

FAIR 3.0 Activity Reports

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665
Direct technical questions or comments about the Web site to uashrtr@fau.edu

You can access the Activity Reporting module by:

- Clicking the *Term Based Workload Record* link (red box)
- Clicking the ACTIVITY RECORD tab (green box)
- Using the Quick Links to return to a recently access record (orange box)

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665
Direct technical questions or comments about the Web site to uashrfr@fau.edu

By default, the search method will be by Campus/College/Department. Use the drop down lists to select the desired term, campus, college, department and pay plan. Click Submit to get the results. If you are search for a particular record you may wish to use an alternate search method as listed on the left side of the page (see red box)

The screenshot shows a web browser window displaying the FAU Faculty Academic Information Reporting System (FAIR) interface. The browser's address bar shows the URL: <https://fair3.fau.edu/AdminSearch.aspx?Module=WKLD&search=SRID>. The page header includes the FAU logo and navigation links: [HOME](#), [Activity Reporting](#), [Annual Assignment](#), [CV-S.A.V.E.](#), and [Data Marts](#). A login status message reads: "Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))".

The main content area features a "Term Based Workload Report" section. On the left, there are two boxes: "Search Links" with options like "Search Records By Campus/College/Department" and "Search Records By ID"; and "Other Links" with options like "IRDF File Submission" and "Main Wizard". In the center, the "Search Records By ID" form is visible, containing a "Term" dropdown menu set to "Spring 2014", an "ID" text input field containing "Z00-00-0000", and a "Submit" button.

At the bottom of the page, contact information for Florida Atlantic University is provided: "Florida Atlantic University, Boca Raton, FL - (561) 297-3000. Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665. Direct technical questions or comments about the Web site to uashrfr@fau.edu".

Using the Search Records by ID method, you can search for a particular faculty record using a Z-Number in the format Z##-##-####. Choose the term and click Submit.

The screenshot shows a web browser window displaying the FAU FAIR system. The browser's address bar shows the URL: <https://fairv3.fau.edu/AdminSearch.aspx?Module=WKLD&search=SRNM>. The browser's title bar reads "Term Based Workload Rep...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows icons for "Office Supplies Office Pro...", "BOG Dictionary", "FAIR 3.0", "WebFOCUS 8", "Suggested Sites", "Web Slice Gallery", "FAIR_3.0 Implementation...", and "Banner".

The FAU logo is in the top left corner. The page title is "Faculty Academic Information Reporting System (FAIR) Version 3". In the top right corner, there are links for "Login as Faculty", "Help", "Contact Us", and "Logout". Below these are navigation buttons: "HOME", "Activity Reporting", "Annual Assignment", "CV-S.A.V.E.", and "Data Marts".

The main content area features a "Term Based Workload Report" section. A message reads: "Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))".

On the left side, there are two sections of links:

- Search Links**
 - [Search Records By Campus/College/Department](#)
 - [Search Records By ID](#)
 - [Search Records By Name](#)
 - [Search Course Schedule\(Banner\)](#)
 - [Search Course WorkLoad](#)
- Other Links**
 - [IRDF File Submission](#)
 - [Main Wizard](#)
 - [Assign Instructor](#)
 - [Create new Record](#)

In the center, there is a "Search Records By Name" form:

Search Records By Name

Term:

Last Name:

First Name:

Records can also be located by name.

https://fair3.fau.edu/AdminSearch.aspx?Module=WKLD&search=SRNM

Term Based Workload Rep...

File Edit View Favorites Tools Help

Office Supplies Office Pro... BOG Dictionary FAIR 3.0 WebFOCUS 8 Suggested Sites Web Slice Gallery FAIR_3.0 Implementation ... Banner

FAU

Faculty Academic Information Reporting System (FAIR) Version 3

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Term Based Workload Report

Search Links

- [Search Records By Campus/College/Department](#)
- [Search Records By ID](#)
- [Search Records By Name](#)
- [Search Course Schedule\(Banner\)](#)
- [Search Course Workload](#)

Other Links

- [IRDF File Submission](#)
- [Main Wizard](#)
- [Assign Instructor](#)
- [Create New Record](#)

Search Records By Name

Term: Spring 2014

Last Name: Test

First Name:

Submit

No	View Record	Campus	College	Department	Last name	First Name	ID	Pay Plan	Total FTE	Last Updated?	Faculty Signed?	Dept Signed?	College Signed?	Campus Signed?
1	View Record	01- Boca	16- Engineering & Comp Sci	1660- Comp/ElecEng/Comp Sci	Test	Faculty	000-00-0000	22- Faculty	100.00	08/02/2014	No	No	No	No
2	View Record	01- Boca	16- Engineering & Comp Sci	1660- Comp/ElecEng/Comp Sci	Test	Professor	444-44-4444	22- Faculty	100.00	08/02/2014	No	No	No	No

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
 Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665
 Direct technical questions or comments about the Web site to uashrfr@fau.edu

https://fair3.fau.edu/ModuleRedirect.aspx?Module=WKLD&Termid=201401&Year=&PID=OWumbvldG4aRD6GXw3BA=&Payplan=22&Campus=01&College=16&ColDept=...

