



Vaal University of Technology

Institutional Planning Unit

Steps to fill in Staff Timesheet Information

Step 1:

Check if all your personal details are correct, that includes your name, personal number, department code, campus code and location.

Step 2:

Allocate the correct percentages to Section A: Programmes (Add Additional Codes and names as applicable) and the sum of the percentages should add up to 100%

Example 2.1

Section A: Programmes (Add Additional codes and names as applicable)		
Code:	Name:	Percentage:
1.10	Formal instruction ¹	95%
2.00	Research	2%
4.60	Academic administration	2%
4.70	Courses & Curriculum Development	1%
		<hr/>
		100%

Step 3:

Firstly check that the subject code and subject name that you are offering are correct on the timesheet. Allocate the percentages to Section B: Instruction per subject and **total percentage should be the same as that reported under code 1.10.**

Example 3.1

Section B: Instruction (Code 1.10)		
Code:	Subject:	Percentage:
Subject Code1	Subject Name	20%
Subject Code2	Subject Name	20%
Subject Code3	Subject Name	35%
Subject Code4	Subject Name	20%
		<hr/>
		95%

NB: Total percentage should match with code 1.10 percentage on Section A

Glossary

Please use the following codes to complete your timesheet:

Codes Names

- 1.10 **Formal Instruction** – When an instructor normally spend 50 percent or more of their time in instruction. Includes: preparation time, marking of assignments and papers.
- 1.20 **Community Instruction** - Instruction to the community outside the institution (Example: Giving small courses Private companies)
- 1.30 **Preparatory / Remedial Instruction** - Includes formally organized and/or separate instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic coursework leading to a postsecondary degree or certificate
- 2.00 **Research** – Includes working on CSIR, HRSC, and MRC research related committees. However, if the work of the committees is related to contract research, the activities should be in included under the programme 3.0 Public Service.
- 3.0 **Public Service** – Work on Government commissions, committees and investigations is included here.
- 4.40 **Academic Computing Support** - Includes activities for academic computer services that have been established to support the instruction, research, and public service missions of the institution.
- 4.50 **Ancillary Support** – Includes Construction / setting up/ maintenance of laboratory equipment.
- 4.60 **Academic Administrations** – The work of non-professional administrative Personnel within academic department.
- 4.70 **Courses and Curriculum Development** - This program also includes expenditures for planning and development activities established to improve or add to the instructional offerings of the academic programs
- 4.80 **Academic Personnel Development** - Includes those activities that provide the faculty with opportunities for increasing their personal and professional growth and development or that evaluates and rewards their professional performance.