

# TEACHING WORKLOAD SYSTEM (TWL)



## USER GUIDE

11/2020

V 1.3 IP

# **TEACHING WORKLOAD (TWL) USER GUIDE**

## **INTRODUCTION**

The Teaching Workload Framework (TWF) was developed and approved by Senate on 10 August 2011.

The TWL only quantifies the core large main drivers of teaching; it cannot (and nor does it attempt to) quantify every aspect of teaching;

The TWL is not a prescription but a tool for the management of teaching workloads that makes it possible to be open and transparent and allows for comparisons of the workloads of individual academics;

Schools and Colleges need to continue to exercise their leadership and discretion in the allocation of teaching workloads in ways that take account of the circumstances in different disciplines, programmes, schools and in ways that are fair, equitable and allows the career advancement of each academic

## **TEACHING WORKLOADS**

The Teaching Workload Framework provides a guide for academics to undertake the planning, auditing and reporting of teaching workloads. Teaching Workload may be categorised as follows:

Contact teaching time per module - the time spent by an academic in actual interaction with students providing direct instruction

Preparation time per module - proportional to contact teaching time and calculated per hour of contact teaching time

Number of students taking a module - to determine a value for the time spent by an academic for assessment (marking tests, examinations, assignments, etc.) and consultation per student.

## **Some Useful Tips**

- Always click on "SAVE ALL" when entering, changing or deleting data
- Always click on the "BACK" button to exit the screen you are on.
- Whilst logged into the TWL System, NEVER use the ←arrow on the browser, you will get an error
- Clicking "recalc prep time" will automatically calculate the maximum preparation hours.

<b>Driver as in Teaching Workload Framework</b>	<b>Norms and Values within the TWF</b>
A - Contact time teaching	As per approved MODULE templates and actual sole/shared teaching
B – Preparation time <sup>1</sup> (for the contact time in A)	Lectures/seminars:  <b>1.5 hour / contact hr</b>
C – Assessment, Consultation and Module Administration – driven by total number of students registered in a module	<b>UG MODULE: 16cps: 1.5 hrs / student</b>  8cps: 0.5 hrs /student  32cps: 2 hrs/ student  <b>PG MODULE 16cps: 2.5 hrs /student</b>  32cps: 3 hrs /student
D- Research Supervision	<b>For Honours/4<sup>th</sup> year: Projects for 15 wk semester</b>  For <b>32cps</b> modules: 15 hrs/student (1 hr/wk) For <b>48cps</b> modules: 19 hrs/student (1.25 hrs/wk) For modules <b>greater than 48cps</b> : 23 hrs/student (1.5 hrs/wk)  (To be applied across supervision approaches: individual or group project)  <b>For Masters and Doctorates</b> Full-time; Part-time; and Co-supervision Maximum per Student and per Qualification  <b>Coursework Masters</b> - 50% Thesis 96cp: 90 hrs/student max in 4 semesters and with 45 hrs max/yr  <b>Research Masters</b> - 100% Thesis M 184cp: 136 hrs/student max in 6 semesters and with 68 hrs max/yr  <b>PhD</b> - 360 hrs/student max in 10 semesters and with 90 hrs max/yr  Note: Co-supervision sharing to be agreed by supervisors

<sup>1</sup> **Preparation time** refers to all aspects of preparation for contact/instruction – each year all academics engage in updating, revising module outlines and content; preparing lecture notes; developing assessments and examinations, etc.  
Example of preparation time for 16cps semester module with typical 4 lectures per week over 13 weeks is allocated 39 X 1.5 = 58.5hrs (7.3 days preparation time)

## ACCESSING THE TWL SYSTEM

### **Step 1:** How to Login to Teaching Workload (TWL) System

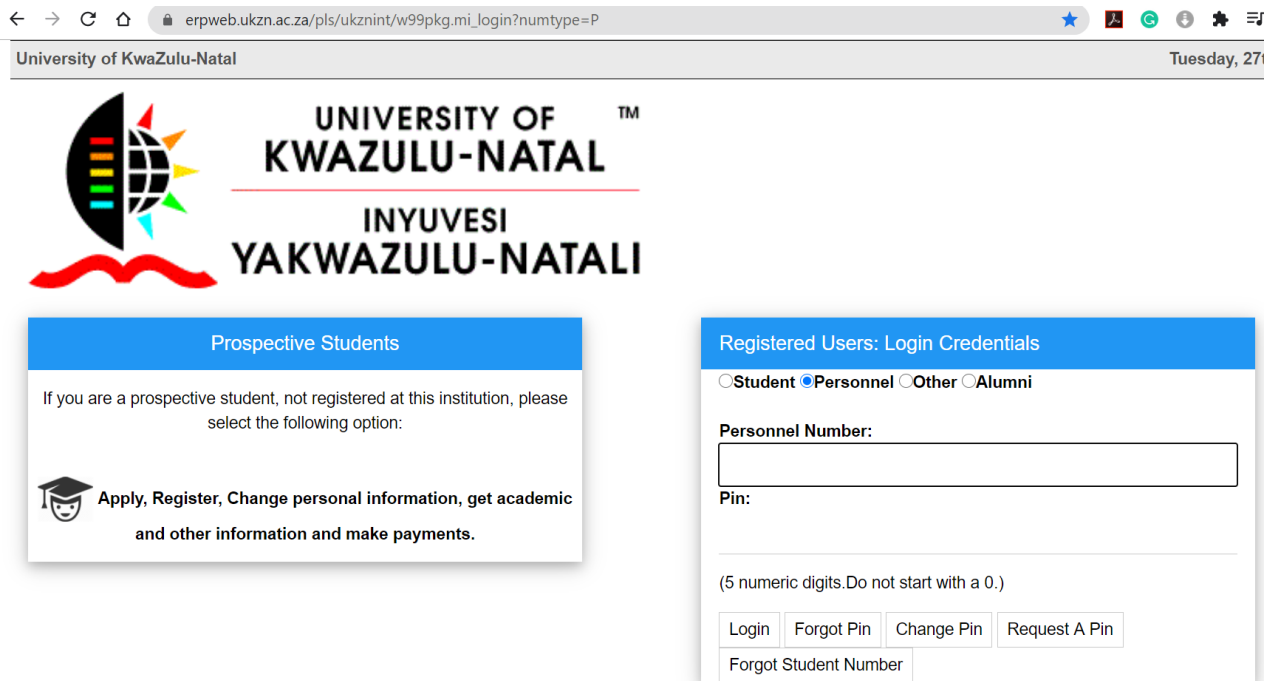
**Fig.1**



The ITS integrator icon is setup on your desktop (this is the same icon you click to access the University Web leave system).

Double – click this icon...

Fig.2




University of KwaZulu-Natal

Tuesday, 27/

**UNIVERSITY OF KWAZULU-NATAL**  
**INYUVESI YAKWAZULU-NATALI**

**Prospective Students**

If you are a prospective student, not registered at this institution, please select the following option:

