Overview/Description
This document describes the steps to update 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)
There is a current Assigned Effort record previously established.

Instructions

Example
Practitioner needs to update an Assigned Effort record.

1. Update an Assigned Effort record.

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

   a. Enter Empl ID.
   b. Click Search.
c. The Empl ID / Name should appear either in the search results, or the Assigned Effort page will automatically open.
d. To add the update/new row click the plus sign “+” highlighted in the previous screenshot.

e. The new row will default to the current Effective Date and populate with the Activity % percentages from the previous row.

f. Enter the appropriate Effective Date and the Activity % (percentages).

   Note: The salary percentages are not required. The activity percentages are required and must total 100%.

g. Click Save.