UNL Faculty Insight Help Document

Modifying and Confirming Apportionment Data

Log into Faculty Insight by going to <u>http://analytics.unl.edu/</u> and selecting the **Faculty Insight** button under the **Reporting Tools** heading. Log in using your My.UNL account.

UNIVERSITY OF NEBRASKA-LINCOLN	UNIVERSITY OF NEBRASKA-LINCOLN Need help? Call
NUL INSIGHT - REPORTING AND AMALYTICS	MY.UNL LOGIN Toil-Free
Hebrauks URE Indigite - Reporting and adjust INSIGHT REPORTING TOOLS REQUEST ACCESS NEED HELP?	Log in with your My.UNL Account
Welcome to UNL Insight	https://www.digitalmeasures.com/shibboleth-sp/ Username
Welcome! UNL Insight Dashboards are designed to help you make decisions by mea and long-term progress. These dashboards reflect the most currently available infor- dashboards will require you to authenticate. Official University of Nebraska-Lincoln	Password ·······
derived from census date data snapshots, can be found in the IRADS Data Index and	Don't Bemember Login
Campus Level Dashboards	clear prior granting of permission for release of your information to this service.

On the Faculty Insight home screen, you will find two options for managing data.

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braska Ar	tivities Reports To	ools 🔻			?	٠		.::DigitalMeasures
e not currently ma	paging tota.							
	Manage Data							
	Manage Data enables you to ma	nage data for othe	s osers or entities within your system. If yo	u are entering a lot of data, it m	ay be fas	ter to loa	id this fr	om
	Cav hies rather than by using th	is utility. All thang	es made using this utility are addited. M	anage bata sessions open in a r	ew tab.			
		_	Select or type a name	-		C	ontinue	
(Manage Data for	User						





Option 2: Click on Tools, then Users and Security from the drop down menu.

The next page will be a full list of Users you have access to in alphabetical order. Click on **Manage Data** in the row of the User (faculty member) whom you want to complete.

Nebraska	Activities Rep	orts Tools 🔻		1	?	:	.::DigitalMeasures
Jsers and Se Add a New User	ecurity						
Search Users							
Activities Databas	se - University 🛛 🛛						
Last Name	First Name	Username					
			Search				
Last Name		First Name	<u>View Security Roles</u> Username		Ec	lit	Manage Data
Alloway		Richard	ralloway1		Ó	1	
Anderson		Kristian	kanderson20		ø	1	
Anderson		Nathan	nanderson14		6	1	6
Anderson		Timothy	tanderson5		6	1	A
Bailey		Rich	rbailey3		6	1	6
Baker		John	jbaker12		6	1	6
Bartling		Kelly	kbartling2		6	1	6
Bender		John	jbender1		6	1	8
Berens		Charlyne	cberens1		6	1	8
Bestul		Karen	kbestul2		Ó	1	&
Blackstock		Nicole	nblackstock2		6	1	6
						*	P

Both Option 1 and Option 2 take you to the page shown below. Click on **Apportionment** under **General Information**.

	1	
	Nebraska Activities Reports Tools -	? 🌲 🎍
	Search All Act Vities Q	
	You are currently managing data for Adam Wagler.	
	<u>Review a gride</u> to manage your activities.	
Ċ	General Information	
	Personal and Contact Information	Faculty Development Activities Attended
	Administrative Data - Permanent Data Yearly Data	Licensures and vertifications
	Academic, Government, Military and Professional Positions	Media Contributions
	Awards and Honors	Professional Memberships
	Consulting	Apportionment
	Education	Go als and O DJectives
	External Connections and Partnerships	UNL Public Web Biography
	Invited Speakers	

Next, click on the **current year** to edit the apportionment data.

Nebraska Lincoln Activities Report	s Users and Security	? 🌲 🌡 .::DigitalMeasures
Search Apportionment Q		Rapid Reports PasteBoard
You are currently managing data for		
< Apportionment		+ Add New Item
Item		
2018-2019		
2017-2018		
2016-2017		
2015-2016		
2014-2015		
2013-2014		

Next, you will see a screen that will have the apportionment information, if available from the previous year, for the selected faculty member. New faculty members will not have previous year data.

Please add entries or review existing entries and make any changes needed to the five apportionment categories: Administration, Extension, Research/Creative Activity, Service, and Teaching. **Combined apportionment must equal 100%.**

						13 -	1.1.1
< Edit Apportionment					Cancel	Save Save	R ₊ Save + Add A
^R Academic Yea	ar 2018-2019 ©						
^H Confirmed by departmer	nt 🗹						
1st Appointment							
R Primary H Position Number	er R Title	R Unit Na	me	H UNL org unit ID	R Budg ≰	geted Salary	R FTE
Employee Sub-Group (ESC)	Assistant Professor	Auverusii	H Wage Types	30001033	4		1.00000
J1	095154		1008				
Teaching	Research	Service		Extension		Administratio	
50 %	40 %	10	%	%			[%])

Finally, be sure to select the check box that is titled:

Confirmed by department and click **Save**.

Nebraska	Activities	Reports	Tools 🔻		?	۵		.::DigitalMeasures
								Rapid Reports PasteBoard
You are currently m	araging data for Dyment				Cancel	(H Save	H+Save + Add Another
H Confirmed b	Academic Year 2							

Repeat all of these steps for all of your faculty.

Faculty with Joint Appointments or Split FTE

Faculty with two appointments should have both listed, as shown below. Each appointment needs to be apportioned to equal 100%.

				Managing Data for:		
				Rapid Reports PasteB		
it	Apportionment		Cance	I 🗄 Save 🗄 Save + Add And		
d	emic Year ^R					
18	-2019	0				
C	Confirmed by department ^H					
,	Appointment (2)					
	1st Appointment			Actions 🗙		
	✓ Primary	Position Number	Title	Unit Name		
			Assoc Dean	College of Ag Sci & Nat Res		
	UNL org unit ID	Budgeted Salary	FTE	Employee Sub-Group (ESG)		
	50,000,787	\$	0.5	M1		
	Job Class	Wage Types	Teaching	Research		
	095130	1010,1003	%			
	Service	Extension	Administration			
	%	%	100 %			
	2nd Appointment			Actions 🗸		
	Primary	Position Number	Title	Unit Name		
			Professor	Agronomy & Horticulture		
	UNL org unit ID	Budgeted Salary	FTE	Employee Sub-Group (ESG)		
	50,000,827	\$	0.5	К1		
	Job Class	Wage Types	Teaching	Research		
	095150	1003	20 %	75		
	Service	Extension	Administration			
	5 %	96	%			

Contact Jelena Gude, Faculty HR Specialist in the Executive Vice Chancellor's Office, at jgude1@unl.edu or (402) 472-5264.