 **Apply, Register, Change personal information, get academic and other information and make payments.**

**Registered Users: Login Credentials**

☐ Student ☒ Personnel ☐ Other ☐ Alumni

**Personnel Number:**

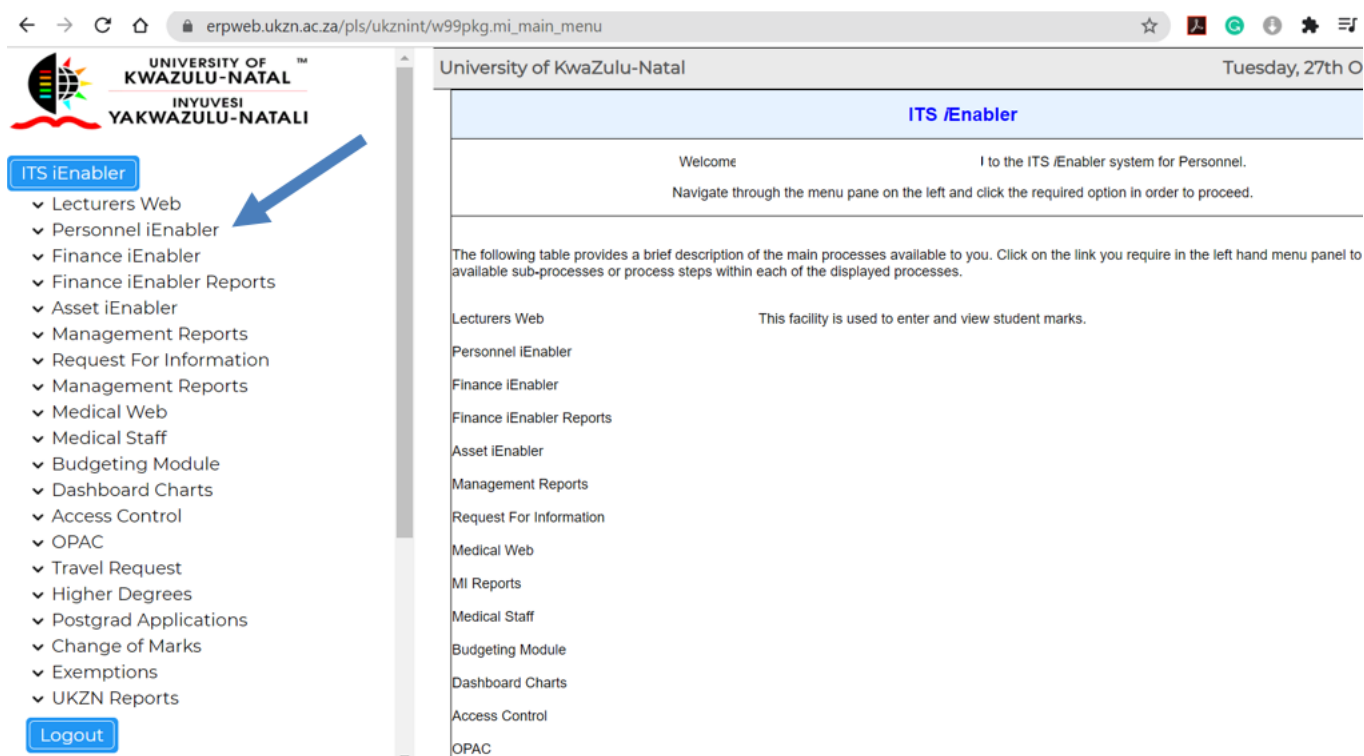
**Pin:**

(5 numeric digits. Do not start with a 0.)

## **PROCEDURE**

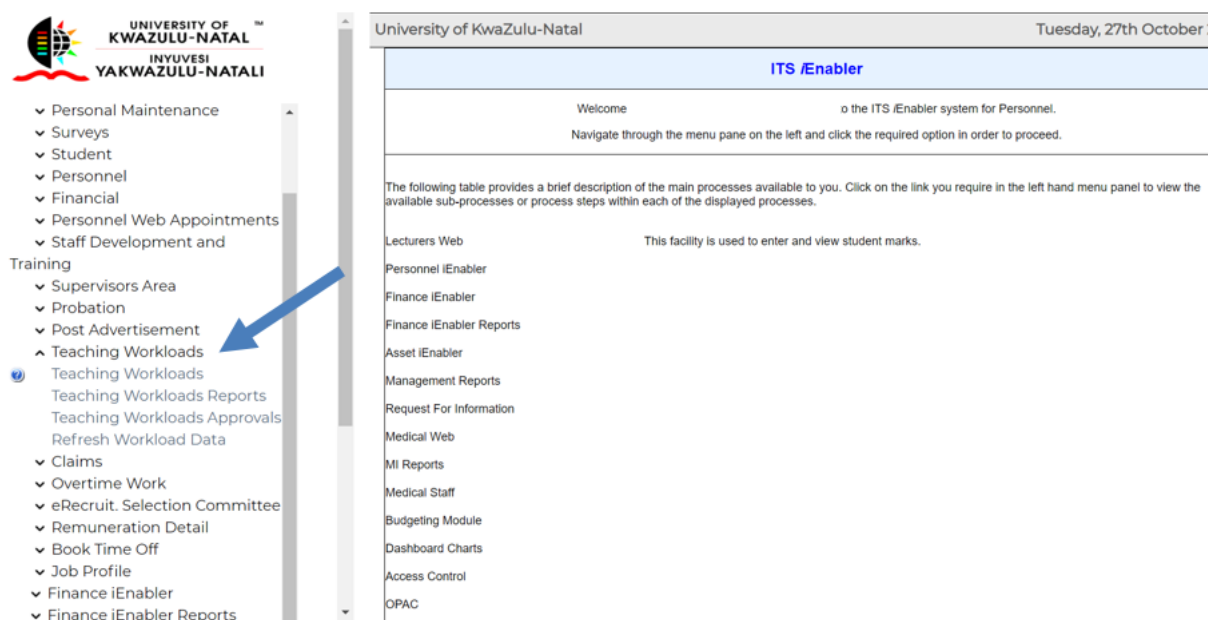
- Log on with your own staff number and pin and click on login...
- If you don't have a pin click on "Request Pin"
- If you have forgotten your pin click on "Forgot Pin", your pin will be sent to your UKZN email address.

Fig.3



Click on 'Personnel iEnabler'.

Fig.4



Click on 'Teaching Workloads'.

## You may then choose to:

- Enter teaching or supervision information: click on Teaching Workloads
- Generate /view or print reports: click on Teaching Workloads Reports
- Approve or Reject a workload: click on Teaching Workload Approvals.

If you click on Teaching Workloads to enter teaching or supervision information you will see the following screen....

Fig.5

The screenshot displays the 'Teaching Workloads' interface of the University of KwaZulu-Natal. On the left, a vertical navigation menu lists various system functions, with 'Teaching Workloads' highlighted. The main panel features a form with the following fields: 'Staff' (text input), 'Year' (dropdown menu set to 2020), 'School' (dropdown menu), and 'Profile' (dropdown menu). A blue arrow points to the 'School' dropdown, and another points to the 'Profile' dropdown. A 'Continue' button is located below the 'Profile' field. Below the form, a 'Help Videos' section lists several instructional videos with play icons: 'System Overview', 'Capturing Contact Teaching', 'Capturing Supervision', 'Capturing Activities & Research', 'Reports', and 'Workload Approvals'.

- Choose the year for which you want to enter data
- Choose your school from the drop-down menu
- Administrators who have been nominated to capture workloads for academics must choose "All" profile
- Academics may choose "Self" profile
- Click "Continue"

## SUBMISSION TYPES/CYCLES

**Fig.6**

University of KwaZulu-Natal

Teaching Workloads

Year : 2020

Staff :

Profile : All

School : 2181 - SCHOOL OF AGRICULTURE, EARTH & ENVIRONMENTAL SCIENCE

Submission Type:

Copy Department Workload

From Submission Type:  From Year:  Dept Copy:

Back

School Employees

Staff Number	Name	Appointment Type	Perm/Contract/Temp	Teaching	Supervision	Activities	Research Areas	History
		Academic	No Equity	Teach	Supervision	Activities	Research	History
		Academic	No Equity	Teach	Supervision	Activities	Research	History
		Academic	No Equity	Teach	Supervision	Activities	Research	History
		Academic	No Equity	Teach	Supervision	Activities	Research	History
		Support	Temporary	Teach	Supervision	Activities	Research	History
		Academic	Permanent	Teach	Supervision	Activities	Research	History
		Support	Temporary	Teach	Supervision	Activities	Research	History
		Support	Temporary	Teach	Supervision	Activities	Research	History
		Academic	No Equity	Teach	Supervision	Activities	Research	History
		Academic	No Equity	Teach	Supervision	Activities	Research	History

Page 1 of 66 (1-10 of 660 items)

Search

Staff Name:

Appointment Type:

Perm/Contract/Temp:

Filter Clear

Back

- Ensure that the “Submission Type” is always selected.
- You may choose from the ACTUAL or PLANNED submission.
- ACTUAL : Enter the actual data
- PLANNED: Enter the teaching data that you plan to undertake. You may alter the number of students registered for modules since workloads may be planned before student registrations.
- When searching for staff you may search by name (using the first few letters of the name or surname) and then click “Filter”
- Alternatively you may filter on a group of staff by choosing the “Appointment Type” or “Permanent / Contract” staff and then clicking on “Filter”.
- Click on Teaching (see fig 10) or Supervision to capture data



## **COPYING DATA FROM PREVIOUS CYCLES**

**Fig. 7**

The screenshot shows the University of KwaZulu-Natal ERP system interface. The top navigation bar includes the university logo and name. The sidebar menu on the left lists various system functions. The main content area displays the 'Teaching Workloads' section for the year 2020. A modal window titled 'Copy Department Workload' is open, allowing users to copy data from one submission type to another. The 'From Submission Type' dropdown is set to 'P Planned', and the 'Dept Copy' dropdown is set to 'A Actual'. The main table below shows a list of staff members with columns for Staff Number, Name, Appointment Type, Perm/Contract/Temp, Teaching, Supervision, Activities, Research Areas, and History. The table is currently empty, and the page number is 1 of 59.

