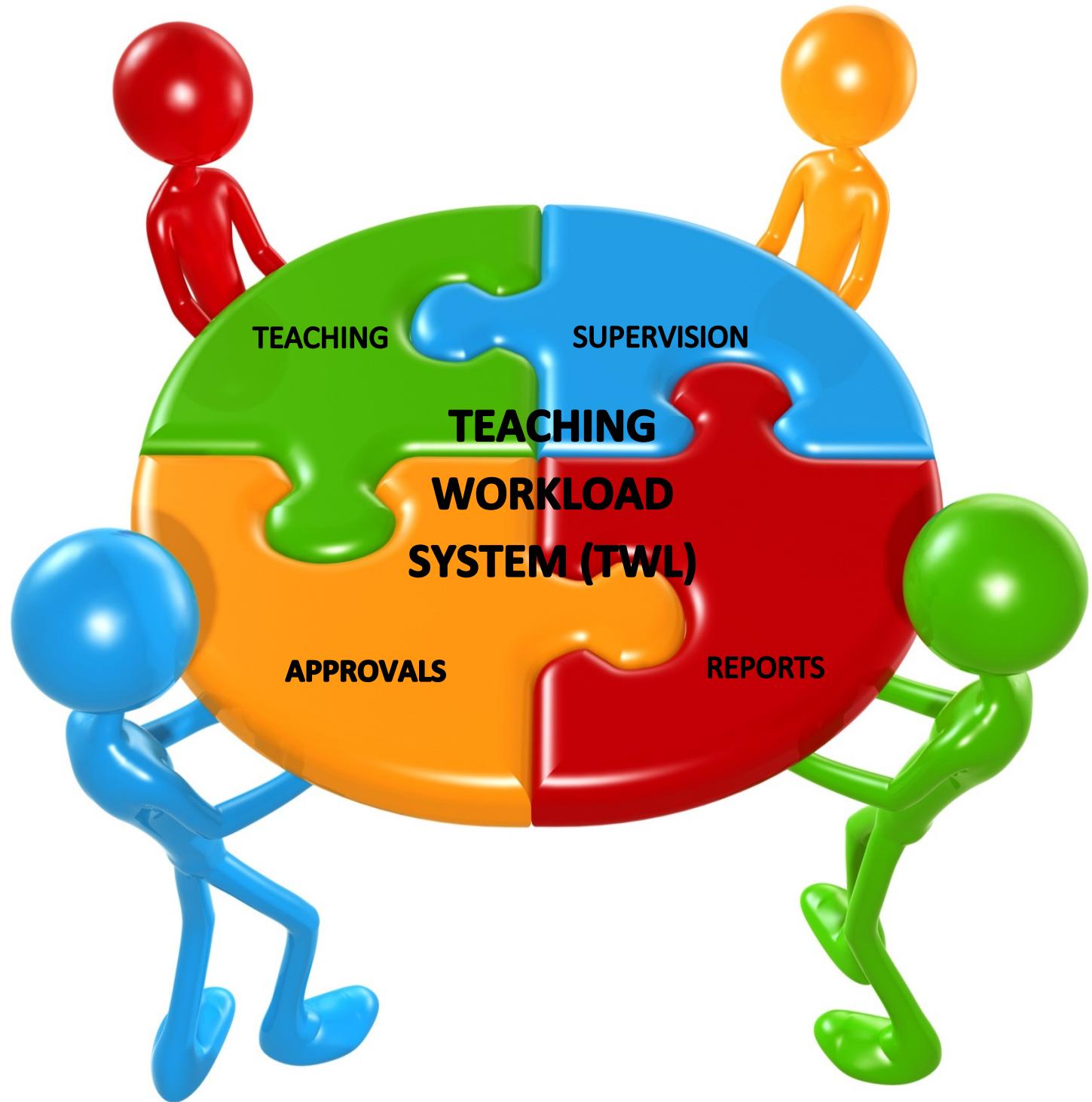


TEACHING WORKLOAD SYSTEM (TWL)



USER GUIDE

11/2020

V 1.3 IP



TEACHING WORKLOAD (TWL) USER GUIDE

INTRODUCTION

The Teaching Workload Framework (TWL) 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.

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

¹ **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 $39 \times 1.5 = 58.5\text{hrs}$ (7.3 days preparation time)

ACCESSING THE TWL SYSTEM

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

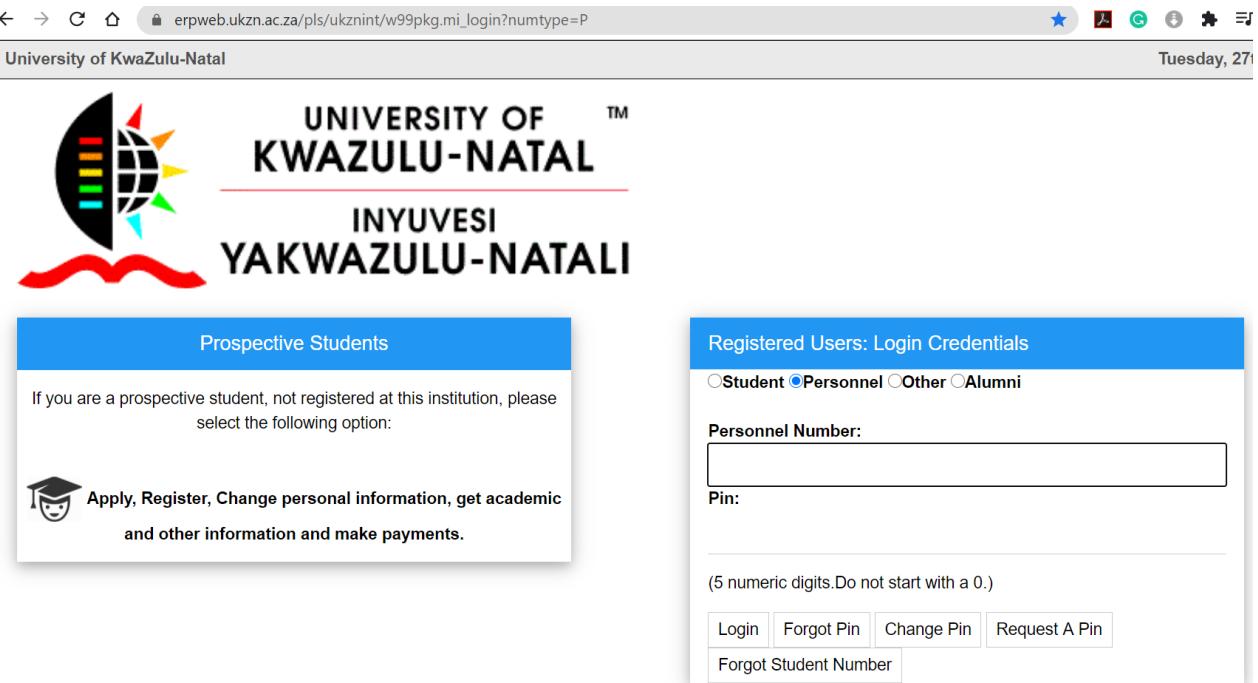
Fig.1



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



The screenshot shows the University of KwaZulu-Natal (UKZN) login page. The URL in the address bar is erpweb.ukzn.ac.za/pls/ukznint/w99pkg.mi_login?numtype=P. The page features the UKZN logo and the text "UNIVERSITY OF KWAZULU-NATAL" and "INYUVEKI YAKWAZULU-NATALI". The left side has a "Prospective Students" section with a graduation cap icon and text about applying for admission. The right side has a "Registered Users: Login Credentials" section with radio buttons for "Student", "Personnel", "Other", and "Alumni", and a "Personnel Number" input field. Below it is a "Pin:" input field with a note about numeric digits. At the bottom are "Login", "Forgot Pin", "Change Pin", "Request A Pin", and "Forgot Student Number" buttons.

University of KwaZulu-Natal

Tuesday, 27

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INYUVEKI
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.)

