

Workload Reporting System (WRS) Guidance

The primary purpose of the WRS is to report the distribution of work activities across our academic community. This documentation is designed to guide you through using the WRS.

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What is the WRS?

Workload Reporting System

The WRS will be used to:

- Establish an equitable and transparent spread of workload across the Faculty.
- Ensure that an individual's balance of activities is appropriate.
- Better inform the Conversations and Priorities process.

Why do we need the WRS?

The University Workload Planning Policy requires the Faculty to ensure its Unit Leads have robust mechanisms in place to collect and monitor data relating to academic workloads.

Benefits of the WRS

- Workload planning will be a more transparent, equitable and collaborative process.
- More informed Conversations and Priorities (was PDR) will lead to improved support around career development.
- We will be better placed to identify and support staff wellbeing issues.
- It will allow Equality Diversity and Inclusion considerations to be part of workload planning.

You can find more information about the development of the WRS on the [project sharepoint page](#).

Glossary

Each Activity has a unit and this could be the number of contact hours, the number of scripts, the number of projects etc.

Tariff: After consultation with key stakeholders for all academic units, some activities have been allocated the number of hours it would generally take to complete the activity. This is the Tariff.

Calculated Hours: This is the Unit x the Tariff

Submitted Hours: The hours you have actually spent on delivering an activity. This can be more or less than the calculated hours. There are no restrictions

All academic staff have been given an allocation of 180 hours. This is the allocation for full time staff. If you are part time, please pro-rata this allocation. (During the next development stage of the system, this will be pro rata'd for part time staff automatically) to carry out scholarship, research and administrative activity that is core to all individuals. The baseline cannot be adjusted upwards.

Time Frame: All data entered is for the period 1st January to 31st December.

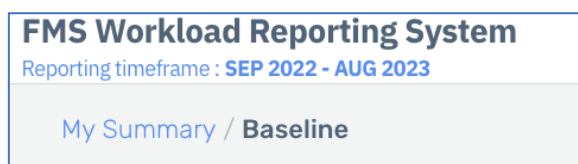
Job Share %: In the Management, Admin and Citizenship section of the WRS, you are given the opportunity to record if you share a particular role. For example, the role of Director of

Education in a school has a tariff of 700 hours. If you are sharing the role with someone else 50:50, mark your Job Share % as 50% and your Calculated Hours will take this into account.

Key Points

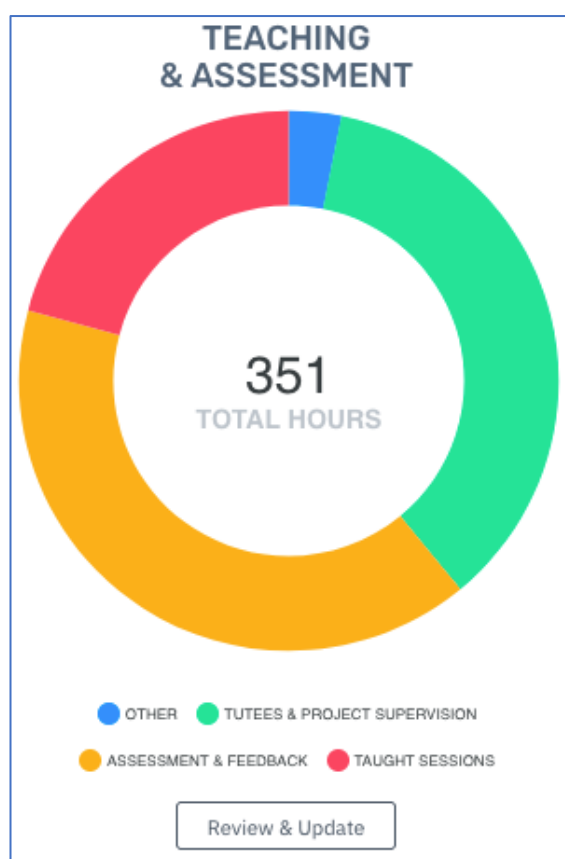
Key Points about the System

The Workload Summary page is where you can access the four sections to review and edit your data. You can always return to the Workload Summary page via the link in the top left of your screen or by clicking on the breadcrumb option 'My Summary'.



The time period the WRS covers is displayed at all times in the second line of the site header.






To access a section, select the **Review & Update button** located at the bottom of the section card.



You **MUST always** save your entries by clicking on the **Save Form button**. This is the only way to submit your work.

