



## **How Do I? Print a Faculty Workload Accountability Report (FWAR)**

PeopleSoft version 9

1. Sign In to PeopleSoft version 9.  
(Please remember to use CAPS when entering your User ID.)
2. Access to the FWAR Report page by selecting Southeastern SA Data>Southeastern SA Data>Report>Print FWAR Report
3. Click **Search**, and **select FWAR** in the search results list.  
**\*\*Please Note:** *If you do not have a FWAR Run Control ID defined, you will need to do this:*
  - Click the **Add a New Value** link below the Search button.
  - Key in **FWAR** in Run Control ID field.
  - Click the **Add** button.You will only need to add the FWAR Run Control ID one time. After this you can simply click on the Search button in order to find the FWAR Run Control ID.
4. Key in the desired term.  
*If you are unsure of the term number, select the magnifying glass next to the Term field and select Look Up. A list of term numbers and their descriptions will display.*
5. Select **College** or **Department** and key in the correct abbreviation.  
*If you are unsure of the two-letter abbreviation, select the magnifying glass next to the College or Department text box and a list of colleges or departments and their descriptions will display. You cannot select both the college and the department. If the field you need is grayed out, put your cursor in the available field and press the **Tab** button on your keyboard to activate the desired field.*

6. Review the Process Scheduler page, The **Server Name** should be "**PSUNX**", the **Type** should be **Web**, and the **Format** should be **PDF**.
7. Click the **OK** button.  
*The Print FWAR Report page will display again.*
8. Click Process Monitor next to the **Run** button.
9. Click the Refresh button until the Run Status of the desired report is "Success."
10. Select Details from the Details column.
11. Select View Log/Trace located at the bottom of the Process Detail page.
12. Click on the slufwarr in .pdf format.

| File List                                |                   |                                  |
|--|-------------------|----------------------------------|
| Name                                     | File Size (bytes) | Datetime Created                 |
| <a href="#">SGR_SLUFWARR_1523915.log</a> | 1,538             | 02/25/2008 10:37:40.000000AM CST |
| <a href="#">slufwarr_1523915.PDF</a>     | 99,002            | 02/25/2008 10:37:40.000000AM CST |
| <a href="#">slufwarr_1523915.out</a>     | 156               | 02/25/2008 10:37:40.000000AM CST |

13. Review the FWAR.
14. Remember to Sign Out of PeopleSoft when you have finished your session.

### **Things to Remember**

when printing a FWAR:

- FWAR is updated daily at 7AM. Changes made in faculty workload will not appear on your report until the next day.
- Review your FWAR Report carefully. Faculty Workload Accountability Reports must be complete and correct by the 14<sup>th</sup> class day in the Fall and Spring terms, by the 7<sup>th</sup> class day in the Summer term.
- If you receive an error on the Run Status for your report, try to run the report again. If you continue to have a problem, you may call Records and Registration at extension 2062 or 2066 for further assistance.