The results of the search will appear. Click the View Record link for the report you want to edit.

https://fain2.fau.edu/WorkLoad/FacultyEffort.aspx?UserKey=129459

Term Based Workload Report

Faculty Academic Information Reporting System (FAIR) Version 3

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Assignment/Activity Report (Full) Faculty Information Thesis/Dissertation Worksheet View Historical Terms Medicine Activity Report

Term	ID	Pay Plan	First name	Last name	Campus	College	Department
Spring 2014	000-00-0000	22- Faculty	Faculty	Test	01- Boca	16- Engineering & Comp. Sci.	1660- Comp/ElecEng/Comp Sci

The AFD/FAR Report was last updated Chantal Sinady on 8/2/2014 4:26:16 AM from 10.15.65.244

Your Contact hours are computed on 12 contact hours(or 40 hour week) unless you specify otherwise below

Clock Hours: Contact Hours Activity: [Post Semester Update](#) [Reset](#) Total FTE Assigned: 100.00 Total FTE Reported: 100.00 [Update FTE](#)

Manage: [Accounts](#) [Course Asst/Grader/Site Travel](#) [Grants](#) [Comments](#) [Print Workload Form](#) [Master Admin Form](#) [View Previous Versions](#) [View Pay Summary](#)

Sort by:

Activity Type	Funding Source (?)	FTE Assign (?)	Course Key/Activity (?)	Activity Description (?)	Paying Account (?)	Benefiting Account (?)	FTE Activity (?)	Contact Hours (?)	Supp Doc	Delete
Group by: Courses										
Courses	<input type="text" value="0.8"/>	<input type="text" value="0.8"/>	CEN 6076 0002 C (13)	Software Testing (5)	<input type="text" value="B66000"/>	B67000	<input type="text" value="0.8"/>	<input type="text" value="0.1"/>	Detail	
Courses	<input type="text" value="8.3"/>	<input type="text" value="8.3"/>	ECM 7980 0001 G (14)	Dissertation-Computer Engineer (3)	<input type="text" value="B66000"/>	B67000	<input type="text" value="8.3"/>	<input type="text" value="1.0"/>	Detail	
Courses	<input type="text" value="0.8"/>	<input type="text" value="0.8"/>	CAP 8673 0002 C (13)	Data Mining & Mach Learning (6)	<input type="text" value="B66000"/>	B67000	<input type="text" value="0.8"/>	<input type="text" value="0.1"/>	Detail	
Courses	<input type="text" value="14.0"/>	<input type="text" value="14.0"/>	CAP 8673 0001 C (13)	Data Mining & Mach Learning (16)	<input type="text" value="B66000"/>	B67000	<input type="text" value="14.0"/>	<input type="text" value="1.7"/>	Detail	
Courses	<input type="text" value="14.0"/>	<input type="text" value="14.0"/>	COT 8900 0001 Z (13)	Pattern Recognition (2)	<input type="text" value="B66000"/>	B67000	<input type="text" value="14.0"/>	<input type="text" value="1.7"/>	Detail	
Total:		<input type="text" value="37.99"/>					<input type="text" value="37.99"/>	<input type="text" value="4.56"/>		
Group by: Non-Instructional										
Non-Instr	<input type="text" value="5.0"/>	<input type="text" value="5.0"/>	<input type="text" value="Univ Committees/Councils"/>	Univ Committees/Councils	<input type="text" value="B66000"/>	<input type="text" value="B66000"/>	<input type="text" value="5.0"/>	<input type="text" value="0.0"/>	Supp Doc (N)	Delete
Non-Instr	<input type="text" value="15.0"/>	<input type="text" value="15.0"/>	<input type="text" value="Departmental Research"/>	Departmental Research	<input type="text" value="B66000"/>	<input type="text" value="B66000"/>	<input type="text" value="15.0"/>	<input type="text" value="0.0"/>	Supp Doc (N)	Delete
Total:		<input type="text" value="20.00"/>					<input type="text" value="20.00"/>	<input type="text" value="0.00"/>		
Grand Total:		<input type="text" value="57.99"/>					<input type="text" value="57.99"/>	<input type="text" value="4.56"/>		

