

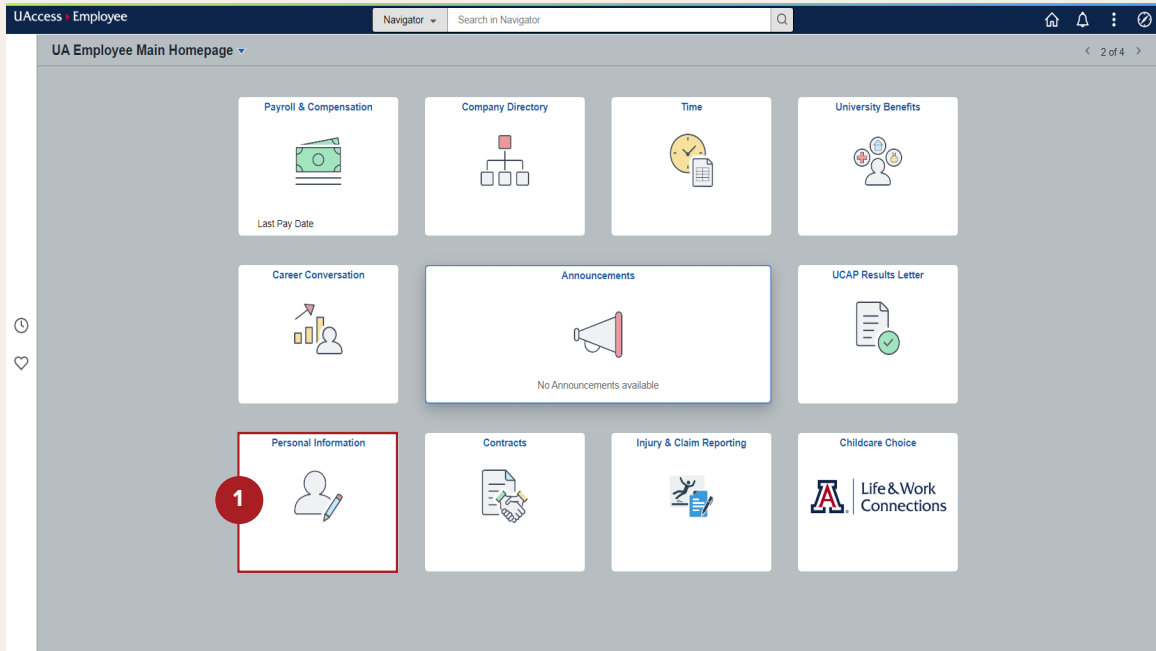
Employee Faculty Workload Guide

Faculty Workload



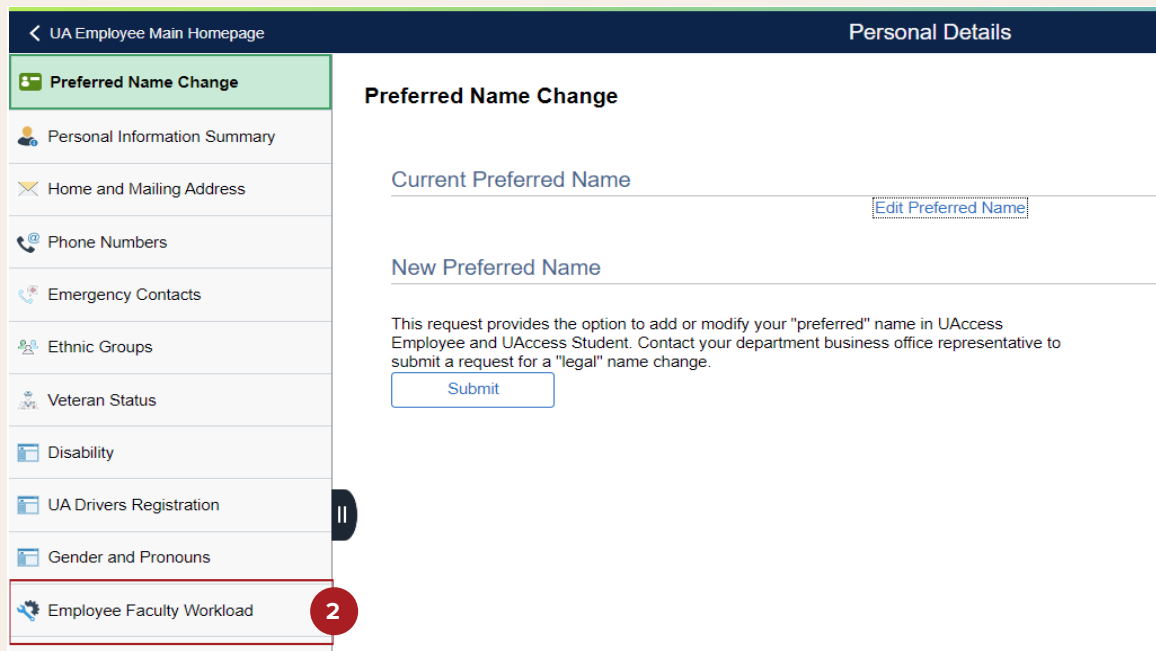
STEP 1

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



STEP 2

Select **Employee Faculty Workload**.



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.

Employee Faculty Workload
Additional information coming soon!

2 rows

Update?	EmpId/Empl Rcd/Empl	Report Name/Title/Postion Nbr	College/Dept/FTE	Workload Duties	Workload Duties	Comments
			FTE 0.250	Teaching 60.00% Service/Ou... 20.00% Administrat... Services 0.00%	Rsrch/ Scholarships / Creative 20.00% Clinical Service 0.00% Cooperative Extension 0.00% Other Professional Activities 0.00%	
			FTE 0.360	Teaching 60.00% Service/Ou... 20.00% Administrat... Services 0.00%	Rsrch/ Scholarships / Creative 20.00% Clinical Service 0.00% Cooperative Extension 0.00% Other Professional Activities 0.00%	

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

Employee Faculty Workload
Additional information coming soon!

No Faculty Workload Data found.

If you have questions regarding your faculty workload percentage distributions, please contact your supervisor.

If you have technical difficulties with Faculty Workload, please reach out to EmployeeSelfService@arizona.edu.