

How to login to APR

The screenshot shows the 'Employee Self Service' portal 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 labeled 'Search Self Service'. Below this is a 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. A green arrow points to the 'Academic & Professional Record (APR)' link in the 'General' category. Other categories include 'My UI Career', 'Payroll', 'Contact Us', 'Time Reporting', and 'Benefits'. A star icon with the text 'LEARN ABOUT CUSTOMIZING SELF SERVICE' is also visible.

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

Contact Us

- Self Service Suggestions

★ LEARN ABOUT CUSTOMIZING SELF SERVICE

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

- ▶ 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.



A screenshot of a web application interface. At the top, there is a dark navigation bar with a building icon, the text 'Activities', and 'Reports'. To the right are icons for help, user profile, and a grid. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...'. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar is a link: 'Review a guide to manage your activities.'. The main content area features a list of menu items under a collapsed 'General Information' section. The items are: 'Personal and Contact Information', 'Faculty Status', 'Employment History', 'Awards and Honors', 'Education', 'Education - Post Graduate', 'Licensures and Certifications', 'Professional Memberships', 'Professional Development Activities', and 'CCOM Annual Review'. Below this list is another collapsed section labeled 'Teaching'.

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” or “Save + Add Another.”
- ▶ Dates are required fields on all screens.
 - ▶ Minimum entry is the year. Please enter month and day if possible.
 - ▶ 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 order found in the citation.
- ▶ Grants and Contracts – please list your role. Include principal investigator (PI) and co-investigators (co-PI). Add a “current status” for grants, otherwise it will print on the CLAS administrative CV as “unknown current status”.
- ▶ Service Entries – should reflect service to your profession, not mandatory UI trainings.
- ▶ Invited Lectures and Presentations - Select “scope” for invited lectures and presentations, otherwise it will print on the CLAS administrative CV as “unknown scope”.
- ▶ Student Supervision - Add a “degree objective” for students supervised, otherwise it will print on the CLAS administrative CV as “unknown degree objective”.

Lexicon for Publication - Status

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

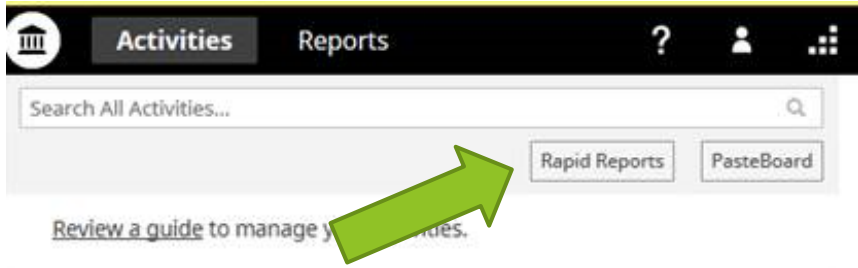
- **(APR: Accepted/In Press), In Press**: You have seen the proofs and returned them with corrections.
- **(APR: Accepted/In Press), Forthcoming**: You have a letter confirming acceptance of the typescript for publication in its current form.
- **(APR: Accepted/In Press), Accepted**, pending revisions: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



- ▶ Click “Rapid Reports” on the top right
- ▶ 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”

General Information

Personal and Contact Information

Faculty Status

Employment History

Awards and Honors

Rapid Reports

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

Rapid Reports are generated using data only from the user you are currently managing.

Report:

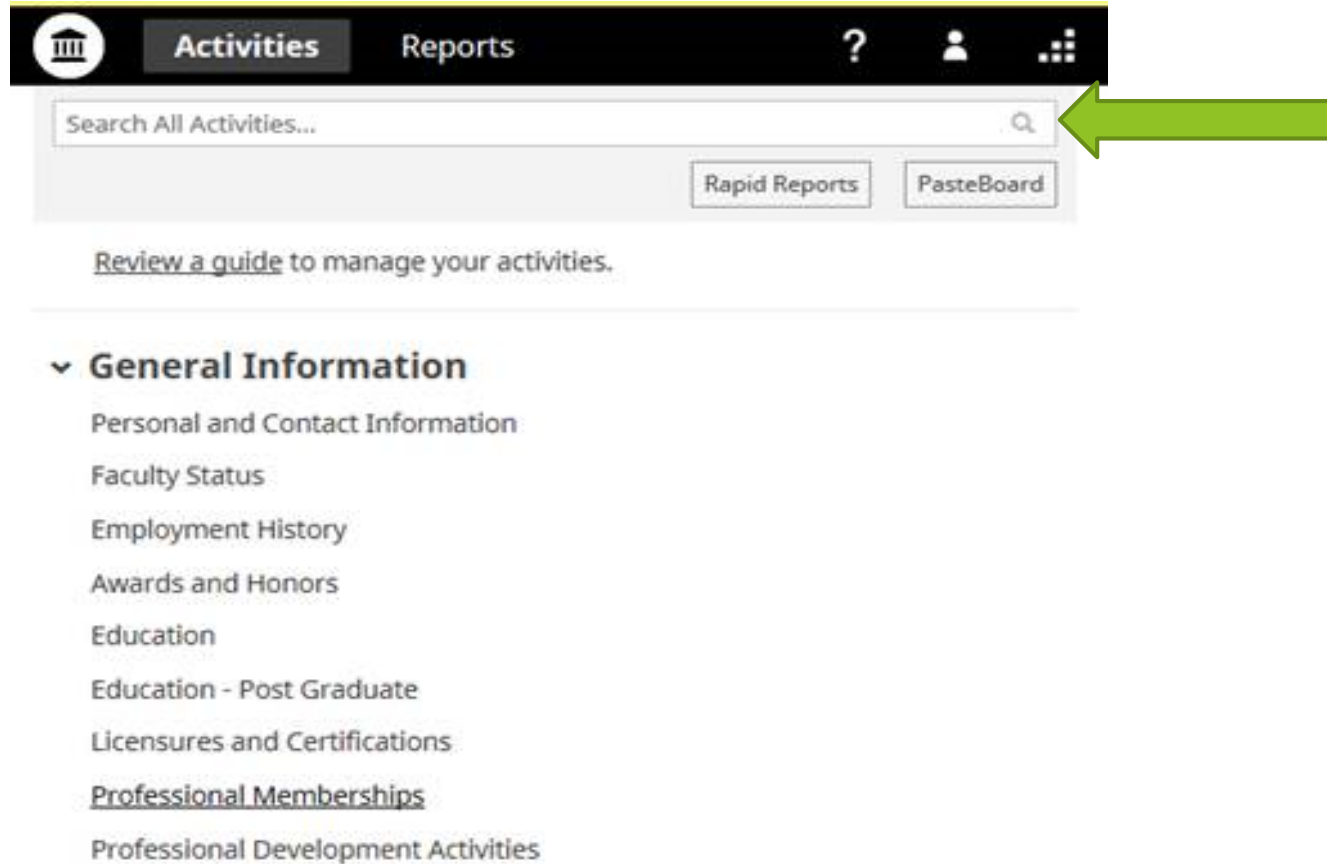
Start Date:

End Date:

File Format:

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

How to search entries for editing



- ▶ 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.