### **School Copy Function:**

This facility allows you to copy **ALL** of the teaching and supervision information for **ALL** staff from one year/type to another/type.

e.g. Copy 2015 **PLANNED** data to 2015 **ACTUAL**

- First enter the submission type & year you would like to copy from
- **CLICK** on DEPT copy
- You will then see the following screen (FIG 8)

Fig. 8

The screenshot shows the University of KwaZulu-Natal ITS Web Interface. The browser address bar displays [https://erpweb.ukzn.ac.za/pls/ukznint/w99pkg.mi\\_main\\_menu](https://erpweb.ukzn.ac.za/pls/ukznint/w99pkg.mi_main_menu). The page title is "University of KwaZulu-Natal" and the date is "Tuesday, 10th November 2020".

The sidebar on the left contains the following navigation options:

- Staff Development and Training
  - Supervisors Area
  - Probation
  - Post Advertisement
  - Claims
  - Teaching Workloads
  - Teaching Workloads Reports
  - Teaching Workloads
- Approvals
  - Refresh Workload Data
  - Performance Management
  - Overtime Work
  - eRecruit. Selection
- Committee
  - Remuneration Detail
  - Book Time Off

The main content area is titled "Teaching Workloads" and shows the following details:

- Year : 2020
- Staff : 93327 - MRS CHANDIKA SEERPATH
- Back button
- Department Copy

The "Selected Employee" table lists the following data:

Select	Staff Number	StaffName	Year	Department	Type	Profile
Select	17431	DR NKOSINATHI...	2019	2182	A	S
Select	48379	MR AARON LUKE...	2019	2182	A	A
Select	64569	MS GILLEAN PAM...	2019	2182	A	A
Select	47340	MR QINISANI SIB...	2019	2182	A	A
Select	65186	Mr TIMARAT GEBE...	2019	2182	A	A
Select	59936	MR ODWA GONYE...	2019	2182	A	A
Select	60616	MR LINDOKHULE...	2019	2182	A	A

The table shows 83 items in total, with the first 7 items displayed on page 1. The "Copy To" section below the table has the following fields:

- Department: Year 2020
- Type: A Actual
- Copy button

Two blue arrows point from the "Copy To" section to the "Year" and "Type" dropdowns.

- This copies the data for **ALL** the staff in your school.
- You need to enter the Year & the Type you want to copy to. E.g. Select 2015 Actual
- Then click "COPY" you will see a display message that advises you as to the details that have been copied successfully (Fig. 9)

Fig.9

The screenshot displays the University of KwaZulu-Natal ITS Web Interface. The sidebar menu on the left includes options like 'Staff Development and Training', 'Supervisors Area', 'Probation', 'Post Advertisement', 'Claims', 'Teaching Workloads', 'Teaching Workloads Reports', 'Teaching Workloads', 'Approvals', 'Refresh Workload Data', 'Performance Management', 'Overtime Work', 'eRecruit. Selection', 'Committee', 'Remuneration Detail', and 'Book Time Off'. The main content area shows the 'Department Copy' process for staff 93327 - MRS CHANDIKA SEERPATH. A table lists selected employees with columns for Staff Number, StaffName, Year, Department, Type, and Profile. Below the table, a 'Copy To' section shows the 'Copy' button being clicked, with a message 'Copy successfully completed'. The 'Teaching Workloads' section is also visible at the bottom.

**University of KwaZulu-Natal** Tuesday, 10th November 2020

Staff : 93327 - MRS CHANDIKA SEERPATH

**Department Copy**

**Selected Employee**

Select	Staff Number	StaffName	Year	Department	Type	Profile
Select	17431	DR NKOSINATHI...	2019	2182	A	S
Select	48379	MR AARON LUKE...	2019	2182	A	A
Select	64569	MS GILLEAN PAM...	2019	2182	A	A
Select	47340	MR QINISANI SIB...	2019	2182	A	A
Select	65186	Mr TIMARAT GEBE...	2019	2182	A	A
Select	59936	MR ODWA GONYE...	2019	2182	A	A
Select	60616	MR LINDOKUHLE...	2019	2182	A	A

Page 1 of 83 (1-7 of 579 items)

**Copy To:**

Department: Year 2020 Type A Actual **Copy** Copy successfully completed

Staff Count : 258 Teaching Count : 220 Supervision Count : 323 Activities Count : 421 Research Area Count : 66

**Teaching Workloads**

Staff Number	Year	School	Type	Module	Offering Type	Seme
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Page 11 of 37 2570 words English (South Africa)

## CAPTURING CONTACT TEACHING

**Fig.10**

**ITS Web Interface**

**UNIVERSITY OF KWAZULU-NATAL**  
INYUVESI YAKWAZULU-NATALI

**Teaching Workloads**

Select	Module	Offering Type	Semester	Number of Lectures	Number of Tuts	Pracs (hrs)	Seminars (hrs)	Practice Supervision (hrs)	Field trips (hrs)	Contact Time (hrs) (a)	Preparation Time (b)	Number of Students	Assessment / consultation per student (c)	Shared / Repeat	Number Repeats	Your Shared Teaching %	Other Shared Staff 1	Other Shared Staff 2
Select	ENEL2EA	HA	1	52	14	12	0	12	0	73.5	110.25	126				100		
Select	ENEL4CA	HA	1	0	0	5	3	10	0	13.75	1.5	14						
Select	ENEL4DA	HA	1	0	0	5	3	10	0	13.75	1.5	18						
Select	ENELIED	HA	2	10	0	0	0	0	0	6	30	113	0.2					
Select	ENEL3EH	HA	2	26	13	12	0	12	0	50	80	96						
										157	223.25	367	0.2					

**Add Module** **Delete**

Module  **search**

**hours**

Offering Type   
Semester   
Number of Lectures   
Number of Tuts   
Pracs (hrs)   
Seminars (hrs)   
Practice Supervision (hrs)   
Field trips (hrs)   
Contact Time (hrs) (a)   
Preparation Time (b)   
Number of Students

**Applies to Assessments only**  
\* Assessment Shared N - No   
Assessment Shared %   
Assessment / consultation per student (c)

**Applies to Lectures only**  
Shared / Repeat   
Your Shared Teaching %   
Number Repeats   
Other Shared Staff 1   
Other Shared Staff 2

**Hide**  
**Module Details**  
39 L  
11 T  
12 P  
Module Description   
Credits   
Status   
Module ID   
Assessment


- To capture data for a module click on “Add Module” then “Search” (**see fig.11**). Enter the data in the fields below.
- **PLEASE NOTE:** you need to enter the actual **NUMBER** of Lectures &/or Tutorials you teach.
- All other fields are in HOURS.
- The contact time is a sum of the hours of the fields above it.
- Preparation is allocated at 1.5 hours PER HOUR OF CONTACT TIME.
- To calculate the maximum PREP TIME click on recalc PREP TIME
- To capture an amount of PREP TIME that is less than the maximum, manually enter the value In the ‘Preparation Time’ field.

Fig. 11

The screenshot displays the ITS Web Interface for the University of KwaZulu-Natal. On the left is a sidebar with a list of navigation links including Surveys, Student, Personnel, Financial, Personnel Web Appointments, Staff Development and Training, Supervisors Area, Probation, Post Advertisement, Teaching Workloads, Teaching Workloads Reports, Teaching Workloads Approvals, Refresh Workloads Data, Claims, Overtime Work, eRecruit, Selection Committee, Remuneration Detail, Book Time Off, Job Profile, Finance iEnabler, Finance iEnabler Reports, Asset iEnabler, Management Reports, Request For Information, Management Reports, Medical Web, Medical Staff, Budgeting Module, Dashboard Charts, Access Control, and OPAC. The main area shows a 'Teaching Workloads' table with columns for Select, Module, Offering Type, Semester, Number of Lectures, Number of Tuts, Pracs (hrs), Seminars (hrs), Practice Supervision (hrs), Field trips (hrs), Contact Time (hrs) (a), Preparation Time (b), Number of Students, Assessment / consultation per student (c), Shared / Repeat, Number Repeats, Your Shared Teaching %, Other Shared Staff 1, and Other Shared Staff 2. A modal window is open in the center, allowing users to search for modules. It includes a search bar with icons for home, star, gear, and smiley, and fields for College (dropdown), Department (2183 SCHOOL OF ENGINEERING), Module Code, and Module Description. Below these are buttons for Search, clear, cancel, and Return. A table titled 'Modules' shows columns for Module Code, Description, Offering Type, Gasname, Dept, College, Semester, Iidbcn, and Select. The table currently displays 'No data to display.' Below the modal, there are sections for 'Applies to Assessment' and 'Applies to Lectures only' with various input fields and dropdowns. On the right, a detailed view for 'Electrical Principles 1' shows its description, credits (16), status (Active), module ID (ENEL2EA), and assessment details (Laboratory work, Test (25%), Examination marks (75%)).

