



SR APDB Faculty Transaction Report Setup Guide

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This document is published as a baseline guide. Page shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA team.

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Section 1 APDB Faculty Transaction Report Summary:

The following is a guide to the APDB Faculty Transaction Report. This guide will focus on each data element and where it will be captured in PeopleSoft 8.0.

Section 2 APDB Data Elements

2.1 Record Type

Captured in Run Control for Report.

Values: *F*

F = Faculty

2.2 Appointment Sequence

A one digit code used to identify a given faculty transaction as either a first, second or third departmental appointment (aka “assignment”). Each faculty person can have from one to three such appointments in a given term.

Collection Method: The "primary" department will be associated with Appointment Sequence #1, any additional assignments will require the designation of a second or third department. This will need to be captured in the class schedule and/or the Term Workload panel by selecting the 2nd or 3rd department based on the Appointment sequence and Assignment Type. Each Appointment sequence will create a separate faculty record.

Values: *1, 2, or 3*

2.3 Year

The last two digits of the calendar year for which a report or job related process is being generated or performed. In most APDB jobs, the year/term/campus code requested by the user must correspond to an existing section and/or faculty master file, and must match the year/term/campus code contained in the header record of that file.

Collection Method: Run Control

Values: *00 – 99*

2.4 Term Code

A code which indicates the period for which a report or job-related process is being generated or performed. Valid values are also maintained on COSAR table 011. In most APDB jobs, the year/term/campus code requested by the user must correspond to an existing section and/or faculty master file, and must match the year/term/campus code contained in the header record of that file.

Collection Method: Run Control.

Values: *1,2,3,4 where each value corresponds to 1=Winter; 2=Spring Semester or Quarter; 3=Summer Quarter; and 4=Fall Semester or Quarter*

2.5 Campus Code

A code is assigned to each entity of the California State University. Valid values are also maintained on COSAR table 001. In most APDB jobs, the year/term/campus code requested by the user must correspond to an existing section and/or faculty master file, and must match the year/term/campus code contained in the header record of that file.

Collection Method: Run Control parameter and passed to the file. Can be defaulted to the institution submitting the file, but that institution's value should be mapped to COSAR 001 if prompted from the INSTITUTION_TBL. (i.e.,FRSNO=25, CMA=27, and SON=85).

Values: Various 2-digit codes maintained in COSAR Table 001.

2.6 SSN

The unique number identification assigned by the Social Security Administration. If the individual has no assigned number, the campus should designate a facsimile Social Security Number using the following scheme: Code YYCC0NNNN where N = Year; CC = Campus Code; 0 = Numeric Zero; NNNN = Sequential number starting with 0001.

Collection Method: Use EMPLID to get SSN from PERS_NID. NATIONAL_ID_TYPE='PR'.

Values: 000000001-999999999

2.7 Initial 1

These 3 fields constitute the Faculty Name data element, which consists of 20 alphanumeric characters in the format FMLLLLLLLLLLLLLLLLLLLL. The first character (first initial) within Faculty Name cannot be blank.

Collection Method: Derived from Bio/Demo data for the faculty member. The field used is FIRST_NAME.

Values: Any character corresponding to the first character of a person's first name.

2.8 Initial 2

These 3 fields constitute the Faculty Name data element, which consists of 20 alphanumeric characters in the format FMLLLLLLLLLLLLLLLLLLLL. The first character (first initial) within Faculty Name cannot be blank.

Collection Method: Derived from Bio/Demo data for the faculty member. The field used is MIDDLE_NAME

Values: Any character corresponding to the first character of a person's middle name.

2.9 Last Name

These 3 fields constitute the Faculty Name data element, which consists of 20 alphanumeric characters in the format FMLLLLLLLLLLLLLLLLLLLL. The first character (first initial) within Faculty Name cannot be blank.

Collection Method: Derived from Bio/Demo data for the faculty member. The field used is LAST_NAME

Values: The character set corresponding to a person's last name.

2.10 School Code

A standard code for all CSU campuses that uniquely identifies an academic division or school of study at the campus, each of which comprises one or more departments. School code must be a 2-digit non-zero number within the first assignment, i.e., "F1" transaction.

