

How to login to APR

The screenshot shows the 'Employee Self Service' interface for The University of Iowa. At the top left is the university logo and the text 'Employee Self Service Finance and Operations Web Applications'. To the right are links for 'Skip to Main Content', 'Contact Us', and 'Sign Out', along with a search bar. Below this is a horizontal navigation menu with tabs for 'MY SELF SERVICE', 'PERSONAL', 'ADMINISTRATION', 'WORKFLOW', and 'EXTERNAL LINKS'. The 'PERSONAL' tab is selected and highlighted with a green arrow. Underneath, there are several categorized lists of links. The 'General' category is expanded, and the link 'Academic & Professional Record (APR)' is highlighted with a yellow star icon and a green arrow pointing to it from the bottom left.

Employee Self Service
Finance and Operations Web Applications

Skip to Main Content | Contact Us | Sign Out

Search Self Service [Search]

MY SELF SERVICE | **PERSONAL** | ADMINISTRATION | WORKFLOW | EXTERNAL LINKS

My UI Career

- Annual Goals and Performance Review
- Annual Total Compensation Statement
- Appointment & Salary History
- Job Information Form (JIF)
- My ePersonnel File
- Review Higher Education Degrees
- Review Licenses/Certifications

General

- Manage Duo 2-Step Verification
- Change HawkID Password
- Change HealthCareID Password
- Demographics
- Emergency Contacts
- My Faculty Catalog Information
- My HR Rep / Workflow Admin / Dept Admin
- Stop Paper Mailings
- University Bill
- My Staff Council Category
- Academic & Professional Record (APR)**

Payroll

- Set Up/Change Direct Deposit
- View Paycheck History
- Set Up/Change Tax Withholding (W-4)
- View Year-End Tax Information
- WE ARE PHIL - Faculty and Staff Giving
- Charitable Giving
- Savings Bonds Enrollment
- Information Release Form
- Charging and Payroll Deduction

Time Reporting

- Employee Time Records
- Absence Request
- Vacation/Sick Leave Report
- Preliminary Vacation/Sick Report

Benefits

- Benefits Enrollment
- Current Benefits
- Benefit Change Request
- Information Release Form

Contact Us

- Self Service Suggestions

★ LEARN ABOUT CUSTOMIZING SELF SERVICE

- ▶ Login to Self Service: <https://hris.uiowa.edu>
- ▶ Personal tab
- ▶ Find APR under General

APR Main Menu

Start with General Information and work your way through the section, then work your way down.

Welcome, CLAS APR!

- Manage Activities**
- Rapid Reports
- PasteBoard
- Run
- Help

[Review a guide](#) to manage your activities.

General Information

- Personal and Contact Information
- Faculty Status
- Employment History
- Awards and Honors
- Education
- Education - Post Graduate
- Licensures and Certifications
- Professional Memberships

Teaching

- Courses Taught (from MAUI)
- Mentoring and Student Supervision
- Other Teaching Contributions

Research/Scholarship

- Publications
- Published Reviews of Scholarship
- Areas of Research Interest
- Grants and Contracts
- Presentations
- Performances and Exhibits
- Intellectual Property (e.g. patents)

Service

- Professional Service
- Public/Community Service
- University, College, Department Service
- Media Contributions

Best Practices for APR entry

- ▶ Have your *curriculum vitae* nearby when you start.
- ▶ Enter as many years of information as you can.
- ▶ Fill as many data cells as you can.
- ▶ Think twice before selecting “Other”.
- ▶ Select a scope when available on an APR entry.
- ▶ To save your work, click “Save and Return.”
- ▶ Dates are required fields on all screens.
 - ▶ Minimum entry is the year.
 - ▶ For current projects enter a start date then leave end date empty.
 - ▶ For finished projects enter end date, even if unsure of start date.

Best Practices for APR entry

- ▶ Teaching – Courses taught will be uploaded by the College. List supplementary information (course development or other innovations) in “Other Teaching Contributions.”
- ▶ Publications - List collaborators in the same order as found in the citation.
- ▶ Grants and Contracts – please list your role, including PI.
- ▶ Service entries – should reflect service to your profession, not mandatory UI trainings.
- ▶ Update your portfolio frequently.

Lexicon for Publication - Status

Use consistent terms for those publications not yet in final published form:

