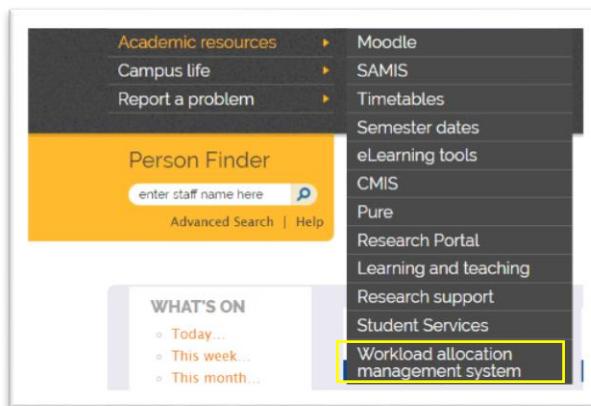


# Bath WAMS User Guide

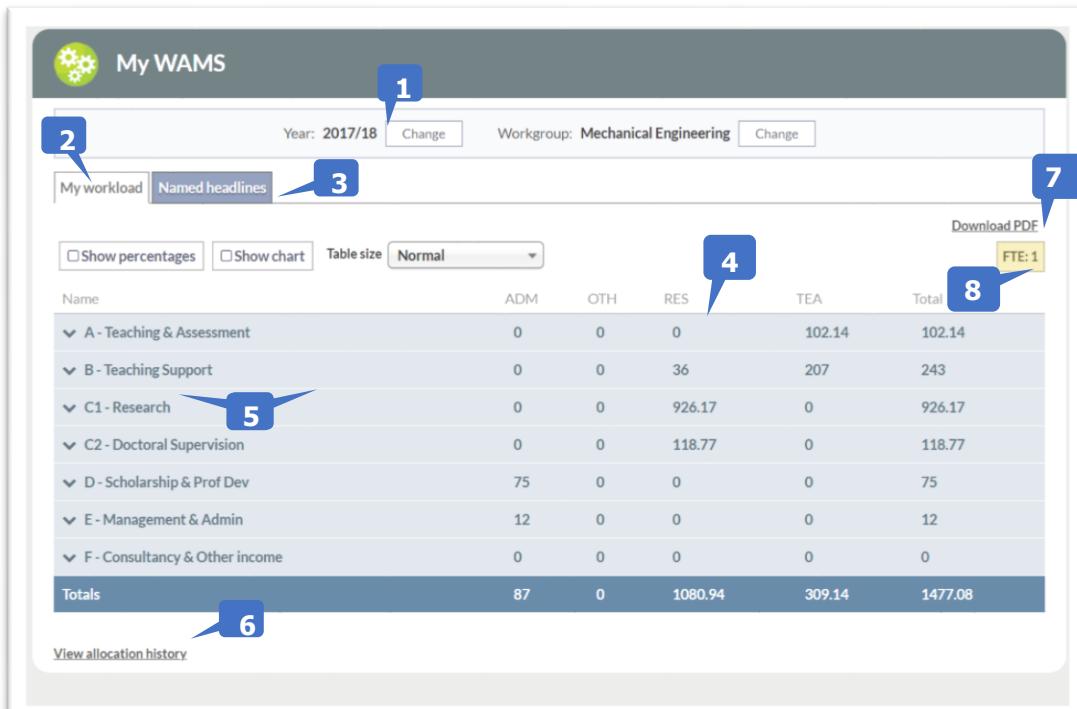
## 1.1 Login to Bath WAMS

Bath Workload allocation management system (WAMS) can be accessed via the University of Bath staff homepage under Academic Resources. Staff are able to login to Bath WAMS using their University username and password.



## 1.2 Viewing workload allocations on Bath WAMS

Individual members of staff can logon to Bath WAMS to see their current workload allocations at any point in the academic year. A pdf summary of the allocations can also be downloaded.



