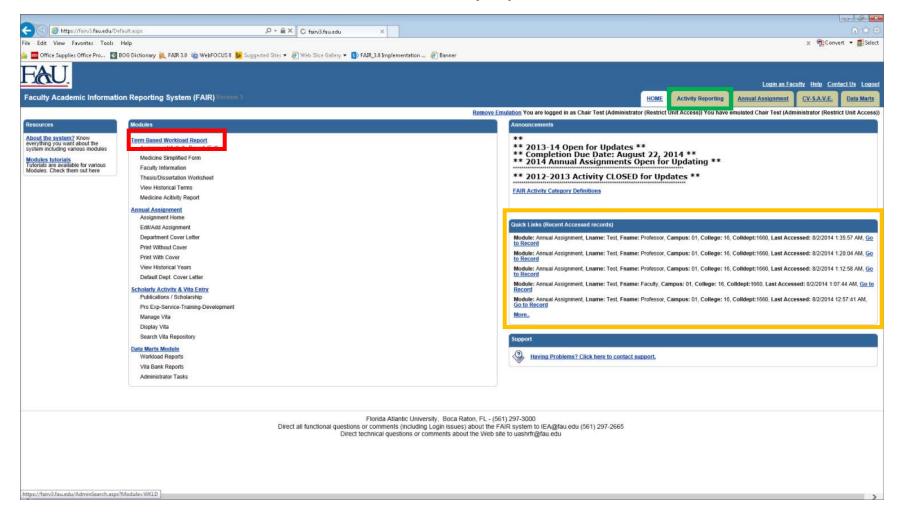
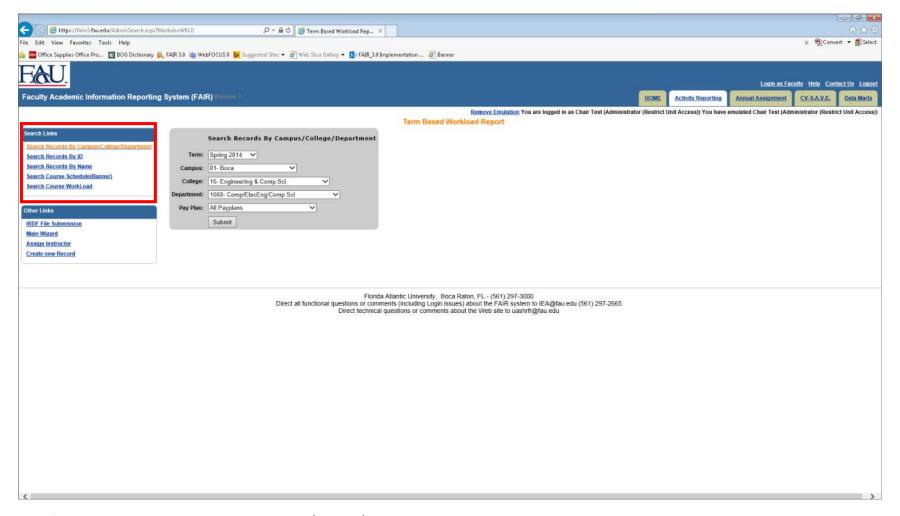
## **FAIR 3.0 Activity Reports**

