Using Argos - Summary of Assignments to Full-Time Instructors

Creating the Report

Step 1. In Argos, run the Faculty Assignments for Distribution Datablock. It's located in the Office of Instruction → Information for Departments → Faculty Assignment and workload folder:

Step 2. Pick the term that you're interested in, and the department. A list of faculty will appear.
Step 3. Use the Report Options at the top of the screen to select your desired report.

- *Full-time Faculty Workload – All Faculty* will generate a report of instructional and noninstructional assignments for all faculty in the department
- *Full-time Faculty Workload – Selected Faculty* will show the same, but just for the faculty you've selected in the list

Use the icons to preview the report on screen, save the results to disk, or print. The reports will take a little bit of time to run.

**Understanding the Report**

**Load balances**
In the upper-right section of the page, information about load balances is shown. Values are shown in FTEF.

- *Starting balance* is the cumulative load balance through the semester prior to the selected term
- *Semester total inload* is the total inload workload for the selected term. It’s the sum of the inload instructional and noninstructional workloads.
- Ending balance is the cumulative load balance through the selected semester
- *Semester total extra pay* is the total extra pay workload for the selected term. It’s the sum of the extra pay instructional and noninstructional workloads.
Common elements to instructional and noninstructional assignments
There are several data elements that are common to instructional and noninstructional assignments:

- **Contract** shows the contract status of a particular assignment:
  - F1 is used for inload assignments.
  - PX is used for extra pay assignments
- **Inload** shows the inload FTEF for the assignment
- **PX** shows the extra pay FTEF for the assignment
- For extra pay assignments, a *position number and suffix* is shown (e.g., PV7214-AB, or NI9110-AD, or GB7710-DC). This position number and suffix aligns with information shown in Web4 and on the faculty member’s pay stub. See the FLAC documentation on the Faculty Assignment and Workload web site for details
- The **status** column shows the status of extra pay assignments, and will show one of three values:
  - *Awaiting Dean Approval* means that the assignment has been entered, and is awaiting Dean approval in Web4
  - *Dean Approved* means that the assignment has been approved by the Dean in Web4, and is awaiting processing to send the assignment to Payroll
  - *Sent to Payroll* means that the assignment has been sent to Payroll for processing

Additional Information – Instructional Assignments
Instructional assignments show the CRN, subject, course and section number, and the schedule. In addition, the following information is shown:

- **Pct** shows the percent of responsibility. This is typically 100, indicating that the instructor is the only faculty assigned to a class. It may be less than 100 if:
  - The class is one of a set of simultaneously-scheduled classes
  - The class is split between two or more instructors
  - The class met a few times, but was subsequently cancelled
- **XL** shows the crosslist code, used to group sets of simultaneously-scheduled classes
- **Enr** shows census enrollment

*Special note about split inload-extra pay assignments*
If the load for an instructional assignment is split between inload and extra pay, then the class will have two lines – one for the inload part and another for the extra pay part. Here’s an example:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Schedule</th>
<th>Contract Pct.</th>
<th>XL</th>
<th>Enr</th>
<th>Inload</th>
<th>PX</th>
</tr>
</thead>
<tbody>
<tr>
<td>30127</td>
<td>ENGL 1A 352</td>
<td>Com TR</td>
<td>1030-1145</td>
<td>01/17-05/24</td>
<td>PX</td>
<td>80</td>
<td>25</td>
</tr>
<tr>
<td>30127</td>
<td>ENGL 1A 352</td>
<td>Com TBA</td>
<td>TBA</td>
<td>01/17-05/24</td>
<td>F1</td>
<td>20</td>
<td>25</td>
</tr>
</tbody>
</table>
**Additional Information – Noninstructional Assignments**
Noninstructional assignments show the assignment code and description, the department of the assignment, and the total hours.

In addition, extra pay noninstructional assignments will show a set of dates. These dates will span *the entire months* for the assignment. For example:

- A full-term assignment for a spring semester will show 1/1-5/31
- A short-term assignment for just a few days in March will show 3/1-3/31

**Additional Information – Grants**
If a faculty member has an extra pay assignment to a grant-funded position, then a table of grant-funded positions, fund numbers, and fund descriptions is shown. Here's an example:

<table>
<thead>
<tr>
<th>Grant Position</th>
<th>Fund</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA7255</td>
<td>121080</td>
<td>NSF Scaling Implementation Stem Cel</td>
</tr>
</tbody>
</table>