always available.

In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.

12 New Preparations

A faculty member may be given assigned WTU for preparation of courses never before taught by that particular faculty member, if courses actually taught include two or more such new preparations.

14 Course or Supervision Overload

A faculty member may be given assigned WTU equal to course or supervision overload earned in a prior fiscal year provided that calendar considerations so necessitate and the faculty member has not been present for the full preceding academic year.

15 Non-Traditional Instruction

A faculty member may be given assigned WTU for activities involving instruction and evaluation, which include such activities as modularized instruction, self-paced instruction, team teaching/cluster courses, thematic projects, open laboratory, sponsored experimental learning or other community activities, writing adjunct, mediated instruction (involving computers, television, and/or other media devices), and peer instruction. These activities typically do not involve a single instructor regularly meeting a group of students in an assigned classroom or laboratory setting.

16 In-Service Training for K-12 School Personnel

A faculty member may be given assigned WTU for activities involving in-service training for K-12 school personnel. Typically, the activities are provided on the school site using a variety of instructional modes and do not necessarily involve an instructor regularly meeting a group of students in an assigned classroom or laboratory setting on a campus.

17 Credit by Examination/Evaluation

A faculty member may be given assigned WTU for activities that give primary emphasis to the evaluation of a student's knowledge and skills rather than upon the instructional process by which the knowledge and skills are acquired. Such activities include:

- a. Credit by evaluation of prior experiential learning (e.g., based upon evaluation of a portfolio of materials).
- b. Credit by examination (where the examination is generated and evaluated in whole or in part by the campus), including comprehensive and challenge examinations.

The characteristics of evaluation activities that should be treated as part of the regular instructional program involve 1) regularly enrolled students, and 2) a substantial effort on the part of the faculty member to perform any of the following tasks:

- a. Interview and make a preliminary assessment of the student's background.
- b. Counsel the student regarding preparation for the evaluation.
- c. Selection or preparation of the examination or assistance in preparation of a student portfolio.
- d. Evaluation of the portfolio or evaluation of the student response to the examination.

18 Instructional Support for Graduate Students

A faculty member may be given assigned WTU for special graduate student testing duties, in particular for conducting comprehensive examinations for master's degree candidates and examinations in fulfillment of foreign language requirements.

21 Special Instructional Programs – Workload Reason Required

- a. A faculty member may be given assigned WTU for participation in a team-teaching effort. The total assigned and earned WTU associated with a team-taught course may not exceed the WTU generated by the course multiplied by the number of faculty members teaching the course. In addition, no individual faculty member may be given more WTU, both earned and assigned, than the course generates.
- b. A faculty member may be given assigned WTU for program and tape production for instructional television.
- c. A faculty member may be given assigned WTU for liaison duties among multiple sections of the same course.

22 Instructional Experimentation, Innovation, or Instructionally Related Research

- a. A faculty member may be given assigned time for development and implementation of experimental programs involving:
 1. Instructional television
 2. Computer assisted instruction
 3. Other innovations in instruction
- b. A faculty member may be given assigned time for documented research evaluations which are demonstrably related to the instructional functions and programs of the college.

- 23 Instruction-Related Services
A faculty member may be given assigned WTU for his services related to college clinics, study skill centers, farms, art galleries, and other campus institutions and facilities which are ancillary to the instruction program.
- 31 **Advising Responsibilities – Workload Reason Required**
- a. A faculty member may be given assigned WTU for carrying an excessive advising load due to a relatively high proportion of part-time faculty in his department.
 - b. A faculty member may be given assigned WTU for carrying a greater than normal share of departmental or school advising responsibilities.
 - c. A faculty member may be given assigned WTU for services as departmental graduate advisor.
- 32 **Instructor-Related Committee Assignments – Workload Reason Required**
- a. A faculty member may be given assigned WTU for participation over and above normal levels in such areas as curriculum, personnel, budget, library, audio-visual, and selection committees at the department, school or college level.
 - b. A faculty member may be given assigned WTU for membership in or liaison to special committees whose activities have significant bearing on the instructional programs of the college, or the CSU system at large.
 - c. Includes all-university assigned time.
- 33 **Curricular Planning, or Studies – Workload Reason Required**
- a. A faculty member may be given assigned WTU for special individual or committee-related curriculum planning, development and redevelopment activities.
 - b. A faculty member may be given assigned WTU for development of special tests for credit by examination.
- 34 Accreditation Responsibilities
A faculty member may be given assigned WTU for accreditation responsibilities.
- 35 Instruction-Related Facilities Planning
A faculty member may be given assigned WTU for duties related to planning of instructional facilities.
- 36 Probationary Faculty Activities
Assigned time given to new probationary faculty members for a reduction in instructional assignment to assist them with establishing their programs of research, scholarship and/or creative activities, and carrying out other activities that would support them in meeting the requirements for retention, tenure and promotion, pursuant to provision 20.36 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).

- 37 Exceptional Service Level Activities
Assigned time given to faculty members who are engaged in exceptional levels of Service that support the CSU’s priorities such as far as student mentoring, advising, And outreach, as well as development and implementation of high impact practices, curricular redesign to improve student access, success and increase enrollment, service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty. Awarded pursuant to provision 20.37 of the collective bargaining agreement between the CSU and the California Faculty Association (CFA).
- 41 California Faculty Association Activities
Each CFA campus Chapter President and each of four CFA statewide officers (President, Vice President, Secretary, Treasurer) shall be granted a reduction in workload, without loss of compensation, of up to three (3) WTU on a semester campus, or four (4) WTU on a quarter campus, per academic term.
- IAF Instructional Administrative Fraction (IAF) Definition – workload which indicates the share of a faculty person’s individual department appointment that is supported by the state instructional administrative budget.
- OSF Other Support Fraction (OSF) Definition – workload which indicates the share of a faculty person’s individual department appointment that is supported by state funding other than the instructional or administrative support budgets. This element should be used to indicate:
1. The appointment fraction for a person with a single department appointment who teaches one or more sections and is being paid for same from state funds other than instructional budget or administrative budget.
 2. Reimbursed faculty time. For example, a librarian, administrator, or computer center employee who teaches a course funded from the total state support budget (rather than the instructional budget) would have his/her appointment fraction recorded as Other Support Fraction (OSF).
- 45 Sabbatical – Internal Code
- 46 Medical Leave – Internal Code