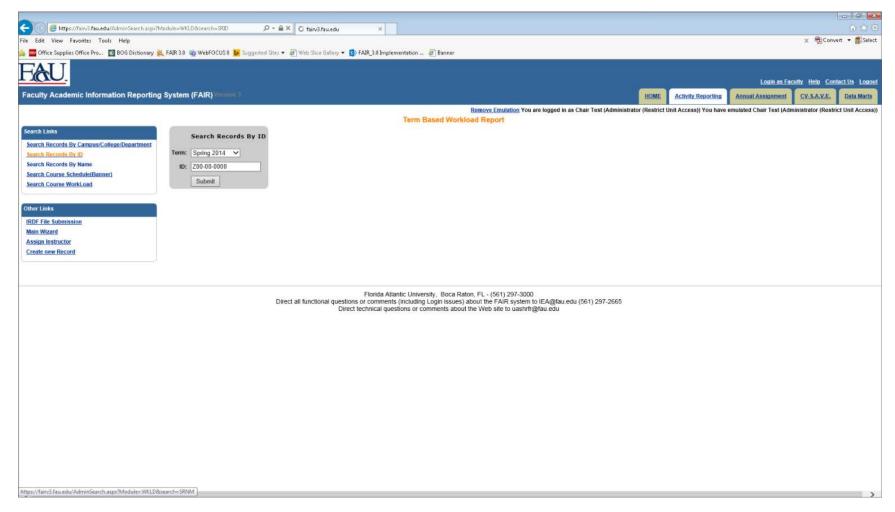


You can access the Activity Reporting module by:

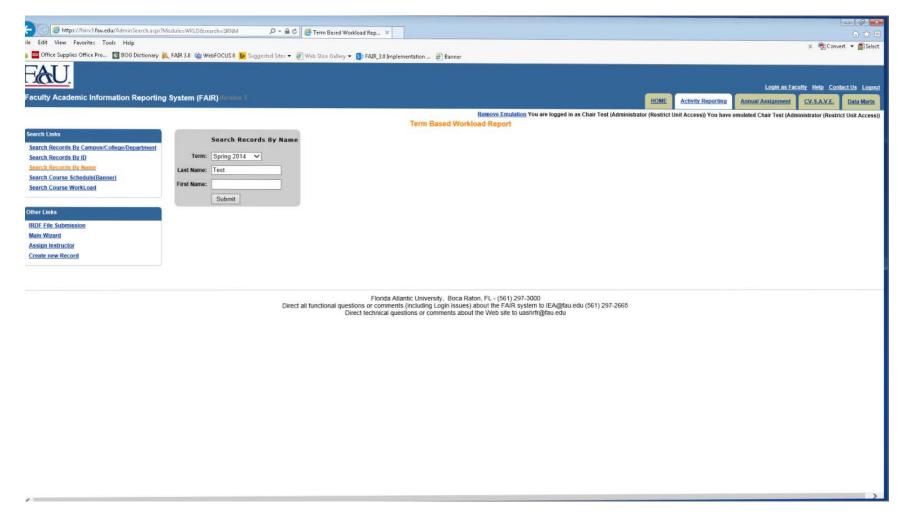
- Clicking the Term Based Workload Record link (red box)
- Clicking the ACTIVITY RECORD tab (green box)
- Using the Quick Links to return to a recently access record (orange box)



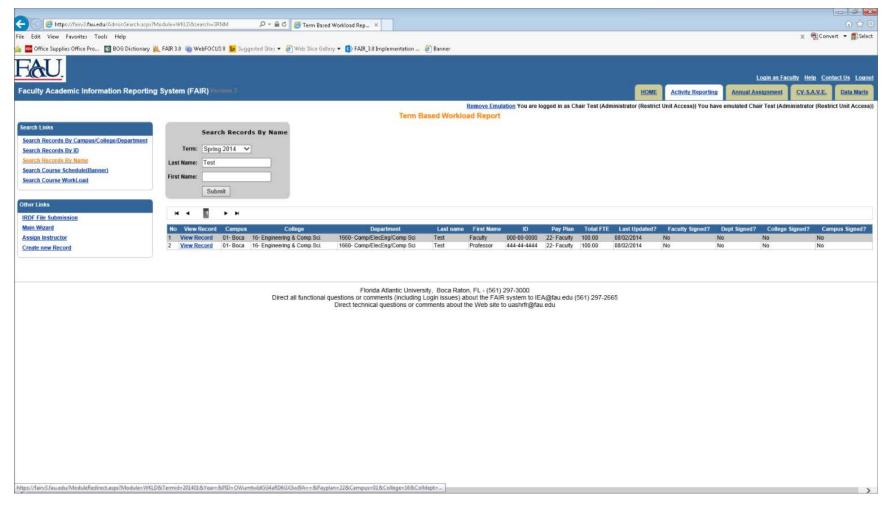
By default, the search method will be by Campus/College/Department. Use the drop down lists to select the desired term, campus, college, department and pay plan. Click Submit to get the results. If you are search for a particular record you may wish to use an alternate search method as listed on the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