The Contents List on the left-hand side of the screen for each section can help you navigate to activities within that section.

Submitted Hours Alert: If you manually enter more hours than the max allowed or more than 110% of the Calculated Hours box shows then a yellow alert will appear in the top left-hand corner of the Submitted Hours box. This is to make you aware that the Submitted Hours has been limited.

Clinical Activities (Newcastle) 			
NO OF PAS 	THE TARIFF 	CALCULATED HOURS 	SUBMITTED HOURS
<input type="text" value="2"/>	<div>x175</div>	<div>350.00</div>	<div> 385</div>

Data boxes are colour coded as follows:

- White boxes you can enter data into.
- Orange boxes cannot be edited as contain assigned tariff for the activity
- Grey boxes cannot be edited as contain hours calculated based on Unit x Tariff.

You will be logged out of the system after 2 hours inactivity and you will need to log in again to continue. If you are logged out before you save your data you will have to re-enter it. Remember to save as you are working through.

Need Help? Click on the Help icon in the upper right corner of the screen. Fill out the form and we will get back to you as soon as possible.



Where the pre-populated data comes from

The pre-populated data can come from a variety of University systems.

Baseline & Clinical Activity

Baseline & Clinical Activity: SAP

Teaching & Assessment

Module reporting: SAP

Tutees & Project Supervision: SAP and FMS Projects Database

Research and Innovation

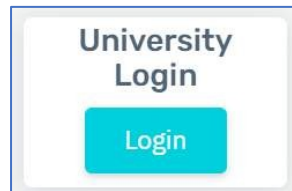
Awards and Applications: NuProjects

PhD/MD student supervision and progression: PGR CoP

Workload Summary

Logging In

Begin by logging into the WRS using your university credentials.



Landing Page

When you open WRS, you will be presented with the Workload Summary landing page. This page shows an interactive summary of your workload details. It is divided into three sections:

- Baseline & Clinical Activity
- Teaching & Assessment
- Research & Innovation
- Management, Admin, & Citizenship

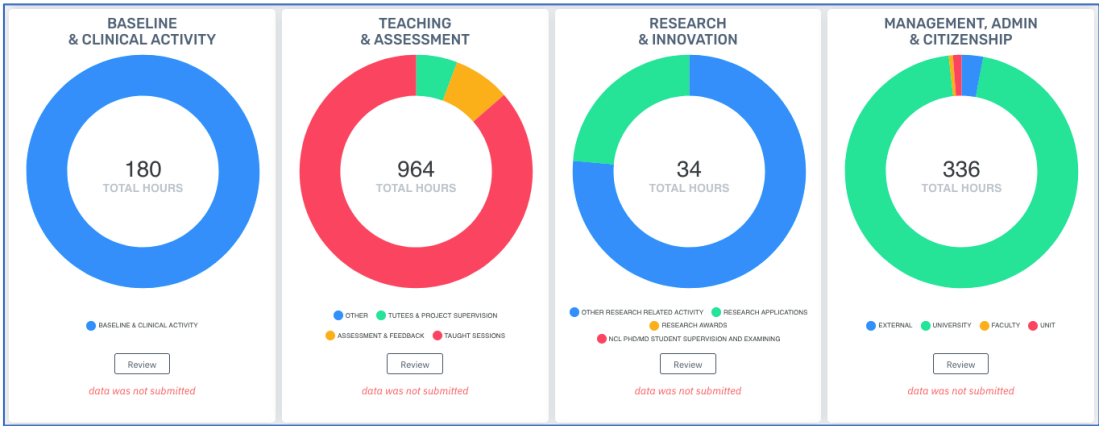
Initial Display

Initially, your landing page will look like one of the following:

Unpopulated



Populated



Your landing page will update as you work through the system and save your entries.

Teaching and Assessment

Baseline & Clinical Activity

Teaching and Assessment includes one sub-sections, Baseline & Clinical Activity. This section is pre-populated with your baseline hours. The starter bonus is automatically added for staff whose contract started within 1-2 years of the reporting period's start.

Teaching and Assessment

Teaching and Assessment includes these sub-sections:

- Module Based Teaching
- Non-Modular/Programme Based Teaching
- Other reporting
- Archived

Module Based Teaching

This section is pre-populated with the modules the University holds for you on Business Warehouse.

You will see the module name, number of credits, number of students number of hours.

