

TRAC Academic Time Survey – Sussex Direct User Guide

General

From 2017/18, each survey period relates to an academic term. 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 split is then aggregated at a Department level and used to apportion the academic staff costs of the Department between the TRAC categories.

Please familiarise yourself with these notes before you complete the web survey and with the definition for each of the TRAC categories. Please do not hesitate to contact the TRAC helpdesk on trac.ats@sussex.ac.uk if you need further information or support. You may also find the TRAC FAQ document helpful.

Accessing the Survey

The survey can be found on Sussex Direct, under the 'Personal' tab; or via the following link: https://direct.sussex.ac.uk/page.php?realm=personal&page=academic_time_survey

Time Preference

For previous surveys you were given the option of completing the survey in hours or percentages. However, given the length of the survey period this is no longer practical and you can only input the split of your time as a percentage.

Time Survey Schedule

To start entering your survey response, please click on the relevant survey period in the Time Survey Schedule section of the Academic Time Survey front page, highlighted in red below:

Time Survey Schedule						Help	—
Department: <i>Chemistry</i>							
From	To	Time Period	Time Units	Data entered?	Confirmed?		
16-Sep-2017	31-Dec-2017	Autumn 17/18	Percent	✘	✘		
12-May-2014	18-May-2014	Week	Percent	✔	✔		
03-Dec-2012	09-Dec-2012	Week	Percent	✔	✔		
09-Jul-2012	15-Jul-2012	Week	Percent	✔	✔		
02-Jul-2012	08-Jul-2012	Week	Percent	✔	✔		
14-May-2012	20-May-2012	Week	Percent	✔	✔		
07-May-2012	13-May-2012	Week	Percent	✔	✔		
11-Jul-2011	17-Jul-2011	Week	Percent	✔	✔		
23-May-2011	29-May-2011	Week	Percent	✔	✔		
07-Feb-2011	13-Feb-2011	Week	Percent	✔	✔		

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

Time Survey Data Entry

Related Links ▼

If you have any queries about the Academic Time Survey, please contact [Stephen Crossman](#) (x3964).

If you have been on sick or holiday leave during the survey period, please complete the survey based on the work you undertook excluding the leave period. If you were absent for the whole of the survey period, please enter a nil return by entering a zero (0) against any activity and then clicking on Save and Confirming the survey.

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 Autumn 17/18 16-Sep-2017 to 31-Dec-2017		Cancel	Save	Help
Activity	% of total			
Direct Teaching - Publicly Funded	<input type="text"/>			
Direct Teaching - Non Publicly Funded	<input type="text"/>			
Support to Teaching activities	<input type="text"/>			
Research - University's Own Funded Projects	<input type="text"/>			
Research - Cool Combustion Feasibility Study (G2315)	<input type="text"/>			
Research - LABFACT: Turning Laboratories into Factories (G2313)	<input type="text"/>			
Research - Collaborative Projects (Where Sussex is NOT the grant holder)	<input type="text"/>			
Research - Other externally funded projects now ended	<input type="text"/>			
Support to Research activities	<input type="text"/>			
Postgraduate Research Students' Training & Supervision	<input type="text"/>			
Other - Clinical Services (Medical)	<input type="text"/>			
Other - Consultancy: Externally funded (University contracted consultancy)	<input type="text"/>			
Other - All other services/activities (eg Commercial testing, Technology Transfer)	<input type="text"/>			
Support to all "Other" activities	<input type="text"/>			
General Support - Management, Admin & Committee work	<input type="text"/>			
General Professional Academic Development & Scholarship	<input type="text"/>			
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.

Please note:

- 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, per the example below, to submit your survey please click the 'Confirm' button (highlighted in the screenshot below). This finishes the survey for that survey period.

Time Survey Data Entry

Related Links

If you have any queries about the Academic Time Survey, please contact [Stephen Crossman](#) (x3964).

Note that all new starting Academics of less than 30 days service are not required to complete the survey.

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

Academic Time Survey for Week 26-Mar-2018 to 01-Apr-2018 [8 records updated]

Edit Help

Click here to confirm that this data is complete: **Confirm**

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%

Please note:

- If the percentages you have entered do not add up to 100% you will not be able to confirm your survey 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).

If you need any help please contact the TRAC team in Corporate Accounting, using the trac.ats@sussex.ac.uk email address or call Steve Crossman (Resource Accountant) on ext. 3964.