Collection Method: Derived from the INSTR_ADVISOR.ACAD_ORG entry in the Department Code field where the latter is/are the Department(s) with which the instructor is affiliated. If there is a 2nd and/or 3rd Appointment Sequence, the 2nd and 3rd Department ID will determine the school code for that selection.

Values: Various 2-digit codes maintained in COSAR Table 008.

2.11 Department Code

A standard code used throughout the CSU which uniquely identifies an academic department. The primary department will be captured on the Instructor/Advisor page for an instructor. If there is a 2nd and/or 3rd Appointment sequence, there must be a different department selected.

Collection Method: The primary department will be captured in the Instructor/Advisor table. The report will match any assignments for the instructor on the Term Workload Page with the Primary department on the Instructor/Advisor page for reporting purposes. The Department must be manually changed on the Term Workload Page to add a second or third departmental assignment for the faculty member.

Page Name: Instructor/Advisor Table

Navigation: Manage Student Records → Establish Courses → Setup → Instructor/Advisor Table

Page Name: Instructor/Advisor Table

The screenshot shows the PEOPLE Soft web application interface. The breadcrumb navigation is: Home > Manage Student Records > Establish Courses > Setup > Instructor/Advisor Table. The user is Maria Gossamer with ID 00000002. The page is titled "Instructor/Advisor Table" and has a sub-tab for "Approved Courses".

Instructor Details (View All | First | 1 of 1 | Last)

*Effective Date:	06/12/2002	*Status:	Active	+ -
*Instructor Type:	Assistant Professor	<input type="checkbox"/> Advisor		
*Academic Institution:	CSUNF	Test University		
*Primary Acad Org:	235 - ECON	Economics		
*Instructor Available:	Available			

Instructor/Advisor Role (View All | First | 1 of 1 | Last)

Advisor Number:	1	Percent of Appointment:		+ -
*Academic Career:				
Academic Program:				
Academic Plan:				
Academic Sub-Plan:				

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

Course ID: 000001 Course Offering Nbr: 1
 Academic Institution: Test University
 Term: Fall 2001 Undergrad
 Subject Area: ECON Economics
 Catalog Nbr: 100 Micro Economics

Class Sections: 1 Regular Academic Session Class Nbr: 1004 APDB Mapping Values (Cls)
 Class Section: 1 Component: Lecture Event ID: 000021560

Meeting Pattern: View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MAIN HALL	30	MWF	1:00PM	1:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/27/2001 - 12/16/2001
MAIN 226												

Instructors For Meeting Pattern: View All First 1 of 1 Last

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
0000000	Gossamer, Maria	IFF	235 - ECON	<input checked="" type="checkbox"/>	100.0000	3.00	<input checked="" type="checkbox"/>	20.00

The APDB Department ID will automatically populate for the instructor on the Class Schedule Meetings Page to match the Academic Organization for the Class Section. This APDB Department ID will automatically transfer over to the Term Workload Page for each assignment for the instructor.

Page Name: Term Workload

Navigation: Manage Student Records → Establish Courses → Use → Term Workload

Term Workload
Gage, Brian ID: 102787174

Workload Definition View All First 1 of 1 Last

Academic Institution: CSUNR Test University: Total Term FTE% 40.00
 Term: 2017 Fall 2001
 Instructor Assignment Class: FT Full Time
 Calculate Workload: Assigned FTE %: 100.00
 Limit Workload: Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Sect	Class Nbr	Comb Sects ID	Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Micro Economics	ECON	100	5	1056	IFF	Assign Type Reason	235 - ECON	3.00	<input checked="" type="checkbox"/>	20.00	+ -
Micro Economics	ECON	100	6	1061	IFF	Assign Type Reason	235 - ECON	3.00	<input checked="" type="checkbox"/>	20.00	+ -

Save Return to Search Next in List Previous in List

All of the term IFF assignments for each instructor are automatically transferred to the Term Workload Page from the Class Schedule. All APDB reporting will be extracted from the Term Workload Page for IFF, IAF, Assigned Time and OSF.

Values: Various 3-digit codes maintained in COSAR Table 009.

