

### **FAR: Preloaded Activities in Activity Reports**

When you view your activity report, you may see preloaded activities appear on the form in the “Total FTE” sections. The preloaded activities are derived from Workday and based on Period Activity Pay (PAP) assignments. Below are screenshots that will guide you as you review your activities for the term. Note: You will not see pre-loaded activities for the *Scholarly Contributions and Creative Productions* and *Grants (Sponsored External) and University (Internal) Research* sections.

There are two scenarios regarding the pre-loaded activity. Examples are below:

#### **Scenario 1**

If you do not have activities marked with an “on-going” end term, then preloaded activities will automatically appear on the form, as depicted below.

The screenshot shows two sections of a web interface. The top section, titled "Other Assigned Duties", contains a table with the following data:

Activity	Description	Start Term	End Term	Actions
Academic Administration	QEP Faculty Mentor	Summer 2024	Summer 2024	[Edit] [Delete] [Print]

Below the table are "Add" and "View All" buttons. The bottom section, titled "Total FTE - Other", contains a table with the following data:

Activity Type	Start Term	Primary Assignment or Overload	FTE (%)	Funding Source for Activity	Funding Source for Employee	Actions
Academic Administration	Summer 2024	Overload	1	E&G	E&G	[Edit] [Delete] [Print]
<b>Summer 2024 Total</b>			<b>1</b>			

Below this table are "Add" and "View All" buttons. A "Help" icon is visible in the top right of both sections.

#### **Scenario 2**

If you do have activities in a section marked with an “on-going” end term, then the preloaded activities will not appear until you resolve the red flags first. However, you are still able to view them by clicking on the **View All** button (second image).

The screenshot shows the "Other Assigned Duties" section with a red flag above the table. The table contains one activity:

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended

A red banner above the table reads "Activities require your attention". The "View All" button is highlighted with a yellow circle. The "Update" button in the "Actions" column is also highlighted with a yellow circle. A "Help" icon is in the top right.

# Activity Input

Quicklinks ▾

[View All Other Assigned Duties](#)

Add

[Go Back](#)

This is a screenshot from the View All page.

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	
Academic Administration	IRB Vice Chair	Summer 2024	Summer 2024	
Academic Administration	IRB Vice Chair extension for (7/01/2024 - 6/30/2025).	Summer 2024	Summer 2024	
Academic Administration	IRB Vice Chair	Fall 2024	Fall 2024	
Academic Administration	IRB Vice Chair extension for (7/01/2024 - 6/30/2025).	Fall 2024	Fall 2024	

Add

[Go Back](#)

Once the red flag is resolved on the form by clicking **Update**, the preloaded activities will appear on the activity report and should now be visible to you directly on the form.

## Other Assigned Duties

Activities require your attention

[Help](#)

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended

Add

View All

Update

## Other Assigned Duties

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	
Academic Administration	IRB Vice Chair	Summer 2024	Summer 2024	
Academic Administration	IRB Vice Chair extension for (7/01/2024 - 6/30/2025).	Summer 2024	Summer 2024	

Add

View All