

The following worksheet outlines functions and activities included in the Bradley University Activity Assessment.

The fields in this worksheet mirror those in the online Activity Assessment that will require you to allocate your time, as appropriate.

Before you begin, you need to determine whether you would like to allocate time in percent or hours.

**Percent Distribution:**

Step 1 - Distribute 100% across all functions relevant to your position (page 2 below).

Step 2 - For each function, starting on page 3, distribute 100% across the various activities for that function.

**For example**, if you only spend 25% of your time on the General Administration, Management, & Support function, you will still allocate 100% between activities under that function. This could look like 20% under General Department Support, 40% under Staff Management, and 40% under Meetings and Collaboration.

**Hours Distribution:**

Step 1 - Distribute the average number of hours worked in a normal week across all functions relevant to your position (page 2 below).

Step 2 - For each function, starting on page 3, distribute the total amount of time reported in each functional area to the related activities.

**For example**, if you work an average of 40 hours per week, and you spend 10 hours on General Administration, Management, & Support, you would allocate those 10 hours across activities under that function. That could include 2 hours under General Department Support, 4 hours under Staff Management, and 4 hours under Meetings and Collaboration ( $2+4+4 = 10$ ).

Please reach out to [BradleyHuronProject@Bradley.edu](mailto:BradleyHuronProject@Bradley.edu) if you have any questions.

Thank you once again for your time and participation in the Bradley/Huron project!

## Step 1: Allocate Time to Functions

Allocate your time across all functions relevant to your position below. If using percent, this table should total 100%; if using hours, this table should total your average hours worked per week (i.e. 40 hrs = 1 FTE).

1. General Administration, Management, & Support	%/Hrs:	
2. Academic Administrative Support	%/Hrs:	
3. General Finance, Accounting, & Budgeting (Non-Grant Related, Incl. Revenue Cycle Activities)	%/Hrs:	
4. Procurement and Travel & Expense	%/Hrs:	
5. Pre-Award Administration	%/Hrs:	
6. Post-Award Administration	%/Hrs:	
7. Human Resource Management (Including Benefits & Payroll)	%/Hrs:	
8. Marketing & Communication (including events)	%/Hrs:	
9. Information Technology	%/Hrs:	
10. Compliance & Audit	%/Hrs:	
11. Enrollment Management	%/Hrs:	
12. Facilities Management & Operations	%/Hrs:	
13. Alumni Affairs / Development / Advancement	%/Hrs:	
14. Institutional Research, Planning, & Analysis	%/Hrs:	
15. Libraries	%/Hrs:	
16. Academic Affairs & Professional Education	%/Hrs:	
17. Student Affairs	%/Hrs:	
18. Board of Trustees Support & Engagement	%/Hrs:	
19. Legal Affairs	%/Hrs:	
20. Intellectual Property & Economic Development	%/Hrs:	
21. Public Relations	%/Hrs:	
22. Other	%/Hrs:	
<b>Total:</b>		
(should = 100% or average hrs worked per week)		

## Step 2: Distribute Time to Activities

Remember, if you elect to report percentages, you will allocate 100% to each category below. The overall percentage total for each function will be tied back to your allocations in Step 1 above.

