VIEWING, UPDATING & APPROVING ACADEMIC WORKLOAD IN HORUS

This Quick Guide will provide you with the steps required to view, update or approve Academic Workloads in HORUS.

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PART A. Viewing and/or updating your Academic Workload in HORUS

1. Log into HORUS (https://horus.anu.edu.au)

2. Navigate to: Main Menu > HORUS > Performance Management > Edit Academic Workload:

3. Review your current Academic Workload summary:
4. To add a new academic workload split, select the **Add new Workload Split** button:

A new row will populate with the current date as the start date and blank fields under **Research %**, **Education %**, and **Service/Leadership/Public Policy %**.
5. Enter the **Start Date** and new percentages under **Research, Education and Service/Leadership/Public Policy** respectively.

To add a comment, select the **Add** button under the Comments column.

**Note:** The total percentage needs to add up to 100%. Workload summaries that do not add up to 100% will display the following message:
Submit your new workload split for approval by your supervisor by selecting the **Submit for Approval** button.

The Workload status will change from **New** to **Submitted** and the latest dated row will default to the top of the table:
Note: You cannot enter multiple workload splits at the same time. Previous workload splits have to be finalised before a new one is entered.

7. An email notification will be sent to your supervisor for approval containing a link to the transaction:

   The following Academic Workload Split has been submitted for your approval:
   
   Employee ID: 100000- Employee Name  
   Department: Medical School Directorate  
   Job Title: Lecturer (Level B)  
   Start Date: 18-07-2017  

   Please use the following link to view the transaction:

   http://esweb95.anu.edu.au:5250/psp/hr/92acep/EMPLOYEE/HRMS/i/ANU_HR/ANU_Acad_Wld_Mss.GBL?Page=ANU_Wld_Emp_Sel&Action=U&EmplID=1003452&Empl_Rcd=0&St_Art_Date=2016-05-21

8. If your manager approves the new Workload, you will receive an email notification with a link to view the transaction:
The following academic workload split has been approved:

Employee ID: 1000000 – Employee Name
Department: ANU Medical School
Job Title: Lecturer (Level B)
Start Date: 18-07-2017

Please use the following link to view the transaction:

http://esweb95.anu.edu.au:6250/psp/hr92cep/EMPLOYEE/HRMS/c/ANU_HR.ANU_Acad_Load_SS.GBL?Page=ANU_Acad_Load_SS&Action=U&EMPLID=1003452&EMPL_RCD=0&START_DATE=2016-02-23

If you require further assistance please refer to the user documentation at the following link:

https://services.anu.edu.au/information-technology/software-systems/hr-management-system

If your manager wants you to rework your Workload schedule, you will receive the below notification with a link to edit your Workload schedule.

The following Academic Workload Split has been pushed back by your Manager and needs to be reviewed:

Employee ID: 1000000 – Employee Name
Department: ANU Medical School
Job Title: Lecturer (Level B)
Start Date: 18-07-2017

Please use the following link to view the transaction:

http://esweb95.anu.edu.au:6250/psp/hr92cep/EMPLOYEE/HRMS/c/ANU_HR.ANU_Acad_Load_SS.GBL?Page=ANU_Acad_Load_SS&Action=U&EMPLID=1003452&EMPL_RCD=0&START_DATE=2016-02-23
PART B. Approving academic Workload via Manager Self-service

1. Navigate to approve the Academic Workload by either:
   a. Clicking on the link in the email notification which will take you to the HORUS login page

   The following Academic Workload Split has been submitted for your approval:

   **Employee ID: 1000000 - Doe, John**
   **Department: Medical School Directorate**
   **Job Title: Lecturer (Level B)**
   **Start Date: 18-07-2017**

   Please use the following link to view the transaction:

   [http://esweb95.anu.edu.au:6250/asp/hr/hr92acep/EMPLOYEE/HRMS/ANU_HR/ANU_Acad_Wld_MSS/GL]?

   OR

   b. Logging into [HORUS](https://horus.anu.edu.au) and navigating to Main Menu > Manager Self Service > Performance Management > Academic Workload:

2. Select the Employee’s whose Academic Workload you want to review:
3. Select the date and status related to the Academic Workload schedule you want to review:

4. Review the Workload and either seek that the staff member reworks their workload by selecting the Rework button, or approve the Workload by selecting the Approve Workload button.

   Note: If you seek that the applicant reworks their Workload, you will be prompted to add a comment.

   The applicant will receive an email notification with your decision.

End quick guide