

# Activity Report System: Tutorial for Recipients

## Introduction

Most university employees are required to submit an activity report for state-mandated reporting. If you are a relevant university employee, then this tutorial will help you access the system, review your activity reports, and complete and submit them. If your normal job is a civil service, extra help, or a student employment position, you will not be required or permitted to submit an activity report for that job. (If you are a civil service employee who has a temporary position paid on an **administrative or faculty overload**, you will receive at least one activity report specifically for the overload position(s)).

## Initial Notification and System Access

All university employees are sent an email notification at least half-way through each academic term if they are required to submit an activity report. At least one activity report will be generated for you during any summer, fall, or spring term in which you were **both** employed **and** paid by the university. This email will include a hyperlink to the Activity Report System, the due date for completing any activity report(s), and contact information for assistance. See the sample email below:

<p>From: Activity Report Workflow &lt;no-reply@siue.edu&gt;</p> <p>To: recipient@siue.edu</p> <p>Subject: Summer 20YY</p>
<p>To Faculty, Professional Staff, Administrative Staff, or Graduate Assistant:</p> <p>Please follow this <a href="#">link</a> to complete your assigned activity report(s). When you are finished, click "Submit Activity Report" to forward your completed activity report to your fiscal officer or unit head. Please complete and submit your activity report by <b>MM/DD/YYYY</b>.</p> <p>If you have any questions about how to assign work hours to activity categories, click the (?) help icons next to each activity to see what activities are allowable for each category. You may also <a href="https://www.siue.edu/inrs/activityreports/">click here (https://www.siue.edu/inrs/activityreports/)</a> for additional tutorials.</p> <p>If you have any questions, please contact Institutional Research and Studies at 618-650-3415.</p> <p>Thank you.</p>

Click any of the hyperlinks in the email to access to the Activity Report System website.

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## First-time Log-in

Once you click a link to navigate to the web site, you will see the following SIUE Sign in screen for Office365. Enter your **full SIUE email address** and click next. Then, enter you **e-ID password**. This will be the same password that you use to access all other SIUE resources. Answer any additional prompts or questions that appear on screen, and then you will be on the main splash page for the Activity Report System.

