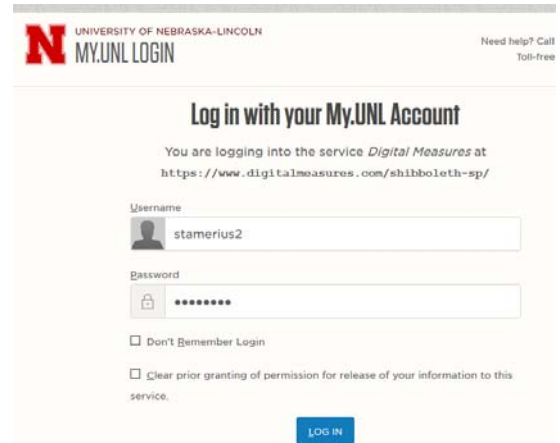
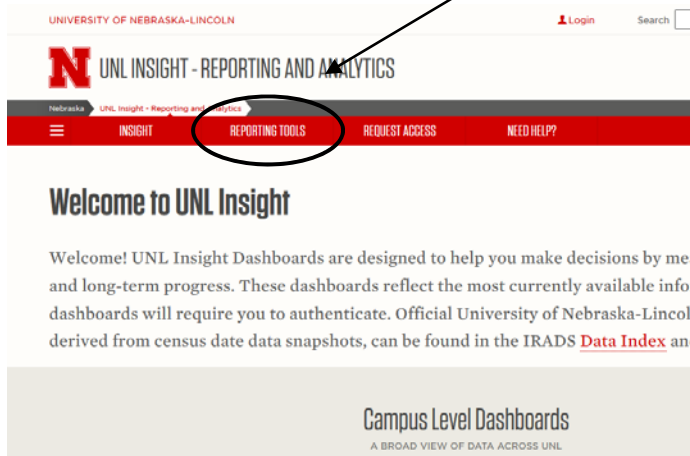


# UNL Faculty Insight Help Document

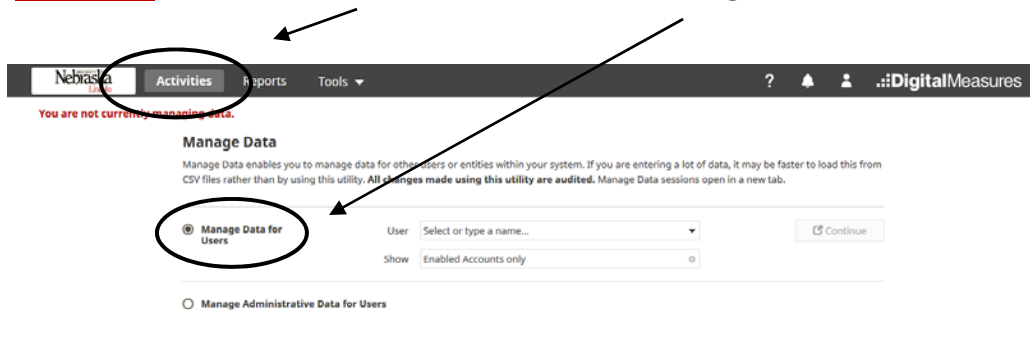
## Modifying and Confirming Apportionment Data

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

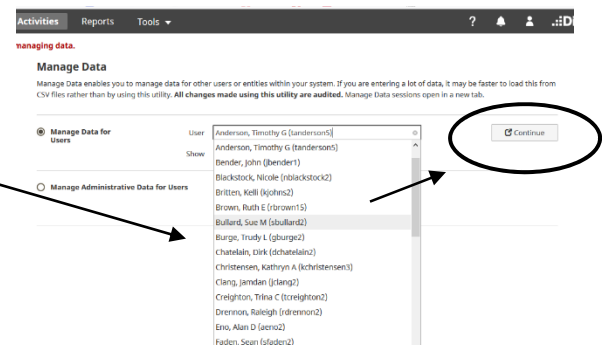


On the Faculty Insight home screen, you will find two options for managing data.