2.12 Range Code

A code indicating the position classification (salary range) of a faculty member for a given departmental assignment.

Collection Method: Derived from Grade on Empl Rec#.

Values: 0 – 8

2.13 Instructional Faculty Fraction (IFF)

An element that specifies the portion of a faculty appointment supported by instructional funds (see Full Time Equivalent Faculty). The value of this field is not affected by tenure status, i.e., temporary non-tenured faculty member would have an instructional faculty fraction of 1.000 when teaching a full load of classes. Decimal implied. Invalid value is defaulted to 0000.

Collection Method: "IFF" is loaded as an Assignment Type code. Regular instruction (IFF) is captured here and needs to be identified with an IFF assignment type. IFF will be the sum of Assignment FTE % for the rows that are designated as "IFF" on the Term Workload Page. IFF assignments will be entered on the Meetings Page of the Class Schedule Component. All IFF assignments will be transferred to one term based page (Term Workload) and the report will sum the rows for the term from that page. A full load (100%/1.000) will be reported as 1000. An IFF Assignment FTE% of 50% will be reported as 0500.

Page Name: Assignment Type

Navigation: Design Student Administration → Design Academic Structure → Setup → Assignment Type

PEOPLE Soft

Home Worklist Help

Home > Design Student Administration > Design Academic Structure > Setup > Assignment Type [New Window](#)

Assignment Type

View All First 1 of 1 Last

Assignment Type: IFF

Academic Institution: CSUNR Test University

*Effective Date: 01/01/1901 *Status: Active

*Description: IFF

Short Description: IFF

View on Schedule of Classes

Include Assignment in Workload

100% Weekly Workload Hours: 15.00

100% OEE Workload Hours: 225.00 Assigned Time Code Value

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

Page Name: Meetings

Navigation: Manage Student Records → Establish Courses → Use → Schedule of Classes → Meetings

The screenshot displays the 'Meetings' page in the PEOPLE Soft application. The page is divided into several sections:

- Navigation:** Home, Worklist, Help, Sign Out. Breadcrumbs: Home > Manage Student Records > Establish Courses > Use > Schedule of Classes. A 'New Window' link is also present.
- Tabs:** Basic Data, Meetings (selected), Enrollment Cntrl, Reserve Cap, Notes, Exam, QL Interface.
- Course Information:**
 - Course ID: 000001
 - Academic Institution: Test University
 - Term: Fall 2001
 - Subject Area: ECON
 - Catalog Nbr: 100
 - Course Offering Nbr: 1
 - Undergrad
 - Economics
 - Micro Economics
- Class Sections:**
 - Session: 1, Regular Academic Session, Class Nbr: 1004, Event ID: 000021560
 - Class Section: 1, Component: Lecture
- Meeting Pattern:**
 - Facility ID: MAIN HALL, Capacity: 30, Pat: MWF, Mtg Start: 1:00PM, Mtg End: 1:50PM
 - Days: M (checked), T (unchecked), W (checked), T (unchecked), F (checked), S (unchecked), S (unchecked)
 - *Start/End Date: 08/27/2001 to 12/16/2001
 - Topic ID and Free Format Topic fields are present.
 - Buttons: +, -, Contact Hours, APDB Mapping Values (Mtg)
- Instructors For Meeting Pattern:**

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
0000000	Gossamer, Maria	IFF	235 - ECON		100.0000	3.00	<input checked="" type="checkbox"/>	20.00
- Room Characteristics:** *Room

Page Name: Term Workload

Navigation: Manage Student Records → Establish Courses → Use → Term Workload

Term Workload
Gage, Brian ID: 102787174

Workload Definition View All First 1 of 1 Last

Academic Institution: CSUNR Test University Total Term FTE% 40.00
 Term: 2017 Fall 2001
 Instructor Assignment Class: FT Full Time
 Calculate Workload: Assigned FTE %: 100.00
 Limit Workload: Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Sect	Class Nbr	Coma Sec's ID	Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Micro Economics	ECON	100	5	1056	IFF	IFF	Assign Type Reason	235 - ECON	3.00	<input checked="" type="checkbox"/>	20.00
Micro Economics	ECON	100	6	1061	IFF	IFF	Assign Type Reason	235 - ECON	3.00	<input checked="" type="checkbox"/>	20.00

Save Return to Search Next in List Previous in List

All of the faculty member’s assignments for each term will be displayed on the Term Workload Page. These assignments could include IFF, IAF, Assigned Time or OSF.