- Enter part of the module code or the module description
- Select the module from the drop down menu
- Ensure that you choose the module with the correct offering type
- If the module is taught in both semesters etc., then the code will specify that; capture all lect, tuts etc. taught throughout the year.
- You may click on search **without** selecting any module details but by selecting the school, you will see all the modules owned by that school.
- You may also select modules based on their offering types.

Fig 12



**ITS iEnabler**

- Lecturers Web
- Personnel iEnabler
- Leave System
- Personal Maintenance
- Surveys
- Student
- Personnel
- Financial
- Personnel Web Appointments
- Staff Development and Training
- Supervisors Area
- Probation
- Post Advertisement
- Teaching Workloads
- Teaching Workloads Reports
- Teaching Workloads
- Approvals
- Refresh Workload Data
- Claims
- Overtime Work
- eRecruit, Selection
- Committee
- Remuneration Detail
- Book Time Off
- Job Profile
- Finance iEnabler
- Finance iEnabler Reports
- Asset iEnabler
- Management Reports
- Request For Information
- Management Reports

University of KwaZulu-Natal

**Teaching Workloads**

Select	Module	Offering Type	Semester	Number of Lectures	Number of Tuts	Pracs (hrs)	Seminars (hrs)	Practice Supervision (hrs)	Field trips (hrs)	Contact Time (hrs) (a)	Preparation Time (hrs) (b)	Number of Students	Assessment, consultation per student (c)	Shared / Repeat	Number Repeats	Your Shared Teaching %	Other Shared Staff 1
Select	ENEL2EA	HA	1	52	14	12	0	12	0	73.5	110.25	126					
Select	ENEL4CA	HA	1	0	0	5	3	10	0	13.75	1.5	14					
Select	ENEL4DA	HA	1	0	0	5	3	10	0	13.75	1.5	18					
Select	ENELLED	HA	2	10	0	0	0	0	0	6	30	113	0.2				
Select	ENEL3EH	HA	2	26	13	12	0	12	0	50	80	96					
										157	223.25	367	0.2				

Add Module Delete

Module: ENEL2EA search

Offering Type: HA

Semester: 1

Number of Lectures: 52

Number of Tuts: 14

Pracs (hrs): 12

Seminars (hrs): 0

Practice Supervision (hrs): 12

Field trips (hrs): 0

Contact Time (hrs) (a): 73.5

Preparation Time (hrs) (b): 110.25

Number of Students: 126

**Applies to Assessments only**

\* Assessment Shared: N - No

Assessment Shared %: 0

Assessment / consultation per student (c):

**Applies to Lectures only**

Shared / Repeat: ☐

Your Shared Teaching %:

Number Repeats:

Other Shared Staff 1:

Other Shared Staff 2:

Other Shared Staff 3:

**hours**

39

10.5

recalc Prep Time

Current Count : 126

recalc No. Studs

assessment hours : 0

**Hide**

**Module Details**

39 L

11 T

12 P

Module: Electrical Principles 1

Description:

Credits: 16

Status: Active

Module ID: ENEL2EA

Assessment: Laboratory work, Test ( 25%) Examination marks (75%).

- Capture the number of lectures, tutorials etc. The system will then automatically convert the numbers to hours  
Eg. 26 lectures = 19.5 hrs  
9 tutorials = 6.75 hrs
- Always recalculate prep time > max hours x contact time = prep time
- e.g. 1.5 hrs x20 hrs=30hrs
- To delete a module: select the module; click “Delete”, click “Save” at the bottom of the screen then “Save All” to ensure the module has been deleted.

**Practice supervision.** Schools most likely to have practice supervision would be Health Sciences, Clinical Medicine and Education.

An example of practice supervision

1. Student nurses being supervised while they undertake practical training in the hospital
2. An Audiology student who is assessing the hearing of a patient whilst being observed/ supervised by the lecturer.

Fig 13

**Assessments are calculated per student:** If for example, 2 people teach a module (with 100 lectures) and one (person A) is teaching 25% and the other (person B) is teaching 75%, all that needs to be entered is click "Assessment Shared" "YES". Enter the percentage of sharing. e.g. 75% click "SAVE"  
The system will automatically calculate the assessment hrs.

**The example below indicates the calculation of the total teaching time:**

Person A entry:

100 lectures x 25% = 25 lectures = **18.75 hrs**

Prep: 1.5hrs x 18.75 = **28.13hrs**

Assessment 300 students at 0.5hr assessment per student: 25% x (300students @ 0.5) hrs = 0.25 x 150hr= **37.5 hrs** for assessment

Hence, **total contact time for person A** = lectures + prep + assessment = 18.75hrs + 28.13hrs + 37.5hrs  
= **84.38hrs**

For person B entry:

100 lectures x 75% = 75 lectures = **56.25 hrs**

Prep: 1.5hrs x 56.25 = **84.38hrs**

See Appendix A for allocation of assessment values per modules

If you are not undertaking any assessments for the modules, e.g. MCQ's, then click on "ASSESSMENT SHARED" "YES" & enter "1%"

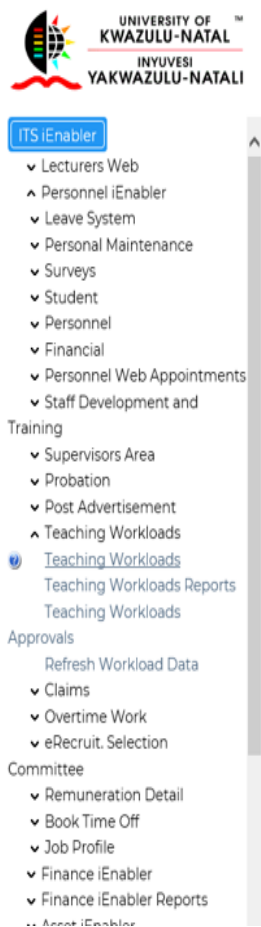
Assessment 300 students at 0.5hr assessment per student: 75% x (300students @ 0.5) hrs = 0.75 x 150hr = **112.5 hrs** for assessment

Hence, **total contact time for person B** = lectures + prep + assessment = 56.25hrs + 84.38hrs + 112.5hrs  
= **253.13hrs**

Therefore total teaching hours for this module is the total time for person A + total time for person B = 84.38hrs + 253.13hrs = **337.51hrs**



Fig.14



University of KwaZulu-Natal

Add Module Delete

Module: ENEL2EA search

Offering Type: HA	Hours	Hide
Semester: 1		Modman Details
Number of Lectures: 52	39	39 L
Number of Tuts: 14	10.5	11 T
Pracs (hrs): 12		12 P
Seminars (hrs): 0		
Practice Supervision (hrs): 12		
Field trips (hrs): 0		
Contact Time (hrs) (a): 73.5		
Preparation Time (hrs) (b): 110.25		
Number of Students: 126		
<input type="button" value="recalc Prep Time"/>		
Current Count : 126		recalc No. Studs
<input type="button" value="assessment hours : 0"/>		
<b>Applies to Assessments only</b>		
* Assessment Shared: N - No		
Assessment Shared %: 0		
Assessment / consultation per student (c):		
<b>Applies to Lectures only</b>		
Shared / Repeat:		
Your Shared Teaching %:		
Number Repeats:		
Other Shared Staff 1:		
Other Shared Staff 2:		
Other Shared Staff 3:		
Other Shared Staff 4:		
Other Shared Staff 5:		
Total time (a)+(b)+(c):		
Comments:		
<input type="button" value="Submit"/> <input type="button" value="Undo"/>		
<input type="button" value="Back"/> <input type="button" value="Save All"/> <input type="button" value="Undo All"/>		

Module: Electrical Principles 1

Description: Credits: 16

Status: Active


Module ID: ENEL2EA

Assessment: Laboratory work, Test ( 25%) Examination marks (75%).

