

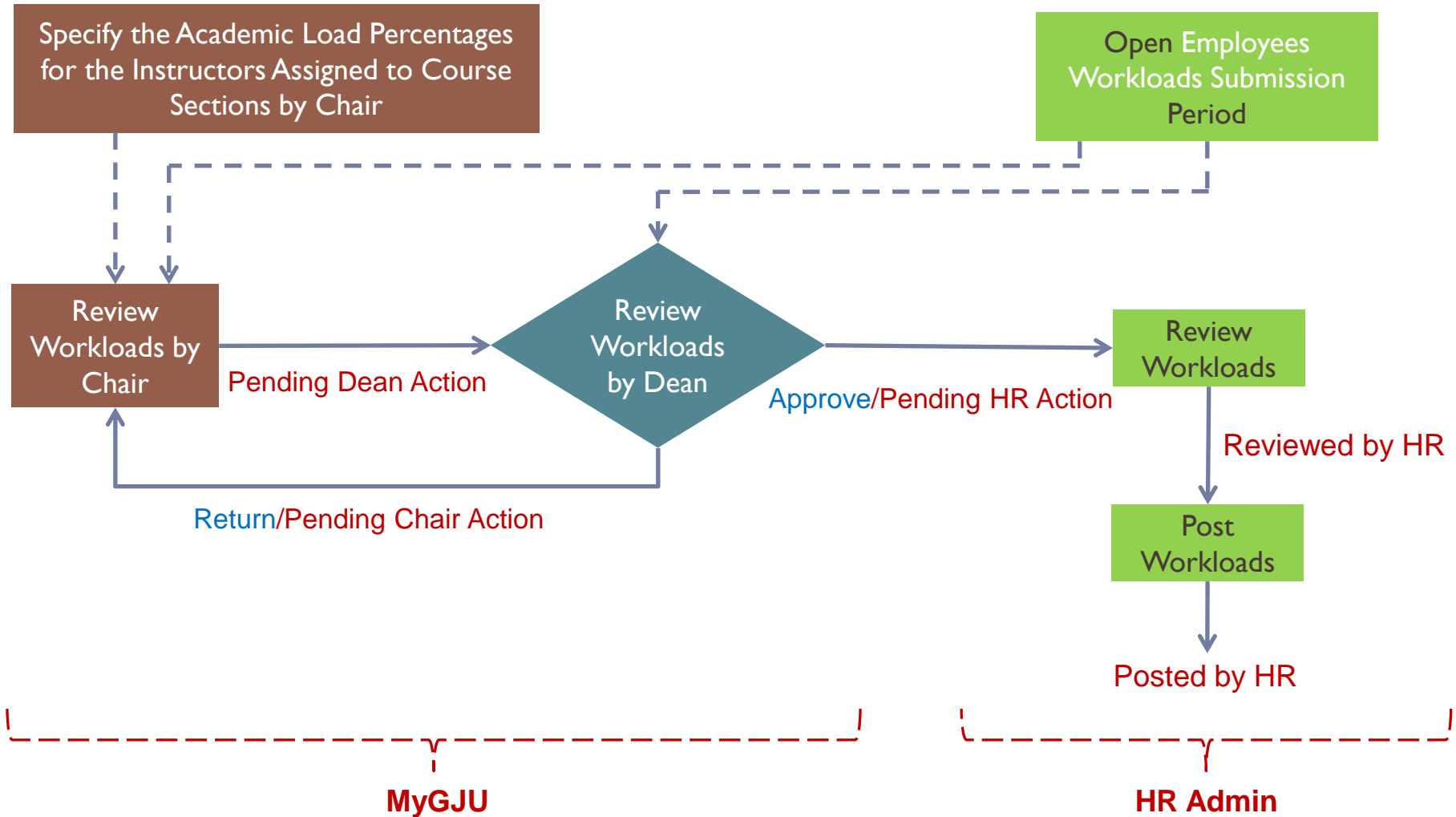
Employees Workloads Management in MyGJU

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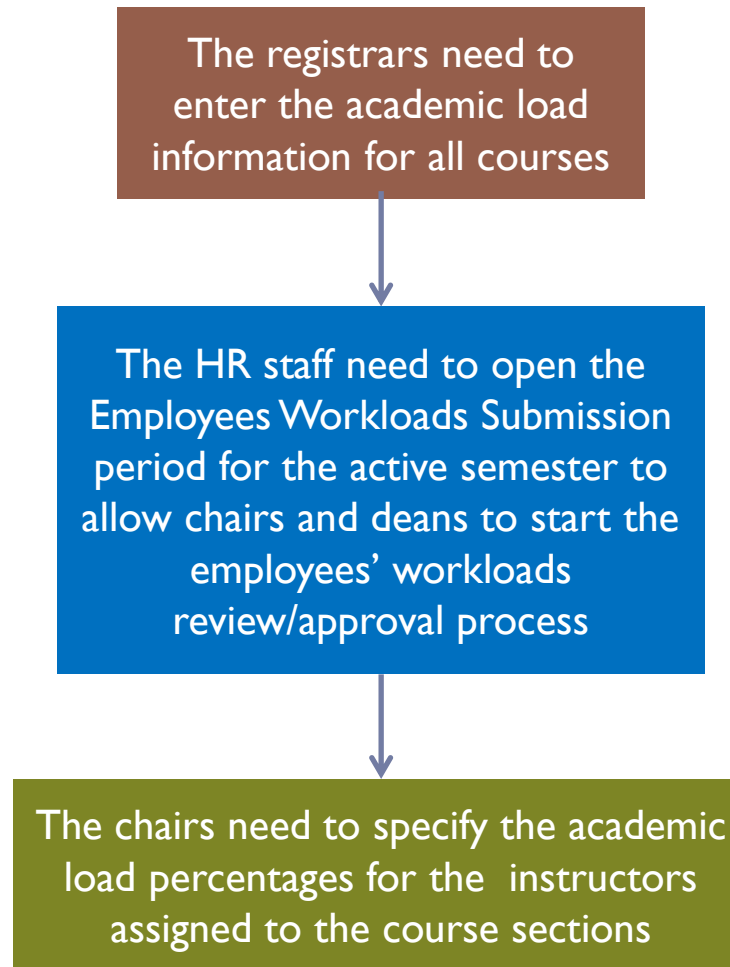
Overview

- ▶ A flow to manage the employees' workloads has been implemented in the MyGJU portal [1,2] to facilitate the generation, review, and approval of the workloads of the academic staff in all schools every semester. This flow saves a lot of the administrative staff efforts and results in a process that is paperless, transparent, effective, with minimal errors. Further, it enables management to optimize staff course scheduling as well as estimate future staffing needs.
- ▶ In this tutorial, the following employees' workloads management related features are covered:
 - ▶ Employees workloads management process.
 - ▶ Prerequisites for reviewing the employees' workloads.
 - ▶ Employees workloads review by chairs.
 - ▶ Employees workloads review by deans.
 - ▶ Not counted academic load.
 - ▶ Refreshing the computed workload.
 - ▶ Viewing the workload of an instructor.
 - ▶ Viewing the Employees Workloads Reports by registrars

Workload Management Process



Prerequisites for Reviewing the Employees Workloads



Prerequisite 1: Entering the Academic Load Data for the Courses by Registrars

- 1) In the **RegAdmin**, go to **Academic Setup → Courses → Manage Courses**.