Name	ADM	OTH	RES	TEA	Total
▼ A - Teaching & Assessment	0	0	0	102.14	102.14
▼ B - Teaching Support	0	0	36	207	243
▼ C1 - Research	0	0	926.17	0	926.17
▼ C2 - Doctoral Supervision	0	0	118.77	0	118.77
▼ D - Scholarship & Prof Dev	75	0	0	0	75
▼ E - Management & Admin	12	0	0	0	12
▼ F - Consultancy & Other income	0	0	0	0	0
<b>Totals</b>	<b>87</b>	<b>0</b>	<b>1080.94</b>	<b>309.14</b>	<b>1477.08</b>

1. The academic year that this workload applies to. To select an alternative year, click on "Change".
2. To access workload details.
3. To access a workload overview for the department. This has been switched off for the majority of departments in 2018-19.
4. Hours are grouped according to work activity types: TEA (Teaching), RES (Research) OTH (Other) and ADM (Admin).
5. The grid shows the hours allocated within this year/department - the activities are organised into categories which are then totalled. To see the detail, click on the downward point arrow icon (see below).
6. Click here to view previous published allocations in the academic year chosen.
7. To access a PDF file of workload.
8. FTE of the member of staff.

Note that the 'My Workload' tab only becomes populated with allocated hours, once workloads have been published in WAMS.

### 1.3 Expanding the data

The workload detail grid may be expanded to give more detailed information. The data can be expanded by selecting the downward pointing arrow icon next to the workload category. The individual workload items are displayed with the hours allocated to them.

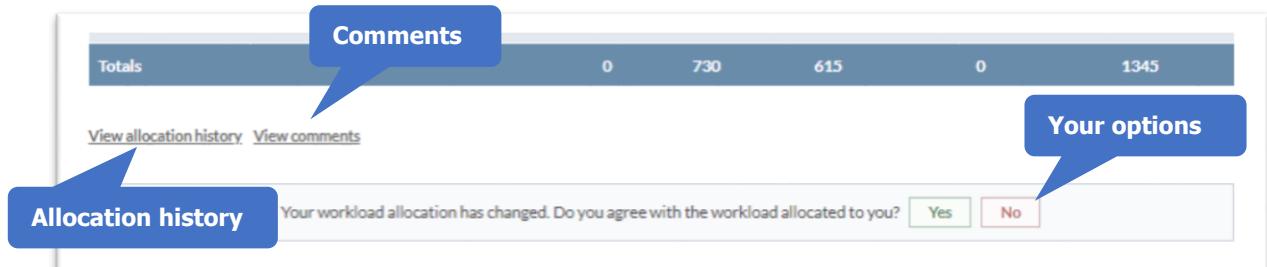
**Dropdown arrow** 

**Expanded detail** 

Name	ADM	OTH	RES	TEA	Total	FTE: 1
▼ A - Teaching & Assessment	0	0	0	102.14	102.14	
▲ B - Teaching Support	0	0	36	207	243	
^A - UGT	0	0	0	39	39	
Personal Tutoring - first year	0	0	0	20	20	
Personal Tutoring - other students	0	0	0	15	15	
UG EIP Assessor	0	0	0	4	4	
^C - Other	0	0	36	168	204	
Exam invigilation	0	0	0	8	8	
PhD Examining	0	0	36	0	36	
Teaching Support Allowance	0	0	0	160	160	
▼ C1 - Research	0	0	926.17	0	926.17	
▼ C2 - Doctoral Supervision	0	0	118.77	0	118.77	
▼ D - Scholarship & Prof Dev	75	0	0	0	75	
▼ E - Management & Admin	12	0	0	0	12	
▼ F - Consultancy & Other income	0	0	0	0	0	
<b>Totals</b>	<b>87</b>	<b>0</b>	<b>1080.94</b>	<b>309.14</b>	<b>1477.08</b>	

## 1.4 Accepting or declining a published workload allocation

After workloads have been published in WAMS, staff will receive a notification at the bottom of the 'My WAMS section' of their Me page indicating the requirement for workload agreement (in addition to an email notification).



Once the workload allocation has been viewed along with any associated comments (shown within View comments) the displayed workload can be accepted or declined. Comments can be added by the member of staff in the box available upon submission (mandatory if declining a workload).