Values: 0000 to 1000

2.14 Instructional Administrative Fraction (IAF)

A data element which indicates the share of a faculty appointment that is supported by instructional administrative funds. Expressed as a decimal fraction of a full-time faculty position (1.000). Decimal implied. Invalid value is defaulted to 0000.

Collection Method: An Assignment Type of "IAF" will enable the institution to identify IAF and manually associate it with an Administrative Level on the Term Workload panel. The Administrative Level will be a reason code attached to each IAF selection. IAF will be reported as the sum of Assignment FTE % for the rows that are designated as "IAF". (100% will be reported as 1000, 50% will be reported as 0500).

Page Name: Assignment Type

Navigation: Design Student Administration → Design Academic Structure → Setup → Assignment Type

PEOPLE Soft

Home Worklist Help Sign Out

Home > Design Student Administration > Design Academic Structure > Setup > Assignment Type [New Window](#)

Assignment Type

View All First 1 of 1 Last

Assignment Type: IAF + -

Academic Institution: CSUNR Test University

*Effective Date: 01/01/1901 [E] *Status: Active

*Description: IAF

Short Description: IAF

View on Schedule of Classes

Include Assignment in Workload

100% Weekly Workload Hours: 15.00

100% OEE Workload Hours: 225.00 Assigned Time Code Value

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

Page Name: Term Workload

Navigation: Manage Student Records → Establish Courses → Use → Term Workload

Term Workload
 Allen, Harold ID: 000000001

Workload Definition View All First 1 of 2 Last

Academic Institution: CSUNR Test University Total Term FTE% 60.00
 Term: 2027 Fall 2002
 Instructor Assignment Class: FT Full Time
 Calculate Workload: Assigned FTE %: 200.00
 Limit Workload: Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Sect	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Department Chair						IAF	Assign Type Reason	487 - MATH	3.00	<input checked="" type="checkbox"/>	20.00
History of Computers	ART	222	15	1022		IFF	Assign Type Reason	136 - ART	3.00	<input checked="" type="checkbox"/>	20.00
Advisor						31	Assign Type Reason	487 - MATH	3.00	<input checked="" type="checkbox"/>	20.00

Save Return to Search Next in List Previous in List

Values: 0000 to 1000

2.15 Administrative Level

A code that denotes the organizational level at which a person with an Instructional Administrative Fraction (IAF) is assigned. It also defines the type of work assigned and the term of appointment. Persons with an IAF of 0.0 will be coded zero (0). Within a given assignment, a non-zero Instructional Administrative Fraction must be accompanied by a non-zero Administrative Level and vice versa.

Collection Method: Administrative Level is directly linked to Instructional Admin Fraction - IAF is setup as an assignment type, the non-teaching reason code that is associated with that the assignment type reflects the Administrative Level. The Administrative Level will be a Reason code and will be captured on the Term Workload panel at the time of assignment to any IAF.

Page Name: CSU Workload Reason Table

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Setup → CSU Workload Reason Table

Assignment Type: IAF

Academic Institution: CSUNR Test University

Scroll Area		
View 6	First	Last
1-7 of 7		
Workload Reason Code:		
1	Department Chair, Acad Year	+ -
2	Department Chair, 12 Month	+ -
3	Student Teacher Supervision	+ -
4	School Level, Deans/Div Chairs	+ -
5	College Assoc/Asst Dean	+ -
6	University, Dean	+ -
7	Univ, Other (Prod Mgr, etc)	+ -

Buttons: Save, Return to Search, Add, Update/Display

These 7 Administrative Level values are associated with the IAF Assignment Type.

