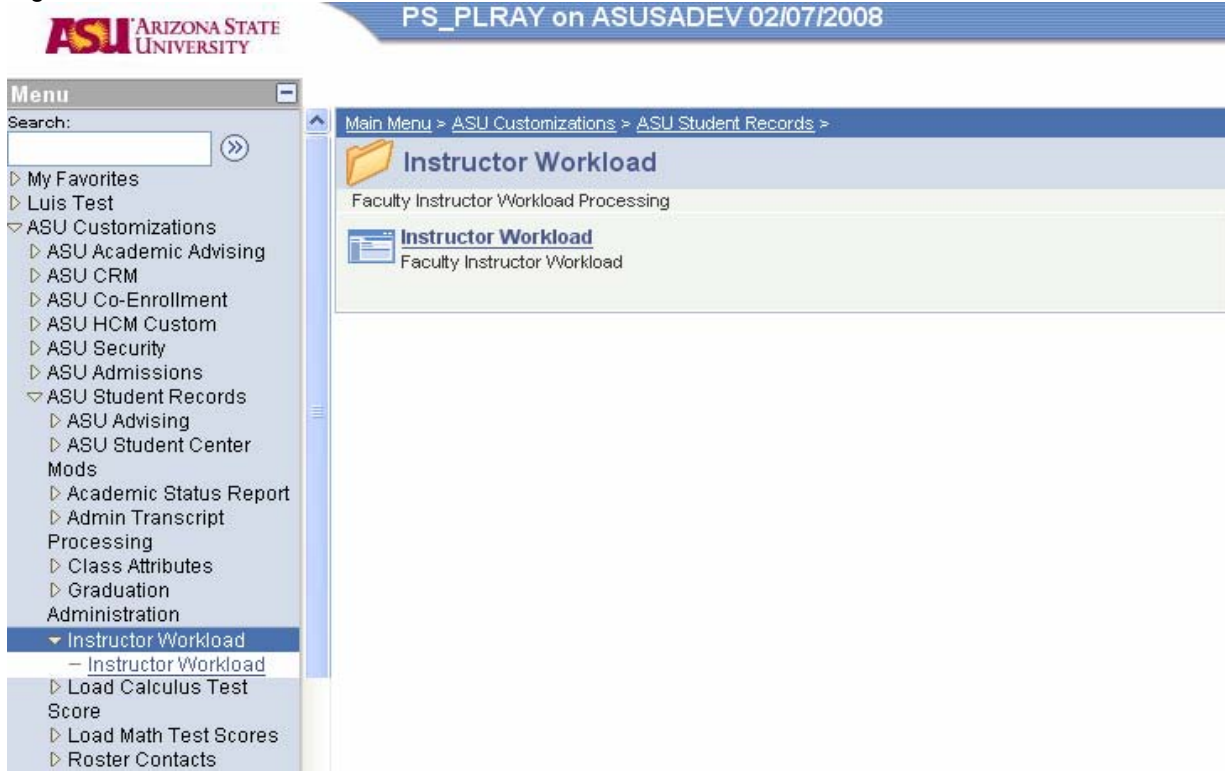


# Instructor Workload Processing in PeopleSoft

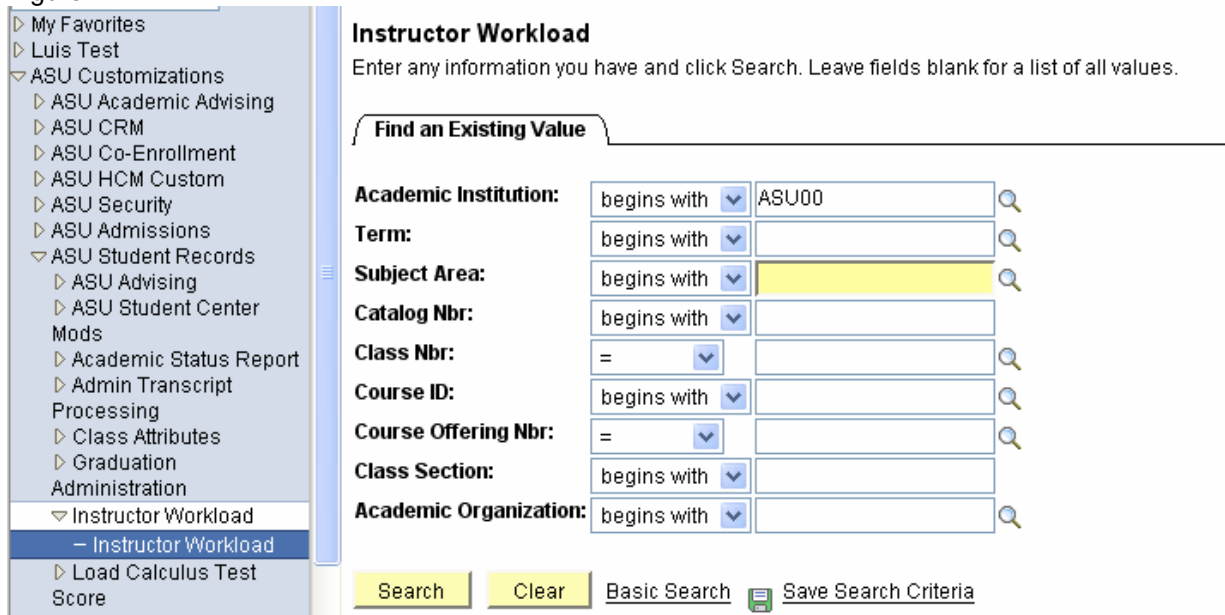
Navigation Path: ASU Customizations > Instructor Workload > Instructor Workload

