

Summer 2025 Trainings, Deadlines and Reminders

OnBase Forms- Faculty Assigned Time New Workflow



Key areas to make a note of: New Work Flow

- Academic Affairs will be sending out a formal Business Process soon and please note that the OnBase form will not be ready until approximately the first week of August pending the new benefits percentage update
- Allows the faculty to sign the form from the minute the form is submitted until it gets to OIR (Nancy Hardy for final approval)
- Please encourage your faculty to sign immediately must have signatures before OIR processes them

- Bypasses the Chairs (However, Chairs can get lists of all their department's submissions)
- Bypasses Academic Affairs (However, Academic Affairs can get lists of all the submissions)
- Now College Analysts can sign on behalf of faculty in extraneous circumstances and on a case by case basis (Example: faculty was in Antarctica and couldn't be made available to sign)
- Emphasis is placed on Colleges and Depts. to ensure accuracy
- This should alleviate some of the bottlenecks from the form getting into CMS in a timely manner for workload reconciliation, proper funding and official reporting
- Issues to look out for: Academic Org, Timebase (FT vs PT vs FERP) rest of Faculty data will upload once you enter EMPL ID

Employee Information			
Revised Form?		Form #	Acad Org Descr*
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Department ID	Department Name	College/Program Name	Division Name
29100	KINESIOLOGY	College of H&HS	Academic Affairs
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2360	R03	\$6,608.00	\$39648
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• Make sure that "description" verbiage is not the same for first 10-13 characters. Easy fix: add 1., 2., 3

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• Reimbursed Time – Fill out every area – "OSF" must have a description of reimbursed time



Units* % Time* Funding Source Code* Activity Code* Description/Comments* Grant/Contract Related Community Engagement Related Student Success Reimbursed Time Inits* % Time* Funding Source Code* Activity Code* NACUBO/FIRMS program* Description/Comments* Account/Chartstring Grants# Community Engagement Related Student Success 3 20.00001 35 = College of Continuing E* OSF-88 = CCE Partner Funde* 0202 Individual and Project * OSF Les Les Remove	Assigned Tin	ne						Ad
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In the Basic Data Tab – check "Instruction Mode", make sure that your course attributes align with your Instruction Mode, Refer to "Learning Mode Training" for specific instructions.

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• Next check that your FACILITY ID is correct, then Mtg start and end with days checked all components must be filled out if applicable



- Please do not leave FACILITY ID Blank for any Instruction/Learning Mode
- Follow the rules of Synchronous and Asynchronous versus In-Person

• Learning Modes and scheduling to prevent errors, Instruction Modes, Course Attributes and the meeting pattern and hierarchy





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Meeting Patterns and Faculty Assignments

- **Ghost records** refer to instances where meeting patterns or faculty assignments exist but may not be fully utilized or visible.
- These can occur due to incomplete data, incorrect settings, or unintended duplications.
- To avoid ghost records, ensure thorough validation during the setup process.

A.) Space Management Considerations

- B.) Rolling of Course data from term to term (timeline) might be reason for unexplained ghost records
- C.) Need to make sure that you don't override data but delete and add rows

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Instructor Advisor Table

SACRAMENTO STATE

- Saving Records with Caution:
 - Important: Review all changes before saving.
 - Once saved, you're locked out from further modifications.
- Significance of "Effective Date":
 - Fall Semester: 08/01/2025
 - Spring Semester: 01/15/2026
 - Summer Semester: 06/01/2026
 - The **critical date** for any changes.
 - o Determines when the modifications take effect.
- Adding New Faculty or Modifying Existing Faculty:
 - Specify whether you're:
 - Adding a new faculty member.
 - Making changes to an existing faculty record.
- Adding Approved Courses:

- Ensure you maintain the **Primary Academic Organization** unchanged.
- Record approved courses without altering the primary org.

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Instructor/Advisor Table Approved Courses		
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1. Instructor Term Workload:

- Utilize the **Instructor Term Workload** to address any issues related to faculty assignments.
- It provides insights into faculty workload for specific terms.
- 2. Active Job Codes and Employee Record Numbers:
 - When dealing with faculty records, check for **current active job codes** and **employee record numbers**.
 - o Some faculty members may have multiple active employee record numbers.
- 3. Choosing the Correct Employee Record Number:
 - Ensure you select the appropriate employee record number associated with the assignment.



• Accuracy is crucial for workload distribution and reporting.

4. State-Supported Record:

• Use employee records that are **state-supported** for official reporting and administrative purposes.

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- Load factor <u>MUST</u> add up to 100% regardless of number of faculty team teaching
- 2. Workload allocated based on load factor percentage
- 3. Use Excel to calculate difficult percentage breaks
- **4.** If any faculty is included but is not allocated workload then the remaining faculty must still add up
- 5. Special consideration for "K" factor courses versus "S" factor courses
- **6.** K Factor courses have set calculated workload whereas S-Factor courses rely on student enrollment to calculate workload (adjust accordingly)



APDB Class Section Values				
CS Number:	25 Q			
Workload Factor:	S	0.500		
Component Units:	2.00			
Component Students:				
Group Code Control:	~			
*APDB Learning Mode	: 09 🔍			
OK Cancel				

- 1. Workload factor of "S", how to calculate:
 - a. Take "S" factor 0.500 and multiply by number of students enrolled (2)
 - b. .50*2=1 WTU
 - c. If faculty is teach teaching than you can split the number of students by load factor just like you would for "K" factor course



Running Cognos Reports for Error Checking

a. Class Schedule – Active Sections With No Faculty

- Even if faculty members are assigned, setting them to **NON IFF** (In-Faculty FTE) is equivalent to having **no faculty assigned**.
- Ensure accurate faculty assignments to avoid discrepancies.

b. APDB – Faculty EmplRec Checks by College and Department

- Run the report that provides insights into **job codes** and **workload**.
- Verify faculty workload allocations for effective management.

c. eLearning Report – Class Schedule – Enrolled Classes by Term, College, and Department With Optional E-Learning Filter

- Explore the **eLearning report** to track relevant data.
- If you see a "Verification needed"

1. Other Resources and Q&A

- APDB Landing Page now available as a resource
 - <u>APDB Resource Center: Academic Planning, Scheduling & Workload</u>
 <u>Sacramento State</u>
- Feel free to ask any additional questions or share other concerns!



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