

FACULTY GUIDE TO THE e-WORKLOAD APPLICATION

FALL 2025

ACCESS, SECURITY & AUDIT

Direct Link

One link for all end users

<https://doitapps2.jjay.cuny.edu/workload/index.php>

To Log-in, use the same User Name and Password that you use for your John Jay desktop and email.





**2025-2026 ACADEMIC YEAR
E-WORKLOAD APP**

WORKLOAD LOGIN

LOGIN

Please enter the your John Jay username and password.

 John Jay Username

 Password

Login

ACCESS, SECURITY & AUDIT (cont.)

Welcome, Last Edited

- Welcome message displays end user's name
- Displays a time-stamp showing who last edited the form
- To safely exit the application, click on **Logout** next to your name



Welcome | [Logout](#)
2025-2026 ACADEMIC YEAR
E-WORKLOAD APP

WORKLOAD REPORT

[2026-2027 PLAN](#)

[CURRENT REPORT](#)

[2024-2025 REPORT](#)

[2023-2024 REPORT](#)

[HELP](#)

FACULTY DETAILS

This is the first time this form has been edited this semester year

Dept.	Name	Rank	Status	Empl ID	Hire Date
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FIRST LOOK - Chair and Proxy view

Chairs and proxies see department summary with hyperlinks to individual faculty workload reports

FACULTY SUMMARY

Welcome to the First Look Chair and Proxy view

Sem	Dept.	Name	Rank	Empl ID	Three Yr Deadline	Beginning Balance	Status
2024-2025			Assc Professor		--	.0	Faculty Edit
2024-2025			Assc Professor		05/31/2025	-3.7	Chair Review
2024-2025			Asst Professor		--	.0	Chair Review
2024-2025			Assc Professor		--	.0	Chair Review
2024-2025			Lecturer		--	.0	Provost Review
2024-2025			Assc Professor		--	.0	Chair Review
2024-2025			Lecturer		05/31/2026	3.5	Faculty Edit
2024-2025			Professor		--	.0	Faculty Edit
2024-2025			Professor		05/31/2026	-1.5	Chair Review

Rank, **Three Yr Deadline** and **Beginning Balance** are as of the start of current academic year. Click on individual forms to view all up-to-date details. Three Yr. Deadline and Balance information may change by the end of the academic year.

Status:

- [Faculty Edit](#) – faculty are reviewing their individual workload reports
- [Chair Review](#) – faculty saved and submitted, chair is reviewing department workload reports
- [Provost Review](#) – chair saved and submitted, Provost's Office is reviewing workload reports
- [View Only](#) – workload collection for the year is closed

FIRST LOOK - Faculty View

Faculty see their individual workload reports only



Welcome | [Logout](#)
2025-2026 ACADEMIC YEAR
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WORKLOAD REPORT

[2026-2027 PLAN](#)

CURRENT REPORT

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[2023-2024 REPORT](#)

[HELP](#)

This is the first time this form has been edited this semester year

FACULTY DETAILS

Dept.	Name	Rank	Status	Empl ID	Hire Date

Work Obligation ⓘ	18 hrs
Beginning Balance ⓘ	.0
Three Year Cycle Deadline ⓘ	✎
Available Junior Faculty Contract Time ⓘ	.0
Available Post Tenure Reassigned Time ⓘ	.0

FACULTY DETAILS

- Up to 3 years of data to view. Only “**Current Report**” can be edited. “**Plan**” tab is for planning next year’s workload. “**Help**” contains this e-Workload Application User Manual for reference.

2025-2026 PLAN

CURRENT REPORT

2023-2024 REPORT

2022-2023 REPORT








HELP

FACULTY DETAILS

Last edited 08-07-2024 13:27 by 

Dept.	Name	Rank	Status	Empl ID	Hire Date

- Faculty contractual **Obligation** and **Beginning Balance** for the year, **Three-Year Cycle** information, **Junior Faculty Contract Time**, and **Post Tenure Reassigned Time** with their expiration dates, if applicable.

Work Obligation 	18 hrs
Beginning Balance 	-3.3 
Three Year Cycle Deadline 	05/31/2026 
Available Junior Faculty Contract Time  <i>Expires: 2026-05-31</i>	15.0
Available Post Tenure Reassigned Time 	.0

- All fields in **FACULTY DETAILS** are editable by the Provost’s Office only.

