

Faculty Workload Training

PURDUE
UNIVERSITY
FORT WAYNE



Spring 2025
Office of Institutional Research

FACULTY WORKLOAD IN BANNER

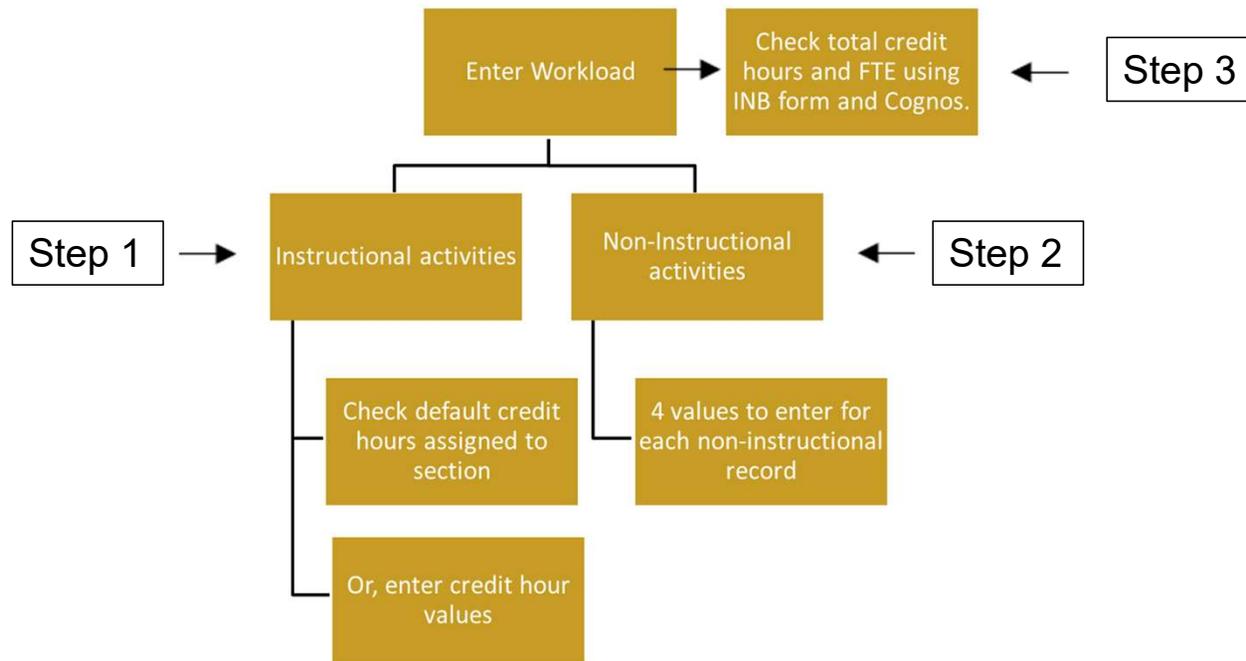
Purpose

Today we learn how to enter faculty assignment using two Banner forms and a Cognos report

Deliverable: Streamline reporting by automating a substantial portion of the data entry process as well as use a standardized Cognos report for Deans and VCAA