- 2) **Select** different courses to **edit** their **Academic Load Information** as shown in the figures below.

Edit Course

Course ID : * CS1160

Degree : Bachelor

Academic Load Information

Academic Load Type: Laboratory

Academic Load Hours: 1.5

Academic Load Computation Method: Per Course Section

Edit Course

Course ID : * CE706

Degree : Master

Academic Load Information

Academic Load Type: Course

Academic Load Hours: 3.0

Academic Load Computation Method: Per Course Section

Edit Course

Course ID : * CE492

Degree : Bachelor

Academic Load Information

Academic Load Type: Senior Project

Academic Load Hours: 0.5

Academic Load Computation Method: Per Student

Maximum Academic Load: 3.0

Maximum Semesters: 1

Edit Course

Course ID : * CE751

Degree : Master

Academic Load Information

Academic Load Type: Master Thesis

Academic Load Hours: 1.0

Academic Load Computation Method: Per Student

Maximum Academic Load: 3.0

Maximum Semesters: 3



Prerequisite 2: Opening the Employees Workloads Submission Period by HR

- 1) In the **HumanResources admin**, go to **HR Setup → Registration Calendar**
- 2) **Select** the **Employees Workloads Submission** period
- 3) **Enter** the **From/To** dates
- 4) **Click** on the **Save** button



Academic Official Load

Administrative Load

Registration Calendar

► HR Setup ► Registration Calendar

Note: You can only edit employees workloads submission period.

