

Activity Report System: Tutorial for Approvers

Introduction

Most university employees are required to submit an activity report for state-mandated reporting. Each of these activity reports has to be approved by a fiscal officer, supervisor, unit head or a delegate of one of those individuals. If you happen to be an approver in the activity report system, then this tutorial will help you access the system, review your recipient's activity reports and approve them.

Note: Civil service, extra help, and student employees are not required or permitted to submit an activity report for their work in that role. A civil service employee who has a temporary position paid on an **administrative or faculty overload** will receive at least one activity report specifically for the overload position(s).

Initial Notification and System Access

All activity report approvers are sent an email notification at least half-way through each academic term if they have recipient reports to approve. At least one activity report will be generated for you during any summer, fall, or spring term in which one or more recipients were **both employed and paid** by the university. This email will include a hyperlink to the Activity Report System, the due date for approving any activity report(s), and contact information for assistance. See the sample email below:

From: Activity Report Workflow <no-reply@siue.edu>

To: approver@siue.edu

Subject: Summer 20YY

To Fiscal Officers and Fiscal Officer Delegates:

We have begun sending out Activity Reports for the Spring 2026 term. Please click [here](https://spapps.siue.edu/activityreports) (<https://spapps.siue.edu/activityreports>) and log in using your SIUE email address and associated password to access the Activity Report Distribution and all accompanying online Activity Report forms for your account(s)/unit.

Please encourage your assigned faculty, graduate assistants, and/or professional staff to submit their reports within two weeks of receipt. Once they are submitted, they are in the "In Progress - Fiscal Officer" category and are ready for your review and approval. Please approve all Activity Reports within one week of their submission date.

We will periodically be adding newly prepared Activity Reports as additional contracts are processed. Please click [here](https://www.siue.edu/inrs/activityreports/) (<https://www.siue.edu/inrs/activityreports/>) for Activity Report guidance and tutorials. If you have any additional questions on Activity Reports, please call IR&S at extension 3415.

Thank you.

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Click any of the hyperlinks in the email to access the Activity Report System website.

First-time Log-in

Once you click a link to navigate to the web site, you will see the following SIUE Sign in screen for Office365. Enter your **full SIUE email address** and click next. Then, enter your **e-ID password**. This will be the same password that you use to access all other SIUE resources. Answer any additional prompts or questions that appear on screen, and then you will be on the main splash page for the Activity Report System.

