

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 (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

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:

Please read the [Academic Time Survey User Guide](#), [Academic Time Survey FAQ](#), [TRAC Activity Definitions](#) before completing the Academic Time Survey.

If you have any further queries about the Academic Time Survey, please contact [Joanne Seddon](#) (x8786).

Please ignore absences when recording the split of your time. The percentages reported should only reflect your worked hours. If you were absent for the whole, or a significant proportion, of the reporting period please contact the TRAC team in Corporate Accounting, using the j.seddon@sussex.ac.uk email address.

If you were on paid leave (e.g. Research leave) please complete the survey in the usual way and enter time data against the appropriate time categories.

Please also note that you will only be able to **confirm** your entry once the reporting period has ended.

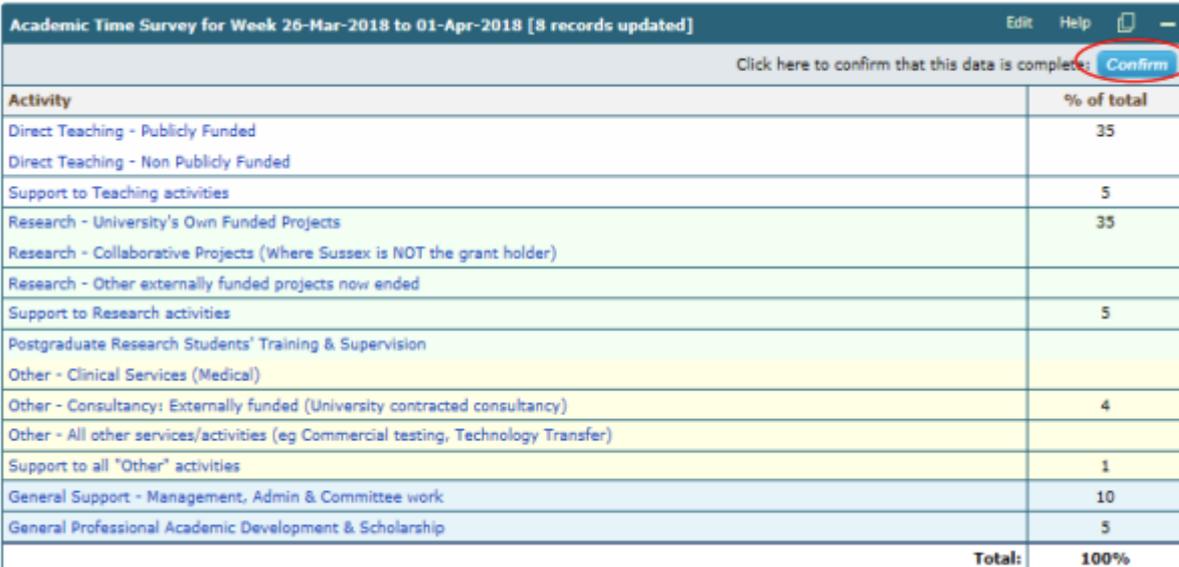
Edit Academic Time Survey for Spring 22/23 02-Jan-2023 to 31-Mar-2023		Help 
Activity	% of total	
Direct Teaching - Publicly Funded		
Direct Teaching - Non Publicly Funded		
Teaching - 'COVID-19 affected' underutilised time		
Support for Teaching		
Postgraduate Research Students' Training & Supervision		
Research - University's Own Funded Projects		
Research - Externally Funded - Research Councils (not already recorded under a named project)		
Research - Externally Funded - Other UK Government Dept's (not already recorded under a named project)		
Research - Externally Funded - UK Industry (not already recorded under a named project)		
Research - Externally Funded - UK based Charities (not already recorded under a named project)		
Research - Externally Funded - EU government bodies (not already recorded under a named project)		
Research - Externally Funded - EU Other (not already recorded under a named project)		
Research - Externally Funded - Other Overseas - Outside EU (not already recorded under a named project)		
Research - COVID-19 Affected Underutilised Time		
Support for Research		
Other - Income generating activity (includes consultancy)		
Other - non-commercial activity		
Other - Clinical Services (Medical)		
Other - COVID 19 Affected Underutilised Time		
Support for Other		
Support - COVID 19 Affected Underutilised Time		
General Support - Management, Admin & Committee work		
General Professional Academic Development & Scholarship		
	Total:	0%

- Please enter the percentage of your worked hours across the various time categories, for the survey period.
- If you did not spend any time on a specific category, please leave the row blank.
- Clicking on any of the activity headings will take you to a webpage showing a detailed definition of the activity.
- You can save and return to the survey at any point by clicking on the 'Save' button.

Submitting the Time Survey

Once you have finished inputting your data, please click the save button, the survey will then show a summary of your data. **Then to submit your survey please click the 'Confirm' button**

(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
Total:	100%

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 (Joanne Seddon, Resource Accountant in the Corporate Accounting Team).