

2017 Activity Reporting System Guide

A Brief Overview.

**THE
UNIVERSITY OF
ILLINOIS
AT
CHICAGO**



Table of Contents

	Page
• <u>The Purpose Of The ARS</u>	<u>3</u>
• <u>The Collection Process and ARS Reports</u>	<u>4-5</u>
• <u>Navigating the ARS interface</u>	<u>6</u>
• <u>How Activities are Categorized</u>	<u>7</u>
• <u>Links and Resources</u>	<u>8</u>



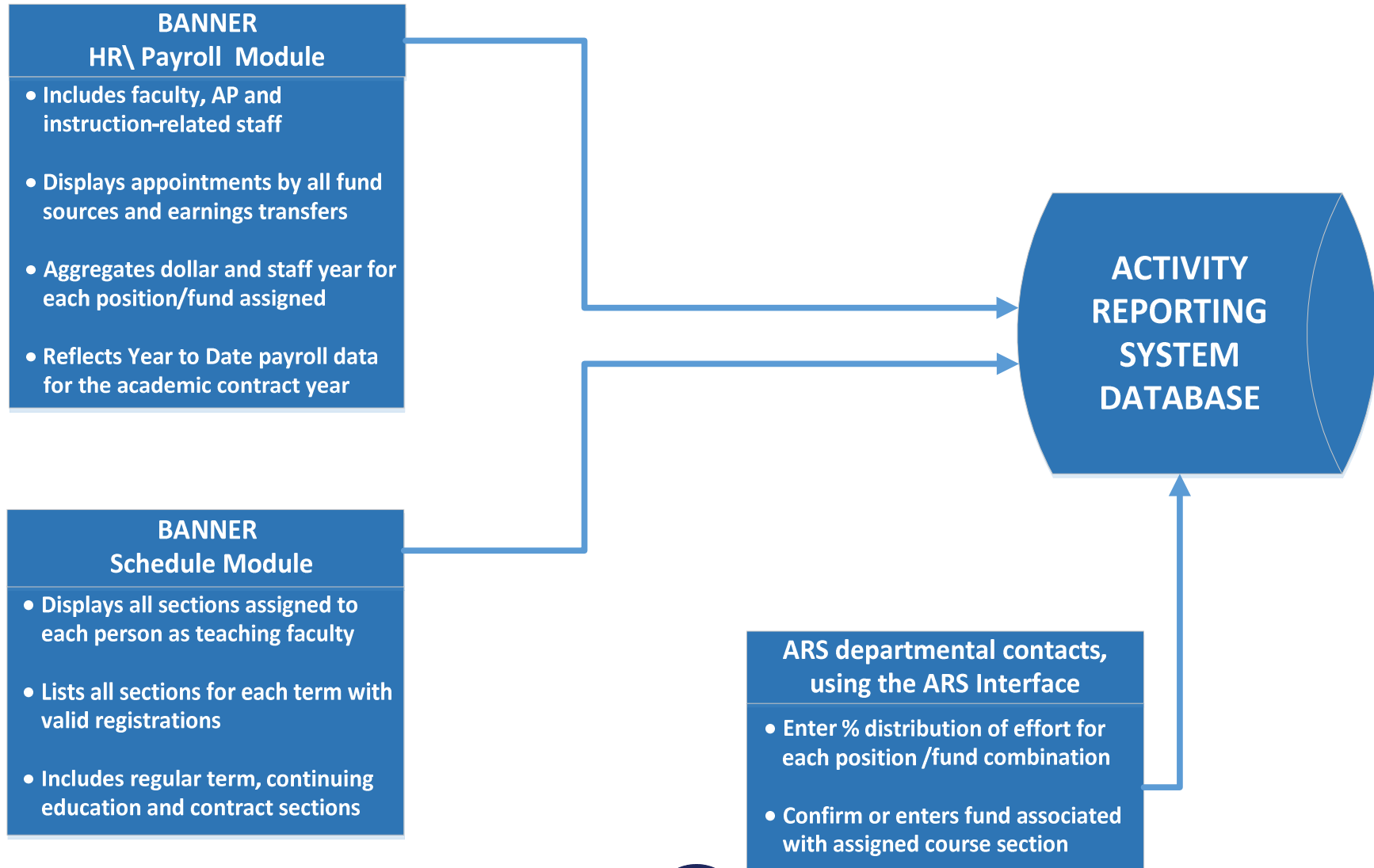
Why We Do Activity Reporting

Required by:

- **Federal Government**
 - **Meets OMB and NIH, NSF requirements**
- **Illinois Board of Higher Education Cost Study**
 - **Gathers credit hours by student level and Costs associated with Instruction, Organized research, Public service**
 - **Calculates cost of instruction per credit hour and administrative costs accumulated by level**
 - **Compares Illinois universities at institutional, discipline and program level.**