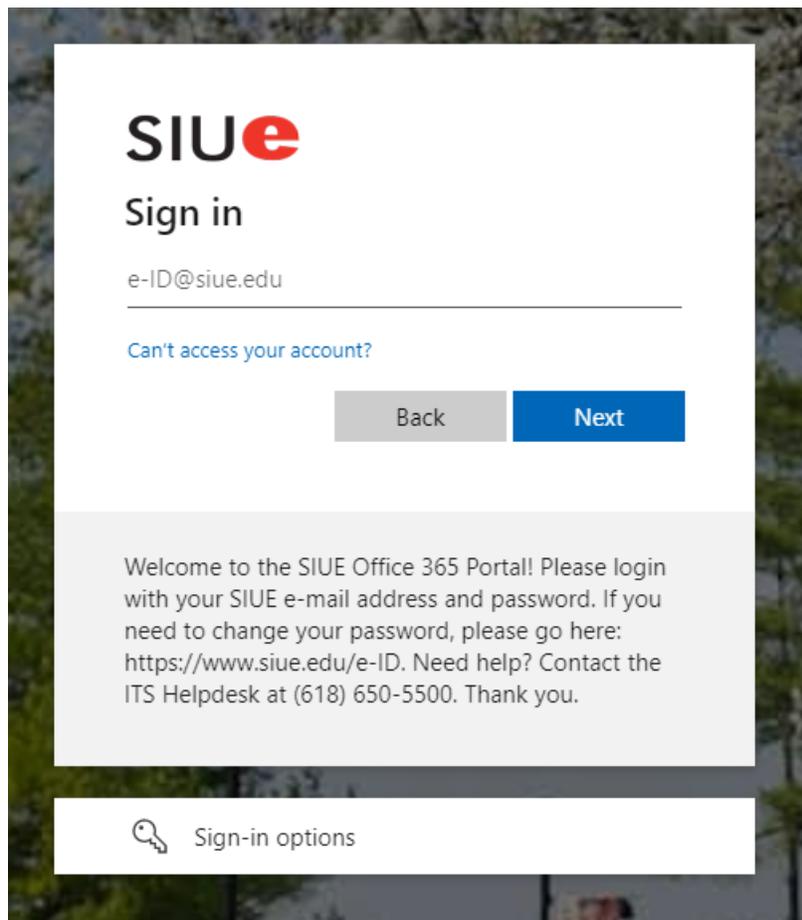


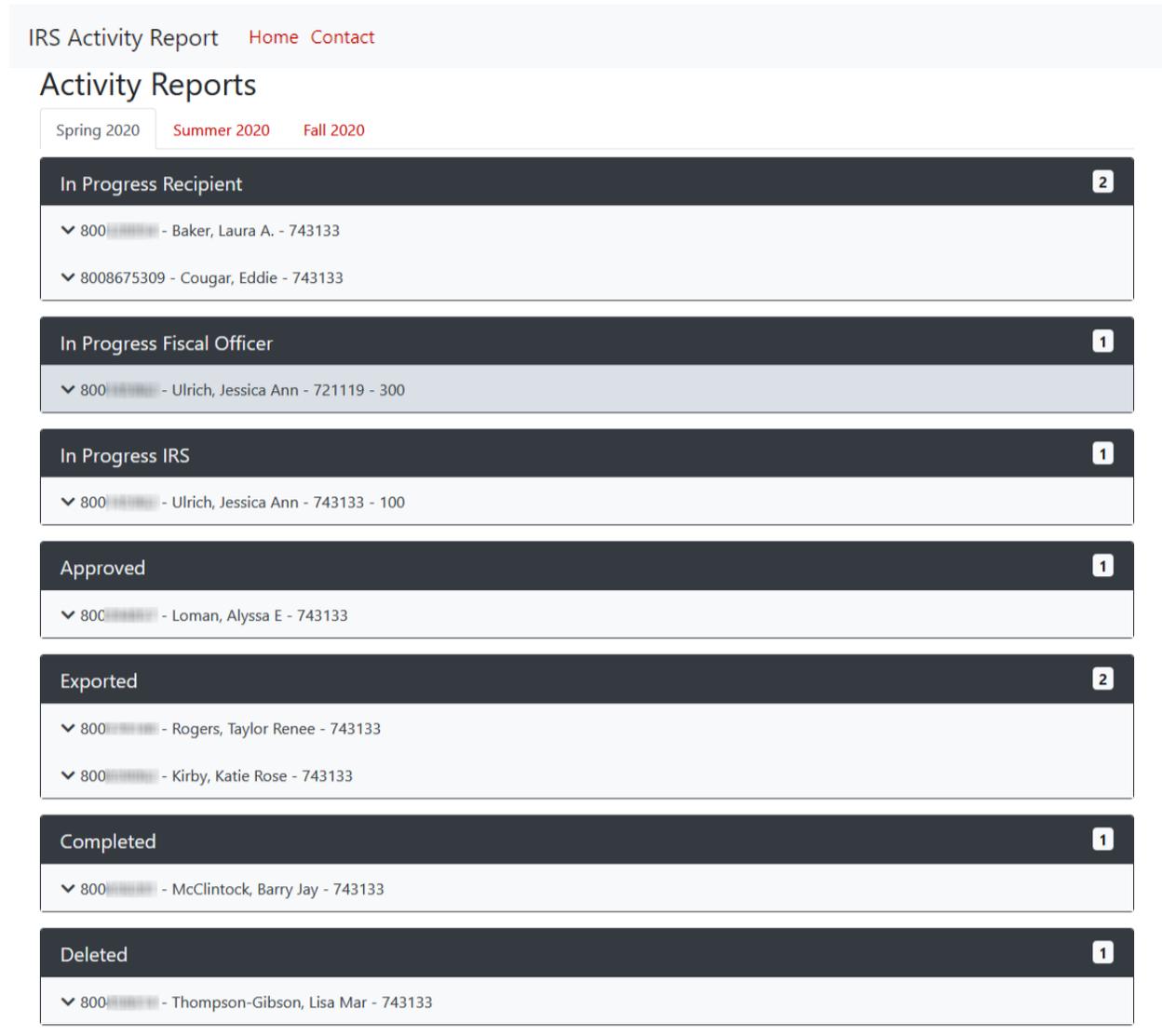
Figure 1 : First-time Sign in Screen

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How to Review and Approve your Recipients' Activity Report(s)

Step 1: Identify your Recipient Activity Reports.

