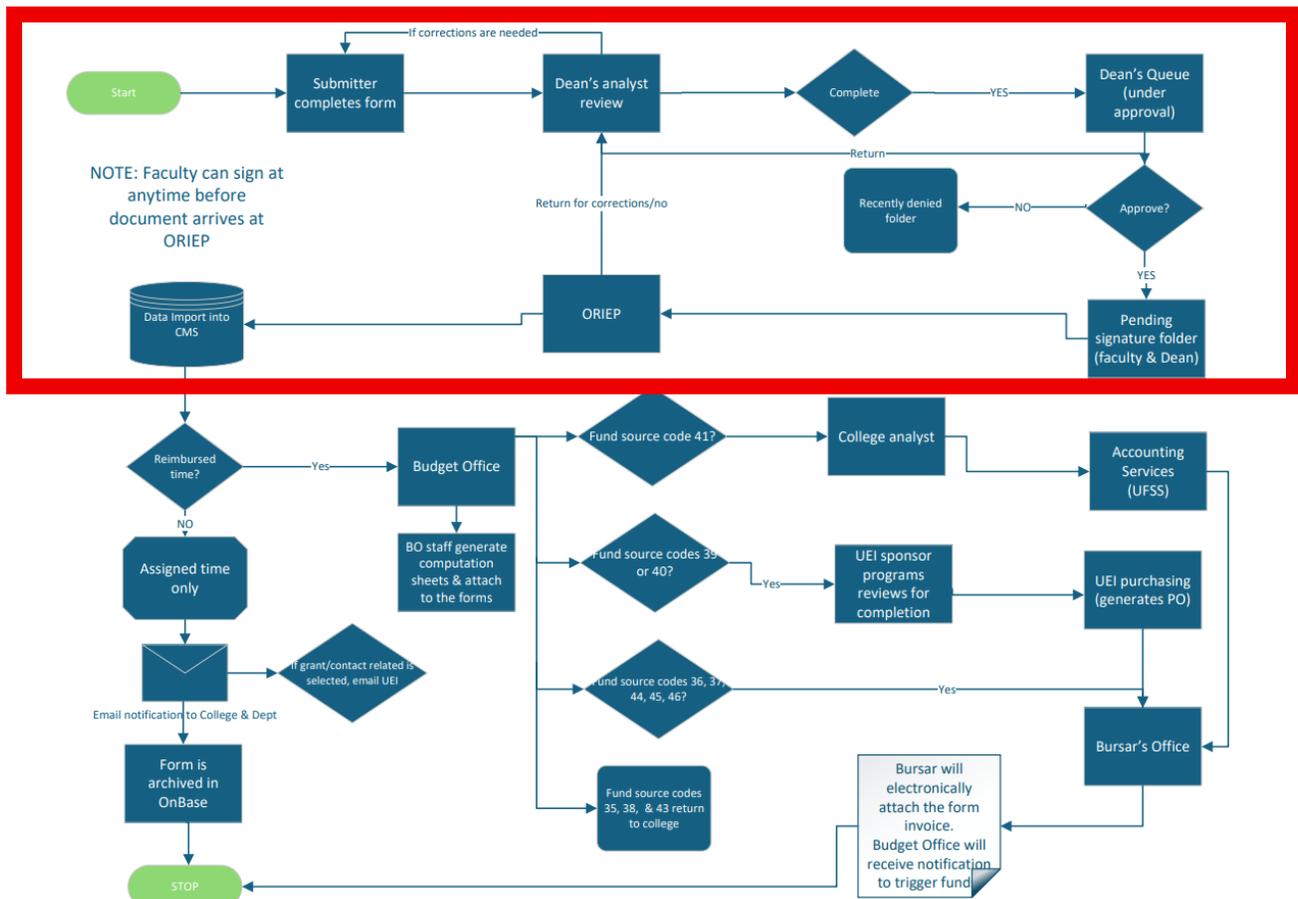


Summer 2025 Trainings, Deadlines and Reminders

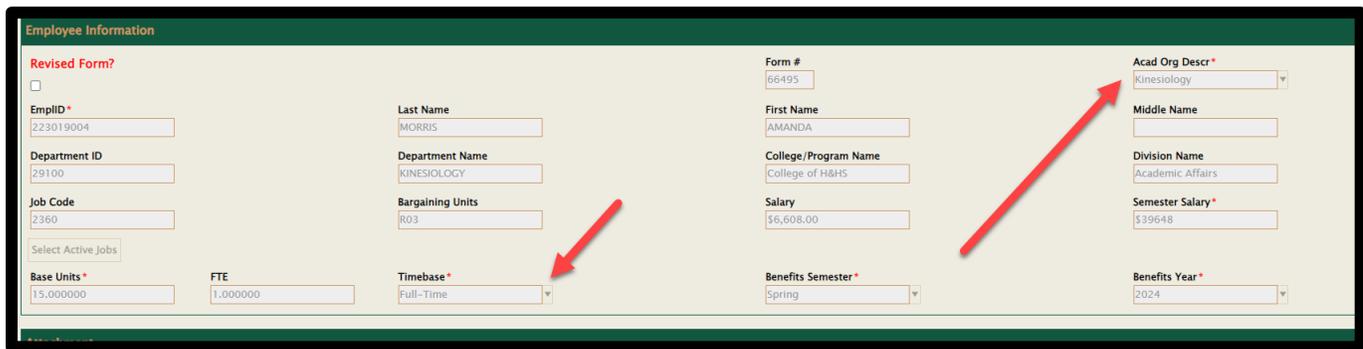
OnBase Forms- Faculty Assigned Time New Workflow



Key areas to make a note of: New Work Flow

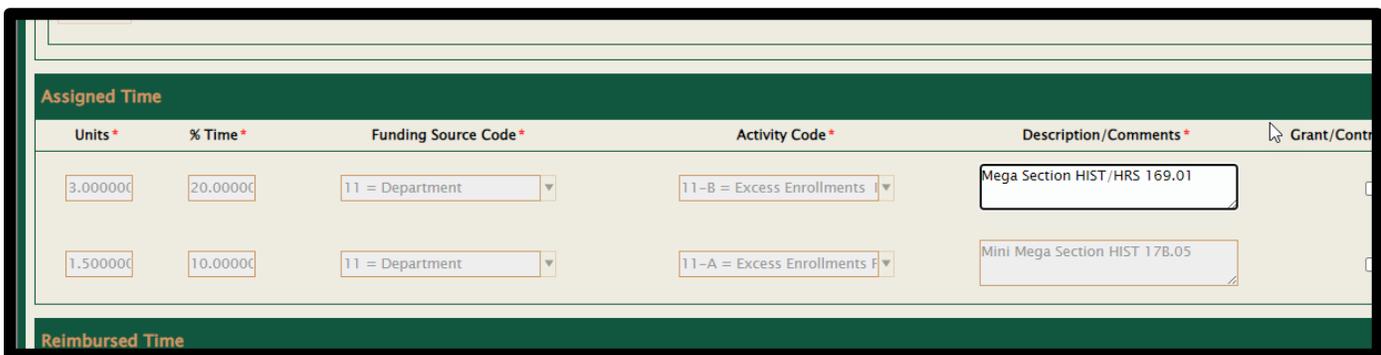
- Academic Affairs will be sending out a formal Business Process soon and please note that the OnBase form will not be ready until approximately the first week of August pending the new benefits percentage update
- Allows the faculty to sign the form from the minute the form is submitted until it gets 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



The screenshot shows the 'Employee Information' form. Two red arrows point to the 'Timebase' dropdown menu (set to 'Full-Time') and the 'Acad Org Desc' dropdown menu (set to 'Kinesiology').

- Make sure that “description” verbiage is not the same for first 10-13 characters. Easy fix: add 1., 2., 3



The screenshot shows the 'Assigned Time' table with two rows of data. The 'Description/Comments' field for each row is highlighted with a box.

