FAR: Preloaded Activities in Activity Reports

When you view your activity report, you may see preloaded activities appear on the form in the "Total FTE" sections. The preloaded activities are derived from Workday and based on Period Activity Pay (PAP) assignments. Below are screenshots that will guide you as you review your activities for the term. Note: You will not see pre-loaded activities for the *Scholarly Contributions and Creative Productions* and *Grants (Sponsored External) and University (Internal) Research* sections.

There are two scenarios regarding the pre-loaded activity. Examples are below:

Scenario 1
If you do not have activities marked with an "on-going" end term, then preloaded activities will automatically appear on the form, as depicted below.

Other Assigned Duties

Activity	Description	Start Term	End Term	Actions
Academic Administration	QEP Faculty Mentor	Summer 2024	Summer 2024	✏️ ⊗ ⧉

Add   View All

Total FTE - Other

Activity Type	Start Term	Primary Assignment or Overload	FTE (%)	Funding Source for Activity	Funding Source for Employee	Actions
Academic Administration	Summer 2024	Overload	1	E&G	E&G	✏️ ⊗ ⧉
Summer 2024 Total			**1**			

Add   View All

Scenario 2
If you do have activities in a section marked with an "on-going" end term, then the preloaded activities will not appear until you resolve the red flags first. However, you are still able to view them by clicking on the **View All** button (second image).

Other Assigned Duties

Activities require your attention

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	⦿ Ongoing Activity ○ Activity Ended

Add   View All   Update

fau_dev (cloned from prod 3/12/24) ▸ Activity Input ▸

Activity Input

Quicklinks ▾

View All Other Assigned Duties

Add

Go Back

This is a screenshot from the View All page.

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	✏ ⊗ ⧉
Academic Administration	IRB Vice Chair	Summer 2024	Summer 2024	✏ ⊗ ⧉
Academic Administration	IRB Vice Chair extension for (7/01/2024 - 6/30/2025).	Summer 2024	Summer 2024	✏ ⊗ ⧉
Academic Administration	IRB Vice Chair	Fall 2024	Fall 2024	✏ ⊗ ⧉
Academic Administration	IRB Vice Chair extension for (7/01/2024 - 6/30/2025).	Fall 2024	Fall 2024	✏ ⊗ ⧉

Add

Go Back

Once the red flag is resolved on the form by clicking **Update**, the preloaded activities will appear on the activity report and should now be visible to you directly on the form.

▼ Other Assigned Duties

Activities require your attention   ❓ Help

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	⦿ Ongoing Activity ○ Activity Ended

Add **View All**   **Update**

▼ Other Assigned Duties

Activity	Description	Start Term	End Term	Actions
Academic Administration	Administration as Department Chair of ESHP.	Fall 2021	Ongoing	✏ ⊗ ⧉
Academic Administration	IRB Vice Chair	Summer 2024	Summer 2024	✏ ⊗ ⧉
Academic Administration	IRB Vice Chair extension for (7/01/2024 - 6/30/2025).	Summer 2024	Summer 2024	✏ ⊗ ⧉

Add **View All**