DEFINITIONS AND ALERTS

- View definitions of fields with a hover of your mouse

Work Obligation ⓘ	18 hrs	
Beginning Balance ⓘ	1.5 ⚠	
Three Year Cycle Deadline ⓘ	05/31/2026 📅	
Available Junior Faculty Contract Time ⓘ	.0	
Available Post Tenure Reassigned Time ⓘ	Contractual workload obligation for the professorial title, for one academic year.	

- When **Beginning** or **Ending Balance** is other than 0.0 hours, an alert symbol is displayed. Check your **3-Year Cycle** deadline.

Work Obligation ⓘ	18 hrs	
Beginning Balance ⓘ	1.5 ⚠	
Three Year Cycle Deadline ⓘ	05/31/2026 📅	
Available Junior Faculty Contract Time ⓘ	.0	
Available Post Tenure Reassigned Time ⓘ	You are below/above your contractual obligation. Consult your chair before scheduling for next academic year.	

TEACHING WORKLOAD

- Totals for Fall term, Spring term and Total Teaching for the year are automatically calculated.
- Note that Spring Teaching Total does not become available until January, when Spring/Winter classes load into the application.

TEACHING WORKLOAD
Please review the information on this form. Replace incorrect information and add any missing information. To enter your own data select your course discipline code then choose from the associated course numbers. Overload/Adjunct teaching needs to be reported on the Multiple Positions Form Please enter "0" in No. of Weekly Hours, and write OVERLOAD in Comments section.

Text Color Key
CUNYfirst Data
Your Data

☐ THIS FACULTY MEMBER IS ON AN APPROVED LEAVE OF ABSENCE (LOA) FOR THE FALL SEMESTER

Semester	Discipline Code	Course Number	Section Number	Comments	No. of Weekly Hours	
Fall 23	<div></div>	<div>140</div>	<div>99</div>	<div></div>	<div>3</div>	Delete
Fall 23	<div></div>	<div>132</div>	<div>01</div>	<div></div>	<div>3</div>	Delete
Fall 23	<div></div>	<div>241</div>	<div>01</div>	<div></div>	<div>3</div>	Delete

+ Add a Fall Course

View Schedule on CUNYfirst

Fall Teaching Total: 9.00

☐ THIS FACULTY MEMBER IS ON AN APPROVED LEAVE OF ABSENCE (LOA) FOR THE SPRING SEMESTER

Semester	Discipline Code	Course Number	Section Number	Comments	No. of Weekly Hours	
Spring 24	<div></div>	<div>132</div>	<div>599</div>	<div></div>	<div>3</div>	Delete
Spring 24	<div></div>	<div>202</div>	<div>01</div>	<div></div>	<div>3</div>	Delete
Spring 24	<div></div>	<div>202</div>	<div>01</div>	<div></div>	<div>3</div>	Delete

+ Add a Winter/Spring Course

View Schedule on CUNYfirst

Spring Teaching Total: 9.00

Total Teaching Hours: 18.00

TEACHING WORKLOAD (cont.)

Adding/Deleting classes

- Fall and Spring John Jay classes are preloaded into the e-Workload application from CUNYfirst at the beginning of each semester (September for Fall, January for Spring).
- Classes taught at the Graduate Center or other CUNY campuses have to be entered manually.
- Faculty should review the classes and make necessary adjustments, especially in workload hours.
- Faculty can add or delete classes by using the Add Course or Delete functions.

+ Add a Fall Course

+ Add a Winter/Spring Course

Delete

- Faculty can enter comments, ex.: independent study, thesis supervision, lab, overload, etc. in Comments section.
- Faculty must enter name of thesis students (Thesis Prospectus 791 classes and FOS 797) to receive credit upon student thesis deposit.
- When adding a JJ class, a drop-down menu is available to choose the 'Discipline Code' and 'Course Number'.
- 'Other' category is available to add classes manually, such as Graduate Center teaching.

SUS
THEA
TOX
U ED
UGR
WSCP
Other

Enter Discipline Code

Enter

Discipline Code	Course Number	Section Number	Comments
CJBA	389	150	Ind Study J. Khaimov..G.Metz

TEACHING WORKLOAD (cont.)

