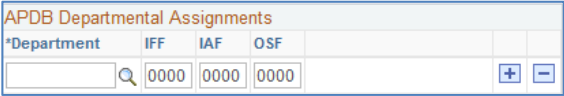


All report names listed are found in Class Schedule AOC WorkCenter > Report & Query > Query Viewer

Workload		
	Query Description	Query Name
	<p>FTE from Job Data Report from 'Grid' (APDB Dept Assignment) in Instructor Term Workload page</p>  <p>For discrepancies in the IFF, IAF, or OSF values, contact HR for appointments.</p>	SFO_CS_AR_APDB_GRID_FTE
	<p>Instructor IAF from Term Detail Report Report from Instructor Term Detail for IAF values. Use as a cross-check with Grid IAF values.</p>	SFO_CS_AR_APDB_INSTR_IAF_DTL
	<p>Instructor OSF from Term Detail Report Report from Instructor Term Detail for OSF values. Use as a cross-check with Grid OSF values.</p>	SFO_CS_AR_APDB_INSTR_OSF_DTL
	<p>Instructor NSS from Term Detail Report Report from Instructor Term Detail for NSS values.</p>	SFO_CS_AR_APDB_INSTR_NSS_DTL
	<p>Workload report for SUP sxn Workload for SUP sections for S-Factor sections except C78 sections with enrollment. SUP sections without enrollment will not have workload.</p>	SFO_CS_AR_APDB_WKLOAD_SUP
	<p>Assign Time Report Reports all of the assign time entered in the Instructor Term Detail.</p>	SFO_CS_AR_APDB_ASSIGN_TIME
	<p>C78 sections for APDB Reports C78 sections with enrollment. Input assign time in the Instructor Term Workload Page as follows: * Assign Type = 15 * Assign Type Reason > Workload Reason Code = Non-Traditional Instruction</p> <p>Once these are entered, they will be in both Faculty with C78 Assign Time and the Assign Time Report.</p>	SFO_CS_AR_APDB_C78_SXN
	<p>Faculty with C78 Assign Time Reports faculty with C78 Assign Time.</p>	SFO_CS_AR_APDB_C78_SXN_AT



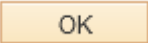
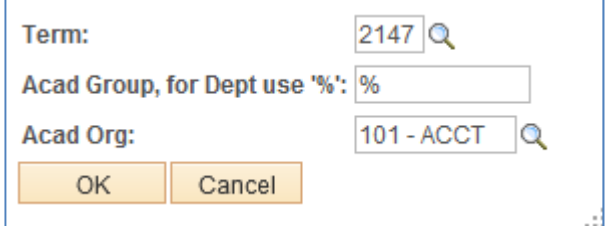


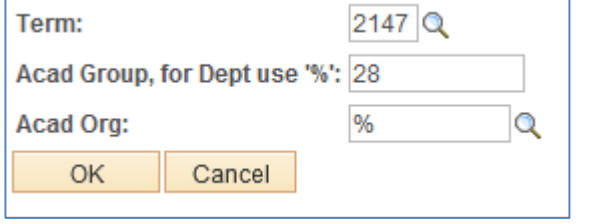
Faculty		
	Query Description	Query Name
	<p>Faculty Schedule Report</p> <ul style="list-style-type: none"> Look up by Term Enter '%' for entire College or Department faculty or by SFSU ID 	SFO_CS_AR_APDB_FACULTY_SCHED

	Faculty Acad Org <ul style="list-style-type: none"> • Search by Acad Org. • Report of faculty/instructors approved to teach in Subject. 	SFO_CS_AR_APDB_FACULTY_ORG
	Look Up Instructor Org <ul style="list-style-type: none"> • Look up by SFSU ID for approved Subject(s) • If no value returns and ETRAC has been submitted, fill out CS Instructor Advisor Form on AR's website http://academic.sfsu.edu/ar/sched/schedule.php 	SFO_CS_SR_OSB_INSTR_ORG
	Missing Instructor Report <ul style="list-style-type: none"> • Lists sections with enrollment missing instructors attached. • To correct, attach the instructor to section. • Re-run the report until no values return. 	SFO_CS_AR_APDB_MISSING_FAC
	Faculty Not Teaching Audit <ul style="list-style-type: none"> • Audit faculty who has an appointment and not teaching. 	SFO_CS_AR_APDB_FNOTTEACH
	Faculty With No Appt Audit <ul style="list-style-type: none"> • Audit faculty who are teaching without an appointment. 	SFO_CS_AR_APDB_FAC_NO_APPT
	Faculty Workload Report	SFO_CS_SR_OSB_FAC_WKLOAD
	Faculty Workload by Course <ul style="list-style-type: none"> • Lists faculty teaching by Course Order 	SFO_CS_SR_OSB_FAC_WKLOAD_CLS
	Job Code Report <ul style="list-style-type: none"> • Search by Job Code. • Report of faculty with Job Code and class section. 	SFO_CS_SR_APDB_JOB_CODE



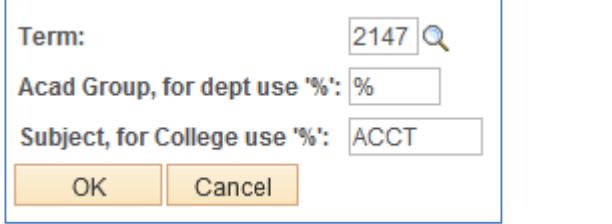

Class Schedule		
	Query Description	Query Name
	Class Schedule Report	SFO_CS_SR_OSB_CLASS_SCHED

Common Prompt Types

1. Term, Acad Group, Acad Org prompt

<p><u>Search by Dept (Acad Org)</u></p> <ul style="list-style-type: none"> • Enter Term – use  to Look Up • Acad Group – always enter % • Acad Org – use  to Look Up • Click  	
<p><u>College User</u></p> <ul style="list-style-type: none"> • Enter Term - use  to Look Up • Acad Group (college code) Values are: 28, 38, 40, 50, 67 or 88 • Acad Org – always enter % • Click  	

2. Term, Acad Group, Subject prompt

<p><u>Search by Subject</u></p> <ul style="list-style-type: none"> • Enter Term - use  to Look Up • Acad Group – always enter % • Enter Subject (example is ACCT) • Click  	
<p><u>College User</u></p> <ul style="list-style-type: none"> • Enter Term - use  to Look Up • Acad Group (college code) Values are: 28, 38, 40, 50, 67 or 88 • Enter Subject – always enter % • Click 