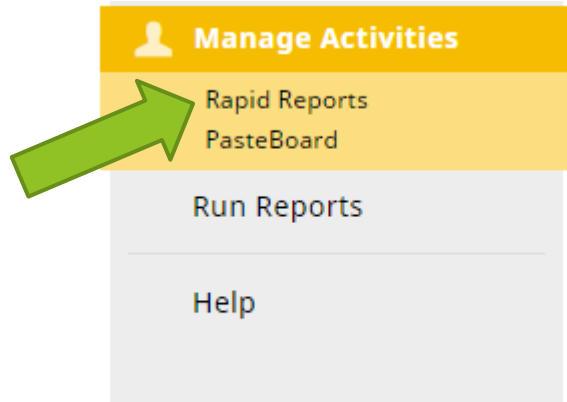
- **(APR: Accepted/In Press), In Press**: You have seen the proofs and returned them with corrections.
- **(APR: Accepted/In Press), Forthcoming**: You have a letter confirming acceptance of the typescript for publication in its current form.
- **(APR: Accepted/In Press), Accepted**, pending revisions: You have a letter of acceptance subject to the condition that you make certain changes required by the editor.
- **(APR: Revising to Resubmit), Revise and resubmit**: The publisher has returned reviewers' comments and suggests you revise accordingly and resubmit for further consideration.
- **(APR: Submitted), Submitted**: You have sent the typescript to a potential publisher; name the publisher.
- **(APR: Working Paper), Undergoing revision**: You have completed the research, written a draft, and are revising it based on suggestions by colleagues.
- **(APR: In Preparation/Not Yet Submitted), In progress**: You do not have a completed typescript for submission at this time, but the project is beyond the "idea" stage.

Tips on CV Preparation continued

DO NOT

- Include personal information – date of birth, spouse, home address.
- Include emails from colleagues and students.
- Enter ACE scores.
- List the Old Gold as an award.

How to run your CLAS Administrative CV Report



Rapid Reports [Close]

Select a report template, date range and file format, then run the report.

Report: CLAS Administrative CV

Start Date: Jan 01 2015

End Date: Dec 31 2015

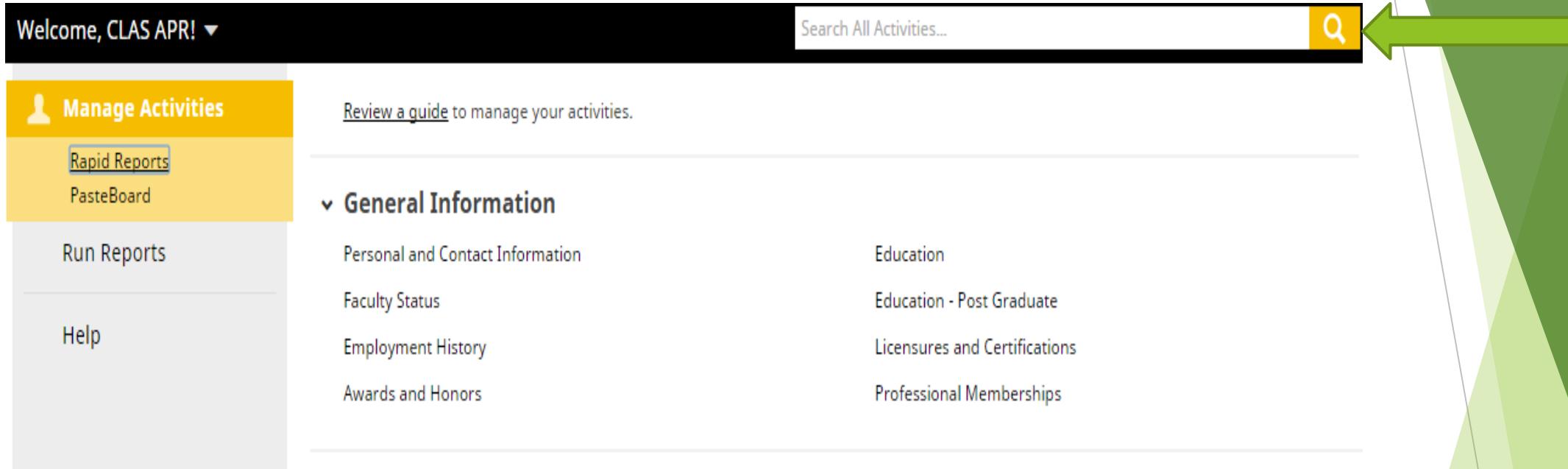
File Format: Microsoft Word

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel Run Report

- ▶ Click “Rapid Reports” on the top left
- ▶ Select “CLAS Administrative CV”
- ▶ Select the Start and End Dates for the information you would like to see
- ▶ Select the file format to view the information in
- ▶ Click “Run Report”

How to search entries for editing



The screenshot shows the top navigation bar of the CLAS APR system. On the left, it says "Welcome, CLAS APR!" with a dropdown arrow. In the center is a search bar labeled "Search All Activities..." with a magnifying glass icon. A green arrow points to the search bar. Below the search bar is a navigation menu with a person icon and the following items: "Manage Activities" (highlighted in orange), "Rapid Reports" (underlined), "PasteBoard", "Run Reports", and "Help". To the right of the navigation menu is a main content area with a link: "[Review a guide](#) to manage your activities." Below this is a section titled "General Information" with a dropdown arrow, containing a list of categories: Personal and Contact Information, Faculty Status, Employment History, Awards and Honors, Education, Education - Post Graduate, Licensures and Certifications, and Professional Memberships.

- ▶ On the main APR screen click into the “Search” field and type in keywords to search.
- ▶ This will search all information in your APR and pull out data that contain those keywords; you will then be able to edit.

Final Thoughts

Please remember: Take care to update and review your information carefully; you are ultimately responsible for all information that is reported through APR.