Checking and Updating Workload

- Default workload hours assigned to a class are 3.0.
- Sometimes that number needs to be adjusted. Up for jumbo sections and down for independent studies, theses, dissertations, or faculty mentored research.

PSY	385	153	Ind Study - Teaunda Colvin	0.5
-----	-----	-----	----------------------------	-----

- For independent study, thesis, and dissertation classes entered manually, you will be prompted with an alert.

If this is an independent study course please remember to multiply your enrollment by .5 in order to calculate your number of weekly hours.



If this is a thesis course please remember to multiply your enrollment by .6 in order to calculate your number of weekly hours.



- Winter classes are part of the Spring term. Only two winter session classes may be taught by a full-time faculty and only one of them can count towards the contractual obligation. Otherwise, they are taught as Overload/Adjunct appointment.
- With the Provost's prior written permission, full-time faculty may teach one class in fall and one class in spring as an overload.
- For Overload/Adjunct classes, please enter "0" in No. of Weekly Hours, and write Overload in Comments section.
- Overload/Adjunct teaching must be reported on the [Multiple Positions Form](#).



Discipline Code	Course Number	Section Number	Comments	No. of Weekly Hours
CRJ	711	PDEX	Adjunct	0

- Classes taught during summer term are not counted towards contractual obligation. Department must prepare an eHRAF to ensure adjunct pay for summer teaching.
- Summer teaching must be reported on the Summer [Multiple Positions Form](#).

TEACHING WORKLOAD (cont.)

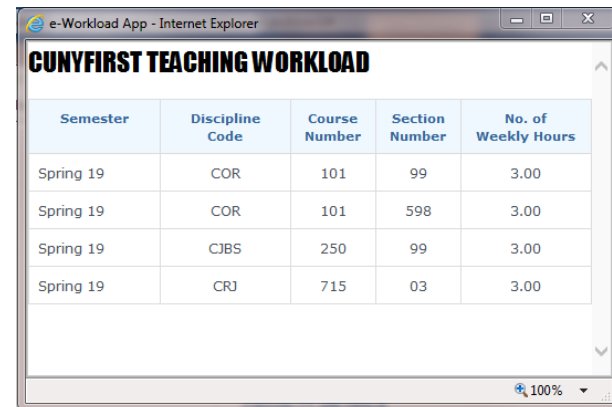
eWorkload and CUNYfirst

- Classes preloaded from the CUNYfirst system will appear in **green font** at the beginning of the semester. The e-Workload application and CUNYfirst are linked and any class cancellations or newly scheduled classes will update automatically.
- Once a workload report is accessed, adjusted and saved, the link with CUNYfirst is broken. Class information will appear in **black font**. Any new classes scheduled or cancelled in CUNYfirst will no longer automatically update in the eWorkload application. These changes have to be listed manually.

Text Color Key	
	CUNYfirst Data
	Your Data

- For checking purposes, Provost's Office can "View Schedule on CUNYfirst" link to see the classes listed in that system and compare them to the classes you listed on the eWorkload application.

[View Schedule on CUNYfirst](#)



CUNYFIRST TEACHING WORKLOAD				
Semester	Discipline Code	Course Number	Section Number	No. of Weekly Hours
Spring 19	COR	101	99	3.00
Spring 19	COR	101	598	3.00
Spring 19	CJBS	250	99	3.00
Spring 19	CRJ	715	03	3.00

TEACHING WORKLOAD (cont.)

Leave of Absence Hours

- Leave of Absence (LOA) can mean leave with pay, leave without pay, FMLA, PPL, or fellowship leave
- When on leave for an entire year, click the “Faculty Member is on approved LOA for the Fall/Spring semester” boxes. The LOA hours will automatically populate with 9.0 or 12.0 hours for each semester (half of annual contractual obligation for the title). You will have to do this in Fall and Spring separately.