If you are no longer associated with this module, delete it using the Trash Can button. Otherwise, edit and enter data for each of your modules via the Edit button.

Add Teaching and Assessment Data

Teaching and Assessment data is divided into the following sub-sections for each module:

Taught Sessions

- Synchronous/Timetabled
- Non Synchronous and Recorded content
- Module Leader

Assessment and Feedback

- In-course assessment
- Exams

For each module click on the edit button and check or enter data in all of the relevant fields. Each activity will require a different unit indicated by red arrow in graphic below (eg number of contact hours, number of scripts, number of MCQs etc). The WRS will then show the Calculated Hours based on the assigned tariff. You then have the opportunity to enter your actual hours which can be more or less than the Calculated Hours.

The screenshot shows a form titled "Marking and feedback of in-course standard essays or reports". It contains four sections, each with a specific unit indicated by a red arrow:

- Marking and feedback of in-course standard essays or reports:** NO OF SCRIPTS MARKED AS FIRST MARKER (unit: i), THE TARIFF (x0.5), CALCULATED HOURS (0.00), SUBMITTED HOURS (0).
- Moderation of in-course standard essays or reports:** NO OF SCRIPTS MODERATED (unit: i), THE TARIFF (x0.25), CALCULATED HOURS (0.00), SUBMITTED HOURS (0).
- Marking and feedback alternative forms of assessments (Posters/oral presentations/OSCE/MOSLER/other):** CONTACT HOURS (unit: i), SUBMITTED HOURS (0).
- Moderation of MCQ papers:** NUMBER HOURS (unit: i), SUBMITTED HOURS (0).

Once you have entered all of the data for your module, you need to save it. Select the Save Form button in the upper right corner of the page (you may need to scroll up).

Add a Module

If a module is missing, you can add it to your record by selecting the drop down arrow to the left of the Add new module button. Start typing the name of the module or case you are looking for and select the correct title. With the module selected, press the Add new module button. When you add a new module, the WRS will take you straight to the edit screen to add Teaching and Assessment data.

The screenshot shows the "Add new module" button with a dropdown arrow. A dropdown menu is open, displaying a list of modules and cases. The first item is "Case 1 [MED1105]". The second item is "Case 1 [MED1205]". The third item is "Case 1 [MED6105]". The fourth item is "Case 10 [MED1114]". The fifth item is "Case 10 [MED1214]". The sixth item is "Case 11 [MED1115]". The dropdown menu is titled "Select value".

Non-Modular/Programme Based Teaching

This section is not pre-populated. Using the same guidelines as above for Module reporting, add in any non-modular programmes you contribute to and then enter the details in the following sub-sections:

Taught Sessions

- Synchronous/Timetabled
- Non Synchronous and Recorded content
- Module Leader

Assessment and Feedback

- In-course assessment
- Exams

Once you have entered all of the data for your programme, you need to save it. Select the Save Form button in the upper right corner of the page (you may need to scroll up).

Other Reporting

This sub-section covers activities relating to

- Tutees and UG/PG projects
- Other.

By clicking on the EDIT button against each activity, you can see the data that is held for you. For each line check or enter data in all of the relevant fields.

Under Other, you will be able to add free text on any other reporting activities you do that haven't been included, along with the number of Submitted Hours.

Archived

If you delete a module it will be moved to this Sub-Section. If you deleted it in error you can move it back to your list of modules without having to re-enter your data.

Saving Teaching & Assessment

Once you have completed all sub-sections, you must save the form. You can do this by pressing the Save Form button in the upper right corner of the screen. You will then be redirected to the WRS Summary page.

Research & Innovation

Research & Innovation

Research & Innovation includes these sub-sections:

- PhD/MD student supervision and examining
- Research awards
- Research applications
- Other research related activity

PhD/MD student supervision and examining

Data on the number of students supervised and progression panels involved in during the time period 1st January to 31st December is populated from Business Warehouse. You will need to enter how many examinations you have contributed to. The WRS will calculate the number of hours and if your actual hours were more or less, enter this in the Submitted Hours box.

Research Awards (active)

Data on awards that are showing as active during the time period 1st January to 31st December is pre-populated from NuProjects. Calculated Hours are based on your FTE

contribution as held in NuProjects at the time of application. If the actual number of hours spent working on the award is more or less, enter this into the Submitted Hours box. This should include supervision, meetings, research activity and hours spent writing application if this was done during reporting timeframe.