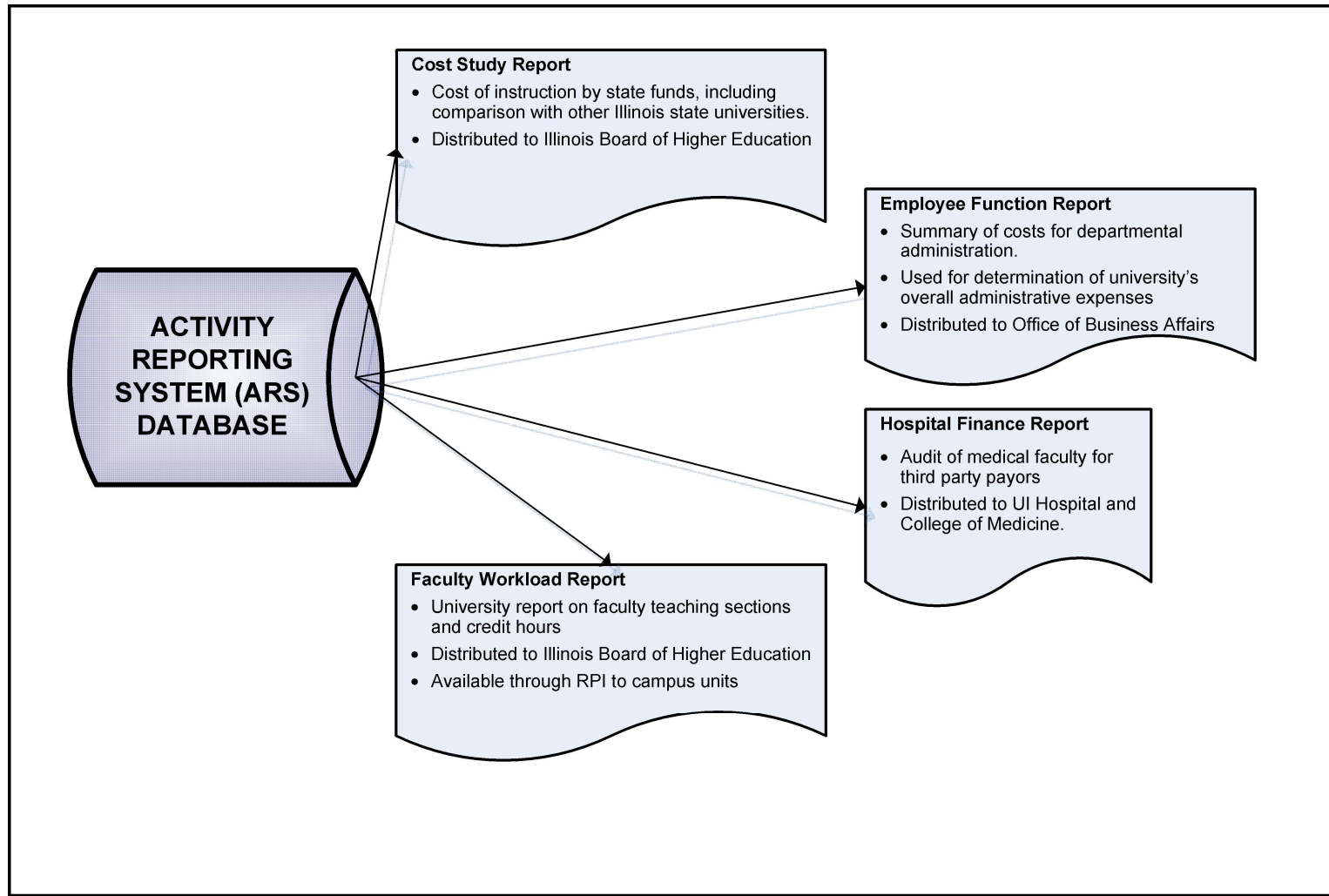


The ARS Data Collection Process



How ARS Data is Used at UIC

Campus Reports Using ARS Data



The ARS Interface: Features

Note: Each Department Creates Positions for Staff and Assigns C-FOAP Resources

View Detail

Include Civil Service (Optional)
 Include Appointments from other Depts - Readonly (Optional)

ARS Reports ARS Help

-Select Employee- 2017 Finance 2-FL-691

Acharya, Bankarshan
 Adams, Randy
 Alcos, Fernat
 Arslan Ayaydin, Ozgur
 Bakke, Ton-Erik
 Bassett, Gilbert W.