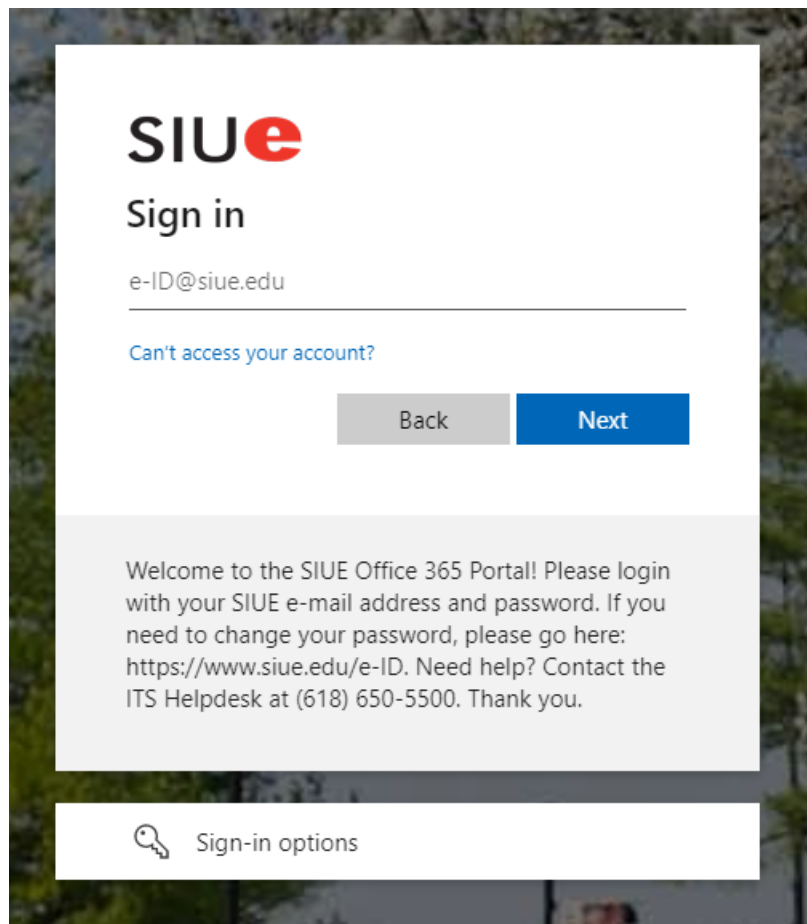


Figure 1 : First-time Sign in Screen

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## How to Submit your Activity Report(s)

### Step 1: Identify your Recipient Activity Reports.

The Activity Reports Home page will have a similar appearance to the picture below. The system will include multiple terms of historical activity submissions along with open terms with pending submissions. You will need to complete and submit any activity reports that are under the “In Progress Recipient” stage for every open term as shown in the example below:

IRS Activity Report [Home](#) [Contact](#)

## Activity Reports

Spring 2020 **Summer 2020** Fall 2020

**In Progress Recipient**
2

<b>800#</b> 8008675309	<b>Name</b> Cougar, Eddie	<b>Budget Purpose</b> 743133	<b>DDU</b> 863570	<b>Modified</b> 7/24/2024
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Save
Submit Activity Report

Building	Room	Box	Phone	Office Use Only	Term	Year	Employee Name	ID Number
MUC	1234	1234	650-5500	0.123	Spring	2020	Cougar, Eddie	8008675309

<b>Academic Rank</b>	If you are paid from more than one budget purpose, a separate report is necessary for each.	<b>This report is only for</b> →	<b>Budget Purpose Name</b> WELLNESS PROGRAM	<b>Budget Purpose</b> 743133
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Position / Suffix	Position Class Description	Assign No.	Begin Date	End Date	FTE	Staff Years	Earn Code
B123456 00	Professor	001	7/1/2019	6/30/2020	1	1	100

<b>Common Corrections</b>	<b>Cost Share Accounts</b> <span style="font-size: small;">?</span>
<input style="width: 95%;" type="text" value="None"/>	<input style="width: 95%;" type="text" value="123456"/>

Professional Activities	Explanation of description of activities	Hours per week to activity
Direct Teaching (Degree Credit Instruction Only on - and - off campus) <span style="font-size: small;">?</span>	<input style="width: 95%;" type="text" value="CS111 3CR, CS140 3CR"/>	<input style="width: 95%;" type="text" value="12"/>
Indirect Teaching (Freshman-Soph. Level) <span style="font-size: small;">?</span>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="0"/>
Indirect Teaching (Junior-Senior Level) <span style="font-size: small;">?</span>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="0"/>

Figure 2 : Example Activity Report, ready to be submitted

See the “Helpful Hints” at the end of this document to learn about what happens after your activity reports are submitted.

### Step 2: Review the Employee Directory, Job, and Payroll information on your Activity Report(s).

Activity Reports are created using employment information that has been entered into Banner HR via faculty and staff appointment or job change forms. Graduate Assistant contracts will also produce activity reports. Each activity report includes your basic directory information, employment information, and any positions that appeared in Banner HR during the given term. Please review this information and note anything that you believe is incorrect or an error. Please use the contact information found at the

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end of this document in the “Helpful Hints” section to have any potential errors fixed in the Online Directory and/or Banner systems.

### Step 3: Determine SIUE-assigned Professional Activities.

Reflect on any **Professional Activities** you had during the given academic term. You should assign specific professional activities that are part of your SIUE employee assignments to one of the included categories on the activity report. You should include any professional activity that meets the following conditions:

- (1) A minimum of one hour per week was dedicated to this activity for the duration of the academic term or contract period, *whichever is/was shorter*.
- (2) You were directly paid by SIUE in salary dollars to perform this activity.
- (3) You were paid to do this activity from the SIUE-assigned Budget Purpose listed on this activity report during this academic period.