Page Name: Term Workload

Navigation: Manage Student Records → Establish Courses → Use → Term Workload

Term Workload
 Allen, Harold ID: 000000001

Workload Definition View All First 1 of 2 Last

Academic Institution: CSUNR Test University Total Term FTE% 60.00
 Term: 2027 Fall 2002
 Instructor Assignment Class: FT Full Time
 Calculate Workload: Assigned FTE %: 200.00
 Limit Workload: Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Sect	Class Nbr	Comb Sects ID	Assign type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Department Chair						IAF	Assign Type Reason	487 - MATH	3.00	<input checked="" type="checkbox"/>	20.00
History of Computers	ART	222	15	1022		IFF	Assign Type Reason	136 - ART	3.00	<input checked="" type="checkbox"/>	20.00
Advisor						31	Assign Type Reason	487 - MATH	3.00	<input checked="" type="checkbox"/>	20.00

When IAF is selected on the Term Workload Page, the Administrative Level will be selected for that assignment by clicking on the Assign Type Reason code link. By selecting IAF as the Assignment type, the only valid values associated with this IAF assignment are the Administrative Level codes listed below.

Lookup Workload Reason Code

Assignment Type: IAF
 Academic Institution: CSUNR
 Workload Reason Code:

Lookup Clear Cancel Basic Lookup

Search Results View All First 1-7 of 7 Last

Workload Reason Code	Description
1	Department Chair, Acad Year
2	Department Chair, 12 Month
3	Student Teacher Supervision
4	School Level, Deans/Div Chairs
5	College Assoc/Asst Dean
6	University, Dean
7	Univ. Other (Prod Mgr, etc)

Select the appropriate Administrative Level for the IAF assignment here.

Page Name: Assign Type Reason

Navigation: Manage Student Records → Establish Courses → Use → Term Workload → Assign Type Reason

PEOPLE Soft

Home Worklist Help

Home > Manage Student Records > Establish Courses > Use > Term Workload [New Window](#)

Assign Type Reason

Workload Reason Code: Department Chair, Acad Year

Time Source Code:

OK Cancel

Values: 0 – 7

2.16 Assigned Time Codes 1, 2 and 3

A numeric code used to indicate up to three different types of activities per faculty assignment for which a faculty member can receive workload credit. Within a department assignment, if the Assign Time Code is zero, its corresponding WTU must also be zero. If Assign Time Code is greater than zero, its corresponding WTU must also be greater than zero.

Collection Method: This value will come from PS setup table Assignment_Type, a checkbox has been added to indicate whether this entry is an Assigned Time Code. Each assigned time code assignment will be manually entered on the Term Workload Page.

The screenshot shows the 'Assignment Type' search interface. It includes search fields for Assignment Type, Academic Institution, Description, and Short Description, along with checkboxes for 'Include History' and 'Correct History'. Below the search fields is a 'Search Results' section with a table. The table has four columns: Assignment Type, Academic Institution, Description, and Short Description. The data in the table is as follows:

Assignment Type	Academic Institution	Description	Short Description
11	CSUNR	11	11
12	CSUNR	12	12
14	CSUNR	14	14
15	CSUNR	15	15
16	CSUNR	16	16
17	CSUNR	17	17
18	CSUNR	18	18
21	CSUNR	21	21
22	CSUNR	22	22
23	CSUNR	23	23
31	CSUNR	31	31
32	CSUNR	32	32
33	CSUNR	33	33
34	CSUNR	34	34
35	CSUNR	35	35
41	CSUNR	41	41

All Assigned Time Codes are loaded in the Assignment Type Table.

Page Name: Assign Type

Navigation: Design Student Administration → Design Academic Structure → Setup → Assignment Type

The screenshot shows the 'Assignment Type' configuration page. The 'Assigned Time Code Value' checkbox is checked and circled in red. Other visible fields include: Assignment Type: 31; Academic Institution: CSUNR; Effective Date: 01/01/1901; Status: Active; Description: 31; Short Description: 31; 100% Weekly Workload Hours: 15.00; 100% OEE Workload Hours: 225.00.

For reporting purposes, the Assigned Time Code Value checkbox will be checked to identify each Assigned Time Code Value setup in the Assignment type Table.

