Overview/Description

This document describes the steps to establish Assigned Effort. Assigned Effort (formerly known as Funding & Effort) captures the proposed percentage of workload activity for a faculty member. The categories are Instruction, Administrative, Research, Service, and Clinical – and must total 100%. Please note that currently the effort category of Clinical should only be used by Augusta University.

Prerequisite(s)

Ensure a Create Tenure Data record is also established.

Instructions

Example

A new faculty member has been hired and a practitioner needs to establish an Assigned Effort record.

1. Create the Assigned Effort record.

Navigation

NavBar > Navigator > Workforce Development > Faculty Events > Track Events > Assigned Effort

a. Enter Empl ID.

b. Click Search.
c. If the EmplID already resides in the assigned effort table, the faculty member should appear in the search.

d. If the practitioner receives the message ‘No matching values were found’, click **Add a New Value**.

e. The page should open to add the Empl ID.

f. Enter the **Empl ID** and **Company**.

g. Click **Add**.
h. In the **Assigned Effort** section, enter the following information:

- **Effective Date**: Defaults to the current date, enter the appropriate date.
- **Activity %**: Enter the appropriate percentage for each activity. The percentages must total 100%.

i. Click **Save**.