My TAS Time Allocation Sch...



My TAS

The Time Allocation Schedule Survey (TAS) is accessed via the DMUhub using the My TAS tile and is used as the basis for calculating a number of returns to HEFCE around the institutional costs of teaching, research and other activities.

You will receive an initial email to say that they have been selected to participate in the forthcoming survey which will be conducted within your Faculty during the forthcoming academic year. You will be asked to complete four quarterly survey forms during that period.



NOTE: You will not be able to access the survey from the TAS tile at this point

- When applicable you will receive an email to advise you that the TAS survey form is open and ready for your completion for the current quarter.
- > You should now access the TAS tile via the DMUhub by clicking on it once.
- > You will be taken to the main survey screen

Surveys	Survey
2016-2017 Quarter 1	For this quarter please estimate the percentage of time you spent on each of the activities shown. The total amount of time spent should equal 100% regardless of whether you are employed on a full time or part time basis.
Survey Status Not Deadline 3	een Quarter 3 (2016-2017) Details Summer Term (Angli – June) Current Total Time Spent: 0%
2016-2017 Quarter 2 Survey Status Deadline 3	Deadline: 30 June Last Submitted: 6 June Mar Survey Form
2016-2017 Quarter 3 Survey Status Deadline	Teaching (T) Giving lectures, seminars and tutorials MORE % Time Spent
2016-2017 Quarter 4	Publicly Funded: Activity Description
Survey Status Not Deadline 3	Non-Hubic yr Lindeol. 0 Pen Activity Description Scholarship Activities in Support of Teaching and the Student Experience: 0
	Activity Description Administration and other activities in support of Teaching: Activity Description
Further Information	Submit

- > The active quarter will have a status of **Open** (as above). You can only add data into an open quarter.
- At top of the main screen it will detail the deadline that the survey should be completed by and the last time you submitted any data.



Note: There is a further information section in the bottom left of the screen which will take you to the University Governance pages on the DMU internet pages which gives additional information.

Title	Version	Date	Review Date	Owner
My TAS	1.0	04/07/17	04/01/18	Jonathan Speck



As you can only submit your data when it totals 100% there is an indicator at the top and bottom of the form which tells you the % of completion.

> Activity Description	
Fotal (Should equal 100%):	0

The form is split into 4 main areas. These are:

- 1. Teaching
- 2. Research
- 3. Other Services
- 4. General Support, management & administration.
- Each section contains a number of fields to complete. There is also an activity description which details what you need to consider when allocating your time.



When you have completed a section it can be collapsed if desired.

Teaching (T)	\$
Giving lectures, seminars and tutorials MORE	

> Once all the information has been entered you should select Submit at the bottom of the screen.



> If you select submit and the total is not 100% you will get the following message.





Note: If you do not meet the deadline for the quarter you will receive an email reminding you that you need to complete the survey as soon as possible.

Title	Version	Date	Review Date	Owner
My TAS	1.0	04/07/17	04/01/18	Jonathan Speck