

Workload FAQs:

How do I log in to access and review my e-workload?

Direct link for faculty to log in is <http://doitapps2.jjay.cuny.edu/workload/index.php> For your user name, remember to use only first name initial and last name, do not type in @jjay.cuny.edu. Your password is case sensitive.

What if I received an error message trying to log into my e-workload?

Reopen a new instance of your browser OR clear your browsing history manually.

If you are still having problems e-mail facultyworkload@jjay.cuny.edu and identify the error message.

What if there is no visible course work listed on my e-workload?

John Jay classes are automatically downloaded from CUNYfirst and appear in "green"-CUNY first data. When faculty access their e-Workload, review, edit, and save, the color on the e-Workload classes turns to "black"- "your data".

If no courses are listed, it's either you are not teaching, you are not officially listed as instructor of record in CUNYfirst, or your classes are taught at another college and need to be manually added to your form. Use the drop down menu to add classes in the Teaching section of the form.

How do I receive thesis supervision credit?

Make sure to list the name of the student in COMMENTS section next to the class during the semester the student is enrolled in 791 courses (Thesis Prospectus). Via email, provide us the Registrar Office confirmation of completion date.

Can I receive workload credit while I am on leave?

Faculty may not teach for workload credit or for pay while on any kind of leave approved by the Faculty Personnel Committee. Any instructional activities that a faculty member engages in while on leave will be considered a volunteer activity.

Can I receive workload credit when I teach during the summer?

Teaching done during summer term (June, July, August) are not part of your full-time workload. Any classes you teach during summer will be paid as an hourly appointment for additional salary.

How do I use my Discretionary Release Time?

Any release time that is received for administrative duties, teaching releases, reduced load agreements, or from grants, must be taken against the PSC/CUNY required annual workload obligation.

Dean or Provost Discretionary Releases can only be used to the extent that it allows you to meet the contractual limitation. Any hours that would cause you to exceed the annual obligation limit will not be allowed.

How much of my Jr. Faculty Contract Time can I use at one time?

Faculty may use the total number of Jr. Faculty Contract Time hours required to meet their contractual obligation. Any hours that will cause you to exceed the contractual obligation within an academic year, will be reduced accordingly.

What are the dates of my Three-Year Cycle?

A 3-year Cycle is triggered in the first academic year when your workload hours are over or under the contractual obligation. You then have two more years to balance out your cumulative 3-year contractual load with an ending workload balance of "0". Your 3-year Cycle deadline is listed on your e-Workload form.