



RART Routing Steps

1. DEPARTMENT
 - 1.1. Department completes RART form
 - 1.2. Obtains faculty and Dept. Chair signatures
 - 1.3. Routes original to Dean's Office. Keep a copy for the department. ***Refer to college timeline for due date.***
 - 1.4. Using copy, enter known information into PicWeb
2. DEANS OFFICE
 - 2.1. Analyst review form and verifies the funding source
 - All entries receiving reimbursement must include funding information. Use department chart string plus program code G062 for reimbursement by the Provost Office part time funds.
 - 2.2. Dean reviews and approves form
 - 2.3. Send copy of approved form to Provost's Office (Senior Budget Analyst)
 - 2.4. Send completed approved form back to department
3. DEPARTMENT
 - 3.1. Receives completed RART and enters information or makes adjustments in PicWeb as (needed). ***Refer to college timeline for due date.***

Workload Routing Steps

1. DEPARTMENT
 - 1.1. Department prepares workload reports for signatures
 - 1.2. Send workload report and completed RART forms to the Dean's Office. All workload reports with assigned time must have the RART form attached as back up. ***Refer to college timeline for due date.***
2. DEANS OFFICE
 - 2.1. Dean reviews and signs workload reports
 - 2.2. Dean's Office sends all original documents to Institutional Effectiveness and Analytics for APDB reporting and further processing.

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Individual faculty workload reports listing assigned and reimbursed time assignments must be accompanied by this form, supporting the assigned time reflected in the report.