The Activity Reports Home page will have a similar appearance to the picture below. The system will include multiple terms of historical activity submissions and open terms with pending submissions.



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Figure 2 : Example Activity Report Home page for Approvers.

This screen has all activity reports that are responsible for in the selected terms. You will find any incomplete activity reports for employees on your account(s) in the **In Progress Recipient** group. You will also find your own activity reports that you should complete in the **In Progress Recipient** group.

Please encourage the employees on your account(s) to complete their activity reports and submit them to you as soon as possible. Go to the end of this guide to see the steps you must complete

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if one of your recipients is unable or unwilling to complete their activity report(s). You will have to complete their activity reports on their behalf.

Once a recipient submits their activity report(s), the report(s) will move automatically to the **In Progress Fiscal Officer** stage. You are authorized to approve any activity report in the **In Progress Fiscal Officer** stage *except* your own. There will be a higher-level approver who will review and approve your activity report(s).

To open/expand the activity report(s) you find in the **In Progress Fiscal Officer** stage simply select/click an available entry.

In Progress Fiscal Officer 2

▼ 8008675309 - Ulrich, Jessica Ann - 721119 - 300

▲ 8008675309 - Cougar, Eddie - 743133

Edit Approve Deny Signing for Please Select One

Building	Room	Box	Phone	Office Use Only	Term	Year	Employee Name	ID Number
MUC	1234	1234	650-5500	0.123	Spring	2020	Cougar, Eddie	8008675309

Academic Rank If you are paid from more than one budget purpose, a separate report is necessary for each. **This report is only for** **Budget Purpose Name** **Budget Purpose**

							WELLNESS PROGRAM	743133
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Position / Suffix	Position Class Description	Assign No.	Begin Date	End Date	FTE	Staff Years	Earn Code
B123456 00	Professor	001	7/1/2019	6/30/2020	1	1	100

Common Corrections **Cost Share Accounts**

None	123456
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Professional Activities	Explanation of description of activities	Hours per week to activity	Fiscal Officer or Chair
Direct Teaching (Degree Credit Instruction Only on - and - off campus)	CS111 3CR, CS140 3CR	12	0
Indirect Teaching (Freshman-Soph. Level)		0	0
Indirect Teaching (Junior-Senior Level)		0	0

Figure 3 : Eddie Cougar's activity report is selected and ready for review.

Select the **Edit** button to begin the approval process for the selected activity report. By default, there will be percentage values between 0 and 100 for each activity in the **Fiscal Officer or Chair** column. In most cases, you will simply review the pre-calculated percentages to ensure they accurately reflect a faculty member's division of activities. You are permitted to adjust the percentages, but the total amount must sum to 100% on the Totals line, or the system will not let you approve it.

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▼ 800 [redacted] - Ulrich, Jessica Ann - 721119 - 300
 ▲ 8008675309 - Cougar, Eddie - 743133

Signing for

Building	Room	Box	Phone	Office Use Only	Term	Year	Employee Name	ID Number
MUC	1234	1234	650-5500	0.123	Spring	2020	Cougar, Eddie	8008675309

Academic Rank If you are paid from more than one budget purpose, a separate report is necessary for each.
This report is only for →
Budget Purpose Name
Budget Purpose

Position / Suffix	Position Class Description	Assign No.	Begin Date	End Date	FTE	Staff Years	Earn Code
B123456 00	Professor	001	7/1/2019	6/30/2020	1	1	100

Common Corrections
Cost Share Accounts

Professional Activities	Explanation of description of activities	Hours per week to activity	Fiscal Officer or Chair
Direct Teaching (Degree Credit Instruction Only on - and - off campus) ?	<input type="text" value="CS111 3CR, CS140 3CR"/>	<input type="text" value="12"/>	<input type="text" value="100"/> %
Indirect Teaching (Freshman-Soph. Level) ?	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %
Indirect Teaching (Junior-Senior Level) ?	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/> %

Figure 4 : The Approver edits Eddie Cougar's report.

