

How to login to APR

Employee Self Service
Finance and Operations Web Applications

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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:

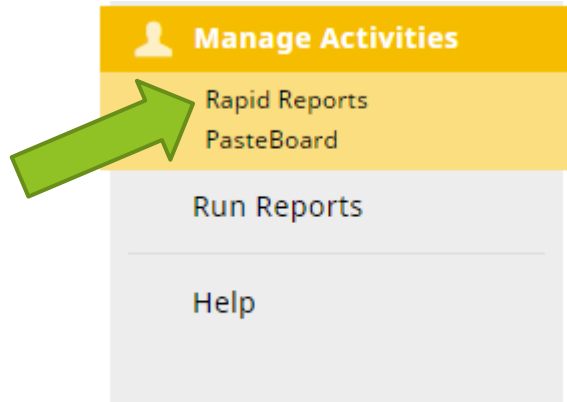
- **(APR: Accepted/In Press), In Press**: You have seen the proofs and returned them with corrections.
- **(APR: Accepted/In Press), Forthcoming**: You have a letter confirming acceptance of the typescript for publication in its current form.
- **(APR: Accepted/In Press), Accepted**, pending revisions: 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 ✕

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

Report: CLAS Administrative CV ▾

Start Date: Jan ▾ 01 ▾ 2015 ▾

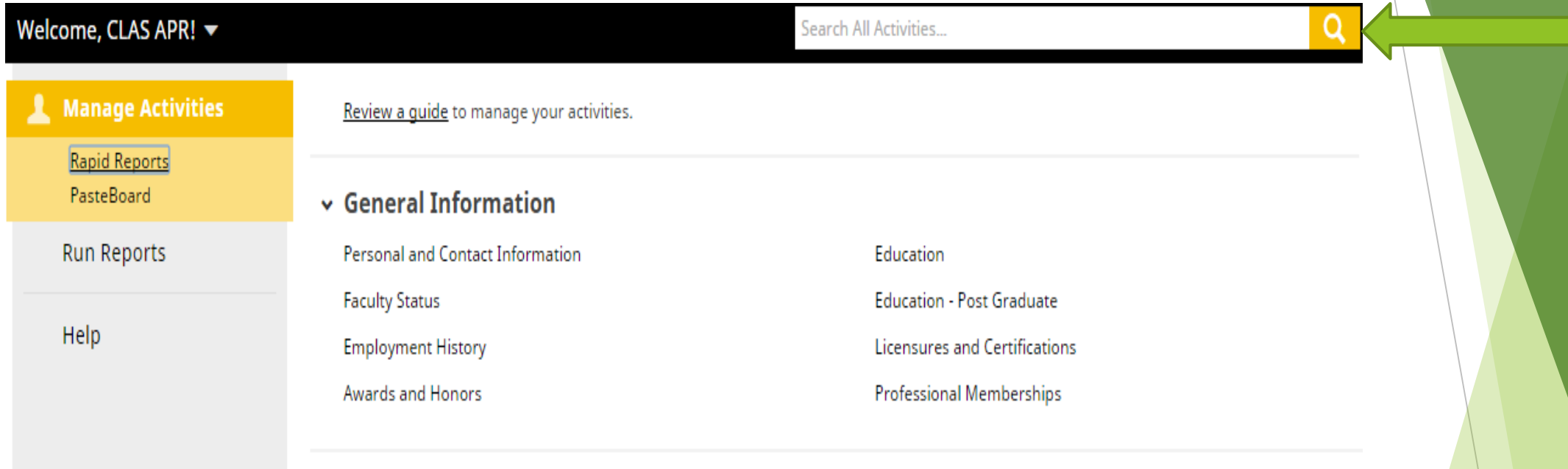
End Date: Dec ▾ 31 ▾ 2015 ▾

File Format: Microsoft Word ▾

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

- ▶ 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" (highlighted in light orange), "PasteBoard", "Run Reports", and "Help". To the right of the navigation menu, there is 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.