### Step 4: Assign your Activities and Enter Activity Explanations/Descriptions.

Professional Activities can be assigned to one or more subcategories within the general university activities of instruction, research, service, and administration. In order to ensure accurate reporting, please enter descriptive information for activities performed whenever possible. However, please note that only course section identifiers (e.g. ENG 101 001) should be reported in Direct Teaching activities. The [Activity Report Information site \(https://www.siu.edu/inrs/activityreports/\)](https://www.siu.edu/inrs/activityreports/) has more detailed guidance for assigning activities to categories. You can also hover over the blue question bubbles on each Professional Activity line to see a general list of valid activities for that category.

### Step 5: Enter Hours per Week per Activity.

Enter the average weekly hours you dedicate(d) to each activity category that is relevant to a given activity report and academic term. There is some guidance in the “Helpful Hints” section if your activities varied greatly by week or are otherwise difficult to assign hours to. Review the Hours listed on the “Totals” line at the bottom of the report to make sure that they match your average weekly hours of work for SIUE. The Office of Institutional Research and Studies review staff might question hours if they exceed [soft limits](#) across an employee’s activity reports within an academic term.

### Step 6: Submit the Activity Report

At the very top-left of every activity report is a set of black “Save” and green “Submit Activity Report” buttons. In order to submit an activity report, you must hit the Submit Activity Report button.

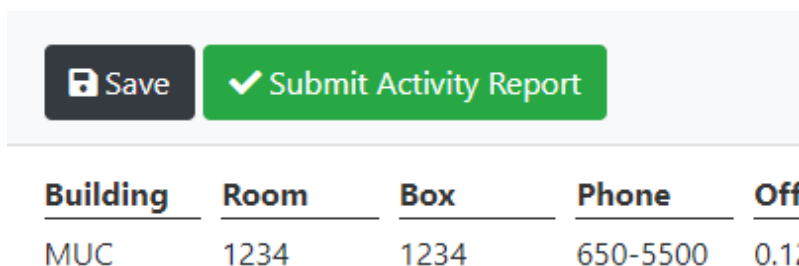


Figure 3: Activity Report Save and Submit Buttons

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Clicking the Submit Activity Report button generates a Confirmation pop-up prompt in the same browser window. If you are certain that your activity report is ready, click the green Submit Activity Report button on the pop-up prompt to finalize the submission of this specific report.

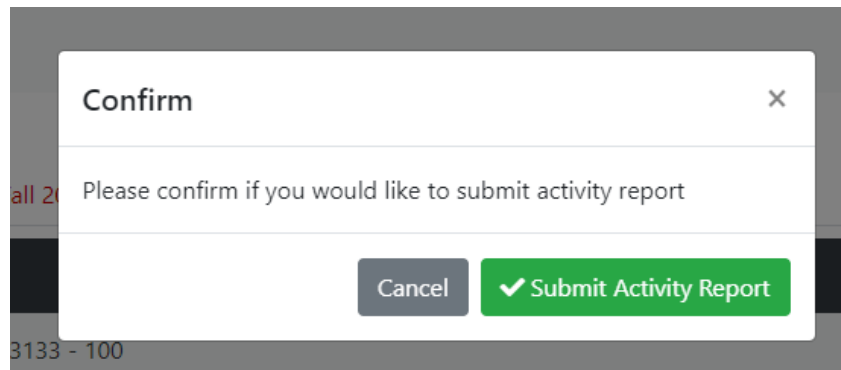


Figure 4: Confirmation button to Submit Activity Report

**Repeat Steps 2 through 6 until all Activity Reports are Submitted.**

***Please see the next few pages for additional Helpful Hints about the Activity Report System.***

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## Helpful hints about the Activity Report System