Academic Calendar for First 2023/2024				
<input checked="" type="checkbox"/>	Period Type	From Date	To Date	Clear
<input type="checkbox"/>	Registration	2023-09-06 10:00	2023-10-11 19:00	Clear
<input type="checkbox"/>	Add and Drop	2023-10-13 05:00	2023-10-19 23:59	Clear
<input checked="" type="checkbox"/>	Employees Workloads Submission	2023-10-01 00:00	2023-10-20 00:00	<u>Clear</u>

Prerequisite 3: Specifying the Academic Load Percentages for the Instructors by Chairs

- 1) In MyGJU, go to **Chair's Tasks** → **Course Sections**
- 2) **Select** different sections to **edit** the **Academic Load Percentages** for the assigned instructors.
- 3) **Go** to the **Instructors** field set in the **Edit Course Section** screen.

Instructors

Note: Editing the academic load percentages may affect the posted academic load for the selected instructors, so this operation is safe only if the workload approval did not start yet.

Note: The academic load percentage is editable if the section load type is course or lab; If the load type is senior project, then the first instructor will take the full percentage; In case the load type is master thesis, then the percentage will be calculated in accordance to the academic regulations.

Note: If the section is marked as virtual then the workload will not be counted for the instructors.

Faculty : School of Electrical Engineering and Information Technology

Work Type	Instructor	Academic Load Percentage	Workload Approval Status
Primary	Ammar Gharaibeh	100	Workload Approval Under Processing
Primary	Select One	0	Workload Approval Not Started

Work Type	Instructor	Academic Load Percentage
Primary	Feras Al Hawari	100
Teaching Assistant	Wala'a Abuswaleem	0

Work Type	Instructor	Academic Load Percentage
Primary	Ammar Gharaibeh	50
Primary	Julia Schnitzer	50

For
Chairs
only

One Instructor

Instructor and TA

Supervisor and Co-supervisor

Note: Do not change the percentages after the workload is approved by Chair.

Employees Workloads Review by Chairs and Deans

Employees Workload Review by Chair (1)

1. In MyGJU, go to **Chair's Tasks** → **Workloads**

Chair's Tasks > Workloads

Filtering Criteria

Year : 2023/2024

Semester : * First

Faculty : School of Electrical Engineering and Information Techn

Department : Computer Engineering Department

Status : Pending Chair Action

Employee Type : Academic

Total Load Status : All

Instructor First Name : Academic Instructors

Instructor Family Name : Administrative TAs

Employee ID :

Columns to Show in Results

☐ All

☐ Faculty

☐ Department

☐ Commission

☐ Suggested Administrative Load

☒ Total Computed Academic Load

☐ Total Counted Academic Load

☐ Total Not Counted Academic Load

☐ Over Load

☐ Under Load

☐ Total Load

☐ Approved Academic Load

☐ Approved Administrative Load

☐ Approved Total Load

☐ Approved Over Load

2. Select an employee

3. Click the **Review** button

Employees Workload

(1 of 1)

1

6

	Employee ID	Name	Employee Status	Rank/Grade	Official Academic Load	Total Computed Academic Load	Approval Status
	1	Eeras Hamdan Hussein Al	Currently Employed	Professor	9.0	3.0	Pending Chair Action
	1		Currently Employed	Professor	9.0	3.0	Pending Chair Action
	1		Currently Employed	Associate Professor	12.0	14.0	Pending Chair Action
	1		Currently Employed	Assistant Professor	12.0	15.0	Pending Chair Action
	1		Currently Employed	Associate Professor	12.0	15.0	Pending Chair Action
	1		Currently Employed	Associate Professor	12.0	0.0	Pending Chair Action

Review

Export

Employees Workload Review by Chair (2)

► Chair's Tasks ► Workloads ► Review Employee Workload

Suggested Load Information

Schedule for First 2023 / 2024													
Course ID	Course Name	Degree	Course Level	Section No. ↕	Virtual ↕	Credit Hours ↕	No. of Students ↕	Academic Load Type ↕	Course Academic Load ↕	Academic Load Percentage ↕	Computed Academic Load ↕	Counted Academic Load ↕	Not Counted Academic Load ↕
CE2120	Digital Systems Lab	Bachelor	Second Year	10	No	1	8	Laboratory	1.5 Per Course Section	100.0	1.5	1.5	0.0
CE3561	Computer Networks lab	Bachelor	Third Year	1	No	1	18	Laboratory	1.5 Per Course Section	100.0	1.5	1.5	0.0

