

# How to Complete Your PAR

Get ready: Find your PTEA percentages for AY 10-11 (e.g., 40/40/20, 20/70/10)

Login to Employee Self-Service

Click on Personal

Look for the section "Time Reporting"

Click "continue"

Find the radio button for FY 2011, and select it

Click on Effort Reporting

Review the EFFORT section

Do you see any figures in the top part of EFFORT (SPONSORED/ORGANIZED ACTIVITIES)?

YES

NO

Review the SALARY DISTRIBUTION INFORMATION section (in green)

Find the percentage (P) listed for the above entry, and type it in the corresponding white box in the blue section.

Calculate  $100-P$

- Multiply  $100-P$  times your PTEA percentage for Teaching and then divide by 100. Round this number to the nearest whole % and enter it in the white box for "Non-sponsored instruction"
- Repeat above step for Research, and enter the result in white box for "Departmental research"
- Repeat above step for Service, and enter the result in white box for "Collegiate and departmental administration"

Click UPDATE/CALCULATE to ensure TOTAL EFFORT is 100%; if TOTAL EFFORT is not 100%, appropriately modify one of the above percentages, and click UPDATE/CALCULATE again.

Click "Submit"

Insert your PTEA percentages (A/B/C) as follows:

- Type A in the white box for "Non-sponsored instruction"
- Type B in the white box for "Departmental research"
- Type C in the white box for "Collegiate and departmental administration"

Click Submit

END