- **Contact Information:** If you need assistance, you can contact support staff in the Office of Institutional Research and Studies either by calling the main office telephone (618-650-3415) or by using the information found on the **Contact** button on the Activity Report System website:

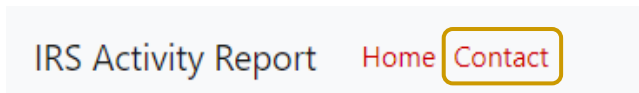


Figure 5 : Need Help? Contact links found at top of the website main page

- **Academic Term Navigation:** You will always be directed to the earliest open academic term with incomplete/unsubmitted activity reports when you sign into the system, regardless of whether you have unsubmitted activity reports in other open academic terms. Once you submit all your reports in the system-default academic term, please see if you have activity reports in other open academic terms. You can navigate between both open academic terms and historical ones by clicking one of the academic term tab labels at the top of the website:

## Activity Reports



Figure 6 : Academic Term Selection tabs

- **Hide/Show Activity Reports:** If you have more than one activity report in a given term, you can hide/collapse any of the activity reports you aren't currently editing by clicking the up-arrow to the top-left of each activity report record. You can click the arrow again to unhide/expand a hidden activity report.


In Progress Recipient					2
	800# 8008675309	Name Cougar, Eddie	Budget Purpose 743133	DDU 863570	Modified 7/24/2024

Figure 7 : The Activity Reports Collapse/Expand button (top-left of each activity report).

- **Continuing Email Notifications:** You may receive automated email notifications until all of your open term activity reports are moved out of the In Progress Recipient and In Progress Fiscal Officer stages. If you find that any of your reports still linger in the In Progress Fiscal Officer stage, please contact your fiscal officer or unit head to request that they approve your report(s).

- **Multiple Activity Reports:** You will be sent an activity report for every account/budget purpose number your salary is paid from in a given academic term. You will also receive separate activity reports for normal position regular/base load positions and for overload positions. The listed accounts and positions are pulled directly from Banner HR, but please contact the Office of Institutional Research and Studies using the Contact Information provided on the Activity Report System website.

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## Helpful hints about the Activity Report System (continued)

- Identifying Regular/Overload Activity Reports:** Activity reports for overload work will have a specific set of “earn codes” listed on the position lines. If an activity report’s positions have a “300” or “337” earn code, only overload work should be reported on it. Otherwise, this specific report is for regular, non-overload work. Do not include overload work on regular activity reports or vice versa. The earn codes for an activity report’s positions can be found in the top-right section of the main activity report body (directly below the Budget Purpose Number), as shown in the following image:

Building	Room	Box	Phone	Office Use Only	Term	Year	Employee Name	ID Number
MUC	1234	1234	650-5500	0.123	Spring	2020	Cougar, Eddie	8008675309

Academic Rank	Budget Purpose Name	Budget Purpose
If you are paid from more than one budget purpose, a separate report is necessary for each.	WELLNESS PROGRAM	743133

Position / Suffix	Position Class Description	Assign No.	Begin Date	End Date	FTE	Staff Years	Earn Code
B123456 00	Professor	001	7/1/2019	6/30/2020	1	1	100

Figure 8 : Earn code location on a regular position Activity Report

- Directory Information Errors:** All directory information listed on an activity report is pulled from Banner HR during the academic term. This includes campus location, postal, and telephone information as well as employee preferred name. If any of this information is incorrect, you can fix it by completing an “Employee Data Collection & Data Change Form” (found here: <https://www.siue.edu/human-resources/forms/>) and hand delivering it or sending it by campus mail to one of the offices below:

Faculty or academic affairs administrators and staff: Provost Office – RH 3102 or Box 1021

Graduate assistants: Graduate School – RH 2215 or Box 1046

All other administrators or professional staff: Human Resources – RH 3210 or Box 1040

- Position Information Errors:** All activity report position information is pulled from the Banner HR jobs and payroll system during the academic term. However, there can be occasional differences between that system and the Activity Report System. If you believe that a position on your activity report was presented in error, please do these two tasks: (1) enter an explanation of the error in the “Common Corrections” box on the relevant activity report and (2) contact the Office of Institutional Research and Studies staff directly. They can review the potential errors and determine what actions should be taken with the position information and the activity report itself.