[Update Form](#)

Add New Activity

Activity Type: FTE Assign: Activity Description: Paying Account: Benefiting Account: FTE Activity: Wkld Units: [Insert](#) [Reset](#)

The courses taught for the term are imported from Banner. Any other activities, other than teaching, listed in the Annual Assignment will be loaded as well. If you need to add an activity, go to the Add New Activity section at the bottom of the page. Select the Activity Type, Assignment FTE, the Paying Account, the Benefiting Account and the Activity FTE. Click the Insert Button to add the activity.

https://fain2.fau.edu/WorkLoad/FacultyEffort.aspx?UserKey=129459

Term Based Workload Report

Faculty Academic Information Reporting System (FAIR) Version 3

Remove Emulation You are logged in as Chair Test (Administrator (Restrict Unit Access)) You have emulated Chair Test (Administrator (Restrict Unit Access))

Assignment/Activity Report (Full) Faculty Information Thesis/Dissertation Worksheet View Historical Terms Medicine Activity Report

Term	ID	Pay Plan	First name	Last name	Campus	College	Department
Spring 2014	000-00-0000	22- Faculty	Faculty	Test	01- Boca	16- Engineering & Comp. Sci.	1660- Comp/ElecEng/Comp Sci

The AFD/FAR Report was last updated Chair Test on 8/2/2014 4:31:16 AM from 10 15.65.244

Your Contact hours are computed on 12 contact hours(or 40 hour week) unless you specify otherwise below

Clock Hours: Contact Hours Activity: [Post Semester Update](#) [Reset](#) Total FTE Assigned: 100.00 Total FTE Reported: 100.00 [Update FTE](#)

Manage: [Accounts](#) [Course Asst/Grader/Site Travel](#) [Grants](#) [Comments](#) [Print Workload Form](#) [Master Admin Form](#) [View Previous Versions](#)

Record deleted.

Sort by: Activity Type [View Pay Summary](#)

Activity Type	Funding Source (?)	FTE Assign (?)	Course Key/Activity (?)	Activity Description (?)	Paying Account (?)	Benefiting Account (?)	FTE Activity (?)	Contact Hours (?)	Supp Doc	Delete
Group by: Courses										
Courses	<input type="text" value="0.1"/>	<input type="text" value="0.1"/>	CEN 6076 0002 C (13)	Software Testing (5)	B66000	B67000	0.8	0.1	Detail	
Courses	<input type="text" value="8.3"/>	<input type="text" value="8.3"/>	ECM 7980 0001 G (14)	Dissertation-Computer Engineer (3)	B66000	B67000	8.3	1.0	Detail	
Courses	<input type="text" value="0.8"/>	<input type="text" value="0.8"/>	CAP 6673 0002 C (13)	Data Mining & Mach Learning (6)	B66000	B67000	0.8	0.1	Detail	
Courses	<input type="text" value="14.0"/>	<input type="text" value="14.0"/>	CAP 6673 0001 C (13)	Data Mining & Mach Learning (16)	B66000	B67000	14.0	1.7	Detail	
Courses	<input type="text" value="14.0"/>	<input type="text" value="14.0"/>	COT 6900 0001 Z (13)	Pattern Recognition (2)	B66000	B67000	14.0	1.7	Detail	
Total:		<input type="text" value="37.99"/>					37.99	4.56		
Group by: Instructional										
Instr	<input type="text" value="10.0"/>	<input type="text" value="10.0"/>	Academic Advising	Academic Advising	B66000	B66000	10.0	0.0	Supp Doc (N)	Delete
Total:		<input type="text" value="10.00"/>					10.00	0.00		
Group by: Non-instructional										
Non-Instr	<input type="text" value="15.0"/>	<input type="text" value="15.0"/>	Departmental Research	Departmental Research	B66000	B66000	15.0	0.0	Supp Doc (N)	Delete
Total:		<input type="text" value="15.00"/>					15.00	0.00		
Grand Total:		<input type="text" value="62.99"/>					62.99	4.56		

[Update Form](#)
[Add New Activity](#)

If desired, a narrative can be added for any activity, other than teaching, by clicking the Supp Doc link (see blue box). Otherwise, the record should be edited so that the Activity Report FTE (see red box) is equal to the Assigned FTE (see green box). If you wish to preserve the percentages of the activities as specified in the annual assignment, then the FTE for the courses will have to be adjusted. However you may make the adjustments in whichever manner you deem appropriate so long as the total FTE for the activity report is equal to the Assigned FTE. Make your changes to the FTE Assign column (third column from the left). Once you have completed your edits click the UPDATE FORM button to save the changes.

