

Please follow the steps below to complete ARS data entry for your unit. **If you are having any issues with the steps below, please contact arshelp@uic.edu.**

1. To login to the ARS System, go to https://secure.oir.uic.edu/ars_net/ and enter your netid and password.
2. Upon login, the page below will appear. Select your organization from the drop-down menu. You will only see units assigned by your college/department.

--Select Employee--: 2020 Ofc. of Institutional Research 2-JY-920

Duck, Donald
Doe, Jane
Doe, John

Name:
UN:
College:
Dept:

< Prev Next > (Requires any changes to have been saved/updated)

Include Civil Service Appointments (Optional)
 Include Appointments from other Depts - Readonly (Optional)

ARS Reports ARS Help

Select your college/dept. here.

3. Select an Employee by clicking the names on the left (see below). Assign percentages across the ARS activities listed in the column headers based on the percentage of the employee's time spent on these activities. Percentages must add to 100%. For instructional appointments, the system will default 'Direct Inst', 'Clin Inst' or 'Res Inst' category to 100.

--Select Employee--: 2020 Curriculum and Instruction 2-FP-783

Duck, Donald
Doe, Jane
Doe, John

Name: Doe, Jane
UN: 600000000
College: Education
Dept: #

< Prev Next > (Requires any changes to have been saved/updated)

UNIT: 2 783000 Curriculum and Instruction

POSN	SFX	JOB TITLE										JOB COA	JOB ORG			
C61052	00	ADJ ASST PROF										2	783000			
FUND	ACCT	PGM	GRANT	YTD_PAY	OBL_PAY	ANN_FTE	PAY_START	PAY_END	FUND_TYPE	Terms						
100020	211400	783001		\$8,170.02	\$0.00	0.11	1/2/2020	5/14/2020	1A	Spring						
Direct Inst	Instr Inst	Thesis Inst	Thesis Sup	Dept Rsch	Org Rsch	Pub Svc	Gen Admin	Stu Sup svc	Paid Leave	Clin Inst	Clin Sup	Res Inst	Res Sup	Pat Svc	Hosp Svc	Total
100																100

Last Updated By: _____

Status: _____

ERROR: There is Direct Instructional Activity but no sections assigned! (If no sections available, you need to goto banner and assign a section to this faculty member) Note: if left uncorrected, you will NOT get instructional credit for this assignment

Assign Sections: _____

Confirm

Select employee name here

Definitions for various ARS categories listed are available [here](#)

If the selected person is an instructor in your department. Click on 'Assign Sections'.

The total of different ARS categories should add to 100% otherwise the Total will be highlighted **Yellow**. See below:

UNIT: 2 783000 Curriculum and Instruction

POSN	SFX	JOB_TITLE										JOB_COA	JOB_ORG			
C61052	00	ADJ ASST PROF										2	783000			
FUND	ACCT	PGM	GRANT	YTD_PAY	OBL_PAY	ANN FTE	PAY START	PAY END	FUND TYPE	Terms						
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Direct Inst	Indir Inst	Thesis Inst	Thesis Sup	Dept Rsch	Org Rsch	Pub Svc	Gen Admin	Stu Sup svc	Paid Leave	Clin Inst	Clin Sup	Res Inst	Res Sup	Pat Svc	Hosp Svc	Total
90					5											95

Last Updated By: _____

Status: _____

ERROR: There is Direct Instructional Activity but no sections assigned! (if no sections available, you need to goto banner and assign a section to this faculty member) Note: if left uncorrected, you will NOT get instructional credit for this assignment

Assign Sections

Update **Confirm**

(Click update to save changes)

ARS category assignment does not add to 100%

4. Direct Instruction, Resident Instruction and Clinical Instruction requires a section assignment. To assign section(s), click on "Assign Sections" button.

Assign Sections

Term	SUBJ	NBR	CRN	Type	SCHED_TYPE_DESC	COLL	DEPT	CRS_TITLE	
<input type="checkbox"/>	220201	CI	527	43010	LCD	Lecture-Discussion	FP	783	Literacy Leadership

The following is a summary of Section Assignments for this Staff Member.
Please be sure that all sections that this unit is funding are assigned.
NOTE: a assigned section CAN be assigned to additional appointments.

CRN	ASSN_Status	CRS DEPT	CRS_SUBJ_CD	CRS_NBR	SCHED_TYPE_CD
43010	NOT assigned	783	CI	527	LCD

4. Select 'Checkbox' left to term to assign a section.

5. Once the data entry is complete, please click the "Confirm" button.

				\$9,664.09	\$0.00	0.08	5/16/2020	6/14/2020	4A	Summer						
Direct Inst	Indir Inst	Thesis Inst	Thesis Sup	Dept Rsch	Org Rsch	Pub Svc	Gen Admin	Stu Sup svc	Paid Leave	Clin Inst	Clin Sup	Res Inst	Res Sup	Pat Svc	Hosp Svc	Total
					100											100

Last Updated By: _____

Status: _____

Assign Sections

Confirm