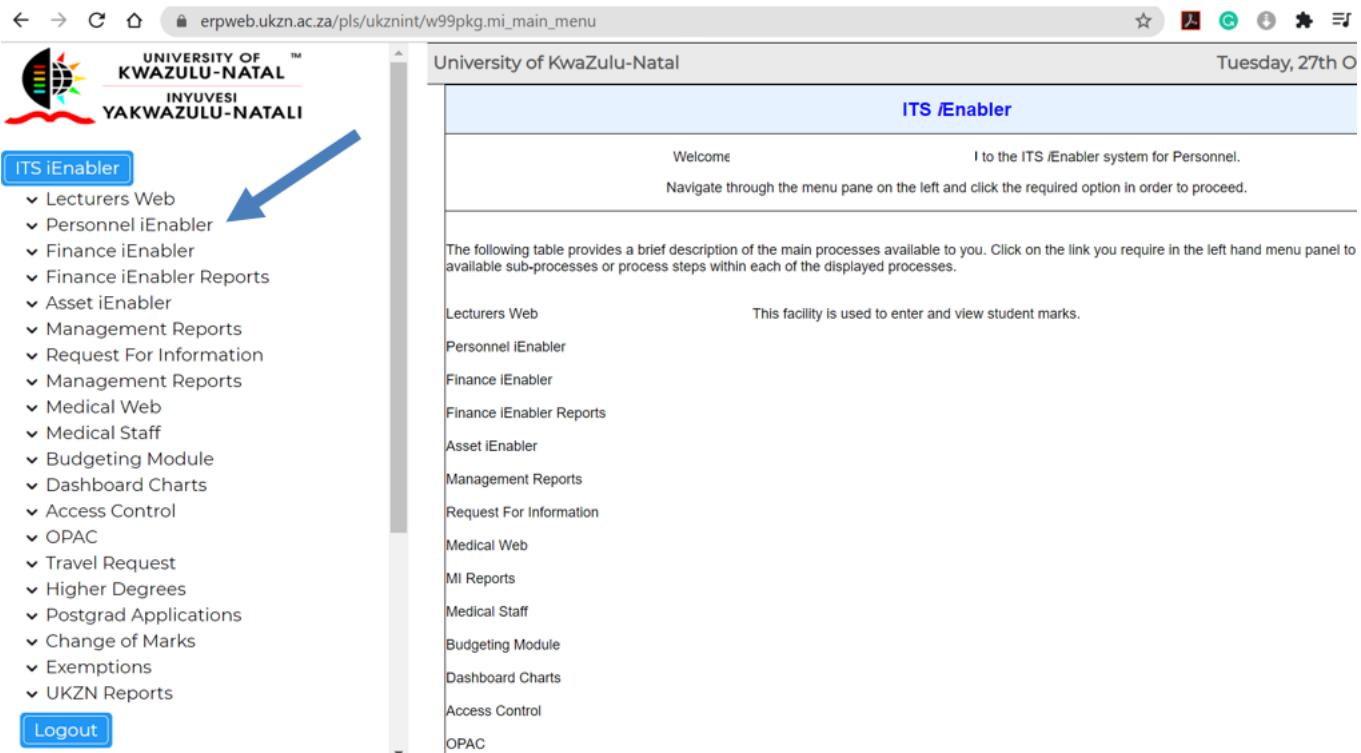
Login Forgot Pin Change Pin Request A Pin

Forgot Student Number

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



University of KwaZulu-Natal

Tuesday, 27th October

ITS iEnabler

- ✓ Lecturers Web
- ✓ Personnel iEnabler
- ✓ Finance iEnabler
- ✓ Finance iEnabler Reports
- ✓ Asset iEnabler
- ✓ Management Reports
- ✓ Request For Information
- ✓ Management Reports
- ✓ Medical Web
- ✓ Medical Staff
- ✓ Budgeting Module
- ✓ Dashboard Charts
- ✓ Access Control
- ✓ OPAC
- ✓ Travel Request
- ✓ Higher Degrees
- ✓ Postgrad Applications
- ✓ Change of Marks
- ✓ Exemptions
- ✓ UKZN Reports

Logout

ITS iEnabler

Welcome

I to the ITS iEnabler system for Personnel.

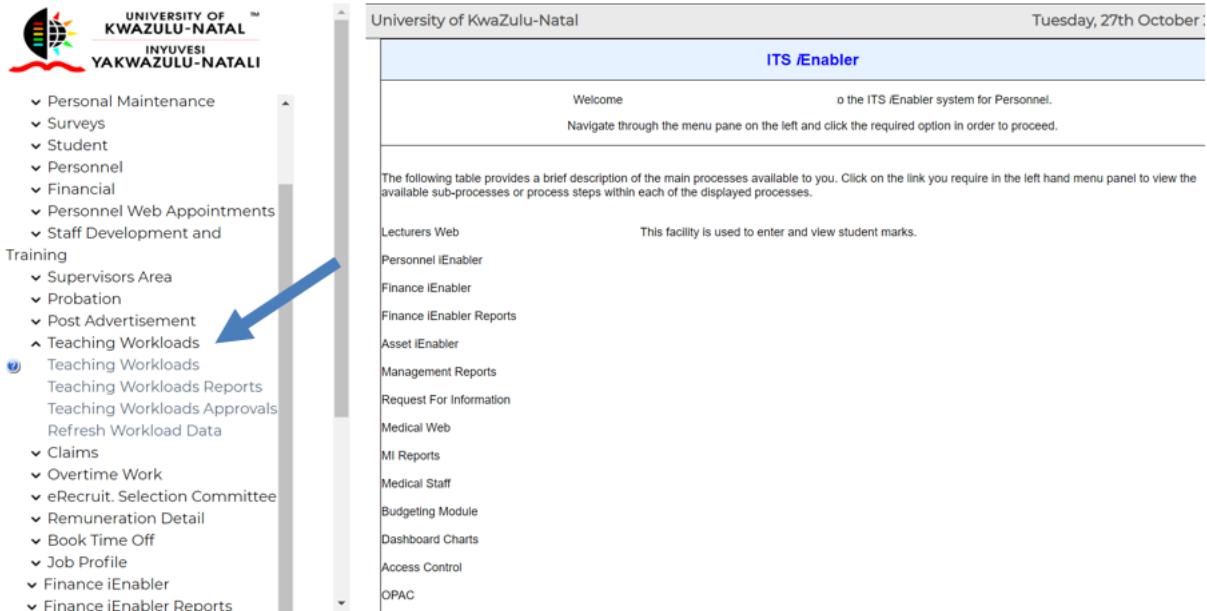
Navigate through the menu pane on the left and click the required option in order to proceed.

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to available sub-processes or process steps within each of the displayed processes.

Lecturers Web	This facility is used to enter and view student marks.
Personnel iEnabler	
Finance iEnabler	
Finance iEnabler Reports	
Asset iEnabler	
Management Reports	
Request For Information	
Medical Web	
MI Reports	
Medical Staff	
Budgeting Module	
Dashboard Charts	
Access Control	
OPAC	

Click on 'Personnel iEnabler'.

Fig.4



University of KwaZulu-Natal

Tuesday, 27th October

ITS iEnabler

Welcome

I to the ITS iEnabler system for Personnel.

Navigate through the menu pane on the left and click the required option in order to proceed.

The following table provides a brief description of the main processes available to you. Click on the link you require in the left hand menu panel to view the available sub-processes or process steps within each of the displayed processes.

Lecturers Web	This facility is used to enter and view student marks.
Personnel iEnabler	
Finance iEnabler	
Finance iEnabler Reports	
Asset iEnabler	
Management Reports	
Request For Information	
Medical Web	
MI Reports	
Medical Staff	
Budgeting Module	
Dashboard Charts	
Access Control	
OPAC	

ITS iEnabler

- ✓ Personal Maintenance
- ✓ Surveys
- ✓ Student
- ✓ Personnel
- ✓ Financial
- ✓ Personnel Web Appointments
- ✓ Staff Development and Training
- ✓ Supervisors Area
- ✓ Probation
- ✓ Post Advertisement
- ✓ Teaching Workloads
- ② 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

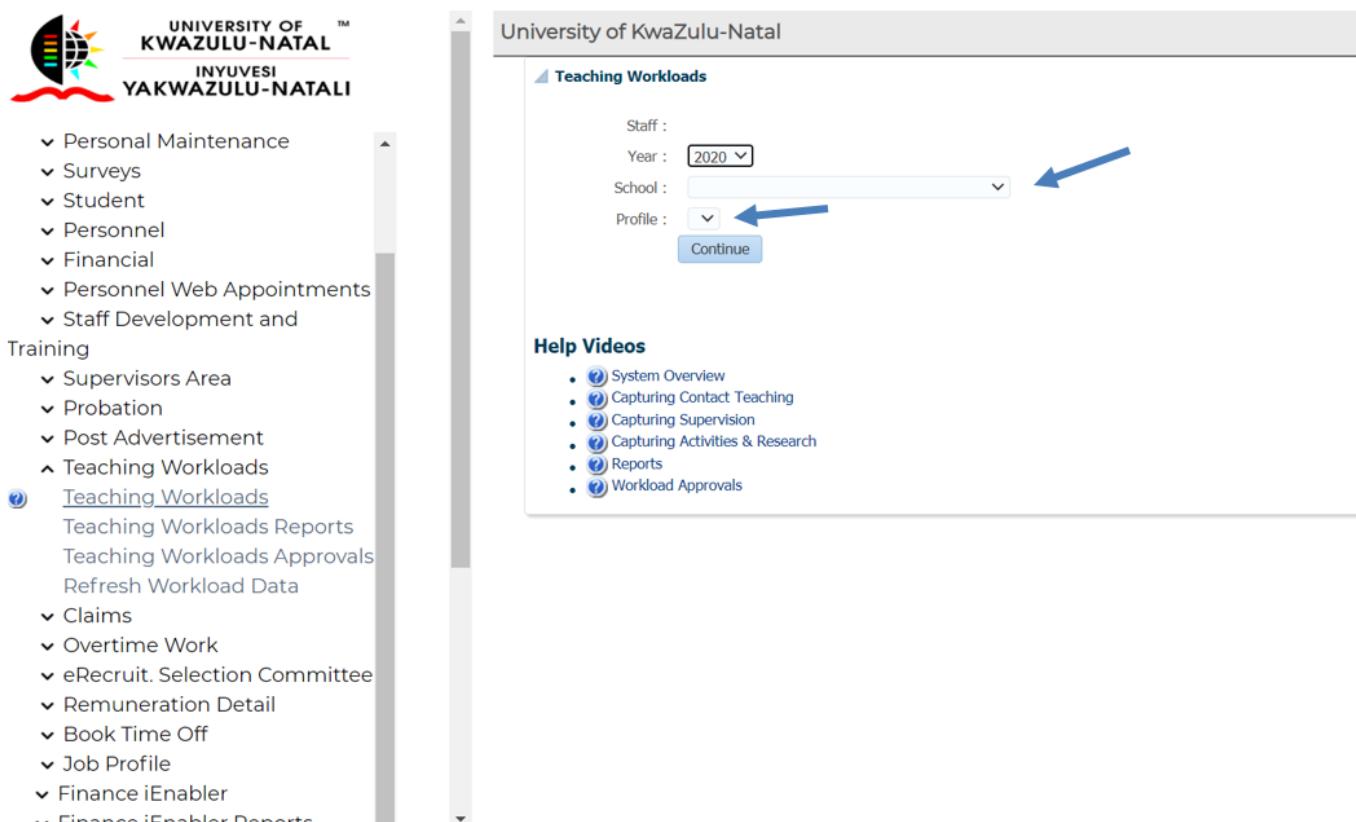
Click on 'Teaching Workloads'