Page Name: Term Workload

Navigation: Manage Student Records → Establish Courses → Use → Term Workload

The screenshot shows the 'Term Workload' page for user Allen, Harold. The 'Assign Type' dropdown menu for the 'Advisor' row is circled in red. The table below shows the workload assignments:

Description	Subject	Catalog Nbr	Sect	Class Nbr	Comb Sects ID	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Department Chair						IAF	Assign Type Reason	487 - MATH	3.00	✓	20.00
History of Computers	ART	222	15	1022		IFF	Assign Type Reason	136 - ART	3.00	✓	20.00
Advisor						31	Assign Type Reason	487 - MATH	3.00	✓	20.00

Any Assigned time assignment for an instructor will be manually entered on the Term Workload Page for each term.

Values: Various 2-digit codes maintained in COSAR Table 010.

2.17 Assigned Time WTU 1, 2 and 3

Decimal implied. Weighted teaching units. The number of Weighted Teaching Units (WTU) assigned to the faculty member in conjunction with the associated 'Assigned Time Code'. Within a department assignment, if the Assign Time Code is zero, its corresponding WTU must be zero. If the Assign Time Code is greater than zero, its corresponding WTU must also be greater than zero.

Collection Method: For each Assigned Time assignment, the workload field on the Term Workload Page will be used to capture the WTU for the assignment.

Page Name: Term Workload

Navigation: Manage Student Records → Establish Courses → Use → Term Workload

For each Assigned Time Code, the WTU will be manually entered on the Term Workload Page.

Values: 000 – 120 (Decimal implied 99v9)

2.18 Other Support Fraction (OSF)

A data element which indicates the share of a faculty appointment that is supported by state budget funding other than instructional faculty or instructional administration, expressed as a decimal fraction of a full-time faculty position (1.000). Decimal implied.

Collection Method: An Assignment Type of "OSF" will enable the institution to identify OSF and manually associate it with a faculty assignment on the Term Workload panel. OSF will be the sum of Assignment FTE % for the rows that are designated as "OSF". (100% will be reported as 1000, 50% will be reported as 0500).

Page Name: Assign Type

Navigation: Design Student Administration → Design Academic Structure → Setup → Assignment Type

The screenshot shows the 'Assignment Type' configuration page in the PEOPLE Soft system. The breadcrumb navigation is: Home > Design Student Administration > Design Academic Structure > Setup > Assignment Type. The page title is 'Assignment Type'. The current assignment type is 'OSF', which is circled in red. The form includes the following fields and options:

- Assignment Type:** OSF (circled in red)
- Academic Institution:** CSUNR Test University
- *Effective Date:** 01/01/1901
- *Status:** Active
- *Description:** OSF
- Short Description:** OSF
- View on Schedule of Classes
- Include Assignment in Workload
- 100% Weekly Workload Hours:** 15.00
- 100% OEE Workload Hours:** 225.00
- Assigned Time Code Value:**

At the bottom of the form, there are several action buttons: Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, and Correct History.

Page Name: Term Workload

Navigation: Manage Student Records → Establish Courses → Use → Term Workload

Term Workload
 Allen, Harold ID: 000000001

Workload Definition View All First 1 of 2 Last

Academic Institution: OSUNR Test University Total Term FTE% 73.33
 Term: 2027 Fall 2002
 Instructor Assignment Class: FT Full Time
 Calculate Workload: Assigned FTE %: 200.00
 Limit Workload: Instructor Multiplier %: 100

Description	Subject	Catalog Nbr	Sect	Class Nbr	Comb Sects ID	Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Department Chair						IAF	Assign Type Reason	487 - MATH	3.00	<input checked="" type="checkbox"/>	20.00
History of Computers	ART	222	15	1022		IFF	Assign Type Reason	136 - ART	3.00	<input checked="" type="checkbox"/>	20.00
Advisor						31	Assign Type Reason	487 - MATH	3.00	<input checked="" type="checkbox"/>	20.00
OSF						OSF	Assign Type Reason	145 - BIO	2.00	<input checked="" type="checkbox"/>	13.33

Save Return to Search Next in List Previous in List

Each OSF assignment will be entered manually on the Term Workload Page for each term.