Academic Rank	Budget Purpose Name	Budget Purpose
If you are paid from more than one budget purpose, a separate report is necessary for each.	WELLNESS PROGRAM	743133

Position / Suffix	Position Class Description	Assign No.	Begin Date	End Date	FTE	Staff Years	Earn Code
B123456 00	Professor	001	7/1/2019	6/30/2020	1	1	100

Common Corrections	Cost Share Accounts ?
None	123456

Figure 9 : Common Corrections box location



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### Helpful hints about the Activity Report System (continued)

- *Calculating Hours per Week per Activity:* Most non-faculty employee jobs will have consistent hours and activities within and across academic terms, whereas faculty and administrators will often have variable hours across time periods due to the range and variable intensity of their activities. The following guidelines should help most employees enter valid hours on their activity reports:

Faculty: First, see what you reported in prior terms. If your activities are largely unchanged or slightly changed, carry hours from prior term activity reports forward and adjust as needed. For bigger differences from term-to-term, contact the Office of Institutional Research and Studies for guidance at 618-650-3415.

Administrators or Professional Staff: If you are exempt from overtime pay, your full-time weekly hours will be 37.5 or 40 hours at minimum. Estimate your hours as close to what you actually worked in a typical week.

If you are non-exempt, your hours will be either 37.5 or 40 hours, multiplied by your average term FTE. This means that your reported weekly hours will be directly tied to your part-time workload as a fraction of a full-time workload.

Graduate Assistants: Assistantship worked hours should equal FTE multiplied by 40 hours, e.g. a 50% GA would be 20 hours per week. Graduate assistants should not have total hours exceeding 20 across all of their reports in an academic term. Changes in FTE require adjusted hours for the report.

For all employees: Total hours should not exceed the soft limits (defined below) in a given academic term *for full-term jobs*. In cases where there is a job change half-way through a given academic term, hours should be adjusted on a given activity report to match the average hours worked for *when that report was active*. For multiple job changes, more than two accounts/jobs, and other confusing situations, please contact the Office of Institutional Research and Studies for further guidance at 618-650-3415.

- *Soft limits on Total Hours per Week:* IR staff will question and follow up on activity reports for any employees who have combined total hours which exceed a soft limit across all of their activity reports within a term. The soft limits are defined by employee type, and will be aggregated across all of an employee's reports within an academic term:

Full-time Faculty and Administrators: 80 total hours per week.

Other Full-time Professional Staff: 50 total hours per week.

Graduate Assistants: 20 total hours per week.

Soft limits for part-time employees are determined using employee FTEs multiplied by appropriate total hours limit for the specific employee category, as previously defined above. If it is determined that the hours were entered correctly, the activity report will be approved as-is. Otherwise, it will be denied by review staff with a note entered into the "Common Corrections" box.

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- *Post-Submission Steps:* Any activity reports will automatically move through the later approval stages after they are submitted in the In Progress Recipient stage. *You are primarily responsible for submitting your own activity reports as a recipient.* Be aware that any job changes could generate new activity reports that you will be responsible for submitting. *You will also have to update and resubmit any denied activity reports.* Please, contact your fiscal officer or unit head if you continue to receive email notifications after you have submitted all of your reports, since *you will continue to receive notifications until your approver has moved all of your reports forward to the In Progress IRS stage.*
- *Fiscal Officer/Unit Head Considerations:* If you are a fiscal officer, unit head, or other designated approver, you will see additional activity reports for employee activity reports that you should approve. Please go to [this website](#) and review the Approver Tutorial for additional information for those activity reports.