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



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YAKWAZULU-NATALI

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

Staff :
Year :
School :
Profile :
Continue

Help Videos

- System Overview
- Capturing Contact Teaching
- Capturing Supervision
- Capturing Activities & Research
- Reports
- 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

- 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's ITS iEnabler system. The main window is titled 'Teaching Workloads' and shows a table of 'School Employees' with columns for Staff Number, Name, Appointment Type, Perm/Contract/Temp, and various workload categories (Teach, Supervision, Activities, Research, History). A 'Copy Department Workload' dialog box is overlaid, with 'P Planned' selected from a dropdown menu. The left sidebar contains a navigation menu with sections like ITS iEnabler, Lecturers Web, Appointments, and Approvals.

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 year/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

University of KwaZulu-Natal Tuesday, 10th November 2020

Teaching Workloads

Year : 2020
Staff : 93327 - MRS CHANDIKA SEERPATH

[Back](#)

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 LINDOKHULE...	2019	2182	A	A

Page 1 of 83 -7 of 579 items | [1](#) [2](#) [3](#) [4](#) [5](#) ... [83](#) [»](#) [»»](#)

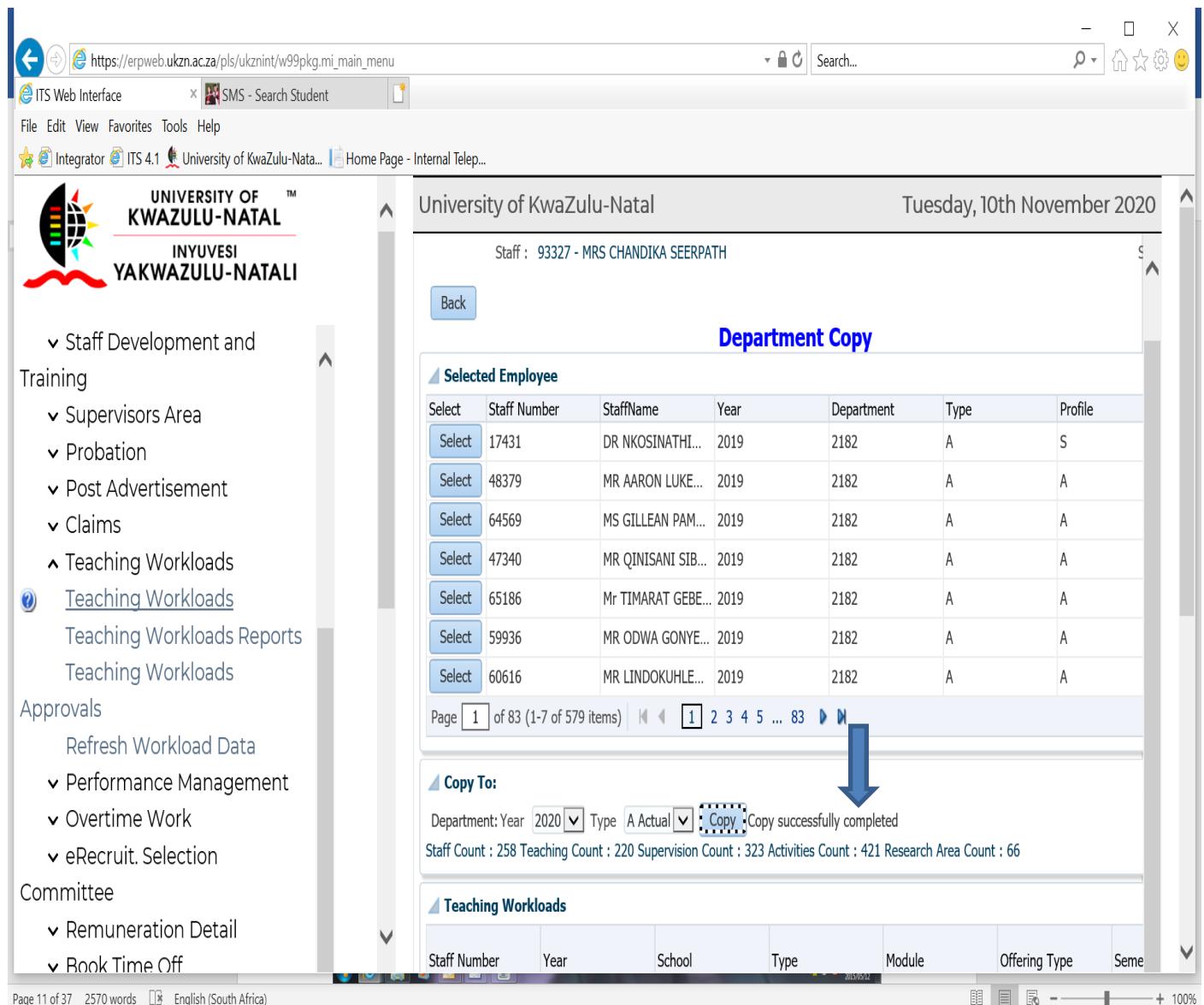
Copy To:

Department: Year 2020 A Actual

Teaching Workloads

- 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 shows a web browser window for the University of KwaZulu-Natal ITS Web Interface. The URL is https://erpweb.ukzn.ac.za/pls/ukznint/w99pkg.mi_main_menu. The page title is "Department Copy".

The main content area displays a table titled "Selected Employee" with 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 LINDOKHLE...	2019	2182	A	A

Below the table, a message indicates "Copy successfully completed".

The left sidebar contains a navigation menu with the following items:

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

Page 11 of 37 2570 words English (South Africa)

CAPTURING CONTACT TEACHING

Fig.10

ITS Web Interface

UNIVERSITY OF KWAZULU-NATAL
INUYESEI YAKWAZULU-NATALI

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
Management Reports
Medical Web
Medical Staff
Budgeting Module
Dashboard Charts
Access Control
OPAC
Travel Document

Teaching Workloads

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)	Preparation Time (hrs)	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	ENEL1ED	HA	2	10	0	0	0	0	0	6	30	113	0.2						
Select	ENEL3EM	HA	2	26	13	12	0	12	0	50	80	96							
											157	223.25	367	0.2					

Add Module **Delete**

Module **search**

Offering 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

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

Applies to Lectures only
Shared / Repeat
Your Shared Teaching % 100
Number Repeats
Other Shared Staff 1
Other Shared Staff 2

Module Details

Module Electrical Principles 1
Credits 16
Status Active
Module ID ENEL2EA
Assessment Laboratory work, Test (25%) Examination marks (75%).

