

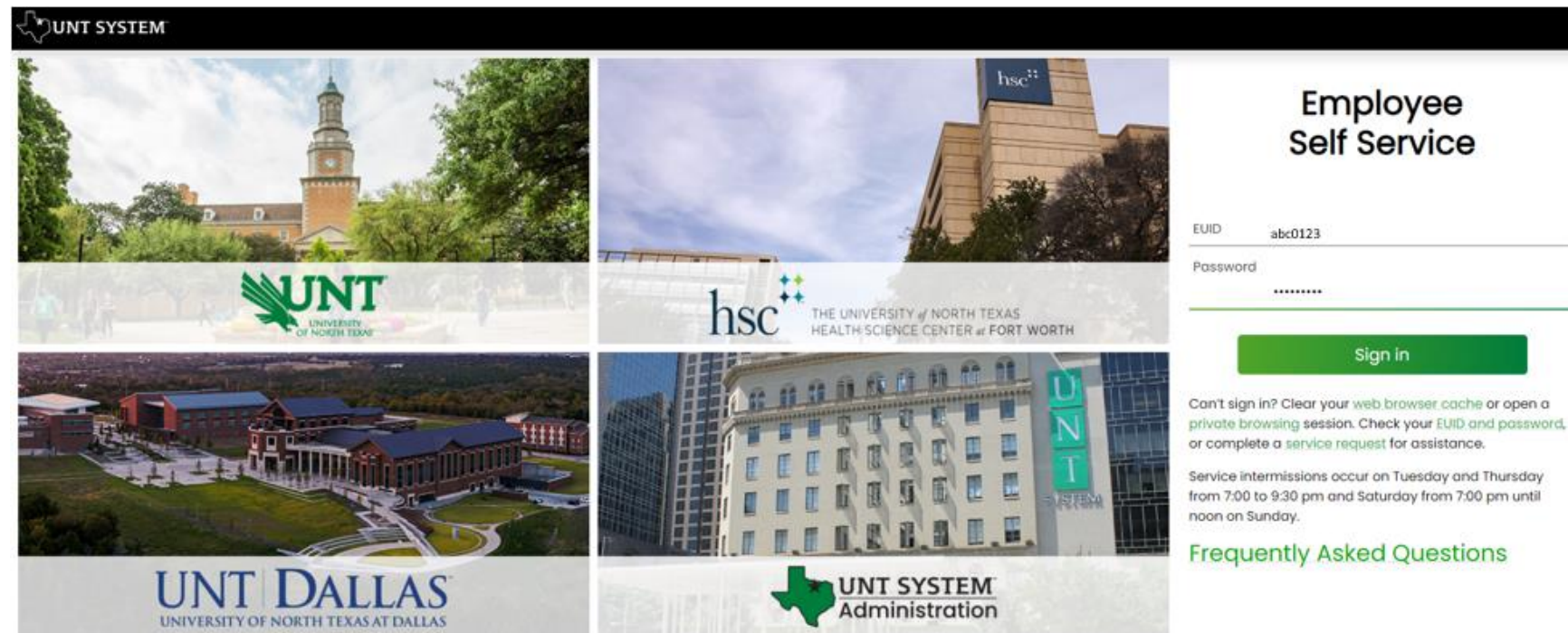


# RUN ANNUAL REPORT

Faculty Information System Team

On your computer, go to **Employee Self Service portal** using the [myhr.unt.edu](https://myhr.unt.edu) site.

















Login using your EUID (abc0123) and password.



The screenshot shows the Employee Self Service portal interface. At the top left, there is a navigation bar with the UNT SYSTEM logo. The main content area is divided into four quadrants: top-left shows a building with a clock tower and the UNT logo; top-right shows a modern building with the hsc logo and text 'THE UNIVERSITY of NORTH TEXAS HEALTH SCIENCE CENTER at FORT WORTH'; bottom-left shows an aerial view of a campus with the UNT DALLAS logo; bottom-right shows a building with the UNT SYSTEM Administration logo. On the right side, there is a login form titled 'Employee Self Service' with fields for EUID (containing 'abc0123') and Password (containing '\*\*\*\*\*'). Below the fields is a green 'Sign in' button. Underneath the button, there is a note: 'Can't sign in? Clear your web browser cache or open a private browsing session. Check your EUID and password, or complete a service request for assistance.' Below this note, it states: 'Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.' At the bottom right, there is a link for 'Frequently Asked Questions'. At the very bottom of the page, there is a footer with the text: 'Last update: August 6, 2021 • Page corrections to: Webmaster Copyright © 2021 University of North Texas System'.