Units *	% Time *	Funding Source Code *	Activity Code *	Description/Comments *	Grant/Contr
3.000000	20.00000	11 = Department	11-B = Excess Enrollments	Mega Section HIST /HRS 169.01	
1.500000	10.00000	11 = Department	11-A = Excess Enrollments	Mini Mega Section HIST 178.05	

- Reimbursed Time – Fill out every area –“OSF” must have a description of reimbursed time

Assigned Time								Add
Units*	% Time*	Funding Source Code*	Activity Code*	Description/Comments*	Grant/Contract Related	Community Engagement Related	Student Success	

Reimbursed Time								Add
Units*	% Time*	Funding Source Code*	Activity Code*	NACUBO/FIRMS program*	Description/Comments*	Account/Chartstring Grants#	Community Engagement Related	
3	20.00000	35 = College of Continuing E	OSF-88 = CCE Partner Funds	0202 Individual and Project	OSF	test	<input type="checkbox"/>	Remove

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.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 127846 Course Offering Nbr 1

Academic Institution Sacramento State

Term Spring 2025 Undergrad

Subject Area ENGL English

Catalog Nbr 20 College Composition II

Auto Create Component

Class Sections Find | View All First 1 of 51 Last

*Session 1 Regular Academic Session Class Nbr 30214

*Class Section 01 *Start/End Date 01/21/2025 05/09/2025

*Component DIS Discussion

*Class Type Enrollment Section

*Associated Class 1 Units 3.00 Event ID 000198328

*Campus MAIN Main Associated Class Attributes

*Location CAMPUS CSU SACRAMENTO Add Fee

Course Administrator

*Academic Organization 254 English

Academic Group ALS Arts & Letters

*Holiday Schedule SA Student Admin Holiday Schedule

*Instruction Mode P In Person

Primary Instr Section 01

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

Class Topic

Course Topic ID

Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group 00574 ENGL 20/20M Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | View All First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	1	Lower Division

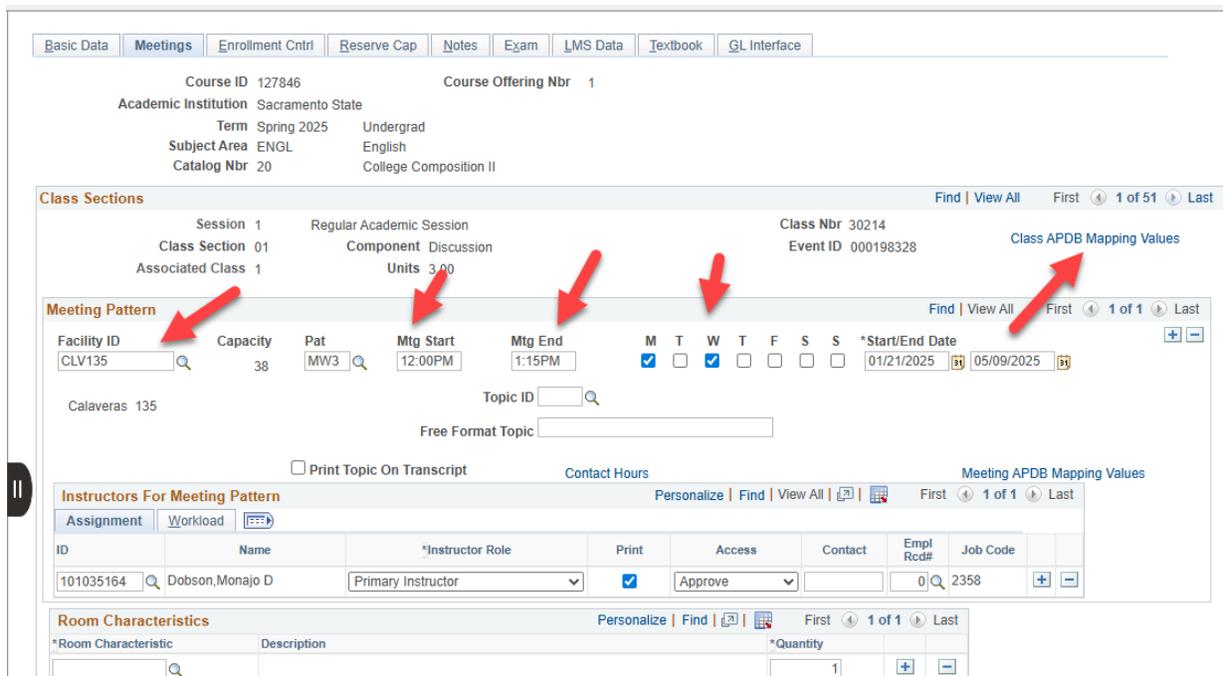
Save | Return to Search | Previous in List | Next in List | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