- 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 shows the University of KwaZulu-Natal ITS Web Interface. The sidebar on the left contains the following menu items:

- 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
- Medical Web
- Medical Staff
- Budgeting Module
- Dashboard Charts
- Access Control
- OPAC

The main content area displays the 'Teaching Workloads' table with the following data:

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 of Repeats	Your Shared Teaching %	Other Shared Staff 1	Other Shared Staff 2
Select	ENEL2EA	HA	1	52	14	12	0	12	0	75.6	110.25	136				100		
Select	ENEL4CA	HA	1	0														
Select	ENEL4DA	HA	1	0														
Select	ENEL1ED	HA	2	11	11	11	0	11	0	110.25	110.25	136						
Select	ENEL3EM	HA	2	26	26	26	0	26	0	260.25	260.25	136						

Below the table is a search and selection dialog:

- College: 2183 SCHOOL OF ENGINEERING
- Department: 2183 SCHOOL OF ENGINEERING
- Module Code:
- Module Description:
- Offering Type:
- Block:
- Search, clear, cancel, Return buttons
- Modules table: No data to display.
- Applies to Assessment: Assessment Shared %: 100, Assessment / consultation per student (c): 100
- Applies to Lectures only: Shared / Repeat: 100, Your Shared Teaching %: 100, Number Repeats: 1, Other Shared Staff 1: 1, Other Shared Staff 2: 1
- Module details: Description: Electrical Principles 1, Credits: 16, Status: Active, Module ID: ENEL2EA, Assessment: 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

University of KwaZulu-Natal

Teaching Workloads

Select	Module	Offering Type	Semester	Number of Lectures	Number of Tuts	Pracs (hrs)	Seminars (hrs)	Practice Supervisor (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
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	ENELIED	HA	2	10	0	0	0	0	0	6	30	113	0.2				
Select	ENEL3EM	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 hours: 39

Number of Tuts: 14 hours: 10.5

Pracs (hrs): 12

Seminars (hrs): 0

Practice Supervision (hrs): 12

Field trips (hrs): 0

Contact Time (hrs) (a): 73.5

Preparation Time (b): 110.25

Number of Students: 126

recalc Prep Time Current Count: 126 recalc No. Students

assessment hours: 0

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:

Module: Electrical Principles 1

Description: 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 x 20 hrs = 30 hrs
- 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: $25\% \times (300 \text{ students} @ 0.5) \text{ hrs} = 0.25 \times 150 \text{hr} = 37.5 \text{ hrs}$ for assessment

Hence, **total contact time for person A** = lectures + prep + assessment = $18.75 \text{ hrs} + 28.13 \text{ hrs} + 37.5 \text{ hrs}$

$$= 84.38 \text{ hrs}$$

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: $75\% \times (300 \text{ students} @ 0.5 \text{ hrs}) = 0.75 \times 150 \text{ hr} = 112.5 \text{ hrs}$ 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 Deleted

Module ENEL2EA search

Offering Type HA Semester 1

Number of Lectures 52 hours 39

Number of Tuts 14 hours 10.5

Pracs (hrs) 12

Seminars (hrs) 0

Practice Supervision (hrs) 12

Field trips (hrs) 0

Contact Time (hrs) (a) 73.5

Preparation Time (b) 110.25

Number of Students 126

recalc Prep Time

Current Count : 126 recalc No. Studs

assessment hours : 0

Hide Modman 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%)

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

Other Shared Staff 4

Other Shared Staff 5

Total time (a)+(b)+(c)

Comments

Submit Undo

Back Save All Undo All

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

CAPTURING OF SUPERVISION

Fig.15



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

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	
								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



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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
- ② **Teaching Workloads**
- Teaching Workloads Reports
- Teaching Workloads
- Approvals
- Refresh Workload Data
- ▼ Claims
- ▼ Overtime Work
- ▼ eRecruit. Selection
- Committee
- ▼ Remuneration Detail
- ▼ Book Time Off

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Supervision

Teaching Workloads

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

Selected Employee

Staff Number	StaffName	Year	Department	Gacname	Profile	Type	Status	Route Number
			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**

- Select “Module Level” that is Honours, Masters, etc.

Fig.17

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Supervision

Teaching Workloads

Year : 2020
Staff :

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			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**

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

- 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



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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
- ④ Teaching Workloads**
- Teaching Workloads Reports
- Teaching Workloads

Approvals

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

Committee

- ▼ Remuneration Detail
- ▼ Book Time Off
- ▼ Job Profile

University of KwaZulu-Natal

ACTUAL : Teaching Workloads : Supervision

Teaching Workloads

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

Selected Employee

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

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 **ENCV9CY Phd Civil Eng Continuing Yr**
Semesters Registered **ENCV9FT Phd Civil Eng F/T Yr1**
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 Profile : All
Staff : School : 2183 - SCHOOL OF ENGINEERING

Selected Employee

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

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

Supervision

Add Student Delete

* Module Level: 10 Phd

Honours Type

Student No

Search

* Module

Semesters Registered: 3

Supervisor Type: S Sole Supervisor (S)

Supervision Hours: M Main Supervisor (M)

C Co-Supervisor (C)

Total Supervision Hours for Student: 160

Supervision Hours Remaining: 160

Save Undo

BACK to Staff Listing Save All Undo All

- 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
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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

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

Add Student	Delete
* Module Level: 10 Phd <input type="button" value="▼"/> Honours Type <input type="button" value="▼"/> Student No <input type="button" value="Search"/> * Module: ENEC9CY PhD Elect Eng Continuing Year <input type="button" value="▼"/> Semesters Registered: 6	
Supervisor Type: M Main Supervisor (M) <input type="button" value="▼"/> Supervision Hours: 20	

Total Supervision Hours for Student: 80
Supervision Hours Remaining: 340

Save Undo

BACK to Staff Listing Save All Undo All

- Enter the supervision hours

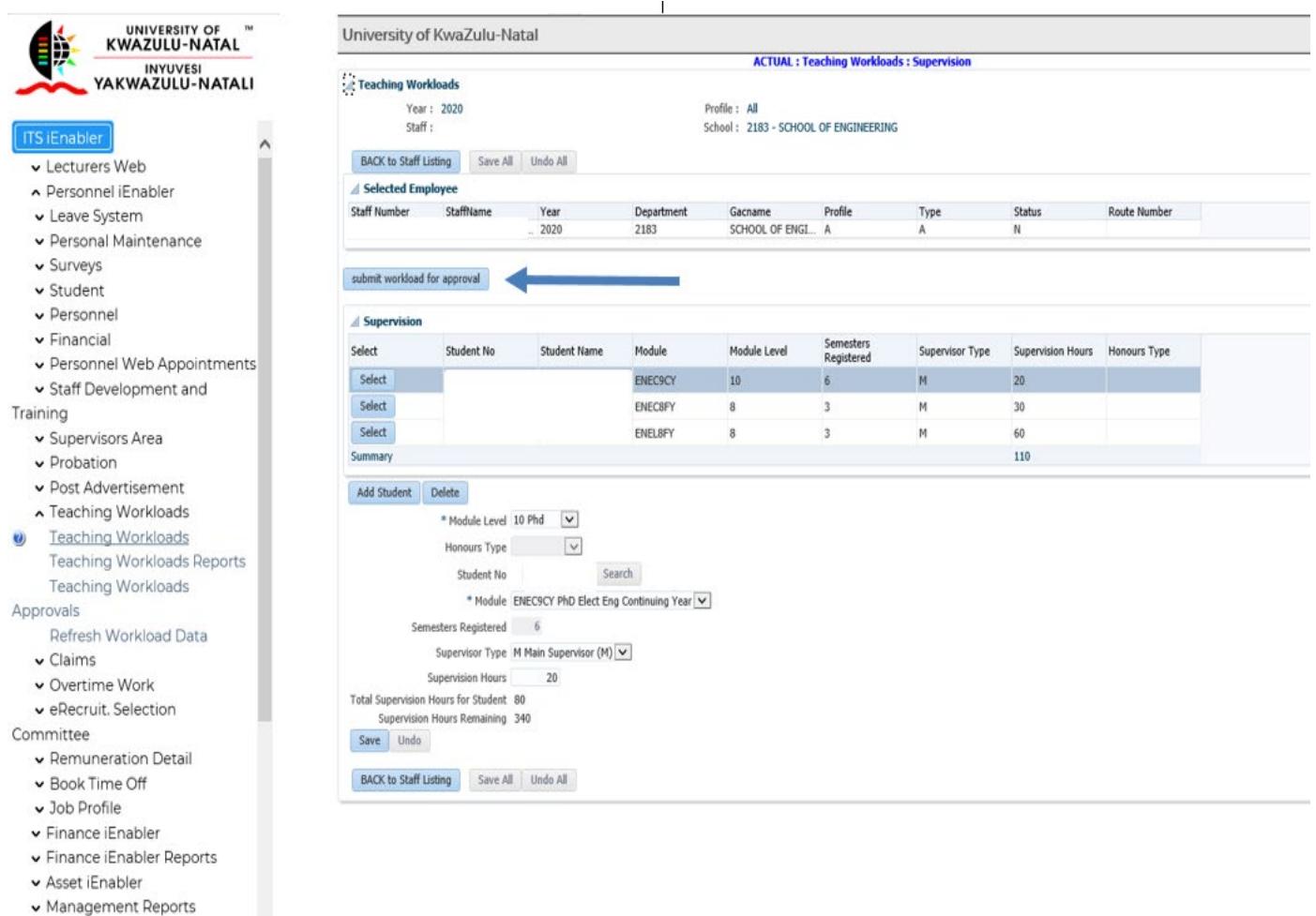
Fig.22

The screenshot shows a web browser window for the University of KwaZulu-Natal ITS Web Interface. The URL is 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 main content area is titled "ACTUAL : Teaching Workloads : Supervision". A warning message box is displayed, stating "Warning: Maximum supervision hours for the year have been exceeded". The message has an "OK" button. The "Selected Employee" table shows several rows of data, and the "Supervision" table shows five rows of data. The left sidebar contains a navigation menu with various links, including "Teaching Workloads" and "Supervision".