<b>1. General Administration, Management, and Support</b>	<b>Total %/Hrs:</b>	
General Department Support	%/Hrs:	
Student Worker Management	%/Hrs:	
Volunteer Worker Management	%/Hrs:	
Department Management/Operations	%/Hrs:	
Staff Management	%/Hrs:	
Meetings and Collaboration	%/Hrs:	
Professional Development & Training	%/Hrs:	
Project Management	%/Hrs:	
Organizational Effectiveness/Improvement	%/Hrs:	
Other General Administration, Management, and Support Activities	%/Hrs:	
<b>2. Academic Administrative Support</b>	<b>Total %/Hrs:</b>	
Vice President/Director/Chair/Dean/Other Support	%/Hrs:	
General Student Support	%/Hrs:	
Undergraduate Student/Program Departmental Support	%/Hrs:	
Graduate Student/Program Departmental Support	%/Hrs:	
Direct Faculty Support	%/Hrs:	
Fundraising/Alumni Relations (Department Level)	%/Hrs:	
Other Academic Administrative Activities	%/Hrs:	
<b>3. General Finance, Accounting, &amp; Budget (Non-Grant Related, Incl. Revenue Cycle Activities)</b>	<b>Total %/Hrs:</b>	
Billing and Receivables/Cashiering	%/Hrs:	
General Accounting	%/Hrs:	
Financial Analysis and Reporting	%/Hrs:	
Budgeting and Financial Management	%/Hrs:	
Financial Systems Development & Management (Functional)	%/Hrs:	
Other General Finance, Accounting, and Budgeting Activities	%/Hrs:	
<b>4. Procurement and Travel &amp; Expense</b>	<b>Total %/Hrs:</b>	
Travel and Expense Administration	%/Hrs:	
Accounts Payable (Excluding Travel)	%/Hrs:	
General Procurement – Shopper Role (Excluding Travel)	%/Hrs:	
General Procurement – Processor Role (Excluding Travel)	%/Hrs:	
Independent Contractor Administration	%/Hrs:	
Other Procurement and Travel & Expense Activities	%/Hrs:	
<b>5. Pre-Award Administration</b>	<b>Total %/Hrs:</b>	
Pre-Award Administration (Central)	%/Hrs:	
Research Planning	%/Hrs:	
Prepare and Review Budgets	%/Hrs:	
Proposal Preparation & Submission Assistance	%/Hrs:	
Other Pre-Award Administration Activities	%/Hrs:	
<b>6. Post-Award Administration</b>	<b>Total %/Hrs:</b>	
Award Setup	%/Hrs:	
Finance and Accounting	%/Hrs:	
Sponsored Project Administration and Oversight	%/Hrs:	

Program or Project Assessment	%/Hrs:	
Other Post-Award Administration Activities	%/Hrs:	
<b>7. Human Resource Management (Including Benefits &amp; Payroll)</b>	<b>Total %/Hrs:</b>	
Time/Leave Entry and Adjustment	%/Hrs:	
HR Financial Administration	%/Hrs:	
Payroll	%/Hrs:	
Handling Student Employment Efforts	%/Hrs:	
Supporting Volunteer Recruitment Efforts	%/Hrs:	
Recruitment and Selection	%/Hrs:	
Classification and Compensation Support	%/Hrs:	
New Hire Processing and Onboarding	%/Hrs:	
Benefits and Leave	%/Hrs:	
Professional Development and Talent Management	%/Hrs:	
Academic Promotion and Tenure Process	%/Hrs:	
Employee Relations	%/Hrs:	
Process Personnel Transactions	%/Hrs:	
Culture, Diversity, and Inclusion Program Administration	%/Hrs:	
HR Systems Support (Functional)	%/Hrs:	
Other Human Resource Management Activities	%/Hrs:	
<b>8. Marketing &amp; Communication (including events)</b>	<b>Total %/Hrs:</b>	
Writing and Editing	%/Hrs:	
Graphic and Visual Design	%/Hrs:	
Social Media	%/Hrs:	
Website Content Administration	%/Hrs:	
Communications Strategy and Special Projects	%/Hrs:	
Event Management, Support, and Coordination	%/Hrs:	
Marketing and Advertising	%/Hrs:	
Public Outreach	%/Hrs:	
Other Communications & Events Activities	%/Hrs:	
<b>9. Information Technology</b>	<b>Total %/Hrs:</b>	
Application Development and Functional Application Support	%/Hrs:	
Classroom/Conference Room – Teaching and Learning Technology	%/Hrs:	
Database Administration	%/Hrs:	
Data Centers/Facility	%/Hrs:	
Desktop/Laptop/Mobile Support and Helpdesk	%/Hrs:	
Information Security	%/Hrs:	
IT Management	%/Hrs:	
Network and Voice Management	%/Hrs:	
Research Technology Infrastructure	%/Hrs:	
Server Administration & Management	%/Hrs:	
Web Development & Maintenance	%/Hrs:	
One-Time IT Projects	%/Hrs:	
Other Information Technology Activities	%/Hrs:	
<b>10. Compliance &amp; Audit</b>	<b>Total %/Hrs:</b>	
Financial Audit	%/Hrs:	
Operational Audit	%/Hrs:	
Policy Development, Review, and Interpretation	%/Hrs:	