Figure 1:



Select the Instructor Workload menu option to enter the Search page (Figure 2).

Figure 2:



Enter criteria in the search fields (Figure 3). The more criteria used the more refined the search results.

Figure 3:

**Instructor Workload**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Academic Institution: begins with ASU00  
 Term: begins with 2081  
 Subject Area: begins with BIO  
 Catalog Nbr: begins with 187  
 Class Nbr: =  
 Course ID: begins with  
 Course Offering Nbr: =  
 Class Section: begins with  
 Academic Organization: begins with

Search Clear Basic Search Save Search Criteria

**Search Results**  
View All First 1-29 of 29 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Course ID	Course Offering Nbr	Session	Class Section	Academic Organization
ASU00	2081	BIO	187	10176	103128	1	Regular	1001	CLIFESCI
ASU00	2081	BIO	187	10177	103128	1	Regular	1002	CLIFESCI
ASU00	2081	BIO	187	10178	103128	1	Regular	1003	CLIFESCI
ASU00	2081	BIO	187	10179	103128	1	Regular	1004	CLIFESCI
ASU00	2081	BIO	187	10180	103128	1	Regular	1005	CLIFESCI
ASU00	2081	BIO	187	10181	103128	1	Regular	1006	CLIFESCI
ASU00	2081	BIO	187	10182	103128	1	Regular	1007	CLIFESCI
ASU00	2081	BIO	187	10183	103128	1	Regular	1008	CLIFESCI
ASU00	2081	BIO	187	10184	103128	1	Regular	1009	CLIFESCI

Search by Term and Academic Organization to return all classes for your department (Figure 4).

Figure 4:

**Instructor Workload**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Academic Institution: begins with ASU00  
 Term: begins with 2081  
 Subject Area: begins with  
 Catalog Nbr: begins with  
 Class Nbr: =  
 Course ID: begins with  
 Course Offering Nbr: =  
 Class Section: begins with  
 Academic Organization: begins with CMATHSTAT

Search Clear Basic Search Save Search Criteria

**Search Results**  
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.  
View All First 1-100 of 300 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Course ID	Course Offering Nbr	Session	Class Section	Academic Organization
ASU00	2081	CBS	521	31033	103440	1	Regular	1001	CMATHSTAT
ASU00	2081	CBS	540	31035	103442	1	Regular	1001	CMATHSTAT
ASU00	2081	CBS	572	33648	103443	1	Regular	1001	CMATHSTAT
ASU00	2081	CBS	584	10853	103444	1	Regular	1001	CMATHSTAT
ASU00	2081	CBS	590	10854	103445	1	Regular	1001	CMATHSTAT
ASU00	2081	CBS	595	10855	103447	1	Regular	1001	CMATHSTAT
ASU00	2081	CBS	598	14346	103448	1	Regular	1001	CMATHSTAT
ASU00	2081	CBS	598	14347	103448	1	Regular	1002	CMATHSTAT
ASU00	2081	CBS	598	14348	103448	1	Regular	1003	CMATHSTAT

Select the class you want to view/edit from the Search results. The Instructor Workld page appears (Figure 5).