- 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.

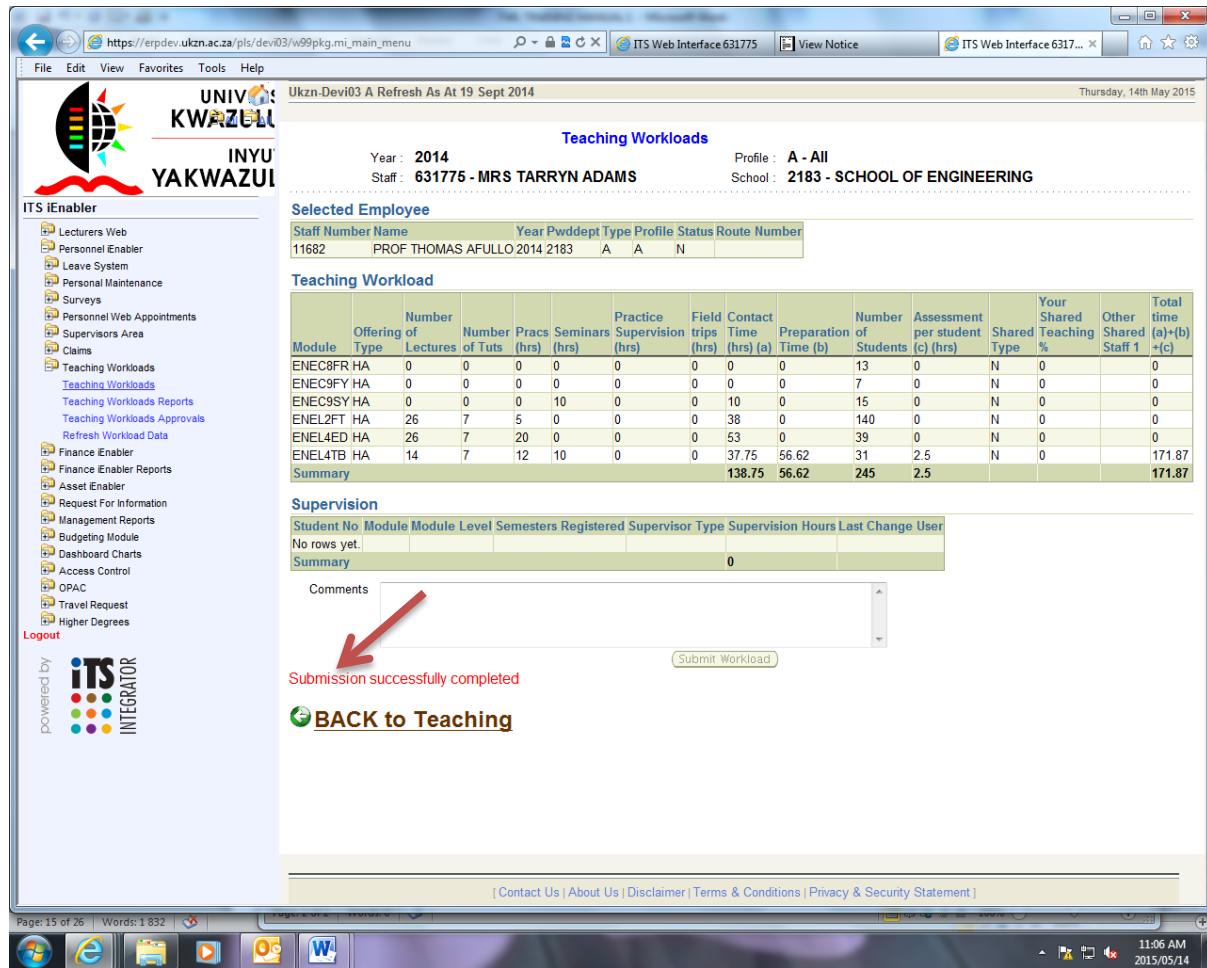
Fig.24



The screenshot shows the University of KwaZulu-Natal ITS iEnabler system interface. The left sidebar contains a navigation menu with sections 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', 'Refresh Workload Data', 'Claims', 'Overtime Work', 'eRecruit. Selection', 'Committee', 'Remuneration Detail', 'Book Time Off', 'Job Profile', 'Finance iEnabler', 'Finance iEnabler Reports', 'Asset iEnabler', and 'Management Reports'. The main content area is titled 'University of KwaZulu-Natal' and 'ACTUAL : Teaching Workloads : Supervision'. It shows 'Teaching Workloads' for the year 2020, department 2183 - SCHOOL OF ENGINEERING, and a 'Selected Employee' table. Below this is a 'Supervision' table with data for three students. At the bottom, there are search and filter fields for 'Student No', 'Module', 'Supervisor Type', 'Semesters Registered', and 'Supervision Hours'. A blue arrow points to the 'submit workload for approval' button.

- 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



ITS Web Interface 63175

View Notice

Thursday, 14th May 2015

Ukzn-Devi03 A Refresh As At 19 Sept 2014

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

Selected Employee

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

Teaching Workload

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

Supervision

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

Comments

Submit Workload

Submission successfully completed

[BACK to Teaching](#)

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

Fig.26

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.

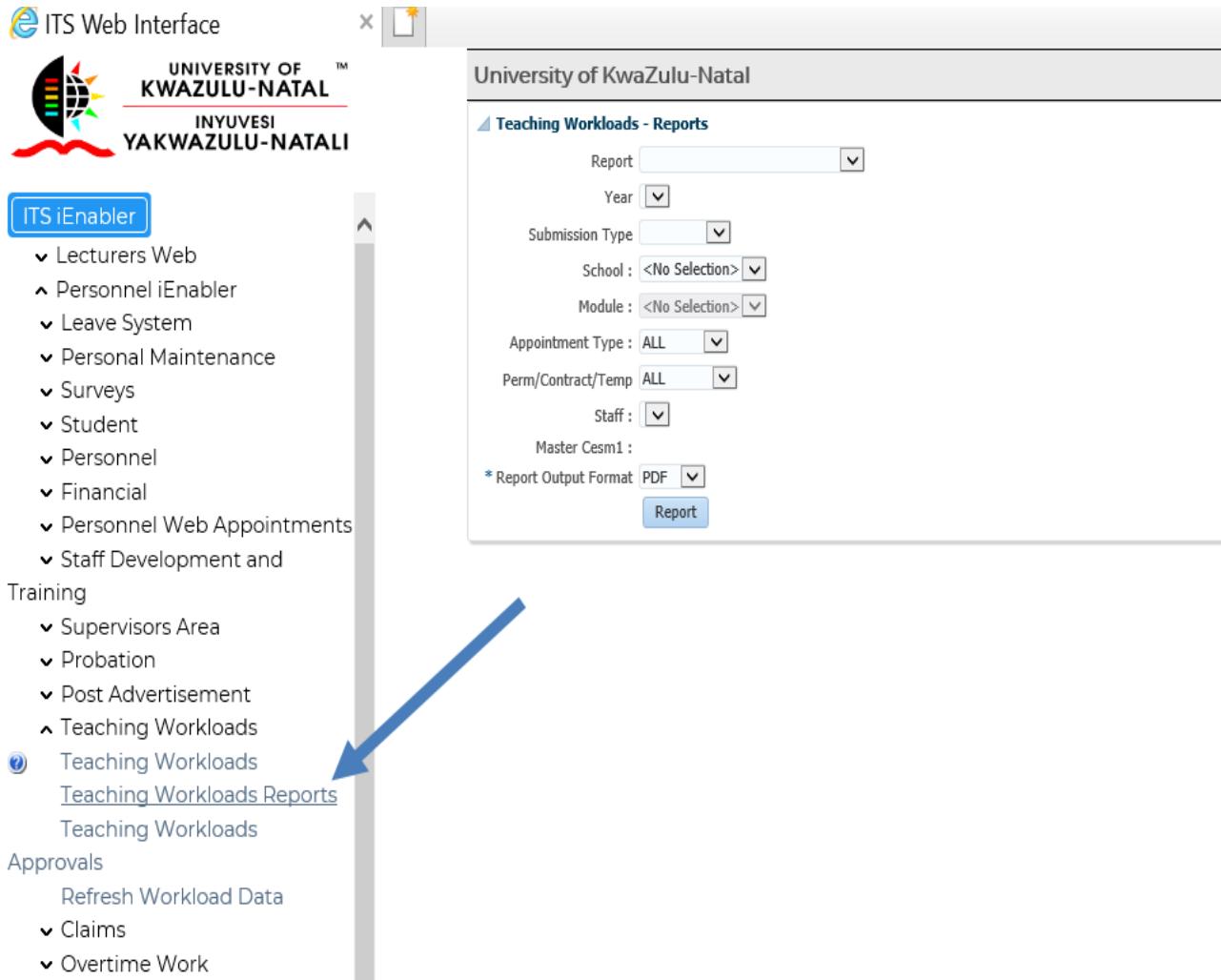
The rejection of a teaching:

- 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



The screenshot shows the ITS Web Interface for the University of KwaZulu-Natal. On the left, a sidebar menu is visible with the following categories and sub-items:

- 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
- Help**
 - 💡 Teaching Workloads
 - [Teaching Workloads Reports](#)
 - Teaching Workloads
- Approvals**
 - Refresh Workload Data
 - ✓ Claims
 - ✓ Overtime Work

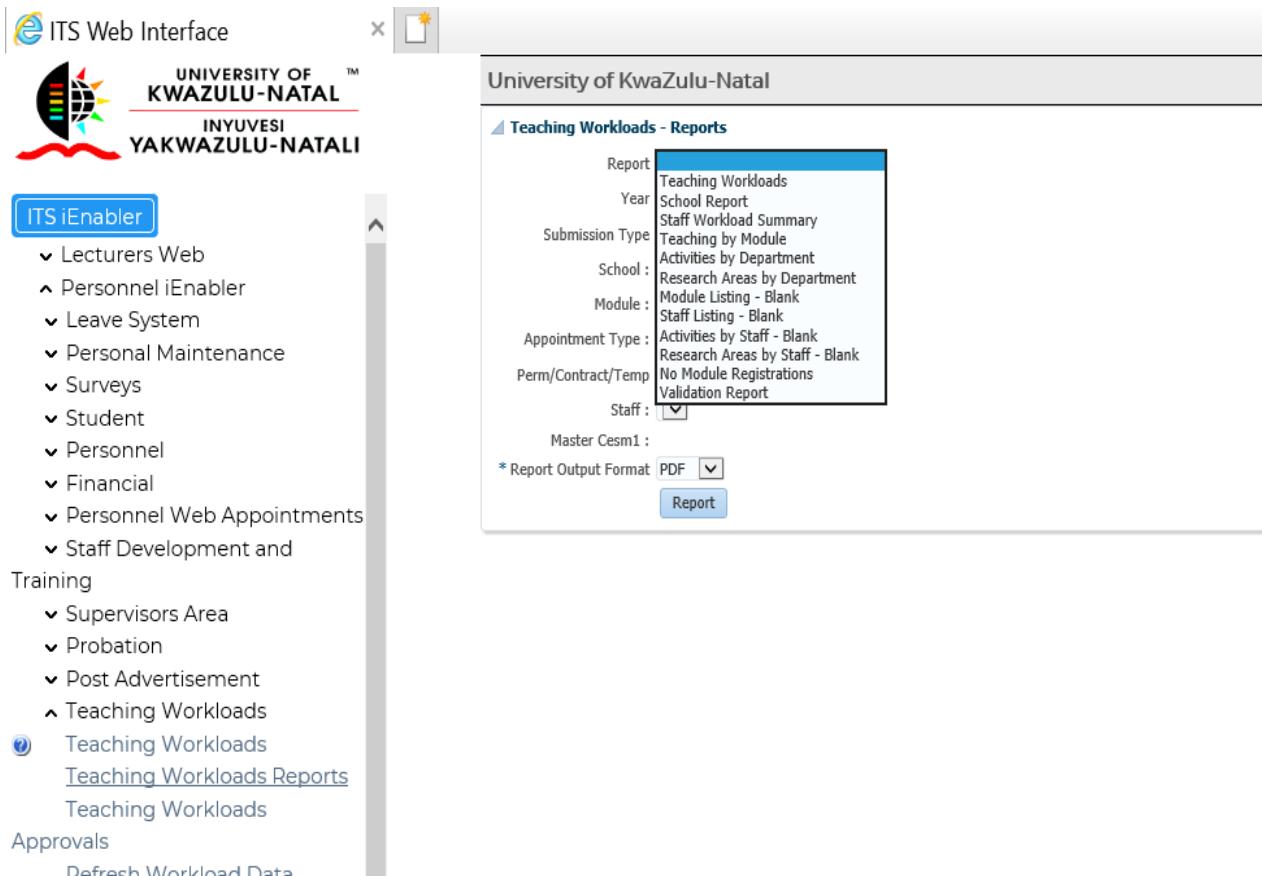
The main content area is titled "University of KwaZulu-Natal" and "Teaching Workloads - Reports". It contains the following form fields:

- Report (dropdown menu)
- Year (dropdown menu)
- Submission Type (dropdown menu)
- School : <No Selection> (dropdown menu)
- Module : <No Selection> (dropdown menu)
- Appointment Type : ALL (dropdown menu)
- Perm/Contract/Temp ALL (dropdown menu)
- Staff : (dropdown menu)
- Master Cesm1 :
- * Report Output Format PDF (dropdown menu)
- Report** button

A blue arrow points from the "Teaching Workloads Reports" link in the sidebar to the "Report" dropdown menu in the main form.

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. The left sidebar contains a navigation menu with sections like 'ITS iEnabler', 'Training', 'Approvals', and 'Refresh Workload Data'. The main content area is titled 'Teaching Workloads - Reports' and includes a list of report options:

- Report
- Year
- Submission Type
- School :
- Module :
- Appointment Type :
- Perm/Contract/Temp
- Staff :
- Master Cesm1 :
- * Report Output Format: PDF

Below the list is a 'Report' button.

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

The screenshot shows the ITS Web Interface for the University of KwaZulu-Natal. The left sidebar contains a navigation menu with the following items:

- 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
 - ② Teaching Workloads
 - [Teaching Workloads Reports](#)
 - Teaching Workloads
- Approvals

The main content area is titled "Teaching Workloads - Reports". It includes the following form fields:

- Report
- Year
- Submission Type
- School : <No Selection>
- Module : <No Selection>
- Appointment Type : ALL
- Perm/Contract/Temp ALL
- Staff :
- Master Cesm1 :
- * Report Output Format (highlighted)
-
-

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).

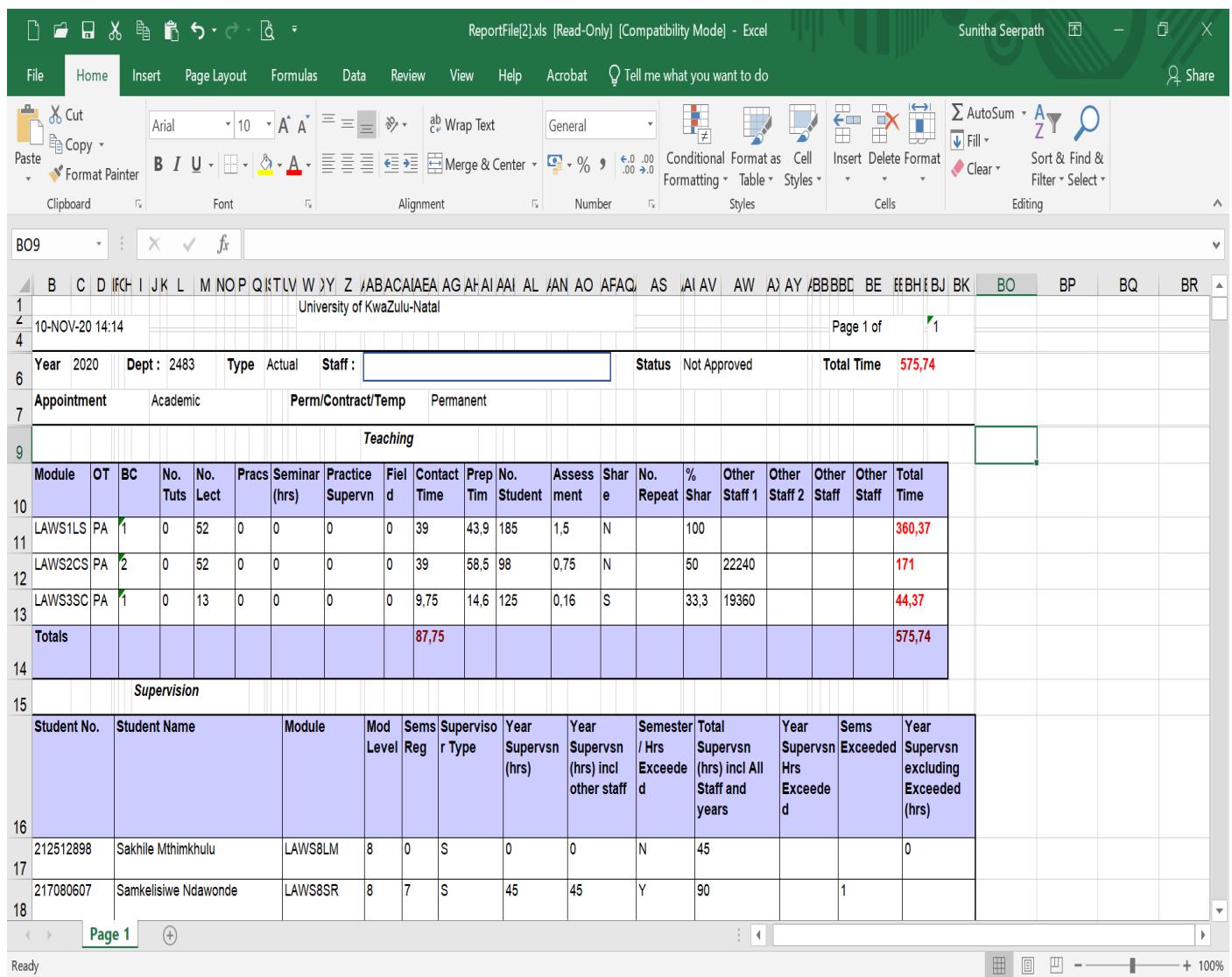
Once the report has been generated save it if it is what you require or close it before you can generate a new report.