Once all the contact teaching information is captured click on “SAVE ALL”

## CAPTURING OF SUPERVISION

**Fig.15**



**ITS iEnabler**

- ✓ Lecturers Web
- ✓ Personnel iEnabler
- ✓ Leave System
- ✓ Personal Maintenance
- ✓ Surveys
- ✓ Student
- ✓ Personnel
- ✓ Financial
- ✓ Personnel Web Appointments
- ✓ Staff Development and Training
- ✓ Supervisors Area
- ✓ Probation
- ✓ Post Advertisement
- ✓ Teaching Workloads
- Teaching Workloads**
  - Teaching Workloads Reports
  - Teaching Workloads
- Approvals
  - Refresh Workload Data
  - Claims
  - Overtime Work
  - eRecruit. Selection
- Committee
  - Remuneration Detail
  - Book Time Off
  - Job Profile
  - Finance iEnabler
  - Finance iEnabler Reports
  - Asset iEnabler
  - Management Reports

University of KwaZulu-Natal
ACTUAL : Teaching Workloads : Supervision

Teaching Workloads

Year : 2020

Staff :

Profile : All

School : 2183 - SCHOOL OF ENGINEERING

[BACK to Staff Listing](#) [Save All](#) [Undo All](#)

**Selected Employee**

Staff Number	StaffName	Year	Department	Gacname	Profile	Type	Status	Route Number
..	2020	2183	SCHOOL OF ENGL...	A	A	N		

[submit workload for approval](#)

**Supervision**

Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Honours Type
<a href="#">Select</a>			ENEC9CY	10	6	M	20	
<a href="#">Select</a>			ENEC8FY	8	3	M	30	
<a href="#">Select</a>			ENEL8FY	8	3	M	60	
Summary							110	

[Add Student](#) [Delete](#)

\* Module Level 10 Phd ▼

Honours Type ▼

Student No  [Search](#)

\* Module ENEC9CY Phd Elect Eng Continuing Year ▼

Semesters Registered 6

Supervisor Type M Main Supervisor (M) ▼

Supervision Hours 20

Total Supervision Hours for Student: 80

Supervision Hours Remaining: 340


[Save](#) [Undo](#)

[BACK to Staff Listing](#) [Save All](#) [Undo All](#)

### Supervision:

This is driven by students and qualification type; student details such as the student number, module level are required.

Fig.16



**UNIVERSITY OF  
KWAZULU-NATAL**  
INYUVESI  
YAKWAZULU-NATALI

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Supervision

**ITS iEnabler**

- ▼ Lecturers Web
- ▲ Personnel iEnabler
- ▼ Leave System
- ▼ Personal Maintenance
- ▼ Surveys
- ▼ Student
- ▼ Personnel
- ▼ Financial
- ▼ Personnel Web Appointments
- ▼ Staff Development and
- Training
  - ▼ Supervisors Area
  - ▼ Probation
  - ▼ Post Advertisement
  - ▲ Teaching Workloads
  - Teaching Workloads**
    - Teaching Workloads Reports
    - Teaching Workloads
- Approvals
  - Refresh Workload Data
  - ▼ Claims
  - ▼ Overtime Work
  - ▼ eRecruit. Selection
- Committee
  - ▼ Remuneration Detail
  - ▼ Book Time Off

**Teaching Workloads**

Year : 2020      Profile : All

Staff :      School : 2183 - SCHOOL OF ENGINEERING

[BACK to Staff Listing](#)   [Save All](#)   [Undo All](#)

**Selected Employee**

Staff Number	Staff Name	Year	Department	Gacname	Profile	Type	Status	Route Number
			2183	SCHOOL OF ENGL...	A	A	N	

[submit workload for approval](#)

**Supervision**

Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Honours Type
<a href="#">Select</a>			ENEC9CY	10	6	M	20	
<a href="#">Select</a>			ENEC8FY	8	3	M	30	
<a href="#">Select</a>			ENEL8FY	8	3	M	60	
<b>Summary</b>							110	

[Add Student](#)   [Delete](#)

\* Module Level **10 Phd**

Honours Type ▼

Student No   [Search](#)

\* Module **ENEC9CY PhD Elect Eng Continuing Year** ▼

Semesters Registered 6

Supervisor Type **M Main Supervisor (M)** ▼

Supervision Hours 20

Total Supervision Hours for Student **80**

Supervision Hours Remaining **340**

[Save](#)   [Undo](#)

[BACK to Staff Listing](#)   [Save All](#)   [Undo All](#)

- Select "Module Level" that is Honours, Masters, etc.

Fig.17

University of KwaZulu-Natal

ITS iEnabler

- ▼ Lecturers Web
- ▼ Personnel iEnabler
- ▼ Leave System
- ▼ Personal Maintenance
- ▼ Surveys
- ▼ Student
- ▼ Personnel
- ▼ Financial
- ▼ Personnel Web Appointments
- ▼ Staff Development and Training
- ▼ Supervisors Area
- ▼ Probation
- ▼ Post Advertisement
- ▼ Teaching Workloads
- ▼ Teaching Workloads Reports
- ▼ Teaching Workloads
- Approvals
- Refresh Workload Data
- ▼ Claims
- ▼ Overtime Work
- ▼ eRecruit, Selection
- Committee
- ▼ Remuneration Detail
- ▼ Book Time Off
- ▼ Job Profile

Year : 2020

Profile : All

Staff :

School : 2183 - SCHOOL OF ENGINEERING

BACK to Staff Listing Save All Undo All

Selected Employee

Staff Number	StaffName	Year	Department	Gacname	Profile	Type	Status	Route Number
		2020	2183	SCHOOL OF ENGL	A	A	N	

submit workload for approval

Supervision

Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Honours Type
Select								
Select			ENEC9CY	10	6	M	20	
Select			ENEC8FY	8	3	M	30	
Select			ENEL8FY	8	3	M	60	
Summary							110	

Add Student Delete

\* Module Level

Honours Type

Student No Search

\* Module

Semesters Registered

Supervisor Type

Supervision Hours

Total Supervision Hours for Student 80


Supervision Hours Remaining 360

Save Undo

BACK to Staff Listing Save All Undo All

- Search for the student by student number, and/or the student name
- If the student does not appear, either he/she is not registered or is not linked/captured in this department. If the Student is registered in another department then, when searching for the student leave both College and Department blank to locate the student.
- Select module type: Note that students registered for course work modules will not appear under supervision.
- The full name of the student will display after you have chosen the student number

Fig.19



**UNIVERSITY OF  
KWAZULU-NATAL**  
INYUVESI  
YAKWAZULU-NATALI

University of KwaZulu-Natal

**ACTUAL : Teaching Workloads : Supervision**

**ITS iEnabler**

- ✓ Lecturers Web
- ✓ Personnel iEnabler
- ✓ Leave System
- ✓ Personal Maintenance
- ✓ Surveys
- ✓ Student
- ✓ Personnel
- ✓ Financial
- ✓ Personnel Web Appointments
- ✓ Staff Development and Training
- ✓ Supervisors Area
- ✓ Probation
- ✓ Post Advertisement
- ✓ Teaching Workloads
- Teaching Workloads**
  - Teaching Workloads Reports
  - Teaching Workloads
- Approvals
  - Refresh Workload Data
- Claims
- ✓ Overtime Work
- ✓ eRecruit. Selection
- Committee
  - ✓ Remuneration Detail
  - ✓ Book Time Off
  - ✓ Job Profile

Year : 2020

Staff : !

Profile : All

School : 2183 - SCHOOL OF ENGINEERING

BACK to Staff Listing

Save All

Undo All

**Selected Employee**

Staff Number	StaffName	Year	Department	Gacname	Profile	Type	Status	Route Number
		2020	2183	SCHOOL OF ENGI...	A	A	N	

submit workload for approval

**Supervision**

Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Honours Type
Select				10				
Select			ENEC9CY	10	6	M	20	
Select			ENEC8FY	8	3	M	30	
Select			ENEL8FY	8	3	M	60	
Summary							110	

Add Student

Delete

\* Module Level 10 Phd

Honours Type

Student No

\* Module

Semesters Registered

Supervisor Type


Supervision Hours

Total Supervision Hours for Student 200

Supervision Hours Remaining 160

Save Undo

BACK to Staff Listing Save All Undo All



- Only modules which the student is registered for will appear in the drop down list of modules.