If there are awards missing, please add the details and enter how many hours you have worked in the Submitted Hours box.

Research Applications (submitted/unfunded)

Data on applications that are showing as created during the time period 1st January to 31st is pre-populated from NuProjects. It will only include applications that were submitted and not successful or pending outcome. Calculated Hours are based on the length of proposed research project and your status as either PI/COI. If your actual time spent on writing the application was more or less, enter in the Submitted Hours box. If you submitted an application that was successful during this period, include the hours worked on the application in the award entry in the Research Awards Section.

If there are applications missing, please add details and enter how many hours you have worked in the Submitted Hours box.

Other research related activity

Here you can enter any other Research related activity that you may have undertaken. The activities include:

- Spinouts
- Staff supervision
- Engagement and impact generation
- Research Administration

Saving Research & Innovation

Once you have completed all sub-sections, you must save the form. You can do this by pressing the Save Form button in the upper right corner of the screen. You will then be redirected to the WRS Summary page.

Management, Admin, & Citizenship

You can also indicate if you

- The remainder of this section will ask you about roles you undertake at the following levels:

- Under each of these levels, you will be asked to select the roles you undertake to contribute towards Learning & Teaching, Research & Innovation and general Citizenship.

Use the drop down list to find and select roles you undertake. Choose one role at a time and it will appear in your personal selection list.

Unit Roles (School/Institute)

Teaching/Assessment

ADD NEW ROLE:	DESCRIPTION
	Base Unit Sub Dean
	Board of Examiners Chair (medium prog \$0-150 students per year group)
	Board of Examiners Deputy Chair/academic secretary (large prog >150 students per year group)
Admissions	Board of Examiners Deputy Chair/academic secretary (Small programme <50 students per year group)
	Careers liaison lead (large programme)
	Careers liaison lead (medium programme)
	Clinical Skills Lead
Board of Ex (group)	Degree Programme Director (large prog >150 students per year group, 3 years)
	Degree Programme Director (medium prog 50-150 students per year group, 3 years)
	Deputy Degree Programme Director/CC chair (small prog <50 students per year group)
Board of Ex (group)	Deputy Degree Programme Director/CC chair/Year Lead (large prog >150 students per year group)
	Deputy Degree Programme Director/CC chair/Year Lead (medium prog 50-150 students per year group)
	Deputy Director of Medical Studies
Board of Ex (prog 50-150)	Director of Education
	Director of Engagement
	Director of Medical Studies
	International recruitment/support lead
Board of St	MBBS/Pharmacy/Dental Sciences Assessment Lead

As well as the Tariff, Calculated Hours and Submitted Hours boxes to complete there are two new ones; Job Share % and How Many Times. If you share a particular role with another member of staff, enter the % of the role you deliver. For example the role of Director of Education in a school has a tariff of 700 hours. If you are sharing the role with someone else 50:50, mark your Job Share % as 50% and your Calculated Hours will take this into account.

How Many Times box is used to record multiples of a role. The default is 1. If you do the role twice, for example chair on two different programmes, then the value can be increased. The only exception to this is for the MBBS Case Lead role which asks for the total number of days for that activity rather than how many times that specific role has been undertaken.

To delete a role, select the trash can button to the right of the role.

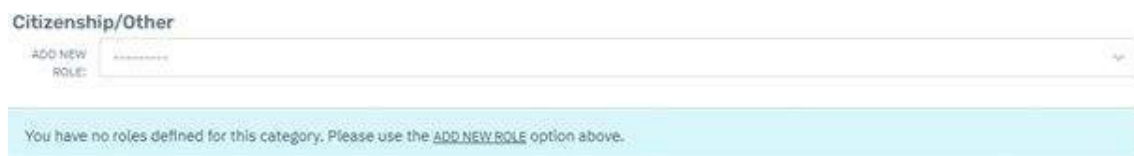
Other:

If you want to add a role that hasn't been included in the drop down list, you can select other and you will be asked to complete the following boxes:

- Job Share %
- How Many Times
- Actual Hours per number of times

When You have No Roles in a Category

Sometimes you will have no roles in a category, or you won't have entered them yet. This is denoted by a blue-shaded box telling you that there are no defined roles and to use the Add New Role drop down box to add any that are needed.



Saving Management, Admin and Citizenship

Once you have completed the whole section, you must save the form. You can do this by pressing the Save Form button in the upper right corner of the screen. You will then be redirected to the WRS Summary page.