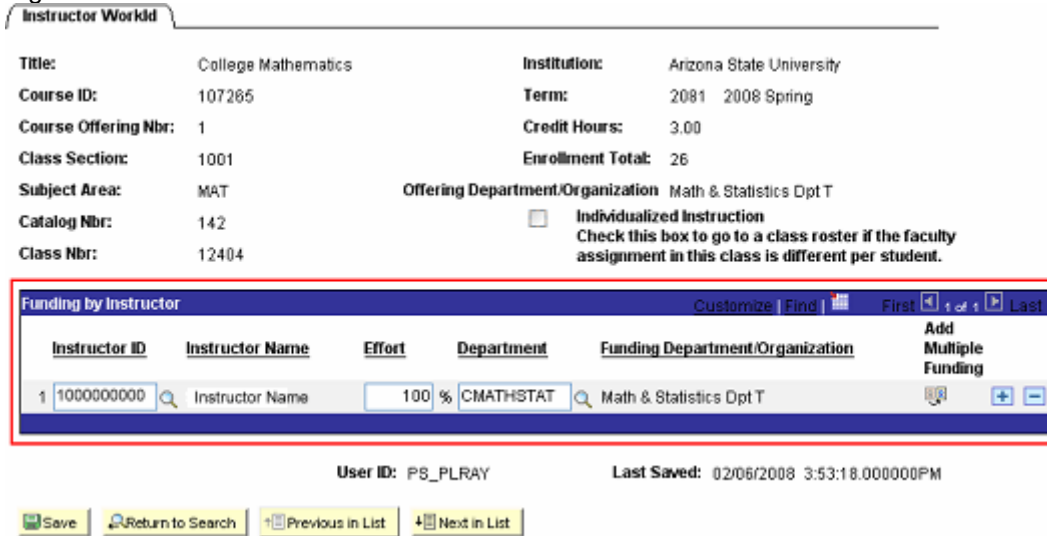



Instructors, percent of effort and department / organization data IS UPDATABLE in the Funding by Instructor area of the Instructor Workld page. Modify the existing default data on this page. Add/Delete instructors by selecting the plus/minus   at the far right corner of instructor row in this section. Add additional funding departments/percentages by selecting the Add Multiple Funding icon .

Figure 5:


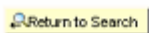
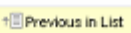



**Instructor Workld**

**Title:** College Mathematics      **Institution:** Arizona State University  
**Course ID:** 107265      **Term:** 2081 2008 Spring  
**Course Offering Nbr:** 1      **Credit Hours:** 3.00  
**Class Section:** 1001      **Enrollment Total:** 26  
**Subject Area:** MAT      **Offering Department/Organization:** Math & Statistics Dpt T  
**Catalog Nbr:** 142       **Individualized Instruction**  
**Class Nbr:** 12404      Check this box to go to a class roster if the faculty assignment in this class is different per student.

Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
1 1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	  

User ID: PS\_PLRAY      Last Saved: 02/05/2008 3:53:18.000000PM



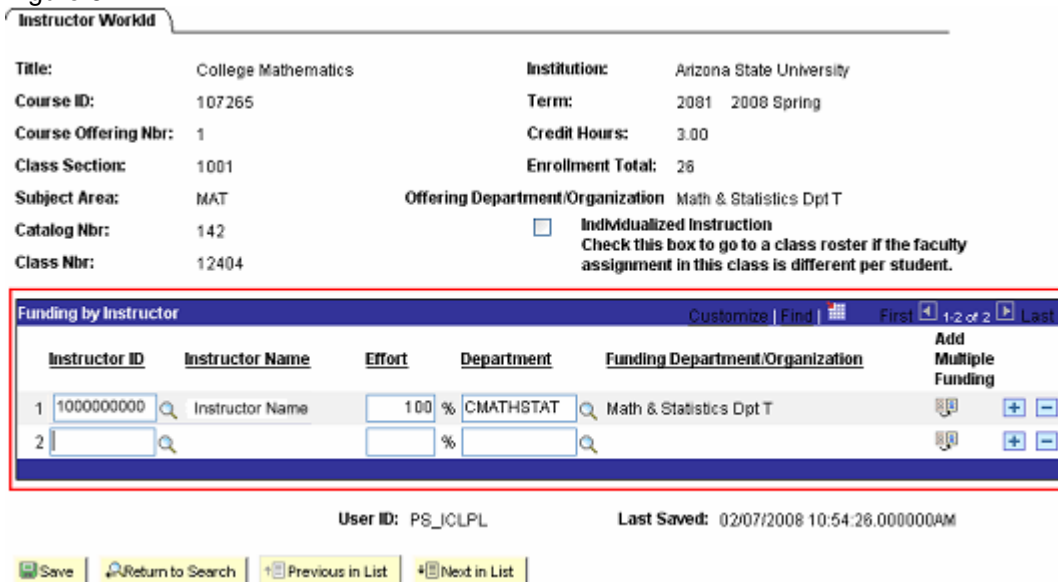






Select the   at the far right corner of instructor row to add another instructor(s). Enter the new data and click the Save button at the bottom of the page. (Figure 6)