☐ THIS FACULTY MEMBER IS ON AN APPROVED LEAVE OF ABSENCE (LOA) FOR THE FALL SEMESTER

☐ THIS FACULTY MEMBER IS ON AN APPROVED LEAVE OF ABSENCE (LOA) FOR THE SPRING SEMESTER

- When on leave for one semester, click the box for the appropriate semester. The hours will automatically populate with the default hours equal to half of the annual contractual obligation.
- At the end of the year, those LOA hours may need to be adjusted up or down, depending on all other workload data listed for the academic year.
 - Ex.: Faculty is on leave in Fall with 9.0 hours listed as default. That faculty teaches 12.0 workload hours (4 classes) in Spring. The 9.0 LOA hours in Fall are adjusted down to 6.0 hours. The full academic year workload meets contractual obligation of 18.0 hours.
- When on split leave (Fall-Fall or Spring-Spring), the total hours of LOA listed across both years cannot exceed the annual contractual obligation. In addition, the total workload hours in the first year of the split leave cannot exceed the contractual obligation.
 - Ex.: Faculty is on leave in Fall with 9.0 default hours listed. Faculty teaches 12.0 hours in Spring thus Fall LOA hours are adjusted to 6.0 to even out the year to 18.0 hours of contractual obligation. Next Fall (second year of split leave), the LOA hours have to be listed as 12.0. 6.0 hours in the first Fall and 12.0 hours in the second Fall will equal the 18.0 hours of contractual obligation.

NON-TEACHING WORKLOAD

Jr. Faculty Contract Time and Post Tenure Reassigned Time

- Un-tenured faculty with appointment dates of Fall 2020 and later, receive 18.0 hours of reassigned time to be used for development. These hours must be used within the first 5 reappointments, or by the time tenure is established. Upon tenure, faculty will receive 6 additional hours of reassigned time to be used within the next 3 years, beginning with the year of tenure. (2017-2023 PSC Contract, <https://www.psc-cuny.org/cuny-contract>)
- **Jr. Faculty Contract Time** and the **Post Tenure Reassigned Time** hours must be reported on the e-Workload application by March 1st of each year.
- If known, both fall and spring **Jr. Faculty Contract Time** and **Post Tenure Reassigned Time** can be filled in at the beginning of the academic year.

JUNIOR FACULTY CONTRACT TIME ⓘ

Please complete this information by March 1st.

Semester		No. of Hours	
Fall 24	PSC/CUNY New Hire Time	<input type="text"/>	Delete
Spring 25	PSC/CUNY New Hire Time	<input type="text"/>	Delete

POST TENURE REASSIGNED TIME ⓘ

Please complete this information by March 1st.

Semester		No. of Hours	
Fall 24	PSC/CUNY Post Tenure Reassigned Time	<input type="text"/>	Delete
Spring 25	PSC/CUNY Post Tenure Reassigned Time	<input type="text"/>	Delete

NON-TEACHING WORKLOAD (cont.)

Jr. Faculty Contract Time and Post Tenure Reassigned Time

- **Available Jr. Faculty Contract Time** or **Post Tenure Reassigned Time** and their respective deadlines are listed at the top of the workload report. Faculty should expect only one category of reassigned time to be available to them.

Available Junior Faculty Contract Time ⓘ

Expires: 2026-05-31

15.0

- Hours reported by the faculty for the academic year are automatically deducted from the available hours.

JUNIOR FACULTY CONTRACT TIME ⓘ

Please complete this information by March 1st.

Semester		No. of Hours	
Fall 24	PSC/CUNY New Hire Time	<input type="text" value="3"/>	Delete
Spring 25	PSC/CUNY New Hire Time	<input type="text" value="3"/>	Delete

- **Unused Jr. Faculty Contract Time** or **Post Tenure Reassigned Time** are listed on bottom of the workload report.

Unused Junior Faculty Contract Time

Expires: 2026-05-31

9.00

- Any reassigned time remaining after their expiration date will be forfeited.
- **Jr. Faculty Contract Time** may not be claimed if they will cause a faculty to exceed their annual contractual obligation.

NON-TEACHING WORKLOAD (cont.)

Research

- **Sponsored Research** is grant- funded or otherwise externally funded.
- A fully processed Staff Effort Notice has to be on file with Sponsored Research Office to be included in your workload report for the academic year.
- If known, confirmed Research grant information both fall and spring may be entered at the beginning of the academic year.

SPONSORED RESEARCH ⓘ

Faculty must submit a copy of their approved Staff Effort Notice to their chair and facultyworkload@jjay.cuny.edu.