- 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



Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | QL Interface

Course ID 127846 Course Offering Nbr 1
 Academic Institution Sacramento State
 Term Spring 2025 Undergrad
 Subject Area ENGL English
 Catalog Nbr 20 College Composition II

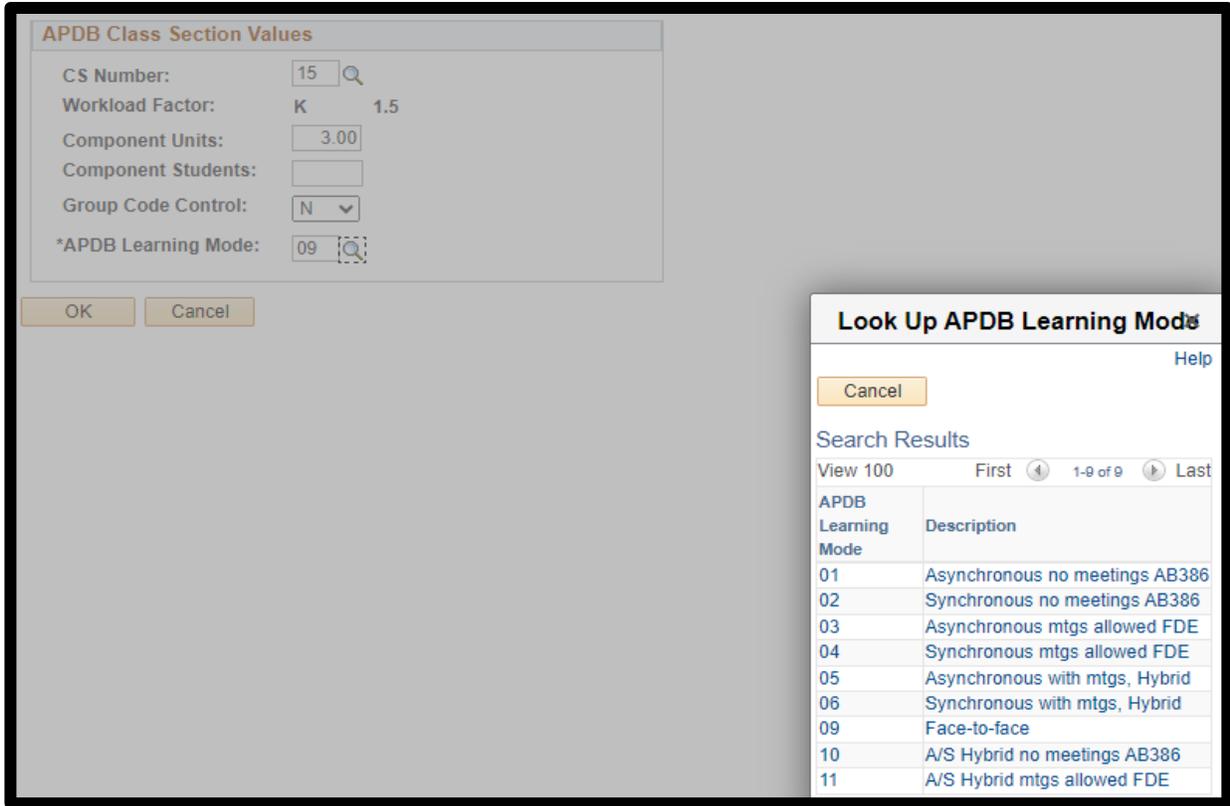
Class Sections Find | View All First 1 of 51 Last
 Session 1 Regular Academic Session Class Nbr 30214
 Class Section 01 Component Discussion Event ID 000198328 Class APDB Mapping Values
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last
 Facility ID Capacity 38 Pat Mtg Start 12:00PM Mtg End 1:15PM
 M T W T F S S *Start/End Date 01/21/2025 05/09/2025
 Calaveras 135 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last
 Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
101035164	Dobson, Monajo D	Primary Instructor	<input checked="" type="checkbox"/>	Approve		2358	

Room Characteristics Personalize | Find | View All First 1 of 1 Last
 *Room Characteristic Description *Quantity
 1