Figure 6:


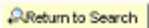
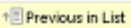



**Instructor Workld**

**Title:** College Mathematics      **Institution:** Arizona State University  
**Course ID:** 107265      **Term:** 2081 2008 Spring  
**Course Offering Nbr:** 1      **Credit Hours:** 3.00  
**Class Section:** 1001      **Enrollment Total:** 26  
**Subject Area:** MAT      **Offering Department/Organization:** Math & Statistics Dpt T  
**Catalog Nbr:** 142       **Individualized Instruction**  
**Class Nbr:** 12404      Check this box to go to a class roster if the faculty assignment in this class is different per student.

Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
1 1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	  
2		%			  

User ID: PS\_JCLPL      Last Saved: 02/07/2008 10:54:28.000000AM


Select the Add Multiple Funding icon  located in the same row as the instructor to enter additional funding departments/percentages (Figure 7). The Add Multiple Funding screen (Figure 8) will appear.

Figure 7:

**Instructor World**

<b>Title:</b>	College Mathematics	<b>Institution:</b>	Arizona State University
<b>Course ID:</b>	107265	<b>Term:</b>	2081 2008 Spring
<b>Course Offering Nbr:</b>	1	<b>Credit Hours:</b>	3.00
<b>Class Section:</b>	1005	<b>Enrollment Total:</b>	26
<b>Subject Area:</b>	MAT	<b>Offering Department/Organization:</b>	Math & Statistics Dpt T
<b>Catalog Nbr:</b>	142	<input type="checkbox"/>	<b>Individualized Instruction</b> Check this box to go to a class roster if the faculty assignment in this class is different per student.
<b>Class Nbr:</b>	12408		

Funding by Instructor						
Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding	
1	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	<input type="checkbox"/>

Enter department and effort percentages (Figure 8). Click the OK button at the bottom of the page. This will return you to the previous page with MULTI appearing in the Department column (Figure 9). Click on the Save button at the bottom of the Instructor World page.

Figure 8:

**Add Multiple Funding**

**Student ID:** 10000000000 Student Name

**Instructor ID:** 10000000000 Instructor Name

**Term:** 2081 2008 Spring

**Class Nbr:** 12404 College Mathematics

**Assigned Effort:** 100

Effort	Department	Description
1	CMATHSTAT	Math & Statistics Dpt T
2		

OK Cancel

Figure 9:

**Instructor Workld**

Title: College Mathematics      Institution: Arizona State University  
Course ID: 107265      Term: 2081 2008 Spring  
Course Offering Nbr: 1      Credit Hours: 3.00  
Class Section: 1001      Enrollment Total: 26  
Subject Area: MAT      Offering Department/Organization: Math & Statistics Dpt T  
Catalog Nbr: 142       Individualized Instruction  
Class Nbr: 12404      Check this box to go to a class roster if the faculty assignment in this class is different per student.

**Funding by Instructor**      Customize | Find | First 1 of 1 Last

Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
1 1000000000	Instructor Name	100	% MULTI		+ -

User ID: P8\_PLRAY      Last Saved: 02/07/2008 11:29:13.000000AM

Save    Return to Search    Previous in List    Next in List

Once Saved the Funding Department/Organization description will appear (Figure 10).

Figure 10:

**Funding by Instructor**      Customize | Find | First 1 of 1 Last

Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
1 1000000000	Instructor Name	100	% MULTI	Multiple Funding Departments	+ -

### Individualized Instruction:

Select the class you want to view/edit from the Search results. The Instructor Workld page appears (Figure 11). Select the Individualized Instruction checkbox as shown (Figure 11).

Figure 11:


**Instructor Workld**

Title: College Mathematics      Institution: Arizona State University  
Course ID: 107265      Term: 2081 2008 Spring  
Course Offering Nbr: 1      Credit Hours: 3.00  
Class Section: 1005      Enrollment Total: 26  
Subject Area: MAT      Offering Department/Organization: Math & Statistics Dpt T  
Catalog Nbr: 142       Individualized Instruction  
Class Nbr: 12408      Check this box to go to a class roster if the faculty assignment in this class is different per student.

**Funding by Instructor**      Customize | Find | First 1 of 1 Last

Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
1 1000000000	Instructor Name	100	% CMATHSTAT	Math & Statistics Dpt T	+ -

The Individualized Instruction page will appear (Figure 12). It will be populated with all enrolled students for the class.
