Name: **Arslan Ayaydin, Ozgur**
 UID: 67779656
 College: FL - Business Administration
 Dept: 691 - Finance

< Prev Next > (Requires any changes to have been saved/updated)

POST	EFF	FINANCE														
000018	80	CLIN A 837 PROF														
FUND	ACCT	PGM	GRANT	YTD_PAY	OBL_PAY	ANN_FTE	PAY_START	PAY_END	FUND_TYPE	Terms						
00017	211140	891002		\$11,622.55	\$0.00	0.03	6/18/2017	8/14/2017	1A	Summer						
Direct Inst	Indir Inst	Thesis Inst	Thesis Sup	Dept Rach	Org Rach	Pub Svc	Gen Admin	Stu Sup svc	Paid Leave	Clin Inst	Clin Sup	Rcs Inst	Rcs Sup	Pat Svc	Heap Svc	Total
																0
Last Updated By:																
Status:																
Assign Sections																
Term	SUBJ	NBR	CRN	Type	SCHED_TYPE_DESC	COLL	DEPT	CRS_TITLE								
22016S	FIN	501	58767	LEC	Lecture	FL	691	Intro to Managerial Finance								
22016S	FIN	540	56819	LEC	Lecture	FL	691	International Financial Market								
22016S	FIN	484	57215	LOD	Lecture-Discussion	FL	691	Islamic Banking and Finance								
220171	FIN	501	58003	LEC	Lecture	FL	691	Intro to Managerial Finance								
220171	FIN	540	56819	LEC	Lecture	FL	691	International Financial Market								
220171	FIN	596	11506	CNF	Conference	FL	691	Independent Study in Finance								
22017S	FIN	501	20825	LEC	Lecture	FL	691	Intro to Managerial Finance								

POST	EFF	FINANCE														
003301	00	CLIN A 830C PROF														
FUND	ACCT	PGM	GRANT	YTD_PAY	OBL_PAY	ANN_FTE	PAY_START	PAY_END	FUND_TYPE	Terms						
100017	211100	891001		\$52,932.90	\$0.00	0.52	8/16/2016	8/16/2017	1A	Fall Spring Summer						
Direct Inst	Indir Inst	Thesis Inst	Thesis Sup	Dept Rach	Org Rach	Pub Svc	Gen Admin	Stu Sup svc	Paid Leave	Clin Inst	Clin Sup	Rcs Inst	Rcs Sup	Pat Svc	Heap Svc	Total
																0
Last Updated By:																
Status:																
Assign Sections																

POST	EFF	FINANCE														
003301	00	CLIN A 830C PROF														
FUND	ACCT	PGM	GRANT	YTD_PAY	OBL_PAY	ANN_FTE	PAY_START	PAY_END	FUND_TYPE	Terms						
100012	211100	891001		\$16,972.16	\$0.00	0.12	8/16/2017	8/16/2017	1A	Summer						
Direct Inst	Indir Inst	Thesis Inst	Thesis Sup	Dept Rach	Org Rach	Pub Svc	Gen Admin	Stu Sup svc	Paid Leave	Clin Inst	Clin Sup	Rcs Inst	Rcs Sup	Pat Svc	Heap Svc	Total
																0
Last Updated By:																
Status:																
Assign Sections																

BANNER Payroll

Monthly EDW update to ARS

Extract retrieves information for all jobs, including Zero-percent appointments.

1. Payroll information sorted by job department to create individual ARS view for each employee.

Monthly update details each C-FOAP from which employee was paid: Fund, Position, Job Department Title, YTD Pay and FTE.

2. Staff year calculated from FTE and appointment length, and percentage.

BANNER Schedule

Daily EDW update to ARS

Department Assigns instructors to appropriate sections in BANNER

ARS Activity Categories

Instruction Activities

- Direct Instruction
- Indirect Instruction
- Thesis Instruction
- Thesis Supervision
- Clinical Instruction
- Clinical Supervision
- Resident Instruction
- Resident Supervision

Research Activities

- Departmental Research
- Organized Research

Other Activities

- Public Service Activities
- General Administration
- Student Support Services
- Paid Leave

For full definitions, go to:

<http://www.oir.uic.edu/?q=ARSActivityDefinitionsPage>



Links and Resources

- **Office of Institutional Research**
[\(http://www.oir.uic.edu/\)](http://www.oir.uic.edu/)
- **Activity Reporting System**
[\(<http://www.oir.uic.edu/?q=ARSHomePage2>\)](http://www.oir.uic.edu/?q=ARSHomePage2)
- **IBHE Cost Study**
[\(<http://www.ibhe.org/Data%20Bank/costStudies/default.asp>\)](http://www.ibhe.org/Data%20Bank/costStudies/default.asp)