Fig.20

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Supervision

Teaching Workloads

Year : 2020  
Staff :  
Profile : All  
School : 2183 - SCHOOL OF ENGINEERING

BACK to Staff Listing Save All Undo All

Selected Employee

Staff Number	StaffName	Year	Department	Gacname	Profile	Type	Status	Route Number
		2020	2183	SCHOOL OF ENGI...	A	A	N	

submit workload for approval

Supervision

Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Honours Type
Select				10				
Select				10	6	M	20	
Select				8	3	M	30	
Select				8	3	M	60	
Summary							110	

Add Student Delete

\* Module Level 10 Phd  
Honours Type  
Student No Search  
\* Module  
Semesters Registered 3  
Supervisor Type  
Supervision Hours  
Total Supervision Hours for Student  
Supervision Hours Remaining 160


Save Undo

BACK to Staff Listing Save All Undo All

Supervisor Type dropdown options:  
S Sole Supervisor (S)  
M Main Supervisor (M)  
C Co-Supervisor (C)

- Select the supervisor type
  - Sole Supervisor (S): If this is chosen for a particular student and module, then no other staff will be able to enter supervision data for this student and module. There can only be 1 sole supervisor.
  - Main Supervisor (M): If this is chosen for a particular student and module, then other staff may only enter supervision data for this student and module as a Co-Supervisor (C). There can only be 1 main supervisor.
  - Co-Supervisor (C): If this is chosen for a particular student and module, then ANY other staff may enter supervision data for this student and module as main- or co- supervisors. There can be multiple co-supervisors

Fig.21



**UNIVERSITY OF KWAZULU-NATAL**  
INYUVESI YAKWAZULU-NATALI

ITS iEnabler

- ✓ Lecturers Web
- ✓ Personnel iEnabler
- ✓ Leave System
- ✓ Personal Maintenance
- ✓ Surveys
- ✓ Student
- ✓ Personnel
- ✓ Financial
- ✓ Personnel Web Appointments
- ✓ Staff Development and

Training

- ✓ Supervisors Area
- ✓ Probation
- ✓ Post Advertisement
- ✓ Teaching Workloads

**Teaching Workloads**

- Teaching Workloads Reports
- Teaching Workloads

Approvals

- Refresh Workload Data
- ✓ Claims
- ✓ Overtime Work
- ✓ eRecruit. Selection

Committee

- ✓ Remuneration Detail
- ✓ Book Time Off
- ✓ Job Profile
- ✓ Finance iEnabler
- ✓ Finance iEnabler Reports
- ✓ Asset iEnabler
- ✓ Management Reports

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Supervision

---

**Teaching Workloads**

Year : 2020      Profile : All  
Staff :      School : 2183 - SCHOOL OF ENGINEERING

[BACK to Staff Listing](#)   [Save All](#)   [Undo All](#)

**Selected Employee**

Staff Number	StaffName	Year	Department	Gacname	Profile	Type	Status	Route Number
...		2020	2183	SCHOOL OF ENGL...	A	A	N	

[submit workload for approval](#)

**Supervision**

Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Honours Type
Select			ENEC9CY	10	6	M	20	
Select			ENECBFY	8	3	M	30	
Select			ENEL8FY	8	3	M	60	
Summary							110	

[Add Student](#)   [Delete](#)

\* Module Level 10 Phd

Honours Type

Student No  [Search](#)

\* Module ENEC9CY PhD Elect Eng Continuing Year

Semesters Registered 6

Supervisor Type M Main Supervisor (M)

Supervision Hours  ←

Total Supervision Hours for Student 80

Supervision Hours Remaining 340

[Save](#)   [Undo](#)

[BACK to Staff Listing](#)   [Save All](#)   [Undo All](#)

- Enter the supervision hours



**Fig.22**

The screenshot shows the University of KwaZulu-Natal ITS Web Interface. The left sidebar contains a navigation menu with categories like Training, Approvals, and Committee. The main content area is titled 'University of KwaZulu-Natal' and 'Tuesday, 10th November 2020'. It displays 'ACTUAL : Teaching Workloads : Supervision' for the year 2020, staff member MRS CHANDIKA SEERPATH, and School 2183 - SCHOOL OF ENGINEERING. A warning message is displayed: 'Warning: Maximum supervision hours for the year have been exceeded'. Below the warning is a table titled 'Supervision' with columns: Select, Student No, Student Name, Module, Module Level, Semesters Registered, and Supervisor T. The table contains five rows of student data. At the bottom, there are buttons for 'Add Student' and 'Delete'.

**Supervision Table Data:**


Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor T
Select	215000285	Mr Olabamidele Ol...	ENEC9CY	10	6	S
Select	215021695	Mr Sabelo Qiniso...	ENEC8FY	8	3	S
Select	216008402	Mr Nzuzo Lindoku...	ENEL4ED	4	10	S
Select	216029956	Mr Ayanda Sibusis...	ENEL4ED	4	10	S
Select	216035409	Mr Thabiso Tekisi	ENEL4ED	4	10	S

- When the hours of supervision are exceeded the system will “Warn” you. Please see the “Supervision Norms and Values” (page 2) for further details on these values.
- You may still continue to enter and save your data, as it is just a warning and not an error.
- You should note that any exceeded hours will not be added to your total workload as per the “Supervision Norms and Values” (page 2) section of the manual.

After clicking on “Save” and then “Save All” the supervision is saved to the table above. Thereafter, the system will allow for a new student to be added.



Fig.24



**ITS iEnabler**

- ✓ Lecturers Web
- ✓ Personnel iEnabler
- ✓ Leave System
- ✓ Personal Maintenance
- ✓ Surveys
- ✓ Student
- ✓ Personnel
- ✓ Financial
- ✓ Personnel Web Appointments
- ✓ Staff Development and Training
- ✓ Supervisors Area
- ✓ Probation
- ✓ Post Advertisement
- ✓ Teaching Workloads
- Teaching Workloads Reports
- Teaching Workloads
- Approvals
- Refresh Workload Data
- ✓ Claims
- ✓ Overtime Work
- ✓ eRecruit. Selection
- Committee
- ✓ Remuneration Detail
- ✓ Book Time Off
- ✓ Job Profile
- ✓ Finance iEnabler
- ✓ Finance iEnabler Reports
- ✓ Asset iEnabler
- ✓ Management Reports

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Supervision

---


**Teaching Workloads**

Year : 2020      Profile : All  
Staff :                      School : 2183 - SCHOOL OF ENGINEERING

[BACK to Staff Listing](#)    [Save All](#)    [Undo All](#)

**Selected Employee**

Staff Number	StaffName	Year	Department	Gacname	Profile	Type	Status	Route Number
		2020	2183	SCHOOL OF ENGI...	A	A	N	

[submit workload for approval](#) 

**Supervision**

Select	Student No	Student Name	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Honours Type
Select			ENEC9CY	10	6	M	20	
Select			ENEC8FY	8	3	M	30	
Select			ENEL8FY	8	3	M	60	
Summary							110	

[Add Student](#)    [Delete](#)

\* Module Level 10 Phd

Honours Type

Student No  [Search](#)

\* Module ENEC9CY PhD Elect Eng Continuing Year

Semesters Registered 6

Supervisor Type M Main Supervisor (M)

Supervision Hours 20

Total Supervision Hours for Student 80

Supervision Hours Remaining 340

[Save](#)    [Undo](#)

[BACK to Staff Listing](#)    [Save All](#)    [Undo All](#)

- If you have completed capturing all of the teaching and supervision information for the staff member, then generate a report for the academic to check that you have captured the information correctly (for more information see page 30: Reports).
- Once the academic that all of the captured information is correct, you may submit the workload for approval, by clicking "Submit Workload".
- Once a workload has been submitted for approval, NO CHANGES TO THE WORKLOAD WILL BE POSSIBLE. The workload will have to be rejected before any further changes are possible.