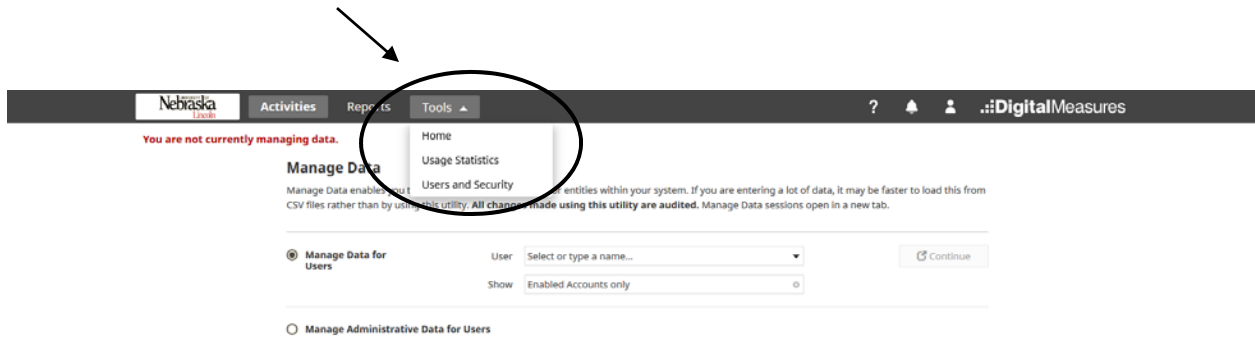
**Option 1:** Click on the **Activities Menu**, then **Manage Data for Users**.



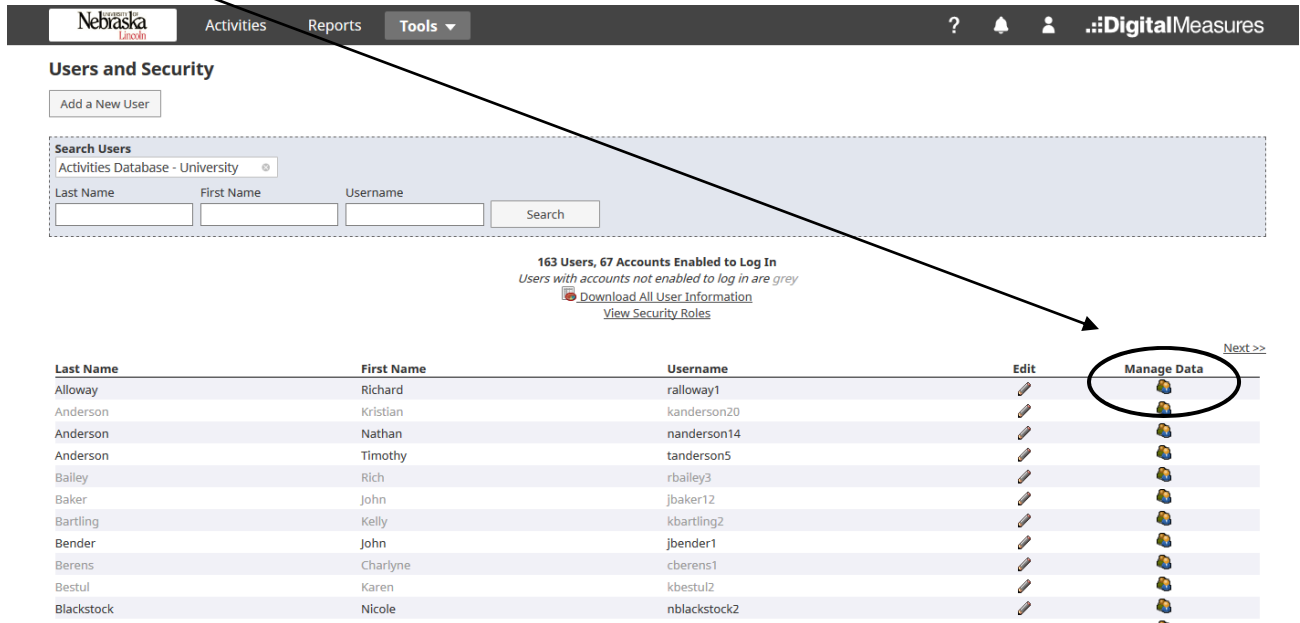
Choose a **User** (faculty member) from the drop down list then click on **Continue**.