Click on **Employee Resources** as shown.

Employee Self Service

<b>Delegations</b> 	<b>Company Directory</b> 	<b>Time</b> 	<b>Payroll</b> 
<b>Personal Details</b> 	<b>Talent Profile</b> 	<b>Benefit Details</b> 	<b>Total Rewards</b>  No Statement Available
<b>Employee Resources</b> 	<b>Employee Offboarding</b> 	<b>Duo MultiFactor Authentication</b> 	<b>Staff Performance Evaluations</b> 
<b>Apply for a Job</b> 	<b>Employee Engagement</b> 	<b>EIS Links</b> 	<b>Reporting &amp; Information</b> 

Click on **Digital Measures** to access the Faculty Information System (FIS).

Employee Resources

HR Data Analytics & Reporting 		Budget & Finance Reports 	
eForms Guide 	Employee Access Request Form 	Qualtrics Online Survey Tool 	UNT CARE Reporting Form 
Employee Assistance Program 	Learning 	Dining Hall Menus 	Concur 
<b>Digital Measures</b> 	Cypress Reports 		

## Home

### Your Resources



#### Resource Center

Visit the Resource Center for supplementary materials or guides, and to find help and training.



#### Submit a Support Ticket

If you have questions or need assistance using the system, contact our support team.

[dmsupport@watermarkinsights.com](mailto:dmsupport@watermarkinsights.com)  
(800) 311-5656



#### Get Product Training or Meet with a Consultant

If you would like to receive live and on-demand training or meet 1:1 with a consultant, visit the Watermark Academy.

### Your Configuration

[Download](#) the configuration of your Activities Database - University Instrument.

Find the **Reports** tab and click on it.

Reports AACSB Table 15-2: Deployment of Participating and Supporting Faculty (2013 Standards, v. 2017) Watermark [+ Create a New Report](#)

Name ▲	Created By	Actions
AACSB Table 2-1: Five-Year Summary of Intellectual Contributions (2013 Standards, v. 2017)	Watermark	
AACSB Table 2-1: Five-Year Summary of Intellectual Contributions (2013 Standards, v. 2018)	Watermark	
AACSB Table 2-2: Five-Year Summary of Peer Reviewed Journals (2013 Standards, v. 2017)	Watermark	
AACSB Table 2-2: Five-Year Summary of Peer Reviewed Journals (2013 Standards, v. 2018)	Watermark	
AACSB Table 3-1: Summary of Faculty Sufficiency and Qualifications (2020 Standards)	Watermark	
AACSB Table 3-2: Deployment of Participating and Supporting Faculty (2020 Standards)	Watermark	
AACSB Table 8-1: Five-Year Summary of Intellectual Contributions (2020 Standards)	Watermark	
Academic Degrees Earned	Watermark	
<b>Annual Report - VPAA 160</b>	Watermark	
Annual Report - VPAA 160 (Business)	Watermark	
Awards and Honors	Watermark	
Contracts, Grants and Sponsored Research by Faculty	Watermark	
Creative Works by Faculty	Watermark	
CV Uploaded to FIS	Watermark	

Search and select **Annual Report – VPAA 160** from the Reports page.

Edit the Date Range  
as follows:

Start Date:  
January 01 2020

End Date:  
December 31 2022

Activities CV Imports Manage Data **Reports** Workflow Tools ▾

[← Run Annual Report - VPAA 160](#) Run Report

Download this report's template

---

1 **Date Range**

Start Date

End Date

---

2 **Whom to Include**

Users Selected by **All**  
Change Selection

Include These Accounts

---

3 **Report Options**

a) Do you want to list teaching or research first?

b) Do you want an abbreviated report?

c) Do you want to hide sections without any activities?