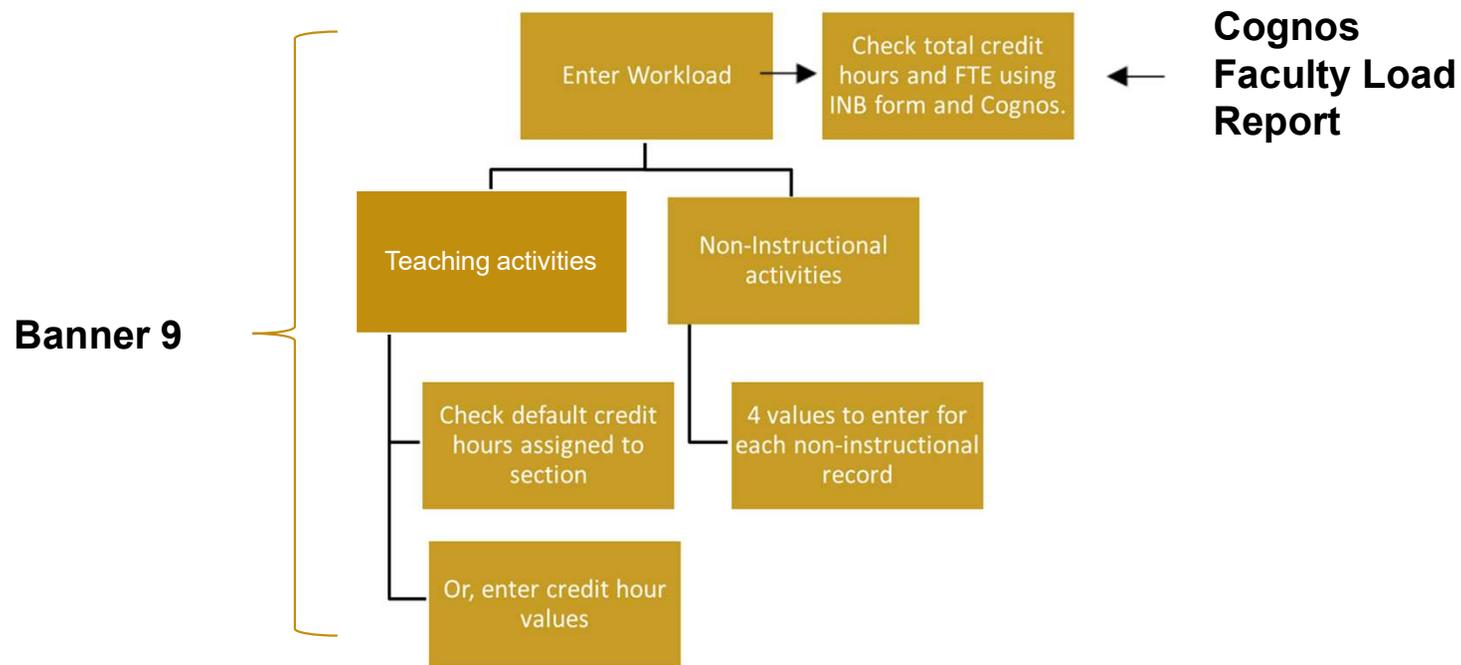
FACULTY WORKLOAD IN BANNER

Process



FACULTY WORKLOAD IN BANNER

Process



FACULTY WORKLOAD PROCESS

The Tools

1. If you haven't already logged into Banner 9 and Cognos, please do so now.

FACULTY WORKLOAD PROCESS

The Process

1. Check or enter a workload value for instructional assignments (if any)
2. Enter a workload value for non-instructional assignments (if any)

Note: Non-Teaching Activities entered into workload reports should be for work where there is a formal agreement that a faculty member's FTE has been devoted to a certain task/administrative role.

3. Check workload credit and FTE totals

- Using Banner 9 and/or Cognos based Faculty Workload Report

FACULTY WORKLOAD PROCESS

The Process

Step 1

1. Enter instructional activities on SIAASGN – Faculty Assignment Form
 1. In Banner 9, select the Faculty Assignment [SIAASGN] form, fifth from the bottom
 2. OR, type SIAASGN in the Go To Box and press Enter.

FACULTY WORKLOAD PROCESS

The Process

1. **Faculty Instructional Assignment – SIAASGN**
 1. To assign workload to teaching assignments, enter instructor's ID number and select the term, and then press ENTER.
 2. If the instructor is teaching a course section in the selected term, the course section information will automatically be loaded from the SSASECT form.
2. **Default Workload – How it was assigned and how to change it.**
3. **Cross-listed courses**

FACULTY WORKLOAD PROCESS

ellucian Faculty Assignment SIAASGN 9.3.8 (PROD) Term: 201920

Start Over

Insert Delete Copy Filter

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of* Session	Workload	Override Workload	Calculated Workload	Assignment Type	Percent*	Responsibility	Weekly Contact	Total Contact	Generated Credits	FTE	Contract Type	Position Number	Position Number	Suffix	Additional Instructors
21069	01	CHM	25600	01	3.000	3.000	100	2.000		2.000		100		3	.51	126.000	0.16					
21103	01	CHM	53500	01	1.000	1.000	100	2.000		2.000		100		3.4	.57.8	4.000	0.16					

FACULTY WORKLOAD PROCESS

The Process

Step 1

Let's take time to practice what we just learned.

I need a volunteer to help me illustrate how to enter data on section records.

FACULTY WORKLOAD PROCESS

The Process

Step 2

1. Faculty Non-Instructional Assignment Form

1. To open the non-instructional form, go to Options on top of the screen and select Faculty Non-Instruct Assignment.
2. All non-instructional assignments should be reflected on this form.
3. Be sure to only complete the following fields:
 1. Workload
 2. College
 3. Department
 4. Assignment Type

FACULTY WORKLOAD PROCESS

X @ellucian Faculty Assignment SIAASGN 9.3.8 (PROD)

Term: 201920

▼ FACULTY NON-INSTRUCTIONAL ASSIGNMENT

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type
<input type="text" value="..."/>	3.000		AS	CHM				RESG

1 of 1 Per Page

FACULTY WORKLOAD PROCESS

Assignment Types

Assign Type Code	Assign Type Description
ADCD	Admin-Chair/School Director
ADCL	Admin-College Level
ADDC	Admin-Department Chair
ADUL	Admin-University Level
ADVI	Advising
LDSH	Load Shifting
OTHR	Other
OVRL	Overload
PBSE	Public Service
RESE	Research Grant
RESG	Research General Release Time

FACULTY WORKLOAD PROCESS

Step 3

1. Faculty Workload Summary

1. Once both the instructional and non-instructional forms have been completed, go to Options and Faculty Workload Summary.

The screenshot shows a web application interface for 'Faculty Assignment SIAASGN 9.3.8 (PROD)'. The browser tab is 'ellucian'. A dropdown menu is open for 'Term: 201920'. Below this, a section titled 'FACULTY WORKLOAD SUMMARY' is expanded to show a table of workload metrics.

FACULTY WORKLOAD SUMMARY			
Workload Rule			
Credit Hours	6.000	Instructional Workload	8.000
Generated Hours	157.000	Non-Instructional Workload	3.000
Weekly Contact	13.200	Total Workload	11.000
Term Contact	224.400	Term FTE	0.91

At the bottom of the table, there is a pagination control showing '1 of 1' and '1 Per Page'.

FACULTY WORKLOAD PROCESS

Step 3

Let's take time to practice what we just learned

FACULTY WORKLOAD PROCESS

Step 3

1. **Cognos report**
 1. This report can be used for real-time certification of your FTE loading.
 2. Use this report to distribute to Deans and VC of Academic Affairs for workload reporting.
2. **To access to the report in Cognos go to:**
 1. Shared Content -> Students – PFW folder -> Faculty Load folder -> Faculty Workload Report
3. **Report Export Format**
 1. HTML
 2. Excel formatted (same format as presented on the screen but as a XLSX document)
 3. Excel data (extracts raw data)

FACULTY WORKLOAD PROCESS

Step 3

Let's bring all of these steps together using any departmental reports that brought with you today.

Let's continue with the previous example....

FACULTY WORKLOAD PROCESS

Questions

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