

**SEMESTER BEGINS - CENSUS**

<b>Audit</b>	<b>Required Action</b>	<b>Query</b>
<input type="checkbox"/> Zero Enrollment Sections	Cancel if departments do not anticipate enrollments (ignore cross-listed and paired sections if enrollment is in other section). Academic Resources will also send this audit to the College Schedulers.	SFO_CS_AR_APDB_ENRZERO
<input type="checkbox"/> Tentative Sections	Cancel if not offering. Academic Resources will also send this audit to the College Schedulers.	SFO_CS_AR_TENTATIVE_SXN_AUDIT
<input type="checkbox"/> Sections with no faculty	Assign faculty to all sections with enrollments by the 3rd week of instruction or drop deadline for the Registrar's Office Online Withdrawal process. Academic Resources will also send this audit to the College Schedulers.	SFO_CS_AR_APDB_MISSING_FAC
<input type="checkbox"/> Faculty without an appointment	Follow-up on pending ETRACs with HR or College HR personnel. Majority of ETRACs should be loaded in HR by this deadline. Academic Resources will also send this audit to the College APDB Coordinator.	SFO_CS_AR_APDB_FAC_NO_APPT

**PRELIMINARY APDB DEADLINE**

<b>Audit</b>	<b>Required Action</b>	<b>Query/Required Action</b>
<input type="checkbox"/> IAfs	Review Chairs, Associate Deans and Deans are listed	SFO_CS_AR_APDB_INSTR_IAF_DTL
<input type="checkbox"/> Sabbaticals	Review Sabbaticals (consult with departments/Dean's Assistant)	SFO_CS_AR_APDB_SABBATICAL

<input type="checkbox"/> Faculty on Leave	Provide list of faculty on LWP (full and partial) to Academic Resources (consult with departments/College HR personnel)	
<input type="checkbox"/> Volunteers	Provide list of faculty volunteers to Academic Resources (consult with departments)	

**APDB DEADLINE**

<b>Audit</b>	<b>Required Action</b>	<b>Query/Required Action</b>
<input type="checkbox"/> OSB R07 Faculty WTU Report	Run report to review faculty workload against their appointments (use in conjunction with OSB R12 or FTE from Job Data query)	
<input type="checkbox"/> OSB R12 Faculty Workload Report or FTE from Job Data Query	Run report or query for faculty appointment timbase posted in CS Instructor Term Workload page	SFO_CS_AR_APDB_GRID_FTE
<input type="checkbox"/> Faculty not teaching	Run query for a list of faculty with appointment but not teaching. This is a partial list. Consult with your departments for a complete list and for the non-teaching workload to enter as assigned time. Academic Resources will also send this audit to the College APDB Coordinator.	SFO_CS_AR_APDB_FNOTTEACH
<input type="checkbox"/> Presidential Awards	Enter Presidential Awards (consult with departments/Dean's Assistant) AT Code = 22; Wrkload = 12 WTU; Rsn Code = UNIV; Time Source = University	
<input type="checkbox"/> Provost Assigned Time	Enter Provost Assigned Time (consult with departments/Dean's Assistant) AT Code = 22; Rsn Code = UNIV; Time Source = University	

<input type="checkbox"/> C78 Sections	Run query for a list of C78 sections. If appropriate, enter assigned time for faculty teaching C78 sections (consult with departments). Academic Resources will also send this audit to the College APDB Coordinator.	SFO_CS_AR_APDB_C78_SXN SFO_CS_AR_APDB_C78_SXN_AT
<input type="checkbox"/> Step-to-College Sections	Enter assigned time for faculty teaching Step-to-College sections (consult with departments)	
<input type="checkbox"/> Summer Bridge Sections	For summer term only. Enter assigned time for faculty teaching Summer Bridge sections (consult with departments)	
<input type="checkbox"/> Enter assigned time	Enter assigned time (consult with departments); run query to verify entries; verify reason code and Time Source Code are selected	SFO_CS_AR_APDB_ASSIGN_TIME
<input type="checkbox"/> Enter OSF	Enter OSF (consult with departments for reimbursement/buyout from non-general fund); run query to verify entries	SFO_CS_AR_APDB_INSTR_OSF_DTL
<input type="checkbox"/> Job Code Audit	Run and review query. Correct sections where faculty is assigned to the wrong job code using the Update Print Ctl/Instructor ID page. Academic Resources will also send this audit to the College Schedulers.	SFO_CS_AR_APDB_JOB_CODE_OLD