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



The screenshot shows an Excel spreadsheet titled "ReportFile[2].xls [Read-Only] [Compatibility Mode] - Excel". The spreadsheet is for the University of KwaZulu-Natal, dated 10-NOV-2014, at 14:14. The report is for the year 2020, staffed by 2483, and is not approved. The total time is 575,74.

Teaching

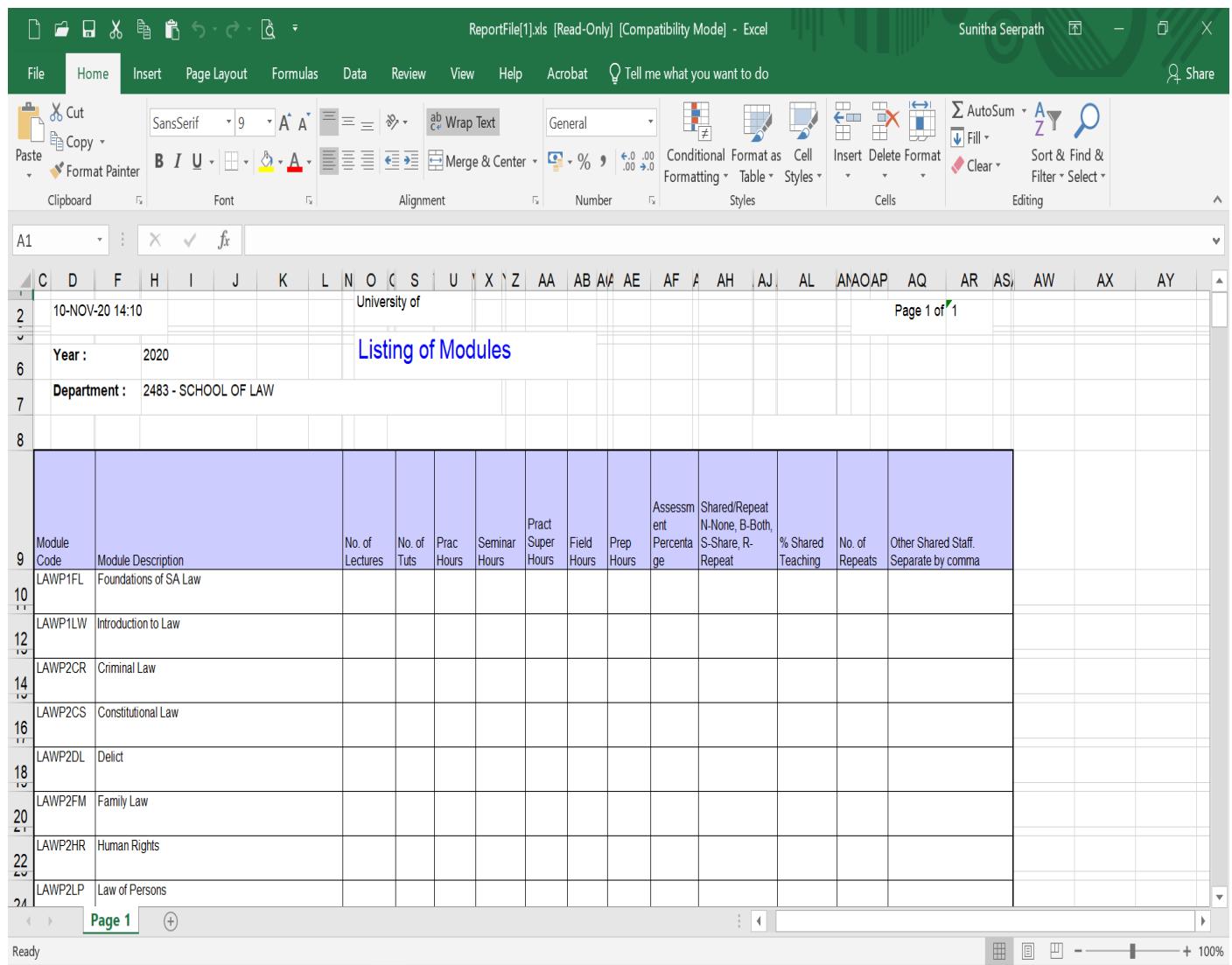
Module	OT	BC	No. Tuts	No. Lect	Pracs	Seminar	Practice Supervn	Field	Contact Time	Prep Tim	No. Student	Assess	Share	No. Repeat	% Share	Other Staff 1	Other Staff 2	Other Staff	Total Time
LAWS1LS	PA	1	0	52	0	0	0	0	39	43,9	185	1,5	N		100				360,37
LAWS2CS	PA	2	0	52	0	0	0	0	39	58,5	98	0,75	N		50	22240			171
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	

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

Cut Copy Paste Format Painter

SansSerif 9 A A Wrap Text General Conditional Format as Cell Insert Delete Format AutoSum Fill Clear Sort & Find & Filter