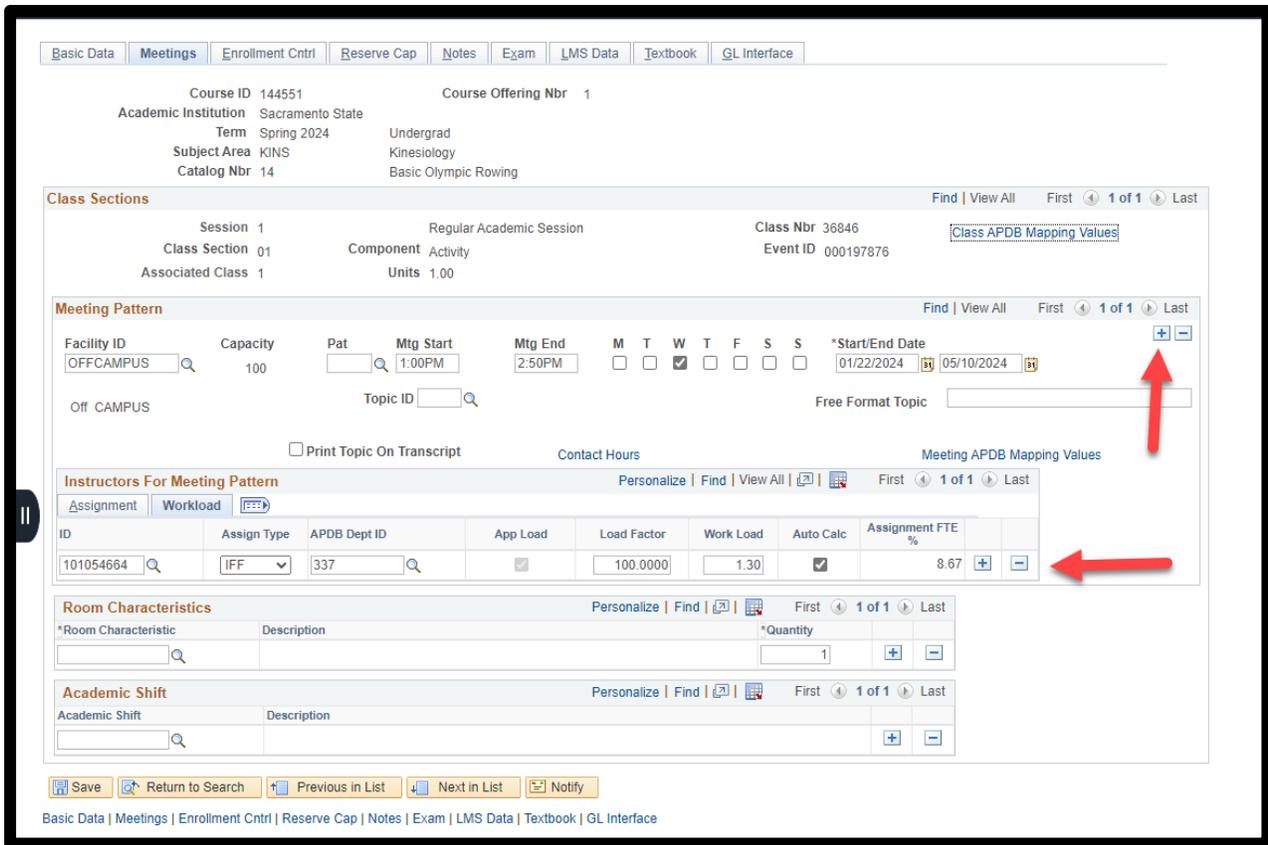


The screenshot shows two overlapping windows from a software application. The background window is titled "APDB Class Section Values" and contains several input fields: "CS Number" (15), "Workload Factor" (K 1.5), "Component Units" (3.00), "Component Students" (empty), "Group Code Control" (N), and "*APDB Learning Mode" (09). Below these fields are "OK" and "Cancel" buttons. The foreground window is titled "Look Up APDB Learning Mode" and displays a search results table. The table has columns for "APDB Learning Mode" and "Description".