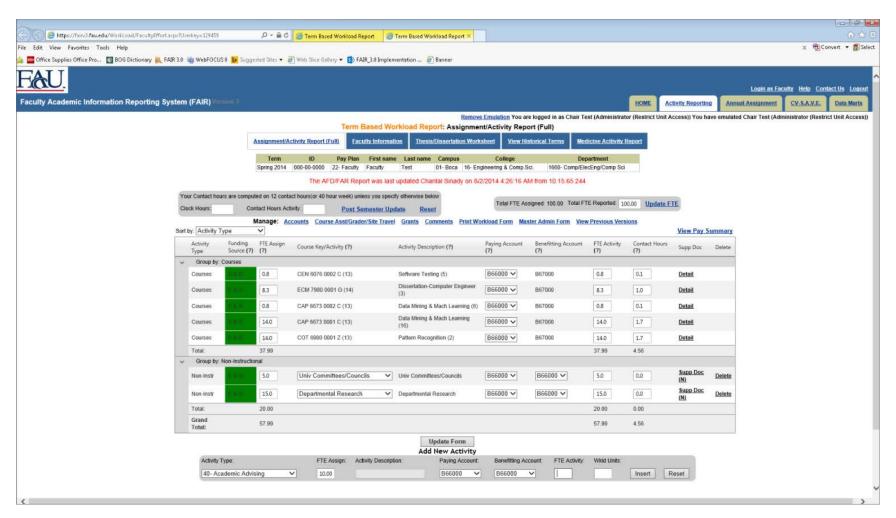
Using the Search Records by ID method, you can search for a particular faculty record using a Z-Number in the format Z##-##-###. Choose the term and click Submit.



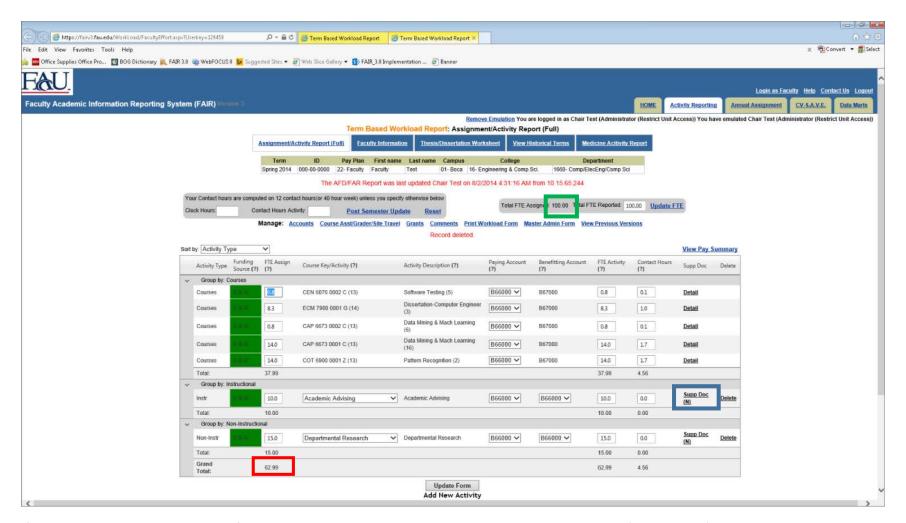
Records can also be located by name.



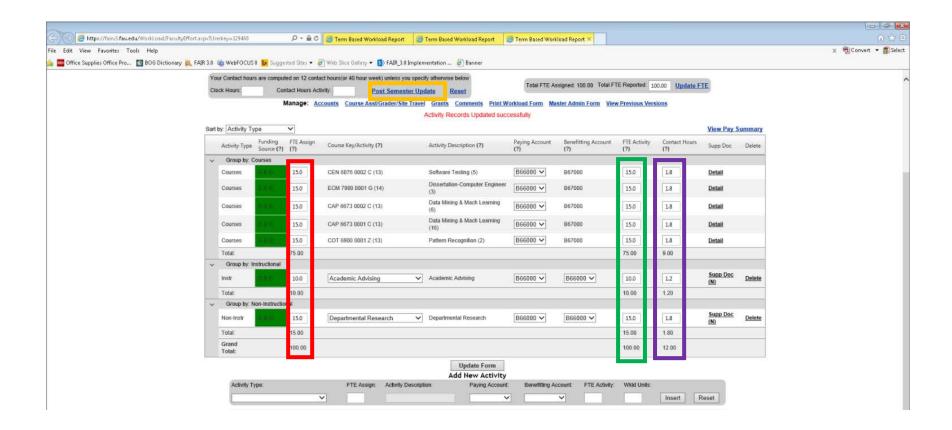
The results of the search will appear. Click the View Record link for the report you want to edit.



