

# 18

## ~~10~~ EASY STEPS TO...

### Run Faculty Workloads

1. Select "HR/Campus Solutions"
2. Select "Curriculum Management"
3. Select "Instructor/Advisor Information"
4. Select "Faculty Workload Report"
5. If this is the FIRST time you are running a workload report select the "Add a New Value" tab; if you are re-running an existing report, skip to step 8
6. Enter a "Run Control ID"; this ID should be descriptive enough so you can re-run the report at a later time (ex: ARCHFall2013, ETET2013WL, etc.) and may NOT contain any spaces
7. Enter the appropriate search criteria:
  - a. Workload Monitor – FWM
  - b. Workload Exception – FWE
  - c. Reassigned Assignment Type – RNH
  - d. Academic Institution – NYT01
  - e. Academic Organization – enter appropriate department or program
  - f. Term (separate box in the lower left) – enter appropriate term or terms  
\*To add additional terms use the "+"
8. If you are re-running a report enter the existing "Run Control ID"; if you are running a report for the first time return to step 6
9. Select "Run" in the top right
10. Select "OK"
11. Select "Process Monitor"
12. Note the "Instance" number
13. Select "Go back to Faculty Workload Report"
14. Select "Report Manager"
15. Select "Refresh" until the "Instance" number is listed under "Process Instance"
16. When the correct "Instance" is complete select the hyperlink with the PDF extension under "Report"
17. Select the report with the PDF extension again
18. The file created may be printed or saved.