

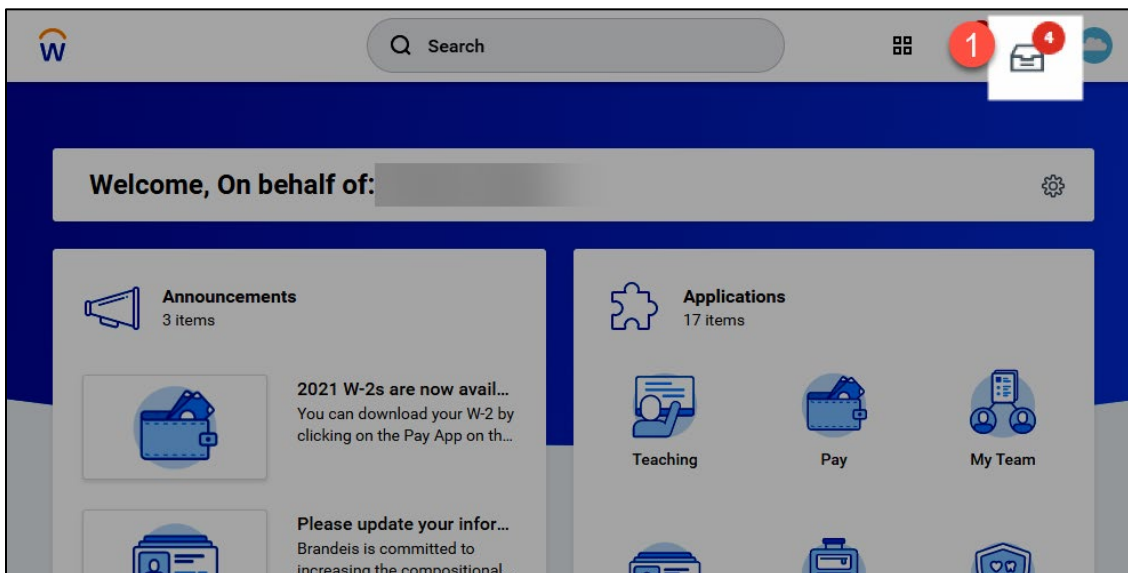
**Description:** This job aid instructs Faculty on how to access and complete Activity Reports in Workday. For additional information and support, refer to [Online Activity Report Help](#)

**Applies to:** Faculty

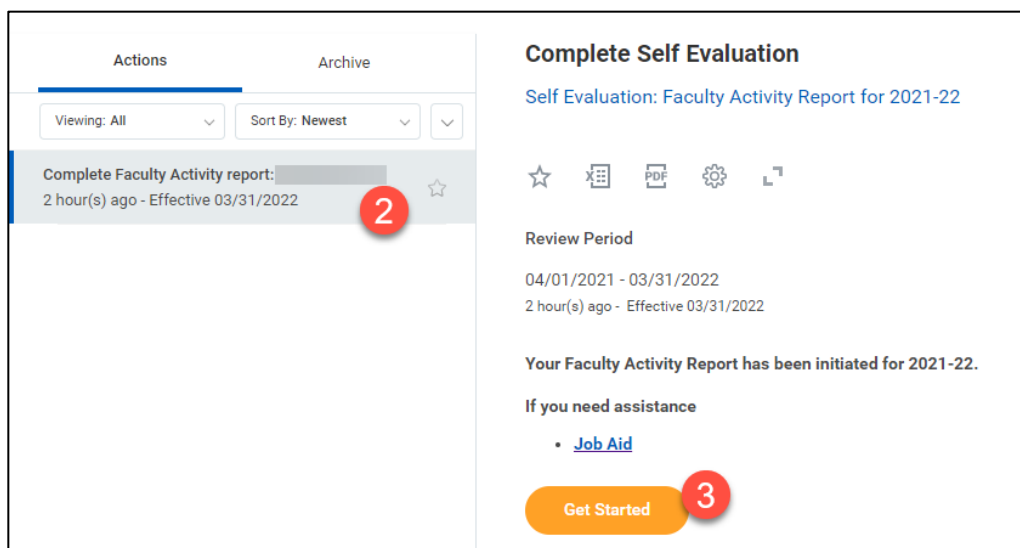
## ACCESS YOUR ACTIVITY REPORT

An Action item will be sent to your Workday Inbox as a reminder to complete your Activity Report. You may access the report directly from the link provided in the Inbox **Action** item.

1. Click the **Inbox** icon.



2. Select **Complete Faculty Activity report** from the Actions tab.

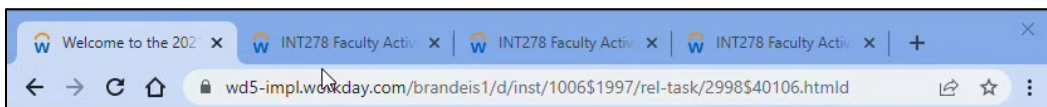


3. Click **Get Started**.

4. The Activity Report menu is on the left side of the screen.

Questions are grouped in multiple categories, **but all on one page**. Be sure to provide complete answers in the answer boxes provided. There is no limit to the amount of text you enter or cut and paste.

- a. You will find links to data within the questions about **instructional activities** and **grants**. Click the link to open a new browser tab to view your data. Use the tabs you have opened to toggle between screens as needed.



- b. Use the scroll bar to view and answer all of the questions before clicking **Next**.

**Important note:** Workday will time out after 20 minutes of inactivity. To avoid losing work click the **Save for Later** button if you will be away from the session for any length of time. The unfinished report will remain in your Workday inbox until you complete and submit it.

5. When you've answered all of the questions, click **Next**. This will save your work and take you to the next section.

6. Drag and drop or select your current CV to the Activity Report.

The screenshot shows a web interface for 'Complete Self Evaluation'. The left sidebar contains a navigation menu with three items: 'Welcome to the 2021-22 Faculty ...', 'Upload a current CV' (highlighted), and 'Review and Submit'. The main content area is titled 'Upload a current CV' and includes a progress indicator, a text prompt 'Attach a current version of your CV', and a file upload area labeled 'Employee'. The upload area contains a dashed box with the text 'Drop files here' and a 'Select files' button. A red circle with the number '6' is positioned over the 'Select files' button. At the bottom of the interface, there are four buttons: 'Back', 'Next' (highlighted with a red circle and the number '7'), 'Save for Later', and 'Close'.

7. Click **Next**.

8. Use the scroll bar to carefully review your answers to the Activity Report questions. If you are satisfied, click **Submit**.

- To make changes *before* submitting, click the **Welcome to the 2021-2022 Faculty...** menu item and make your changes.
- Remember, you cannot edit the Activity Report once you click Submit.

The screenshot shows the 'Welcome to the 2021-22 Faculty Activity Report' page. The left sidebar is identical to the previous screenshot, with 'Review and Submit' now highlighted. The main content area displays the title 'Welcome to the 2021-22 Faculty Activity Report' and a question titled 'INSTRUCTIONAL ACTIVITIES'. The question text reads: 'INS-Q1: Review your **course enrollments** for the Fall 2021 and Spring 2022 terms, as recorded by the Office of the University Registrar. If the information is incorrect, please note this in the text box that follows.' Below the question is a text input field. At the bottom of the page, there are two buttons: 'Submit' (highlighted with a red circle and the number '8') and 'Save for Later'.

Your Activity Report is routed to a secure department folder for review. You will receive an email with a PDF copy attached.