Creating a Courtesy Activity Report

The following will guide you through the steps to create a courtesy activity report.

First – sign onto the FAIR system: https://fauapps.fau.edu/fair/login.asp

Next select the AFD-FAR link.

Before this next step please make sure you have the faculty members Z number.

Then click on the Quick Find/Add New Record link.
1. Enter the term in which you would like to create a courtesy report.

2. Enter the faculty members Z number starting with the Z.

3. Click on the drop down Pay Plan box and select 98-Courtesy (FAU Employee).

4. Click on the Find It Now button.
Decide which semester’s existing activity report you want to copy and click on the button to the left of the term listed.

Then click on the Use Selected Record as a Template button.

After you click the Use Selected Record as a Template button you will see the new courtesy activity report.

Please note that all of the items (teaching, research, etc) that are present in the original activity report that you copied are present in the new courtesy activity report.

You will delete the items that belong on the original activity report.

Once you have removed all the items belonging on the original activity report you will need to adjust the courtesy reports FTE by clicking on the Faculty Information link. Please see the sample courtesy activity report below:
Click here to change the record FTE

Your Contact hours are computed on a 40 hour week (or 120 contact hours) unless you specify otherwise below.

Click to update.

Remove these two items by clicking in the box on the right and then clicking the Update button.