Administrative Load			
University Entity	Commission	From Date	To Date
School of Electrical Engineering and Information Technology	Dean	28-09-2023	
School of Electrical Engineering and Information Technology	Dean	28-09-2021	27-09-2023

Total Rows: 2

Official Academic Load: 9.0 Based on the instructor's rank

Total Computed Academic Load: 3.0

Total Counted Academic Load: 3.0

Total Not Counted Academic Load: 0.0

Suggested Administrative Load: 6.0 Based on the commission and regulations

Total Load: 9.0

Over Load: 0.0 With respect to the official Academic Load

Under Load: 0.0 With respect to the official Academic Load

These values are automatically generated and need to be double checked. If any thing is wrong, please double check if the following values are specified correctly:

- Course Academic Load that is entered by registrars (see slide 5)
- Academic Load Percentage that is specified for each instructor from the edit course section screen (see slide 7).



Employees Workload Review by Chair (3)

Chair's Tasks > Workloads > Review Employee Workload

Approved Load Information By Human Resources

Approved Academic Load: N.A.

Approved Administrative Load: N.A.

Approved Total Load: N.A.

These values will be updated when the HR approves the workload.

Notes

Chair Notes:

The workload is ok.

Enter notes here, if needed.

Dean Notes:

HR Notes:

← Back

✓ Approve

✕ Return

↻ Refresh

🖨 Print

Click the **Approve** button, when everything is finalized.

Click the **Back** button, if not done and would like to finalize later.

Employees Workload Review by Dean (1)

1. In MyGJU, go to
Dean's Tasks → Workloads

Dean's Tasks ▶ Workloads

Filtering Criteria

Year : 2023/2024
Semester : * First
Faculty : School of Electrical Engineering and Information Techn
Department : All
Status : Pending Dean Action

Employee Type : Academic
Total Load Status : All
Instructor First Name :
Instructor Family Name :
Employee ID :

Columns to Show in Results

☐ All
☐ Faculty
☐ Department
☐ Commission
☒ Suggested Administrative Load

☒ Total Computed Academic Load
☐ Total Counted Academic Load
☐ Total Not Counted Academic Load

☐ Over Load
☐ Under Load
☐ Total Load

☐ Approved Academic Load
☐ Approved Administrative Load
☐ Approved Total Load
☐ Approved Over Load

2. Select an employee
3. Click the **Review** button

Search

Employees Workload

(1 of 1)

Employee ID	Name	Employee Status	Rank/Grade	Official Academic Load	Suggested Administrative Load	Total Computed Academic Load	Approval Status
		Currently Employed	Associate Professor	12.0	3.0	12.0	Pending Dean Action
		Currently Employed	Professor	9.0	6.0	3.0	Pending Dean Action

Review Export

Employees Workload Review by Dean (2)

Click the **Approve** button, when everything is finalized. Otherwise, click the **Return** button to send the workload back to the Chair to fix an issue as explained in the Dean Notes section.

When the Dean approves a workload, then it will be available to HR for posting. In the case something was wrong in the workload after approving it by the Dean, then the Dean needs to send the needed modifications **in writing** to the HR department for rectification.

Dean's Tasks > Workloads > Review Employee Workload

Official Academic Load:	9.0
Total Computed Academic Load:	3.0
Total Counted Academic Load:	3.0
Total Not Counted Academic Load:	0.0
Suggested Administrative Load:	6.0
Total Load:	9.0
Over Load:	0.0
Under Load:	0.0

These values are automatically generated and need to be double checked; while noting that the Chair has already checked them.

Approved Load Information By Human Resources

Approved Academic Load:	N.A.
Approved Administrative Load:	N.A.
Approved Total Load:	N.A.

These values will be updated when the HR approves the workload.