Values: 0000 – 1000 (Decimal implied 9v999)

Section 3 APDB Process Run Controls

3.1 APDB Faculty Data Extraction

Use the APDB Faculty Data Extraction Page to identify which Institution School Code and Term that are to be run for the Data Extraction. This process will populate the CSU_APDB_FACULTY record for the Term specified in the Run Control.

Page Name: APDB Faculty Rpt

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Faculty Data Extraction

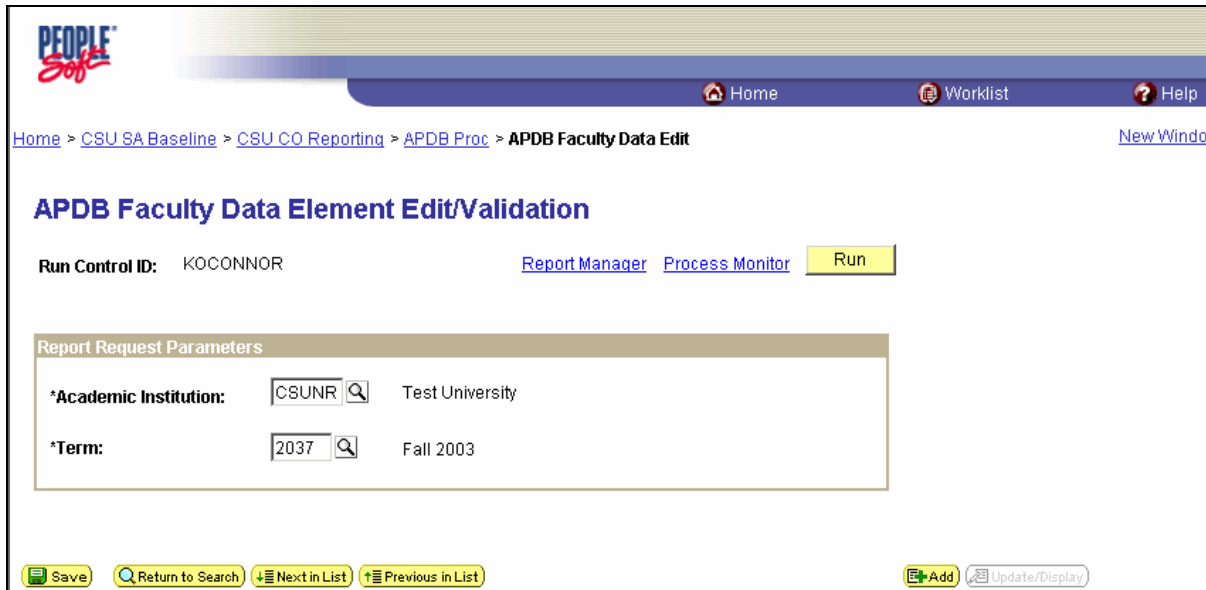
The screenshot shows the 'APDB Faculty Data Extraction' web application interface. At the top, there is a navigation breadcrumb: Home > CSU SA Baseline > CSU CO Reporting > APDB Proc > APDB Faculty Data Extraction. The page title is 'APDB Faculty Data Extraction'. Below the title, the 'Run Control ID' is 'KOCONNOR'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The main section is titled 'Process Request Parameters' and contains three rows of input fields: '*Academic Institution:' with 'CSUNR' and 'Test University', '*School Code:' with '70' and 'California State University, Northridge', and '*Term:' with '2037' and 'Fall 2003'. Below this is a section titled 'Method to Identify Self Supported and Extended Ed. Classes' with two radio buttons: 'Academic Group' (selected) and 'Session Code'. Underneath is a 'Select Values To Exclude' table with a search bar and navigation controls. The table contains one row: 'Academic Group: EXT' with 'Extension Group' and '+' and '-' buttons. At the bottom of the form are several action buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Add', and 'Update/Display'.

To determine which Faculty assignments to exclude from the report, select the method to identify Self Supported and/or Extended Education courses. The choices are Academic Group or Session. Once you identify the method, select the specific values to use for exclusion.