Fig.25

**UNIVERSITY OF KWAZULU-NATAL**  
INYU YAKWAZULI

ITS iEnabler

- Lecturers Web
- Personnel iEnabler
- Leave System
- Personal Maintenance
- Surveys
- Personnel Web Appointments
- Supervisors Area
- Claims
- Teaching Workloads
- Teaching Workloads Reports
- Teaching Workloads Approvals
- Refresh Workload Data
- Finance iEnabler
- Finance iEnabler Reports
- Asset iEnabler
- Request For Information
- Management Reports
- Budgeting Module
- Dashboard Charts
- Access Control
- OPAC
- Travel Request
- Higher Degrees

Logout

powered by **ITS INTEGRATOR**

Ukzn-Devi03 A Refresh As At 19 Sept 2014 Thursday, 14th May 2015

**Teaching Workloads**

Year : 2014 Profile : A - All  
Staff : 631775 - MRS TARRYN ADAMS School : 2183 - SCHOOL OF ENGINEERING

**Selected Employee**

Staff Number	Name	Year	Pwddept	Type	Profile	Status	Route	Number
11682	PROF THOMAS AFULLO	2014	2183	A	A	N		

**Teaching Workload**

Module	Offering of Type	Number of Lectures	Number of Tuts	Pracs (hrs)	Seminars (hrs)	Practice Supervision (hrs)	Field trips (hrs)	Contact Time (hrs) (a)	Preparation Time (b)	Number of Students	Assessment per student (c) (hrs)	Shared Type	Your Shared Teaching %	Other Shared Staff 1	Total time (a)+(b) * (c)
ENEC8FR HA	0	0	0	0	0	0	0	0	0	13	0	N	0		0
ENEC9FY HA	0	0	0	0	0	0	0	0	0	7	0	N	0		0
ENEC9SY HA	0	0	0	10	0	0	10	0	0	15	0	N	0		0
ENEL2FT HA	26	7	5	0	0	0	38	0	0	140	0	N	0		0
ENEL4ED HA	26	7	20	0	0	0	53	0	0	39	0	N	0		0
ENEL4TB HA	14	7	12	10	0	0	37.75	56.62	31	2.5	0	N	0		171.87
<b>Summary</b>							<b>138.75</b>	<b>56.62</b>		<b>245</b>	<b>2.5</b>				

**Supervision**

Student No	Module	Module Level	Semesters Registered	Supervisor Type	Supervision Hours	Last Change User
No rows yet.						
<b>Summary</b>					<b>0</b>	

Comments

Submit Workload

Submission successfully completed

[BACK to Teaching](#)

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Page: 15 of 26 Words: 1 832 11:06 AM 2015/05/14

Only once the workload has been successfully submitted for approval will you see the message above.

**Fig.26**

ITS Web Interface

UNIVERSITY OF KWAZULU-NATAL  
INYUVESI YAKWAZULU-NATALI

ITS iEnabler

- Lecturers Web
- Personnel iEnabler
- Leave System
- Personal Maintenance
- Surveys
- Student
- Personnel
- Financial
- Personnel Web Appointments
- Staff Development and

Training

- Supervisors Area
- Probation
- Post Advertisement
- Teaching Workloads
- Teaching Workloads**
- Teaching Workloads Reports
- Teaching Workloads

Approvals

- Refresh Workload Data
- Claims
- Overtime Work
- eRecruit Selection

Committee

- Remuneration Detail
- Book Time Off
- Job Profile
- Finance iEnabler
- Finance iEnabler Reports
- Asset iEnabler
- Management Reports
- Request For Information

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Teaching

Teaching Workloads

Year : 2020  
Staff :

Back Save All Undo All

Selected Employee

Staff Number	Staff Name	Year	Department	Gacname	Profile	Type	Status	Route Number
		2020	2183	SCHOOL OF ENGL...	A	A	N	

submit workload for approval

Teaching Workloads

Select	Module	Offering Type	Semester	Number of Lectures	Number of Tuts	Pracs (hrs)	Seminars (hrs)	Practice Supervision (hrs)	Field trips (hrs)	Contact Time (hrs) (a)	Preparation Time (hrs) (b)	Number of Students	Assessment / consultation / per student	Shared / Repeat	Number Repeats	Your Shared Teaching %	Other Staff
Select	ENEL1ED	HA	2	10	0	0	0	0	0	6	30	113	0.2				
Select	ENEL2EA	HA	1	52	14	12	0	12	0	73.5	110.25	126					
Select	ENEL3EM	HA	2	26	13	12	0	12	0	50	80	96					
Select	ENEL4CA	HA	1	0	0	5	3	10	0	13.75	1.5	14					
Select	ENEL4DA	HA	1	0	0	5	3	10	0	13.75	1.5	18					
										157	223.25	367	0.2				

Add Module Delete

Module: ENEL1ED search

Offering Type	Semester	Number of Lectures	Number of Tuts	Pracs (hrs)	Seminars (hrs)	Practice Supervision (hrs)	Field trips (hrs)	Contact Time (hrs) (a)	Preparation Time (hrs) (b)	Number of Students
HA	2	10	0	0	0	0	0	6	30	113

Hours

7.5

0

0

0

0

0

0

6

30

113

recalc Prep Time

Current Count : 111

recalc No. Stud-

Hide

Modman Details

20 L

5 T

5 P

Applies to Assessments only

After submitting the workload for approval the system generates a routing request number. An email is also generated to the Academic to inform him/her that their workloads have been captured and is ready for them to approve.

### **The approval process is as follows:**

- Academic to approve
- Once approved an email is then generated informing the Academic's leader/line manager to approved the workload.
- Once approved by the Academic leader/line manager an email is generated to the Head of School informing them the workload is ready for approval.
- The Head of School approver's final/last email is generated informing the administrator that the workload has been successfully approved.

### **The rejection of a teaching:**

- If the workload is rejected at any stage of approval an email is generated to the Administration, who captured the workload informing him/her that the workload has been rejected.

Once a workload has been submitted for approval, NO CHANGES TO THE WORKLOAD WILL BE POSSIBLE. The workload will have to be rejected before any further changes are possible

## REPORTS

Fig.27

ITS Web Interface

UNIVERSITY OF KWAZULU-NATAL  
INYUVESI YAKWAZULU-NATALI

ITS iEnabler

- ✓ Lecturers Web
- ^ Personnel iEnabler
- ✓ Leave System
- ✓ Personal Maintenance
- ✓ Surveys
- ✓ Student
- ✓ Personnel
- ✓ Financial
- ✓ Personnel Web Appointments
- ✓ Staff Development and Training
  - ✓ Supervisors Area
  - ✓ Probation
  - ✓ Post Advertisement
  - ^ Teaching Workloads
    - Teaching Workloads Reports
    - Teaching Workloads
- Approvals
  - Refresh Workload Data
  - ✓ Claims
  - ✓ Overtime Work

University of KwaZulu-Natal

Teaching Workloads - Reports

Report

Year

Submission Type

School : <No Selection>

Module : <No Selection>

Appointment Type : ALL

Perm/Contract/Temp ALL

Staff :

Master Csm1 :

\* Report Output Format PDF

Report

Choose reports from drop-down list that would appear (see below for reports list).

Fig.28

The screenshot shows the ITS Web Interface for the University of KwaZulu-Natal. On the left is a navigation menu with options like Lecturers Web, Personnel iEnabler, Leave System, Personal Maintenance, Surveys, Student, Personnel, Financial, Personnel Web Appointments, Staff Development and Training, Supervisors Area, Probation, Post Advertisement, Teaching Workloads, Teaching Workloads Reports, Teaching Workloads, Approvals, and Refresh Workload Data. The main content area is titled 'Teaching Workloads - Reports' and contains a form with the following fields: Report (dropdown menu), Year (text input), Submission Type (dropdown menu), School (dropdown menu), Module (dropdown menu), Appointment Type (dropdown menu), Perm/Contract/Temp (dropdown menu), Staff (dropdown menu), Master Csm1 (text input), and \* Report Output Format (dropdown menu). A 'Report' button is at the bottom right of the form.

Select the report required...

**Teaching Workloads:** Detailed workloads of 1, multiple or all staff

- Enter the year, submission type & school
- If you are running the report for a group of staff (e.g. Permanent Academic) then you may use the appointment type & Perm/Temp/Contract filter to make your choice.
- Alternatively, you may leave it on "ALL".

You may then select an individual staff member or leave it on "BLANK" to choose generate a report that will display the details of all of the staff in the school.

Fig.29

ITS Web Interface

UNIVERSITY OF KWAZULU-NATAL  
INYUVESI YAKWAZULU-NATALI

ITS iEnabler

- ✓ Lecturers Web
- ^ Personnel iEnabler
- ✓ Leave System
- ✓ Personal Maintenance
- ✓ Surveys
- ✓ Student
- ✓ Personnel
- ✓ Financial
- ✓ Personnel Web Appointments
- ✓ Staff Development and Training
- ✓ Supervisors Area
- ✓ Probation
- ✓ Post Advertisement
- ^ Teaching Workloads
- Teaching Workloads Reports
- Teaching Workloads
- Approvals

University of KwaZulu-Natal

Teaching Workloads - Reports

Report

Year

Submission Type

School :

Module :

Appointment Type :

Perm/Contract/Temp

Staff :

Master Cesm1 :

\* Report Output Format

The report format may be run in **PDF, HTML and Excel** (Excel reports, allows you to enable edit so that blank report may be printed for staff to fill in and hand to you for checking and capturing).