APDB Learning Mode	Description
01	Asynchronous no meetings AB386
02	Synchronous no meetings AB386
03	Asynchronous mtgs allowed FDE
04	Synchronous mtgs allowed FDE
05	Asynchronous with mtgs, Hybrid
06	Synchronous with mtgs, Hybrid
09	Face-to-face
10	A/S Hybrid no meetings AB386
11	A/S Hybrid mtgs allowed FDE

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



Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 144551 Course Offering Nbr 1
Academic Institution Sacramento State
Term Spring 2024 Undergrad
Subject Area KINS Kinesiology
Catalog Nbr 14 Basic Olympic Rowing

Class Sections Find | View All First 1 of 1 Last
Session 1 Regular Academic Session Class Nbr 36846 Class APDB Mapping Values
Class Section 01 Component Activity Event ID 000197876
Associated Class 1 Units 1.00

Meeting Pattern Find | View All First 1 of 1 Last
Facility ID OFFCAMPUS Capacity 100 Pat Mtg Start 1:00PM Mtg End 2:50PM M T W T F S S *Start/End Date 01/22/2024 05/10/2024
Off CAMPUS Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last
Assignment Workload
ID Assign Type APDB Dept ID App Load Load Factor Work Load Auto Calc Assignment FTE %
101054664 IFF 337 100.0000 1.30 8.67

Room Characteristics Personalize | Find | First 1 of 1 Last
*Room Characteristic Description *Quantity
1

Academic Shift Personalize | Find | First 1 of 1 Last
Academic Shift Description

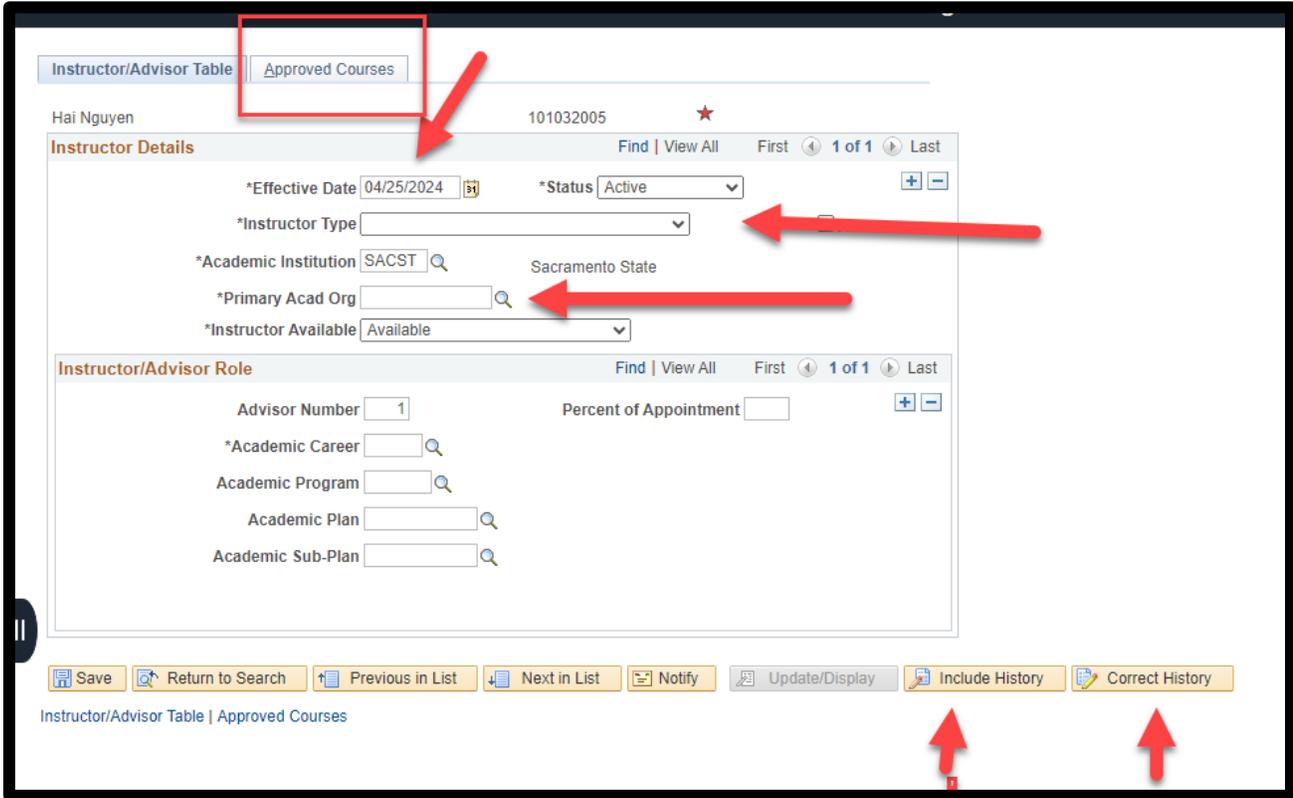
Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Instructor Advisor Table

- **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.
 - 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.