Font Alignment Number Styles Cells

A1

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

Year : 2020

Department : 2483 - SCHOOL OF LAW

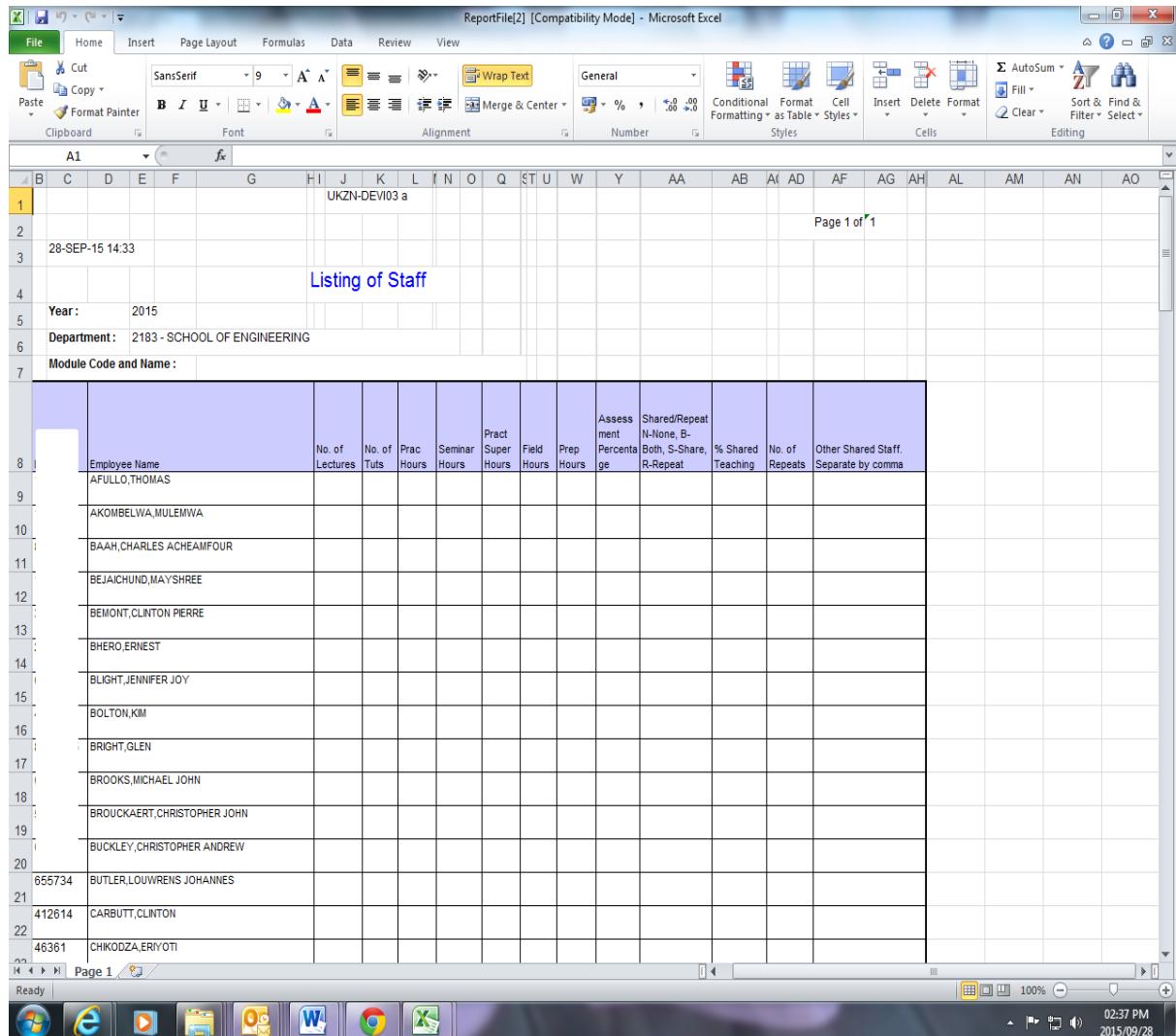
Listing of Modules

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

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

Fig.34



ReportFile[2] [Compatibility Mode] - Microsoft Excel

Page 1 of 1

Listing of Staff

	Employee Name	No. of Lectures	No. of Tuts	Prac Hours	Seminar Hours	Pract Super Hours	Field Hours	Prep Hours	Assessment Percentage	Shared/Repeat	% Shared Teaching	No. of Repeats	Other Shared Staff
8	AFULLO,THOMAS									N-None, B-Both, S-Share, R-Repeat			
9	AKOMBELWA,MULEMWA												
10	BAAH,CHARLES ACHEAMFOUR												
11	BEJAICHUND,MAYSHREE												
12	BEMONT,CLINTON PIERRE												
13	BHERO,ERNEST												
14	BLIGHT,JENNIFER JOY												
15	BOLTON,KIM												
16	BRIGHT,GLEN												
17	BROOKS,MICHAEL JOHN												
18	BROUCKAERT,CHRISTOPHER JOHN												
19	BUCKLEY,CHRISTOPHER ANDREW												
20	655734 BUTLER,LOUWRENS JOHANNES												
21	412614 CARBUTT,CLINTON												
22	46361 CHIKODZA,ERIYOTI												

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

Fig.35

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

Cut Copy Paste Format Painter Clipboard Arial 10 Wrap Text General Conditional Format as Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Find & Filter Select

AD18 X ✓ f

1 University of KwaZulu-Natal

2 10-NOV-20 13:59

3

4

5

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

7

8 Staff No. Staff Name Type Contact Prep Time Assessment Total Teaching Time Valid Supervision Supervision Exceeded Total Time(excluding supervision exceeded)

9

10 Actual 0 0 0 0 90 0 90

11 Actual 44,25 42,7 155,23 242,22 22 86 264,22

12 Actual 78 73,1 278,5 429,61 45 86 474,61

13 Actual 78 58,5 226,05 362,55 0 0 362,55

14 Actual 86,25 58,5 270,17 414,91 0 59 414,91

15 Actual 48,75 58,5 130,22 237,46 0 0 237,46

16 Actual 111 167 469,67 747,17 0 0 747,17

17 Actual 102 76,5 476,09 654,58 0 45 654,58

18 Actual 81 121 416,06 618,54 34 0 652,54

19 Actual 70,5 96,8 272,43 439,68 0 0 439,68

20 Actual 39 48,4 22,5 109,87 34 45 143,87

Actual 117 176 585,5 878 0 0 878

Page 1

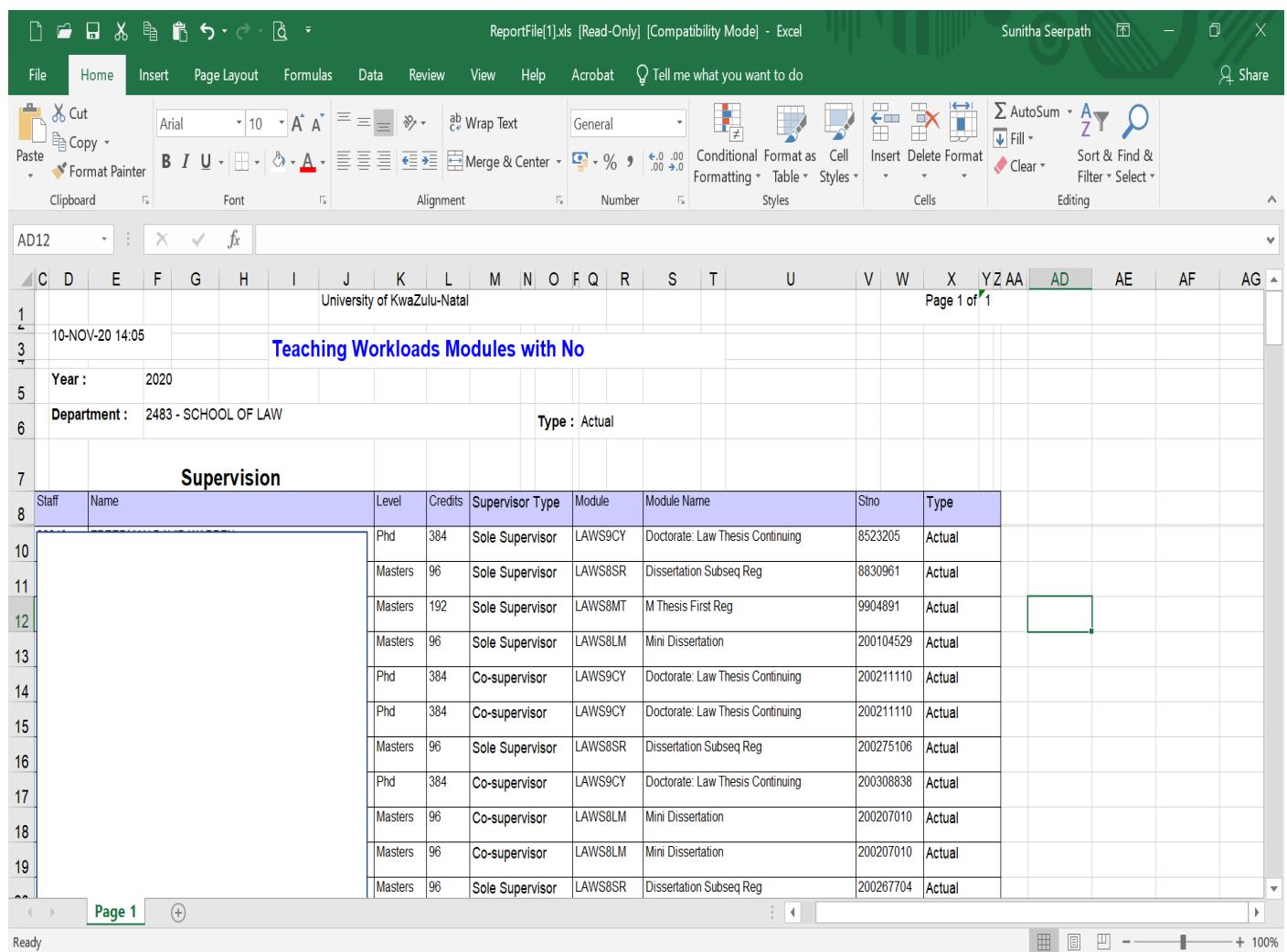
Ready

100%

Staff No.	Staff Name	Type	Contact Time	Prep Time	Assessment	Total Teaching Time	Valid Supervision	Supervision Exceeded	Total Time(excluding supervision exceeded)
		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

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

Fig.36



The screenshot shows a Microsoft Excel spreadsheet titled "ReportFile1.xls [Read-Only] [Compatibility Mode] - Excel". The ribbon is visible at the top with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, and Acrobat. The Home tab is selected. The title bar also shows the file name and the status "Sunitha Seerpath".

The spreadsheet contains the following data:

University of KwaZulu-Natal										Page 1 of 1		
10-NOV-20 14:05										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				
10		Phd	384	Sole Supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	8523205	Actual				
11		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	8830961	Actual				
12		Masters	192	Sole Supervisor	LAWS8MT	M Thesis First Reg	9904891	Actual				
13		Masters	96	Sole Supervisor	LAWS8LM	Mini Dissertation	200104529	Actual				
14		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200211110	Actual				
15		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200211110	Actual				
16		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	200275106	Actual				
17		Phd	384	Co-supervisor	LAWS9CY	Doctorate: Law Thesis Continuing	200308838	Actual				
18		Masters	96	Co-supervisor	LAWS8LM	Mini Dissertation	200207010	Actual				
19		Masters	96	Co-supervisor	LAWS8LM	Mini Dissertation	200207010	Actual				
		Masters	96	Sole Supervisor	LAWS8SR	Dissertation Subseq Reg	200267704	Actual				

The spreadsheet is currently on page 1 of 1. The status bar at the bottom right shows "100%".

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

Fig.37

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

Cut Copy Paste Format Painter

Font Alignment Number Styles Cells Editing

BH8

10-NOV-2014 14:02

Page 1 of 1

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 Tim	No. Student	Assessment	Share	No. Repeat	% Share	Total Time
		HA	52	0	0	0	0	0	39	29,3	256	0,75	B	2	50	260,25
		PA	26	0	0	0	0	0	19,5	29,3	194	0,75	S		50	194,25
		HA	26	0	0	0	0	0	19,5	14,6	256	0,37	B	2	25	128,84
		HA	26	0	0	0	0	0	19,5	14,6	256	0,37	B	2	25	128,84
		PA	26	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 Tim	No. Student	Assessment	Share	No. Repeat	% Share	Total Time
		HA	26	0	0	0	0	0	19,5	14,6	230	0,01	B	2	25	36,42

Page 1

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