Semester	Sponsor	Account #	Amount Billed (\$)	No. of Hours	
Fall 24 ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Spring 25 ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

+ Add Sponsored Research

- **Un-sponsored Research** is where the college is not reimbursed for the release time, ex.: JJ's matching grants

UNSPONSORED RESEARCH ⓘ

Faculty must submit all supporting documentation to their chair and facultyworkload@jjay.cuny.edu.

Semester	Sponsor	No. of Hours	
Fall 24 ▼	<input type="text"/>	<input type="text"/>	Delete
Spring 25 ▼	<input type="text"/>	<input type="text"/>	Delete

+ Add Un-sponsored Research

NON-TEACHING WORKLOAD (cont.)

Administrative Duties

- A drop down menu is available to choose a type of **Administrative Duty**, such as Department admin hours, Major Coordinators hours, release hours for Directors and Coordinators of Centers and Programs, editing journal, etc.
- **Administrative Duties** claimed by faculty have to be documented and reconciled with teaching release allocations issued by the College administration.

ADMINISTRATIVE DUTIES ⓘ

Faculty must submit all supporting documentation to their chair and facultyworkload@jjay.cuny.edu.

Semester	Description	No. of Hours	
Fall 24	----- Select Type of Duty -----		Delete
Spring 25	Coord, Global History (BA) (D)		Delete
<div>+ Add Administrative</div>			

NON-TEACHING WORKLOAD (cont.)

Other Workload Responsibilities

- A limited drop down menu is available to list documented workload hours and administrative adjustments, including OAR awards, Provost/Dean discretionary hours, capstone and thesis completion credits.

OTHER WORKLOAD RESPONSIBILITIES ⓘ

Faculty must submit all supporting documentation to their chair and facultyworkload@jjay.cuny.edu.

Semester	Description	Comment	No. of Hours	
Fall 24 ▼	----- Select Type of Duty ----- ▼	<input type="text"/>	<input type="text"/>	Delete
Spring 25 ▼	----- Select Type of Duty ----- 3 Year Cycle Adjustment Capstone Dean Discretion Excellence Award Mid- Career Provost Discretion Senior Scholar Settlement Adjustment Thesis Completion	<input type="text"/>	<input type="text"/>	Delete
<div>+ Add Other Work</div>				

Comments Box

- Notes/Comments box is available to Chairs and Provost's Office only. This area is used to list any pertinent explanation of changes made on the report, notes on special workload agreements, and information on ending workload balances in view of the JJay/PSC Settlement Agreement and its Addendums.

NOTES/COMMENTS

Enter your comments here. Please initial and date your comments.

3-YEAR CYCLE

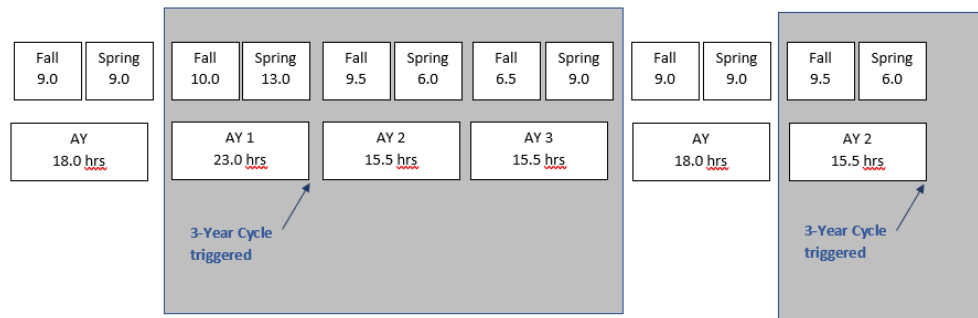
- In order to avoid the loss of teaching hours due to difficulties in scheduling, workload balances are managed over a three-year period. Both negative and positive Ending Workload Balances will trigger the first year of a 3-Year Cycle. Faculty have the next two years to average out their workload. Deadline is displayed on top and bottom of the workload form.