3.2 APDB Faculty Report Edit

Use the APDB Faculty Report Edit to determine potential errors in your report before submitting to the Chancellor's Office for official review. **Important Note: In order to generate the correct Edit report, you must use the same Run Control Id and OPERID that you used to generate the APDB Faculty Report above.*

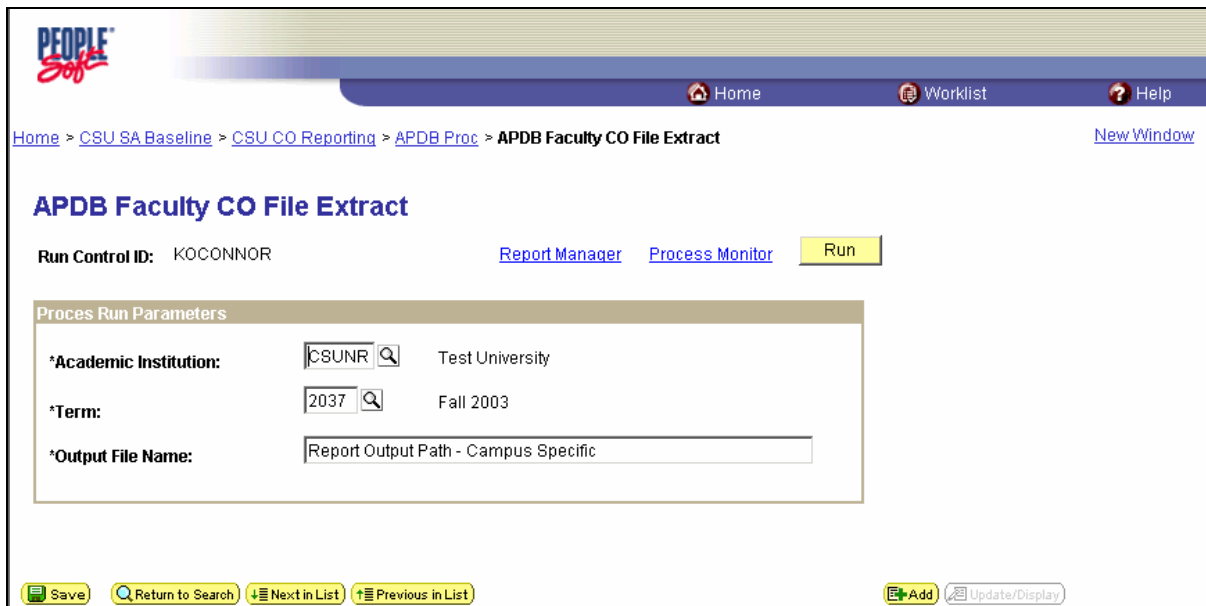
Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Faculty Data Edit



3.3 APDB Faculty CO File Extract

Use the APDB Faculty CO File Extract to generate the flat file that will be submitted to the Chancellor's Office.

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Faculty CO File Extract



3.4 APDB Prior Term Copy – Class Section Data

CMS has provided an Application Engine process to roll all of the ADPB values forward to the next term(s). **Important Note: This process must be run after the PeopleSoft delivered Term Copy process is run.*

Page Name: APDB Faculty Prior Term Copy

Navigation: CSU SA Baseline → CSU CO Reporting → APDB Proc → APDB Faculty Prior Term Copy

The screenshot shows the PeopleSoft web interface for the 'Faculty Teaching Assignments Prior Term Copy' process. At the top left is the PeopleSoft logo. The navigation bar includes 'Home', 'Worklist', and 'Help'. The breadcrumb trail is: Home > CSU SA Baseline > CSU CO Reporting > APDB Proc > APDB Faculty Prior Term Copy. The main heading is 'Faculty Teaching Assignments Prior Term Copy'. Below this, the 'Run Control ID' is 'KOCONNOR', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A 'Run Parameters' section contains the following fields:

- *Academic Institution: CSUNR (with a search icon) and Test University
- *Academic Career: Undergrad (with a dropdown arrow)
- *Roll From Term: 2037 (with a search icon) and Fall 2003
- *Roll To Term: 2047 (with a search icon) and Fall 2004

 At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Add', and 'Update/Display'.