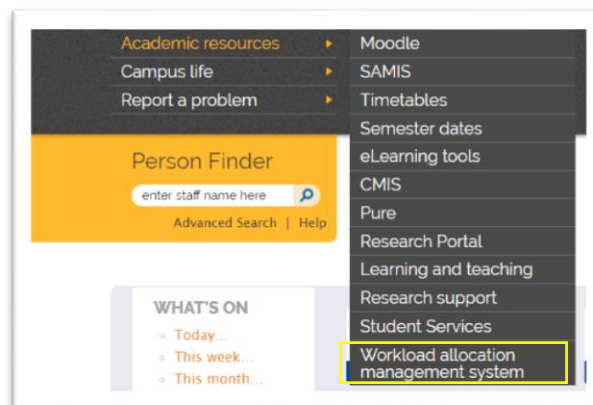


Bath WAMS User Guide

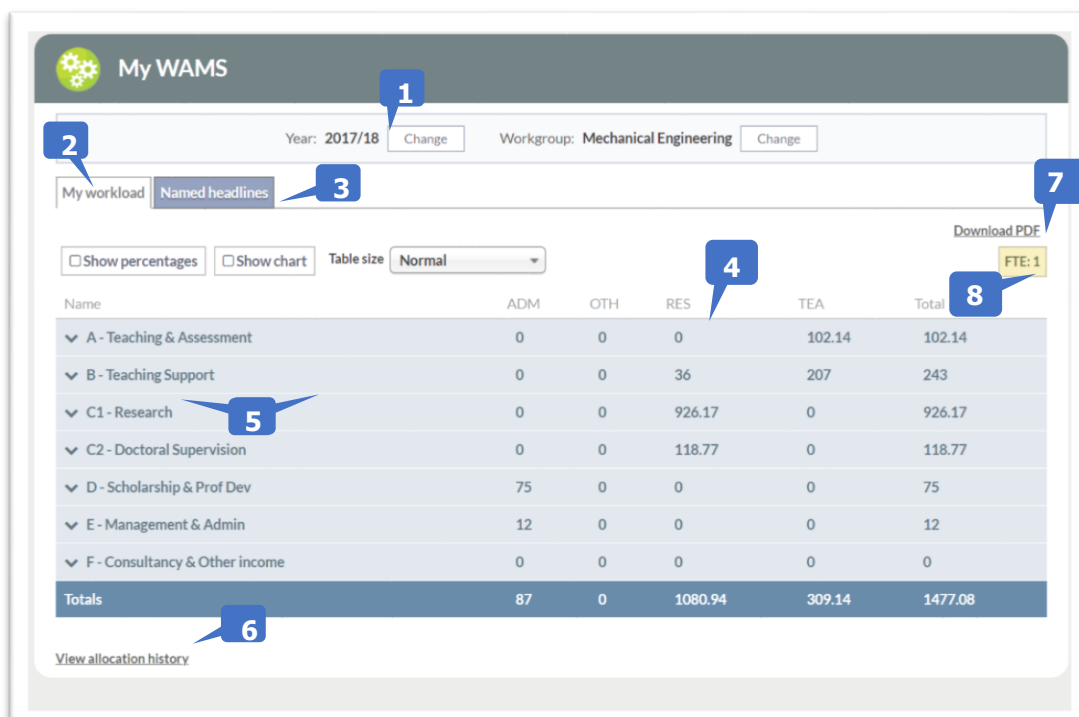
1.1 Login to Bath WAMS

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.



The screenshot shows the 'My WAMS' page. At the top, there is a header with the 'My WAMS' title and a green gear icon. Below the header, there is a navigation bar with 'My workload' and 'Named headlines' tabs. The 'My workload' tab is selected. Below the tabs, there is a section for 'Year: 2017/18' and 'Workgroup: Mechanical Engineering'. There are checkboxes for 'Show percentages' and 'Show chart', and a 'Table size' dropdown menu set to 'Normal'. A 'Download PDF' button is visible in the top right corner. The main content is a table showing workload allocations for various categories. The table has columns for 'Name', 'ADM', 'OTH', 'RES', 'TEA', and 'Total'. The 'RES' column is highlighted with a blue box. The 'Total' column is highlighted with a blue box. The table shows allocations for A - Teaching & Assessment, B - Teaching Support, C1 - Research, C2 - Doctoral Supervision, D - Scholarship & Prof Dev, E - Management & Admin, and F - Consultancy & Other income. The 'Totals' row is highlighted with a blue box. A 'View allocation history' link is at the bottom left. Numbered callouts (1-8) point to specific elements: 1 points to the 'Change' button next to the year, 2 points to the 'My workload' tab, 3 points to the 'Named headlines' tab, 4 points to the 'RES' column, 5 points to the 'C1 - Research' row, 6 points to the 'Totals' row, 7 points to the 'Download PDF' button, and 8 points to the 'Total' column.

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
Totals	87	0	1080.94	309.14	1477.08

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

show chart Table size Normal

FTE: 1

Name	ADM	OTH	RES	TEA	Total
▼ 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
UGEP 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
Totals	87	0	1080.94	309.14	1477.08

Expanded detail

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).

The screenshot shows a user interface for workload allocation. At the top, a table displays 'Totals' with values: 0, 730, 615, 0, and 1345. Below this table are two links: 'View allocation history' and 'View comments'. At the bottom, a notification states 'Your workload allocation has changed. Do you agree with the workload allocated to you?' with 'Yes' and 'No' buttons. Three blue callout boxes with white text point to specific elements: 'Comments' points to the 'View comments' link; 'Allocation history' points to the 'View allocation history' link; and 'Your options' points to the 'Yes' and 'No' buttons.

Totals				
	0	730	615	0
				1345

[View allocation history](#) [View comments](#)

Your workload allocation has changed. Do you agree with the workload allocated to you?

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).