Approvers are permitted to make any number changes to their recipients' reports:

- You may enter any percentage value for any activity, even if an employee entered no hours per week for a given activity.
- You may send the activity report back to the employee by selecting the **Deny** button.
- You are authorized to modify or add to any **Explanation of Description of Activities** or **Hours per Week to Activity** as you deem appropriate.

In such cases, we ask that you leave a note in the **Common Corrections** box indicating what change you made and why you did so.

Once you have made sure the percentages and they total 100%, you are ready to approve the activity report. If you are a normal **Approver**, you simply click the green **Approve** button to complete your part of the process.

Confirm ✕

Please confirm if you would like to approve

Figure 5 : Click the green Approve button or the gray Cancel button to proceed.

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If you are an **Approver Delegate**, you will need to select the "Signing for:" drop-down box and select the appropriate **Approver** you are signing as for a given activity report *before* you click the green **Approve** button. **You must NOT approve your own Approver's activity report ON THEIR BEHALF.** Please let a higher-level **Approver** or **Delegate** who has supervisory authority over your Approver handle their activity report(s).



Figure 6 : Workflow Options for Approver Delegates (Save, Approve, Deny, Signing for).

Once you click the Approve button to close the pop-up dialog box, approved activity report will be moved automatically to the **In Progress IRS** stage. At this point the Office of Institutional Research and Studies (IR&S) will review each activity report for accuracy and validity. You may be contacted by an IR&S representative if there are any questions or concerns about assigned activities.

If any changes need to be made, the activity report will either be modified by IR&S or sent back to the **In Progress Fiscal Officer** stage for review and re-approval. You or your office will be contacted prior to any substantial changes made by the IR&S office, and the nature of these changes will be recorded in the **Common Corrections** box.

If no substantial changes are made, the activity report will continue to move through the workflow, and no further action is needed by an **Approver**. At this point, please log in regularly to check on the first two stages of the workflow (**In Progress Recipient** and **In Progress Fiscal Officer**) to approve any other activity reports that fall under your purview.

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How to complete Activity Reports when a recipient is unable or unwilling to submit them

There are a number of circumstances in which a recipient on your account(s) is unwilling or unable to submit activity reports to you. When these circumstances arise, you will need to complete them on their behalf as the **Approver** or **Delegate**.

Activity Reports

Spring 2020 Summer 2020 Fall 2020

In Progress Recipient 2

▼ 800 [REDACTED] - Baker, Laura A. - 743133

▲ 8008675309 - Cougar, Eddie - 743133

Signing for: cboddie@siue.edu

Building	Room	Box	Phone	Office Use Only	Term	Year	Employee Name	ID Number
MUC	1234	1234	650-5500	0.123	Spring	2020	Cougar, Eddie	8008675309

Academic Rank If you are paid from more than one budget purpose, a separate report is necessary for each.

This report is only for → **Budget Purpose Name** WELLNESS PROGRAM **Budget Purpose** 743133

Figure 7 : Example Activity Report that is stalled in the In Progress Recipient stage.

Any remaining activity reports which have not yet been completed by the recipient will be listed in the **In Progress Recipient** group. As the approver in this circumstance, you will need to expand the **In Progress Recipient** group, select each relevant activity report, and select the **Edit** button to begin the process. You can review the steps in the [System Tutorial for Recipients](#) if you need guidance for a specific recipients' report.

Once you have finished entering the activities and hours into the selected activity report, you are ready to submit it for your approval. If you are a **Delegate**, you should go ahead and select your assigned **Approver** by selecting the **Signing for** drop-down box at the top of the activity report. Remember, as Delegate, you must not approve your *designated approver's* activity report *on their behalf*. Any such instances will be returned by IR&S.

Confirm

Please confirm if you would like to submit activity report

Figure 8 : Pop-up Dialog with a green Submit Activity Report button and a gray Cancel button.

Click the **Submit Activity Report** button once you have finished completing the data entry, then confirm by clicking the **Submit Activity Report** button in the next pop-up dialog box as well. The report will move on to the **In Progress Fiscal Officer** stage, where it will wait for your review and approval.