Work Obligation ⓘ	18 hrs
Beginning Balance ⓘ	1.5 ⚠
Three Year Cycle Deadline ⓘ	05/31/2026
Available Junior Faculty Contract Time ⓘ	.0
Available Post Tenure Reassigned Time ⓘ	.0

Total Teaching Hours	12.00
Total Non Teaching Hours	7.50
Total Annual Workload	19.50
Ending Workload Balance ⓘ	1.50 ⚠
Three Year Cycle Deadline ⓘ	05/31/2026
Unused Junior Faculty Contract Time	0.00
Unused Post Tenure Reassigned Time	0.00

If a date appears, you are in a 3-Year Cycle. You must bring your workload balance to 0.0 by this date.

- Example of a 3-Year Cycle for faculty with 18.0 hours annual workload obligation. Three Year average workload obligation is 54.0 hours.



- Some faculty are under the terms of the 2015 JJC/PSC Workload Settlement Agreement. These faculty will be monitored for a 3-Year Cycle, but only **after** they meet all conditions of that agreement.

3-YEAR CYCLE (cont.)

- 3-Year Cycle deadline is displayed on the top and on the bottom of individual faculty form
- When the Ending Workload Balance is negative, not enough hours were recorded to meet the Annual Workload Obligation. 3-Year Cycle is triggered. Faculty owes hours and has two consecutive years to make them up.

Ending Workload Balance ⓘ	<div>-3.00</div> <div>⚠</div>
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- When the Ending Workload Balance is positive, additional hours were recorded for the Annual Workload Obligation. 3-Year Cycle is triggered. Faculty has surplus hours and has two consecutive years to reduce workload.

Ending Workload Balance ⓘ	<div>3.00</div> <div>⚠</div>
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- To comply with the PSC/CUNY contract, the Academic Year Ending Balance is zeroed out at the end of the 3-Year Cycle.



OTHER WORKLOAD RESPONSIBILITIES ⓘ

Faculty must submit all supporting documentation to their chair and facultyworkload@jjay.cuny.edu.

Semester	Description	Comment	No. of Hours	
Spring 24 ▼	3 Year Cycle Adjustment ▼		0.3	Delete

FINAL CALCULATIONS

- The form automatically calculates totals for Teaching and Non-Teaching categories.
- Both categories are summed up to calculate Total Annual Workload.
- Total Annual Workload is automatically compared to Annual Workload Obligation.
- The form will show any Jr. Faculty Contract Time or Post Tenure Reassigned Time still available for future years, before their final expiration date.

Total Teaching Hours	12.00
Total Non Teaching Hours	0.00
Total Annual Workload	12.00
Ending Workload Balance ⓘ	-6.00 
Three Year Cycle Deadline ⓘ	
Unused Junior Faculty Contract Time <i>Expires: 2029-05-31</i>	18.00
Unused Post Tenure Reassigned Time	0.00

SAVE AND SUBMIT

Faculty

- faculty can save their reports without submitting to the chair
- when review is complete, faculty must submit to chair and print their report
- at this point faculty has “view only” access

Save Your Hours

By clicking on this button you can continue to work on your workload form at another time.

Submit to Chair and Print

By clicking on this button you will be submitting your hours to your chair for approval

Proxy

- proxy can edit and save the information on all workload reports in the department
- proxy cannot submit the reports to the Provost

Save

By clicking on this button you can continue to work on this faculty member's workload form at another time.

Chair

- chair can edit and save information on all reports in the department
- chair can save the reports without submitting to the Provost's office
- When review is complete, chair must submit to Provost's office. Printing as .pdf recommended.
- At this point chair has “view only” access

Save

By clicking on this button you can continue to work on this faculty member's workload form at another time.

Submit to the Provost and Print

By clicking on this button you will be submitting this faculty members hours to the Provost for review

CALENDAR

Faculty and Chair Timeline for AY 2025-2026

Fall 2025

September 15th	application open to faculty, chair, proxy for fall
November 7th	faculty complete review, save and submit to chair
December 5th	chair approve, save and submit to Provost's Office
December 19th	application closed for Fall 2025

Spring 2026

January 26th	application open to faculty, chair, proxy for spring
March 20th	faculty complete review, save and submit to chair
April 24th	chair approve, save and submit to Provost's Office
May 5th	submit last minute changes via email to Provost's Office at facultyworkload@jjay.cuny.edu
May 22 nd	application locked for AY 25-26

For more information on full-time faculty workload, visit our website

[Academic Operations](#)