Notes

Chair Notes:	<input type="text" value="The workload is ok."/>	
Dean Notes:	<input type="text" value="All is fine from my side!"/>	Enter notes here, if needed.
HR Notes:	<input type="text"/>	

Not Counted Academic Load (1)

Chair's Tasks Workloads Review Employee Workload

Schedule for First 2023 / 2024														
Course ID	Course Name	Degree	Course Level	Section No. ↕	Virtual ↕	Credit Hours ↕	No. of Students ↕	Academic Load Type ↕	Course Academic Load ↕	Academic Load Percentage ↕	Computed Academic Load ↕	Counted Academic Load ↕	Not Counted Academic Load ↕	Workload Exclusion Details
CE352	Computer Networks	Bachelor	Third Year	1	No	3	28	Course	3.0 Per Course Section	100.0	3.0	3.0	0.0	
CE751	Master Thesis A	Master	N.A.	1	No	0	1	Master Thesis	1.0 Per Student	50.0	0.5	0.0	0.5	View

The computed academic load for one of the supervisors of the CE751 course section (i.e., M.Sc. Thesis) is 0.5. However, in this case the system did not count this academic load for the instructor due to regulations. The system may display the workload exclusion details in the last column above, or it may enable a **View** link to show the exclusion details on another page as in the case above. In this case, the workload was not counted because it's the fourth supervision semester for the same student, given that the maximum M.Sc. Thesis supervision semesters is 3.

Section Load Information

Students in Section								
Student ID ↕	Student Name ↕	Major ↕	Computed Academic Load ↕	Counted Academic Load ↕	Not Counted Academic Load ↕	Excluded	Exclusion Reason ↕	Exceeded Semesters
		M.Sc. in Computer Engineering	0.5	0.0	0.5	Yes	Exceeded Supervision Semesters	First 2023/2024 Second 2022/2023 First 2022/2023 Second 2021/2022

Total Rows: 1

Total Computed Academic Load: 0.5

Total Counted Academic Load: 0.0

Total Not Counted Academic Load: 0.5

Not Counted Academic Load (2)

► Chair's Tasks ► Workloads ► [Review Employee Workload](#)

Schedule for First 2023 / 2024

Course ID	Course Name	Degree	Course Level	Section No. ⚡	Virtual ⚡	Credit Hours ⚡	No. of Students ⚡	Academic Load Type ⚡	Course Academic Load ⚡	Academic Load Percentage ⚡	Computed Academic Load ⚡	Counted Academic Load ⚡	Not Counted Academic Load ⚡	Workload Exclusion Details
CE594	Senior Project II	Bachelor	Fifth Year	1	No	3	4	Senior Project	0.5 Per Student	100.0	2.0	2.0	0.0	
CE592	Senior Project I	Bachelor	Fifth Year	1	No	1	4	Senior Project	0.5 Per Student	100.0	2.0	1.0	1.0	Exceeded supervision hours limit for senior projects

In the above case, the system detected that the instructor is supervising the senior projects of 8 students, hence the total computed academic load in this case is 4. However, the maximum senior project academic load for each instructor per semester according to the regulations is 3, hence the counted academic workload was reduced by 1 as shown above.

Not Counted Academic Load (3)

Course Section Information

Year : 2023/2024
Semester : First
Course Name : Systems Programming LAB
Course Learning Model : Face to Face
Course ID : CS4150
Section No. : 1

Credit Hours : 1 **Degree :** Bachelor
Theoretical Hours : 0 **Faculty :** School of Electrical Engineering and Information Technology
Practical Hours : 1 **Department :** Computer Science Department

Other Options

Note: the virtual selection affects the instructor schedule and the rooms booking.

Note: The disable check for instructor conflict selection only affects the instructor schedule.

Note: You cannot unblock the course section when there are unprocessed seat reservation requests.

In Final Exam : ☒ **Virtual :** ☒ Blocked : ☒ Active : ☒ Disable Check for Instructor Conflicts : ☐
 Intensive : ☐

► Chair's Tasks ► Workloads ► [Review Employee Workload](#)

Course ID	Course Name	Degree	Course Level	Section No. ↕	Virtual ↕	Credit Hours ↕	No. of Students ↕	Academic Load Type ↕	Course Academic Load ↕	Academic Load Percentage ↕	Computed Academic Load ↕
CS4150	Systems Programming LAB	Bachelor		1	Yes	1	1	Laboratory	1.5 Per Course Section	100.0	0.0

Note that when a course section is **virtual**, the **Computed Academic Load** for it will be **0.0**

Refreshing a Computed Workload

► Chair's Tasks ► Workloads ► Review Employee Workload

Notes

Chair Notes: I have refreshed and double checked the workload, all is fine an ready for approval.

Dean Notes: I returned the workload because we need to check again.