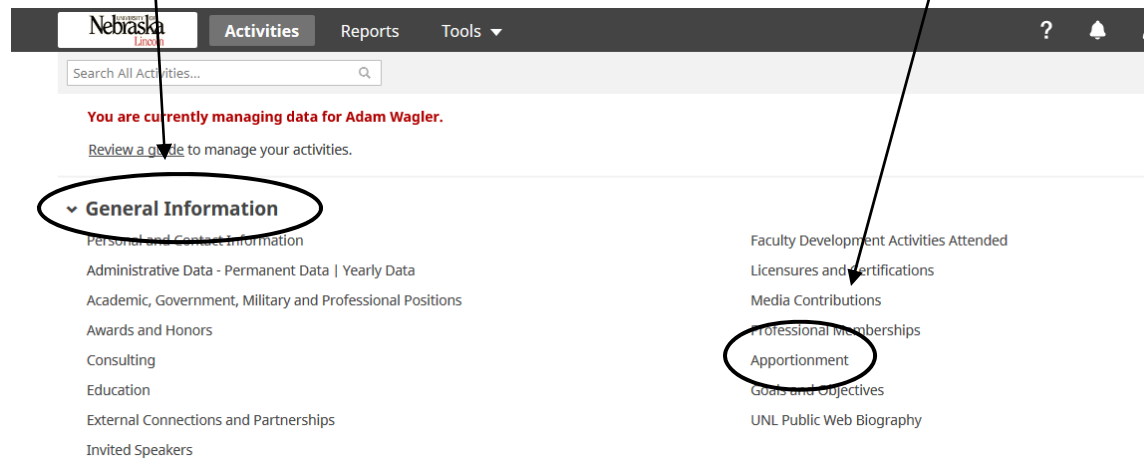
**Option 2:** Click on **Tools**, then **Users and Security** from the drop down menu.



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.



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



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



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%.**

Original Source: Data Imports  
Created: September 07, 2018  
Last Saved: February 20, 2019

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

**Confirmed by department** and click **Save**.

Confirmed by department

Save

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%.

Nebraska LINKS
Activities CV Imports
Managing Data for: [redacted]

Rapid Reports PasteBoard

**Edit Apportionment**
Cancel
Save
Save + Add Another

Academic Year <sup>R</sup>

2018-2019

Confirmed by department <sup>H</sup>

**Appointment (2)**

1st Appointment Actions ▼

Primary Position Number Title Unit Name

[redacted] [redacted] Assoc Dean College of Ag Sci & Nat Res

UNL org unit ID Budgeted Salary FTE Employee Sub-Group (ESG)

50,000,787 \$ [redacted] 0.5 M1

Job Class Wage Types Teaching Research

095130 1010,1003 [redacted] % [redacted] %

Service Extension Administration

[redacted] % [redacted] % 100 %

2nd Appointment Actions ▼

Primary Position Number Title Unit Name

[redacted] [redacted] Professor Agronomy & Horticulture

UNL org unit ID Budgeted Salary FTE Employee Sub-Group (ESG)

50,000,827 \$ [redacted] 0.5 K1

Job Class Wage Types Teaching Research

095150 1003 20 % 75 %

Service Extension Administration

5 % [redacted] % [redacted] %

+ Add Row

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