<https://fair3.fau.edu/Workload/FacultyEffort.aspx?UserKey=129468>
Term Based Workload Report
Term Based Workload Report
Term Based Workload Report

Your Contact hours are computed on 12 contact hours (or 40 hour week) unless you specify otherwise below
 Clock Hours: Contact Hours Activity:
Post Semester Update
Reset
Total FTE Assigned: 100.00 Total FTE Reported: 100.00 Update FTE

Manage: [Accounts](#) [Course Asst/Grader/Site Travel](#) [Grants](#) [Comments](#) [Print Workload Form](#) [Master Admin Form](#) [View Previous Versions](#)

Activity Records Updated successfully

Sort by: Activity Type [View Pay Summary](#)

Activity Type	Funding Source (?)	FTE Assign (?)	Course Key/Activity (?)	Activity Description (?)	Paying Account (?)	Benefiting Account (?)	FTE Activity (?)	Contact Hours (?)	Supp Doc	Delete
Group by: Courses										
Courses	15.0	15.0	CEN 6076 0002 C (13)	Software Testing (5)	B66000	B67000	15.0	1.8	Detail	
Courses	15.0	15.0	ECM 7980 0001 G (14)	Dissertation-Computer Engineer (3)	B66000	B67000	15.0	1.8	Detail	
Courses	15.0	15.0	CAP 6673 0002 C (13)	Data Mining & Mach Learning (6)	B66000	B67000	15.0	1.8	Detail	
Courses	15.0	15.0	CAP 6673 0001 C (13)	Data Mining & Mach Learning (16)	B66000	B67000	15.0	1.8	Detail	
Courses	15.0	15.0	COT 6900 0001 Z (13)	Pattern Recognition (2)	B66000	B67000	15.0	1.8	Detail	
Total:		75.00					75.00	9.00		
Group by: Instructional										
Instr	10.0	10.0	Academic Advising	Academic Advising	B66000	B66000	10.0	1.2	Supp Doc (N)	Delete
Total:		10.00					10.00	1.20		
Group by: Non-Instructional										
Non-Instr	15.0	15.0	Departmental Research	Departmental Research	B66000	B66000	15.0	1.8	Supp Doc (N)	Delete
Total:		15.00					15.00	1.80		
Grand Total:		100.00					100.00	12.00		

Update Form
Add New Activity

Activity Type: FTE Assign: Activity Description: Paying Account: Benefiting Account: FTE Activity: Wild Units:
Insert Reset

Once the total for FTE Assign column (red box) is complete, click the *Post Semester Update* link (orange box). This will set the FTE Activity (green box) to the new figures and calculate the resulting contact hours (purple box).

https://fsin2.fau.edu/WorkLoad/FacultyEffort.aspx?UserKey=129460

Term Based Workload Report

File Edit View Favorites Tools Help

Office Supplies Office Pro... BOG Dictionary FAIR 3.0 WebFOCUS 8 Suggested Sites Web Slice Gallery FAIR_3.0 Implementation ... Banner

Your Contact hours are computed on 12 contact hours (or 40 hour week) unless you specify otherwise below

Clock Hours: Contact Hours Activity: [Post Semester Update](#) [Reset](#) Total FTE Assigned: 100.00 Total FTE Reported: 100.00 [Update FTE](#)

Manage: [Accounts](#) [Course Asst/Grader/Site Travel](#) [Grants](#) [Comments](#) [Print Workload Form](#) [Master Admin Form](#) [View Previous Versions](#)

Activity Records Updated successfully

Sort by: [View Pay Summary](#)