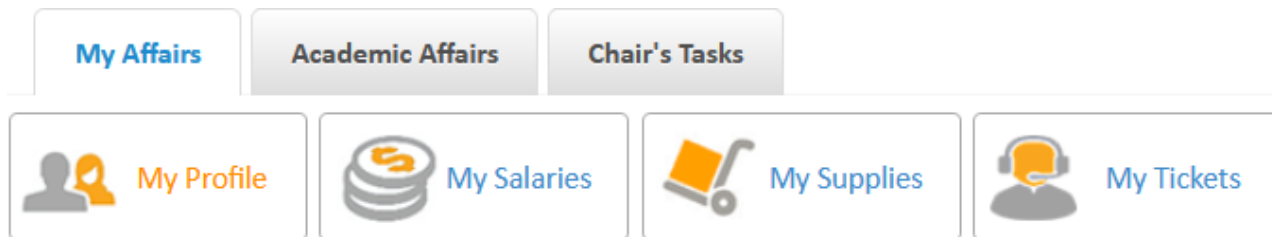
HR Notes:

Back Approve Return Refresh Print

In case the Dean returns the workload back to the Chair for double checking, the **Refresh** button will be enabled for the Chair. This is needed because the system saved the workload when the Chair approved the workload in the first time. Hence, when the Dean returns the workload to the Chair, the Chair will see the saved workload rather than the current workload. So, to enforce the system to recompute (refresh) the instructor workload based on the current courses & course sections values, the Refresh button needs to be clicked in such a case.

Viewing an Instructor's Workload (1)

- 1) In **MyGJU**, go to **My Affairs** → **MyProfile**
- 2) **Click** the **Workloads** link below



My Profile

[Employee Information](#)
[Employee Status](#)
[Job Titles](#)
[Promotions](#)
[Commissions](#)
[Family Members](#)
[Health Insurance](#)

[Certificates](#)
[Experiences](#)
[Vacations](#)
[Work Start Delays](#)
[Workloads](#)
[Overtimes](#)

[Telephones](#)
[Contact Information](#)
[Banks Accounts](#)
[Deductions Definitions](#)
[Allowances Definitions](#)
[Full Profile](#)
[Feedback](#)

Viewing an Instructor's Workload (2)

Notifications will be sent to the instructor, when appropriate, during the review process. Upon approvals, the instructor should check the workload for errors and notify the responsible party, if needed.

My Affairs My Profile Workloads **Workload**

Filtering Criteria

Year : 2023/2024 Semester : * First

Search

Academic Load for First 2023/2024												
Course ID	Course Name	Degree	Course Level	Section No.	Virtual	Credit Hours	No. of Students	Academic Load Type	Course Academic Load	Academic Load Percentage	Computed Academic Load	Counted Academic Load
CE3561	Computer Networks lab	Bachelor	Third Year	1	No	1	18	Laboratory	1.5 Per Course Section	100.0	1.5	1.5

Workload Approval Status: Pending Dean Action

Official Academic Load: 9.0

Total Computed Academic Load: 3.0

Total Counted Academic Load: 3.0

Total Not Counted Academic Load: 0.0

Suggested Administrative Load: 6.0

Total Load: 9.0

Over Load: 0.0

Under Load: 0.0

Approved Load Information By Human Resources

Approved Academic Load: N.A.

Approved Administrative Load: N.A.

Approved Total Load: N.A.

These values will be visible when the HR approves the workload.

Notes

Chair Notes: N.A.

Dean Notes: N.A.

HR Notes: N.A.

Back Print

Viewing the Employees Workloads Report by Registrars



System Setup ▾ Academic Setup ▾ Students Affairs ▾ Users Affairs ▾ Financial Affairs ▾ Reports ▾

Registration Reports

- [MOHE General Report](#)
- [Admission Report](#)
- [Students Prerequisite Tests Report](#)
- [Prerequisite Tests Qualification Report](#)
- [Students Remedial Courses Nonfulfillment Report](#)
- [Students Courses Completion Report](#)
- [GY Outgoing Applications Report](#)
- [Fail German VI Student Report](#)
- [GY Internships Report](#)
- [GY Scholarship Applications Report](#)
- [Dual Studies Report](#)
- [Batch Semester Results Report](#)
- [Students Academic Status for Scholarships Report](#)
- [Students Vaccination Certificates Report](#)
- [Advisors Report](#)
- [Advisor Students Report](#)
- [Evaluations Report](#)
- [Employees Workloads Report](#)
- [Inactive Employees Report](#)
- [Courses Report](#)
- [Available Course Sections Report](#)

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed April 2023].
2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). Computer Applications in Engineering Education, 2017 Mar, 25(2):242-263.