The screenshot displays the 'Instructor/Advisor Table' interface with the 'Approved Courses' tab selected. The user is Hai Nguyen (ID: 101032005). The 'Instructor Details' section includes:

- *Effective Date: 04/25/2024
- *Status: Active
- *Instructor Type: (empty)
- *Academic Institution: SACST (Sacramento State)
- *Primary Acad Org: (empty)
- *Instructor Available: Available

 The 'Instructor/Advisor Role' section includes:

- Advisor Number: 1
- Percent of Appointment: (empty)
- *Academic Career: (empty)
- Academic Program: (empty)
- Academic Plan: (empty)
- Academic Sub-Plan: (empty)

 At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, and Correct History. Red arrows highlight the 'Approved Courses' tab, the 'Primary Acad Org' field, and the 'Include History' and 'Correct History' buttons.

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**.
- Some faculty members may have multiple active employee record numbers.

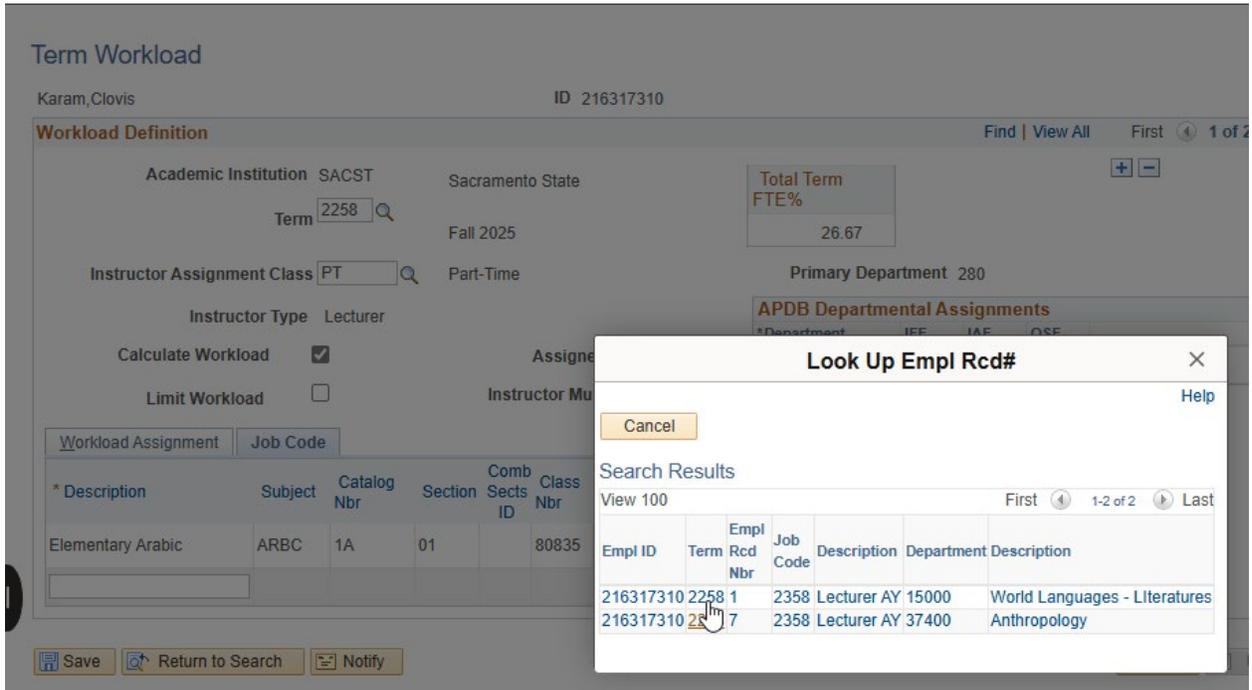
3. Choosing the Correct Employee Record Number:

- 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.



