

# TRAC Academic Time Survey – Sussex Direct User Guide

## General

The aim of the survey is to get a reasonable reflection of how your work is split between Teaching, Research and Other and the associated sub-categories. This data is aggregated at a department level and used to apportion academic staff pay costs between the TRAC categories. Please familiarise yourself with these notes before completing the survey and with the definition for each of the TRAC categories. For queries, please contact [j.seddon@sussex.ac.uk](mailto:j.seddon@sussex.ac.uk) (Joanne Seddon, Resource Accountant in the Corporate Accounting Team). You may also find the [TRAC FAQ](#) document helpful.

## Accessing the Survey

The Academic Time Survey is on Sussex Direct, under the 'Personal' tab

[https://direct.sussex.ac.uk/page.php?realm=personal&page=academic\\_time\\_survey](https://direct.sussex.ac.uk/page.php?realm=personal&page=academic_time_survey)

Please input the split of your total working time as a percentage. This is because the survey is used to allocate 100% of your pay costs between the TRAC categories.

## Time Survey Schedule

Please click on the relevant survey period in the Time Survey Schedule section of the Academic Time Survey front page, highlighted in yellow below:

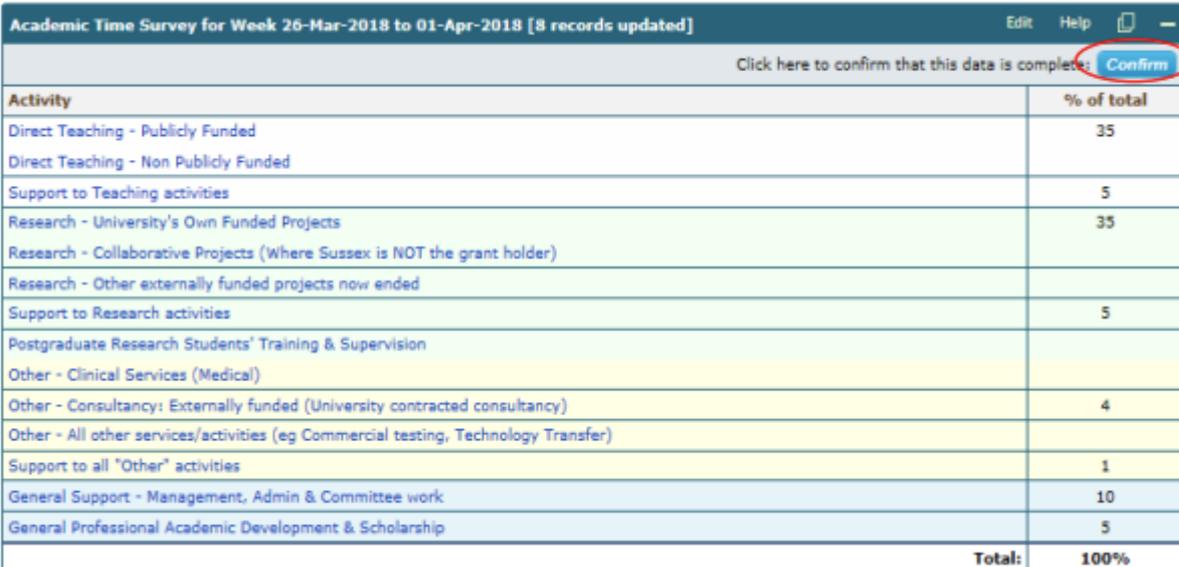
Please only complete the latest survey you have been asked to complete, all previous surveys will be closed.

Time Survey Schedule						Help	
Department: Finance Division							
From	To	Time Period	Time Units	Data entered?	Confirmed?		
02-Jan-2023	31-Mar-2023	Spring 22/23	Percent	✘	✘		
19-Sep-2022	09-Dec-2022	Autumn 22/23	Percent	✘	✘		
25-Apr-2022	03-Sep-2022	Summer 21/22	Percent	✘	✘		
04-Jan-2022	01-Apr-2022	Spring 21/22	Percent	✘	✘		

You will then see the screen where you can input the % split of your time, as shown below:



(highlighted in the screenshot below). This finishes the survey for that survey period.



The screenshot shows a web application window titled "Academic Time Survey for Week 26-Mar-2018 to 01-Apr-2018 [8 records updated]". In the top right corner, there are buttons for "Edit", "Help", and a "Confirm" button, which is circled in red. Below the buttons, a message says "Click here to confirm that this data is complete:". The main content is a table with two columns: "Activity" and "% of total". The table lists various academic activities and their corresponding percentages, totaling 100%.

Activity	% of total
Direct Teaching - Publicly Funded	35
Direct Teaching - Non Publicly Funded	
Support to Teaching activities	5
Research - University's Own Funded Projects	35
Research - Collaborative Projects (Where Sussex is NOT the grant holder)	
Research - Other externally funded projects now ended	
Support to Research activities	5
Postgraduate Research Students' Training & Supervision	
Other - Clinical Services (Medical)	
Other - Consultancy: Externally funded (University contracted consultancy)	4
Other - All other services/activities (eg Commercial testing, Technology Transfer)	
Support to all "Other" activities	1
General Support - Management, Admin & Committee work	10
General Professional Academic Development & Scholarship	5
<b>Total:</b>	<b>100%</b>

If the percentages entered do not add up to 100%, you will not be able to confirm your data.

If you need to change the input data before confirming your data, please click the 'Edit' button.

You can only confirm your survey data after the survey period has finished (this is to comply with the TRAC rules).

For queries, please contact [j.seddon@sussex.ac.uk](mailto:j.seddon@sussex.ac.uk) (Joanne Seddon, Resource Accountant in the Corporate Accounting Team).