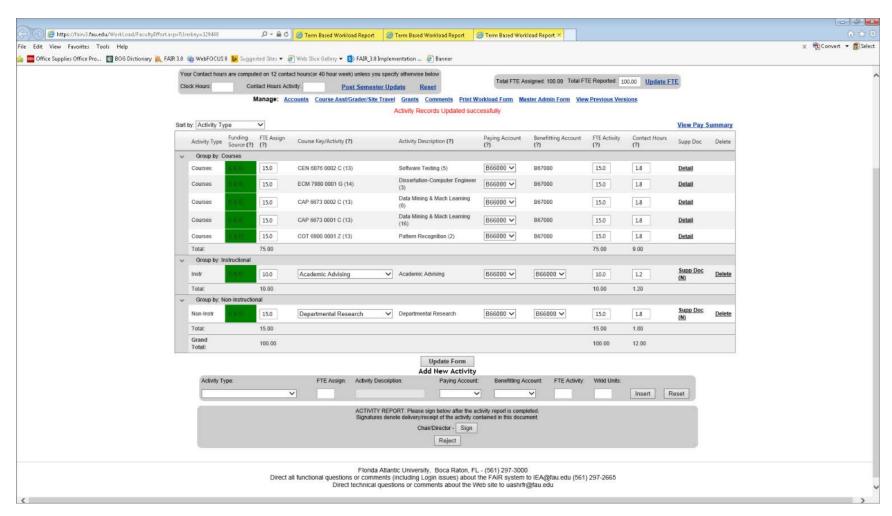
The courses taught for the term are imported from Banner. Any other activities, other than teaching, listed in the Annual Assignment will be loaded as well. If you need to add an activity, go to the Add New Activity section at the bottom of the page. Select the Activity Type, Assignment FTE, the Paying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



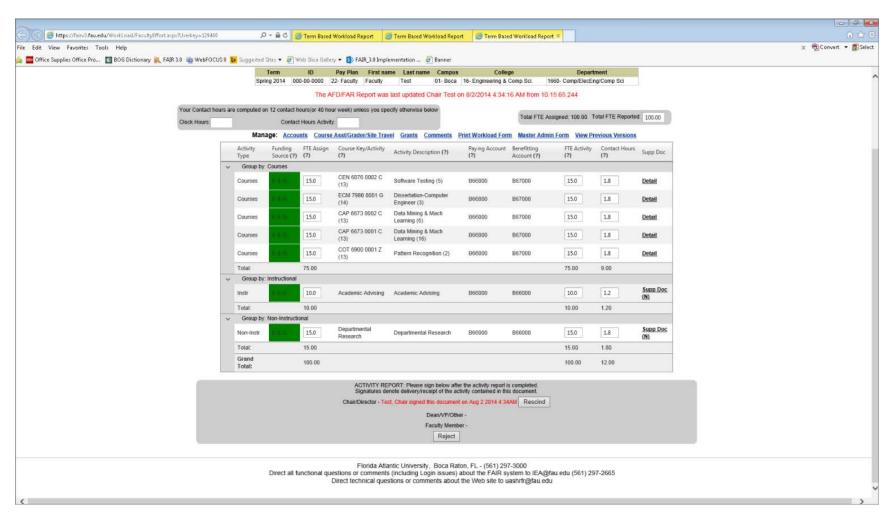
If desired, a narrative can be added for any activity, other than teaching, by clicking the Supp Doc link (see blue box). Otherwise, the record should be edited so that the Activity Report FTE (see red box) is equal to the Assigned FTE (see green box). If you wish to preserve the percentages of the activities 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.



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).



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



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