The screenshot displays the 'Term Workload' interface for user Karam, Clovis (ID: 216317310). The 'Workload Definition' section includes fields for Academic Institution (SACST), Term (2258), Instructor Assignment Class (PT), and Instructor Type (Lecturer). A 'Total Term FTE%' box shows 26.67. A pop-up window titled 'Look Up Empl Rcd#' is open, showing search results for Empl ID 216317310. The results table lists two records: one for Term 2258 (Job Code 2358, Department 15000) and another for Term 2358 (Job Code 2358, Department 37400).

Empl ID	Term	Empl Rcd Nbr	Job Code	Description	Department	Description
216317310	2258	1	2358	Lecturer AY	15000	World Languages - Literatures
216317310	2358	7	2358	Lecturer AY	37400	Anthropology

Term Workload

Karam,Cloviss ID 216317310

Workload Definition Find | View All First 1 of 18 Last

Academic Institution SACST Sacramento State **Total Term FTE%** 6.67

Term 2243 Spring 2024

Instructor Assignment Class PT Part-Time **Primary Department** 280

Instructor Type Lecturer

Calculate Workload Assigned FTE % 100.00

Limit Workload Instructor Multiplier % 100

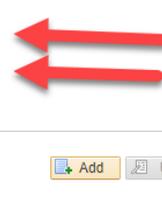
APDB Departmental Assignments

*Department	IFF	IAF	OSF		
280	0267	0000	0000	Primary Assignment	+ -
134	0200	0000	0000	Other Assignment	+ -

Workload Assignment | **Job Code**

*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
Magic,Witchcraft+Religion	ANTH	13	03	34797	Regular Academic Session	7	2358	+ -	
Elementary Arabic	ARBC	1B	01	30726	Regular Academic Session	1	2358	+ -	
						0		+ -	

Save Return to Search Notify Add Update/Display



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 100861 Course Offering Nbr 1

Academic Institution Sacramento State

Term Spring 2024 Undergrad

Subject Area ANTH Anthropology

Catalog Nbr 13 Magic,Witchcraft+Religion

Class Sections Find | View All First 3 of 7 Last

Session 1 Regular Academic Session Class Nbr 34797 Class APDB Mapping Values

Class Section 03 Component Lecture Event ID 000195891

Associated Class 3 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID MND3011 Capacity 72 Pat MW3 Mtg Start 12:00PM Mtg End 1:15PM M T W T F S S *Start/End Date 01/22/2024 05/10/2024

Mendocino 3011 Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code	
216317310	Karam,Cloviss	Primary Instructor	<input checked="" type="checkbox"/>	Approve		7	2358	+ -

Room Characteristics Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
		1

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift	Description

Save Return to Search Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface



Course ID 100861 Course Offering Nbr 1
 Academic Institution Sacramento State
 Term Spring 2024 Undergrad
 Subject Area ANTH Anthropology
 Catalog Nbr 13 Magic, Witchcraft+Religion

Class Sections
 Session 1 Reg
 Class Section 03 Component Lect
 Associated Class 3 Units 3.00

Meeting Pattern
 Facility ID Capacity Pat Mtg Start
 MND3011 72 MW3 12:00PM
 Mendocino 3011 Topic ID

Print Topic On Transcript

Instructors For Meeting Pattern
 Assignment Workload

ID	Name	*Ins
216317310	Karam, Clovis	Primary Instructor

Room Characteristics
 *Room Characteristic Description

Academic Shift
 Academic Shift Description

Look Up Empl Rcd# X

Empl ID 216317310 Help

Empl Rcd Nbr [=]

Department ID begins with

Job Code begins with

Search Results

View 100 First 1-4 of 4 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
1	15000	World Languages - Literatures	2358	Lecturer AY Emp		Active
2	15400	Humanities	2358	Lecturer AY Emp		Active
5	26000	Undergraduate Studies in Educ	2358	Lecturer AY Emp		Active
7	37400	Anthropology	2358	Lecturer AY Emp		Active

APDB Class Section Values

CS Number:	<input type="text" value="25"/>	
Workload Factor:	<input type="text" value="S"/>	0.500
Component Units:	<input type="text" value="2.00"/>	
Component Students:	<input type="text"/>	
Group Code Control:	<input type="text" value="v"/>	
*APDB Learning Mode:	<input type="text" value="09"/>	

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
 - [APDB Resource Center: Academic Planning, Scheduling & Workload | Sacramento State](#)
- Feel free to ask any additional questions or share other concerns! 🤝🔍



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