Modify the existing default data on this page (to change the instructor, their funding dept/org or the percent of effort). Add/Delete instructors by selecting the plus/minus **+** **-** at the far right corner of student row in this section. Add additional funding departments/percentages by selecting the Add Multiple Funding icon .

The user will do this process for each individual student on the page.

Figure 12:

**Instructor World**

**Title:** College Mathematics      **Institution:** Arizona State University  
**Course ID:** 107265      **Term:** 2081 2008 Spring  
**Course Offering Nbr:** 1      **Credit Hours:** 3.00  
**Class Section:** 1005      **Enrollment Total:** 26  
**Subject Area:** MAT      **Offering Department/Organization:** Math & Statistics Dpt T  
**Catalog Nbr:** 142       **Individualized Instruction**  
**Class Nbr:** 12408      **Check this box to go to a class roster if the faculty assignment in this class is different per student.**

Student ID	Name	Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>
100000000	Student Name	1000000000	Instructor Name	100 %	CMATH-HSTAT	Math & Statistics Dpt T	 <b>+</b> <b>-</b>

Add/Delete instructors by selecting the plus/minus **+** **-** at the far right of student row in this section. A new row appears for that student for entering the additional instructor data (Figure 13). The Effort percent must total 100% for each student.

Figure 13:

**Instructor Workld**

Title: College Mathematics      Institution: Arizona State University  
 Course ID: 107265      Term: 2081 2008 Spring  
 Course Offering Nbr: 1      Credit Hours: 3.00  
 Class Section: 1005      Enrollment Total: 26  
 Subject Area: MAT      Offering Department/Organization: Math & Statistics Dpt T  
 Catalog Nbr: 142       Individualized Instruction  
 Class Nbr: 12408      Check this box to go to a class roster if the faculty assignment in this class is different per student.

Student ID	Name	Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name			100 %			
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	

Select the Add Multiple Funding icon located in the same row as the student/instructor to enter additional funding departments/percentages for the instructor (Figure 14). The Add Multiple Funding screen (Figure 15) will appear.

Figure 14:

**Instructor Workld**

Title: College Mathematics      Institution: Arizona State University  
 Course ID: 107265      Term: 2081 2008 Spring  
 Course Offering Nbr: 1      Credit Hours: 3.00  
 Class Section: 1005      Enrollment Total: 26  
 Subject Area: MAT      Offering Department/Organization: Math & Statistics Dpt T  
 Catalog Nbr: 142       Individualized Instruction  
 Class Nbr: 12408      Check this box to go to a class roster if the faculty assignment in this class is different per student.

Student ID	Name	Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	

Enter department and effort percentages (Figure 15). Click the OK button at the bottom of the page. This will return you to the previous page with MULTI appearing in the Department column (Figure 16). Click on the Save button at the bottom of the Instructor Workld page.

Figure 15:

### Add Multiple Funding

**Student ID:** 1200042530 Cody Buntz  
**Instructor ID:** 1000787773 Thistle Stacks  
**Term:** 2081 2008 Spring  
**Class Nbr:** 12408 College Mathematics  
**Assigned Effort:** 100

Effort	Department	Description		
1	CMATHSTAT	Math & Statistics Dpt T	+	-
2			+	-

Figure 16:

**Instructor Workid**

**Title:** College Mathematics      **Institution:** Arizona State University  
**Course ID:** 107265                      **Term:** 2081 2008 Spring  
**Course Offering Nbr:** 1                      **Credit Hours:** 3.00  
**Class Section:** 1005                      **Enrollment Total:** 26  
**Subject Area:** MAT                      **Offering Department/Organization:** Math & Statistics Dpt T  
**Catalog Nbr:** 142                       **Individualized Instruction**  
**Class Nbr:** 12408                      Check this box to go to a class roster if the faculty assignment in this class is different per student.

Student ID	Name	Instructor ID	Instructor Name	Effort	Department	Funding Department/Organization	Add Multiple Funding
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	+ -
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	+ -
100000000	Student Name	1000000000	Instructor Name	100 %	MULTI		+ -
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	+ -
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	+ -
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	+ -
100000000	Student Name	1000000000	Instructor Name	100 %	CMATHSTAT	Math & Statistics Dpt T	+ -

If the sum of the instructor effort does not equal 100% when Save is attempted an error message will appear (Figure 17).

Figure 17:

The page at <https://asu84808dev.mycmsc.com> says: 



Split instructor funding distribution must total 100% (20006,2)

OK