Once the report has been generated **save** it if it is what you require or close it before you can generate a new report.

Once the report is generated it can be saved and sent to the academics to input the workloads (for editing purposes it best to save the report in excel)

## Different Types of Reports:

- **Teaching Workload Report**- detailed report of all TWL captured per person (teaching and supervision data). This report may be generated for 1 or all employees.
- This report may be generated and sent to academics to check their workloads.

Fig.31

ReportFile[2].xls [Read-Only] [Compatibility Mode] - Excel

Sunitha Seerpath

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

B09

University of KwaZulu-Natal

10-NOV-20 14:14 Page 1 of 1

Year 2020 Dept: 2483 Type Actual Staff: Status Not Approved Total Time 575,74

Appointment Academic Perm/Contract/Temp Permanent

Teaching

Module	OT	BC	No. Tuts	No. Lect	Pracs	Seminar (hrs)	Practice Supervn	Field	Contact Time	Prep Time	No. Student	Assessment	Share	No. Repeat	% Shar	Other Staff 1	Other Staff 2	Other Staff	Other Staff	Total Time
LAWS1LS	PA	1	0	52	0	0	0	0	39	43,9	185	1,5	N		100					360,37
LAWS2CS	PA	2	0	52	0	0	0	0	39	58,5	98	0,75	N		50	22240				171
LAWS3SC	PA	1	0	13	0	0	0	0	9,75	14,6	125	0,16	S		33,3	19360				44,37
Totals									87,75											575,74

Supervision

Student No.	Student Name	Module	Mod Level	Sems Reg	Supervisor Type	Year Supervsn (hrs)	Year Supervsn (hrs) incl other staff	Semester / Hrs Exceeded	Total Supervsn (hrs) incl All Staff and years	Year Supervsn Hrs Exceeded	Sems Exceeded	Year Supervsn excluding Exceeded (hrs)
212512898	Sakhile Mthimkhulu	LAWS8LM	8	0	S	0	0	N	45			0
217080607	Samkelisiwe Ndawonde	LAWS8SR	8	7	S	45	45	Y	90		1	

Page 1

Ready

100%

## Module Listing Report- Listing of modules within the school.

**Fig.32**

ReportFile[1].xls [Read-Only] [Compatibility Mode] - Excel

Sunitha Seerpath

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

A1

10-NOV-20 14:10

University of

Page 1 of 1

Year : 2020

Department : 2483 - SCHOOL OF LAW

Listing of Modules

Module Code	Module Description	No. of Lectures	No. of Tuts	Prac. Hours	Seminar Hours	Pract Super Hours	Field Hours	Prep Hours	Assessment Percentage	Shared/Repeat N=None, B=Both, S=Share, R=Repeat	% Shared Teaching	No. of Repeats	Other Shared Staff Separate by comma
LAWP1FL	Foundations of SA Law												
LAWP1LW	Introduction to Law												
LAWP2CR	Criminal Law												
LAWP2CS	Constitutional Law												
LAWP2DL	Delict												
LAWP2FM	Family Law												
LAWP2HR	Human Rights												
LAWP2LP	Law of Persons												

Page 1

Ready

100%



**Staff Listing Report-** listing of all staff members within the school.

**Fig.34**

UKZN-DEV103 a

28-SEP-15 14:33

Listing of Staff

Year: 2015

Department: 2183 - SCHOOL OF ENGINEERING

Module Code and Name:

Employee Name	No. of Lectures	No. of Tuts	Prac Hours	Seminar Hours	Pract Super Hours	Field Hours	Prep Hours	Assessment Percentage	Shared/Repeat N=None, B=Both, S=Share, R=Repeat	% Shared Teaching	No. of Repeats	Other Shared Staff. Separate by comma
AFULLO, THOMAS												
AKOMBELWA, MULEMWA												
BAAH, CHARLES ACHEAMFOUR												
BEJAICHUND, MAYSHREE												
BEMONT, CLINTON PIERRE												
BHERO, ERNEST												
BLIGHT, JENNIFER JOY												
BOLTON, KIM												
BRIGHT, GLEN												
BROOKS, MICHAEL JOHN												
BROUCKAERT, CHRISTOPHER JOHN												
BUCKLEY, CHRISTOPHER ANDREW												
655734 BUTLER, LOUWRENS JOHANNES												
412614 CARBUTT, CLINTON												
46361 CHIKODZA, ERIYOTI												

## School Report - A summary report of all TWL captured within the school.

Fig.35

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**Teaching Workloads - School**

Year: 2020 Dept: 2483 - SCHOOL OF LAW Type: Actual

Staff No.	Staff Name	Type	Contact Time	Prep Time	Assessment	Total Teaching Time	Valid Supervision	Supervision Exceeded	Time(excluding exceeded supervision)
		Actual	0	0	0	0	90	0	90
		Actual	44,25	42,7	155,23	242,22	22	86	264,22
		Actual	78	73,1	278,5	429,61	45	86	474,61
		Actual	78	58,5	226,05	362,55	0	0	362,55
		Actual	86,25	58,5	270,17	414,91	0	59	414,91
		Actual	48,75	58,5	130,22	237,46	0	0	237,46
		Actual	111	167	469,67	747,17	0	0	747,17
		Actual	102	76,5	476,09	654,58	0	45	654,58
		Actual	81	121	416,06	618,54	34	0	652,54
		Actual	70,5	96,8	272,43	439,68	0	0	439,68
		Actual	39	48,4	22,5	109,87	34	45	143,87
		Actual	117	176	585,5	878	0	0	878

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## No Module Registration – summary report of modules with no registrations.

Fig.36

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Teaching Workloads Modules with No

Year : 2020

Department : 2483 - SCHOOL OF LAW

Type : Actual

Supervision

Staff	Name	Level	Credits	Supervisor Type	Module	Module Name	Stno	Type
		Phd	384	Sole Supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	8523205	Actual
		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	8830961	Actual
		Masters	192	Sole Supervisor	LAWS8MT	M Thesis First Reg	9904891	Actual
		Masters	96	Sole Supervisor	LAWS8LM	Mini Dissertation	200104529	Actual
		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200211110	Actual
		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200211110	Actual
		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	200275106	Actual
		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200308838	Actual
		Masters	96	Co-supervisor	LAWS8LM	Mini Dissertation	200207010	Actual
		Masters	96	Co-supervisor	LAWS8LM	Mini Dissertation	200207010	Actual
		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	200267704	Actual

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**Teaching By Module Report** - detailed report of Teaching Workloads captured per module which can be generated for 1 or more modules.

**Fig.37**

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**Teaching Workloads by**

Year 2020 Dept : 2483 Type Actual Module LAWS1AS - Aspects of South African Law

Teaching																
Employee Number	Name	OT	No. Lect	No. Tuts	Pracs	Seminar (hrs)	Practice Supervn	Field	Contact Time	Prep Time	No. Student	Assessment	Share	No. Repeat	% Shar	Total Time
	HA	52	0	0	0	0	0	0	39	29,3	256	0,75	B	2	50	260,25
	PA	26	0	0	0	0	0	0	19,5	29,3	194	0,75	S		50	194,25
	HA	26	0	0	0	0	0	0	19,5	14,6	256	0,37	B	2	25	128,84
	HA	26	0	0	0	0	0	0	19,5	14,6	256	0,37	B	2	25	128,84
	PA	26	0	0	0	0	0	0	19,5	29,3	194	0,75	S		50	194,25
Totals									117							906,43

Year 2020 Dept : 2483 Type Actual Module LAWS1FL - Foundations of SA Law

Teaching																
Employee Number	Name	OT	No. Lect	No. Tuts	Pracs	Seminar (hrs)	Practice Supervn	Field	Contact Time	Prep Time	No. Student	Assessment	Share	No. Repeat	% Shar	Total Time
	HA	26	0	0	0	0	0	0	19,5	14,6	230	0,01	B	2	25	36,42

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**Teaching Workload Deadlines** (probable deadlines)

Opening of Planned Cycle: 01 October

Closing of Planned Cycle: 30 March of the following year

Approval of Planned Workloads: 01 to 30 March

Opening of Actual Cycle: 01 April

Close of Actual Cycle: 15 December of the following year

Approval of Actual Workloads: 01 November to 15 December

User Guide was updated by Renita Maduramuthu and Sunitha Seerpath