---

4 **File Format** ⓘ

File Format   
Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

← **Run Annual Report - VPAA 160**

Run Report

Download this report's template

1 **Date Range**

Start Date January 01 2020

End Date December 31 2022

2 **Whom to Include**

Users Selected by All

Change Selection

Include These Accounts Enabled Only

3 **Report Options**

a) Do you want to list teaching or research first? Teaching First

b) Do you want an abbreviated report? Detailed

c) Do you want to hide sections without any activities? Hide

4 **File Format** ⓘ

File Format Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size Letter

Click the **Change Selection** button to see the whole menu.





### Individuals or groups to include

- >  College
- ▼  Department
  - Academic Administration
  - Academic Affairs
  - Academic Research and Professional Development
  - Accounting
  - Administrative Area
  - Advancement
  - Aerospace Studies
  - Anthropology
  - Applied Arts and Sciences
  - Applied Gerontology Aging Program
  - Art Education
  - Art Education and Art History
  - Art Foundations
  - Art History
  - Athletics
  - Audiology and Speech-Language Pathology
  - Behavior Analysis
  - Biological Sciences
  - Biomedical Engineering
  - Center for Leadership and Service
  - Chemistry
  - Chile Field Station Program

Cancel

Save

Use the **Department** drop down to select individual department.

Do not check any other category.

Click **Save**.

← Run Annual Report - VPAA 160

 Run Report

Download this report's template

1 Date Range

Start Date January 01 2020

End Date December 31 2022

2 Whom to Include

Users Selected by Department (1)  
Change Selection

Include These Accounts Enabled Only

3 Report Options

a) Do you want to list teaching or research first? Teaching First

b) Do you want an abbreviated report? Detailed

c) Do you want to hide sections without any activities? Hide

4 File Format ⓘ

File Format Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size Letter

Select the **Run Report** button to generate and download the Annual Report.



### Individuals or groups to include

- >  College
- >  Department
- >  Faculty/Staff Rank
- >  Faculty/Staff TRank (FIS Use Only)
- ▼  Individual
  - Aaron, Cassandra (ca0480)
  - Aaron, Hannah G (hgf0007)
  - Abah, Theresa (tla0128)
  - Abbott, Shannon (sma0071)
  - Abel, Chris (jca0115)
  - Abel, Jonathan (jaa0177)
  - Abel, Mickey S (msa0020)
  - Abel, Troy (tda0080)
  - Abendschein, Meagan (ma1380)
  - Abercrombie, Benjamin (bra0051)
  - Abernathy, John (jla0299)
  - Abeyie, Gabriel (gaa0112)
  - Abner, Patrice (pea0030)
  - Abraham, Irine V (ivt0001)

Cancel

Save

## To Run Individual Annual Report:

Instead of choosing department, select the Faculty from the Individual drop down menu.

Select Save and Run Report.

Open the **Annual Report – VPAA 160** document from the Downloads folder and save it to desired location.

File Home Insert Design Layout References Mailings Review View Help RCM Acrobat Table Design Layout

Clipboard Font Paragraph Styles Editing Adobe Acrobat Voice Sensitivity Reuse Files

**ANNUAL FACULTY ACTIVITY REPORT**  
University of North Texas  
January 1, 2020 - December 31, 2022

**Abc Xyz**

Assistant Professor

Information Technology and Decision Sciences                      College of Business

*Current as of 2021-2022*

Workload Information	AY 2020-2021	AY 2021-2022	AY 2022-2023
Teaching Percentage		70%	
Research Percentage		10%	
Service Percentage		20%	
Administration Percentage		N/A	

**I. INSTRUCTIONAL ACTIVITIES**

**A. Scheduled Teaching and Syllabi**

**Spring 2022**

Course & Section	Course Name	Credit Hours	Enrollment	Delivery Mode
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**You may contact the FIS Team by  
email or phone for assistance.**

**Faculty.Info@unt.edu**

**940-369-6108**