Activity Type	Funding Source (?)	FTE Assign (?)	Course Key/Activity (?)	Activity Description (?)	Paying Account (?)	Benefiting Account (?)	FTE Activity (?)	Contact Hours (?)	Supp Doc	Delete
Group by: Courses										
Courses	FAIR	15.0	CEN 6075 0002 C (13)	Software Testing (5)	B66000	B67000	15.0	1.8	Detail	
Courses	FAIR	15.0	ECM 7980 0001 G (14)	Dissertation-Computer Engineer (3)	B66000	B67000	15.0	1.8	Detail	
Courses	FAIR	15.0	CAP 6673 0002 C (13)	Data Mining & Mach Learning (6)	B66000	B67000	15.0	1.8	Detail	
Courses	FAIR	15.0	CAP 6673 0001 C (13)	Data Mining & Mach Learning (16)	B66000	B67000	15.0	1.8	Detail	
Courses	FAIR	15.0	COT 6900 0001 Z (13)	Pattern Recognition (2)	B66000	B67000	15.0	1.8	Detail	
Total:		75.00					75.00	9.00		
Group by: Instructional										
Instr	FAIR	10.0	Academic Advising	Academic Advising	B66000	B66000	10.0	1.2	Supp Doc (N)	Delete
Total:		10.00					10.00	1.20		
Group by: Non-instructional										
Non-Instr	FAIR	15.0	Departmental Research	Departmental Research	B66000	B66000	15.0	1.8	Supp Doc (N)	Delete
Total:		15.00					15.00	1.80		
Grand Total:		100.00					100.00	12.00		

[Update Form](#)

Add New Activity

Activity Type: FTE Assign: Activity Description: Paying Account: Benefiting Account: FTE Activity: Wkld Units: [Insert](#) [Reset](#)

ACTIVITY REPORT: Please sign below after the activity report is completed.
Signatures denote delivery/receipt of the activity contained in this document.

Chair/Director - [Sign](#)

[Reject](#)

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665
Direct technical questions or comments about the Web site to uashrfr@fau.edu

When the activity report is balanced the signature box appears and the Chair/Director will be able to sign the activity report.

https://fair3.fau.edu/Workload/FacultyEffort.aspx?UserKey=129468

Term Based Workload Report

File Edit View Favorites Tools Help

Office Supplies Office Pro... BOG Dictionary FAIR 3.0 WebFOCUS 8 Suggested Sites Web Slice Gallery FAIR_3.0 Implementation ... Banner

Term	ID	Pay Plan	First name	Last name	Campus	College	Department
Spring 2014	000-00-0000	22- Faculty	Faculty	Test	01- Boca	16- Engineering & Comp. Sci.	1660- Comp/ElecEng/Comp Sci

The AFD/FAR Report was last updated Chair Test on 8/2/2014 4:34:16 AM from 10.15.65.244

Your Contact hours are computed on 12 contact hours(or 40 hour week) unless you specify otherwise below

Clock Hours: Contact Hours Activity:

Total FTE Assigned: 100.00 Total FTE Reported: 100.00

Manage: Accounts Course Asst/Grader/Site Travel Grants Comments Print Workload Form Master Admin Form View Previous Versions

Activity Type	Funding Source (?)	FTE Assign (?)	Course Key/Activity (?)	Activity Description (?)	Paying Account (?)	Benefitting Account (?)	FTE Activity (?)	Contact Hours (?)	Supp Doc
Group by: Courses									
Courses		15.0	CEN 6076 0002 C (13)	Software Testing (5)	B66000	B67000	15.0	1.8	Detail
Courses		15.0	ECM 7980 0001 G (14)	Dissertation-Computer Engineer (3)	B66000	B67000	15.0	1.8	Detail
Courses		15.0	CAP 6673 0002 C (13)	Data Mining & Mach Learning (5)	B66000	B67000	15.0	1.8	Detail
Courses		15.0	CAP 6673 0001 C (13)	Data Mining & Mach Learning (16)	B66000	B67000	15.0	1.8	Detail
Courses		15.0	COT 6900 0001 Z (13)	Pattern Recognition (2)	B66000	B67000	15.0	1.8	Detail
Total:		75.00					75.00	9.00	
Group by: Instructional									
Instr		10.0	Academic Advising	Academic Advising	B66000	B66000	10.0	1.2	Supp Doc (N)
Total:		10.00					10.00	1.20	
Group by: Non-Instructional									
Non-Instr		15.0	Departmental Research	Departmental Research	B66000	B66000	15.0	1.8	Supp Doc (N)
Total:		15.00					15.00	1.80	
Grand Total:		100.00					100.00	12.00	

ACTIVITY REPORT: Please sign below after the activity report is completed. Signatures denote delivery/receipt of the activity contained in this document.

Chair/Director - Test, Chair signed this document on Aug 2 2014 4:34AM

Dean/VP/Other -

Faculty Member -

Florida Atlantic University, Boca Raton, FL - (561) 297-3000
 Direct all functional questions or comments (including Login issues) about the FAIR system to IEA@fau.edu (561) 297-2665
 Direct technical questions or comments about the Web site to uashrfr@fau.edu

If the Chair/Director signs the report, the signature buttons for the Dean/VP and the Faculty Member become available for their signatures.