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.

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.

The total of different ARS categories should add to 100% otherwise the Total will be highlighted Yellow. See below:
4. Direct Instruction, Resident Instruction and Clinical Instruction requires a section assignment. To assign section(s), click on “Assign Sections” button.

4. Select ‘Checkbox’ left to term to assign a section.

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

ARS category assignment does not add to 100%