Compliance	%/Hrs:	
Other Compliance & Audit Activities	%/Hrs:	
<b>11. Enrollment Management</b>	<b>Total %/Hrs:</b>	
Student Recruitment & Admissions	%/Hrs:	
Enrollment Operations	%/Hrs:	
Registration (Registrar)	%/Hrs:	
Financial Aid	%/Hrs:	
Student Accounts / Billing	%/Hrs:	
Other Enrollment Management Activities	%/Hrs:	
<b>12. Facilities Management &amp; Operations</b>	<b>Total %/Hrs:</b>	
Repairs and Maintenance Operations	%/Hrs:	
Custodial Operations	%/Hrs:	
Construction/Renovation Projects	%/Hrs:	
Landscaping and Grounds Keeping	%/Hrs:	
Fleet Management	%/Hrs:	
Space Management (Institutional)	%/Hrs:	
Utilities Management	%/Hrs:	
Building Management	%/Hrs:	
Other Facilities Management and Operations Activities	%/Hrs:	
<b>13. Alumni Affairs / Development / Advancement</b>	<b>Total %/Hrs:</b>	
Alumni Outreach	%/Hrs:	
Fundraising & Advancement	%/Hrs:	
Customer Relationship Management (Functional)	%/Hrs:	
Other Alumni Affairs/Development/Advancement Activities	%/Hrs:	
<b>14. Institutional Research, Planning, &amp; Analysis</b>	<b>Total %/Hrs:</b>	
Data gathering and Analysis (Decision Support)	%/Hrs:	
Recurring Internal Report Creation	%/Hrs:	
Recurring External Report Creation	%/Hrs:	
Enterprise Data Management	%/Hrs:	
Special Projects	%/Hrs:	
Other Institutional Research, Planning, and Analysis Activities	%/Hrs:	
<b>15. Libraries</b>	<b>Total %/Hrs:</b>	
Student Academic Support	%/Hrs:	
Public Services	%/Hrs:	
Faculty Academic Support	%/Hrs:	
Collection Management	%/Hrs:	
Library Operations	%/Hrs:	
Other Library Activities	%/Hrs:	
<b>16. Academic Affairs &amp; Professional Education</b>	<b>Total %/Hrs:</b>	
Academic and Program Advising (Centralized Approach)	%/Hrs:	
Oversight of Student Policies	%/Hrs:	
Oversee Academic Support Units	%/Hrs:	
Degree/Course Creation	%/Hrs:	
Oversee Academic Degree Plans	%/Hrs:	
Oversee Non-Degree Programs	%/Hrs:	
Program Evaluation	%/Hrs:	
Online and Professional Development and Support	%/Hrs:	

Other Academic Affairs and Professional Education Activities	%/Hrs:	
<b>17. Student Affairs</b>	<b>Total %/Hrs:</b>	
Residential Education	%/Hrs:	
Judicial Affairs (Student Conduct)	%/Hrs:	
Campus Recreation	%/Hrs:	
Student Activities	%/Hrs:	
Counseling / Wellness Services	%/Hrs:	
Career Services	%/Hrs:	
Other Student & Campus Services Activities	%/Hrs:	
<b>18. Board of Trustees Support &amp; Engagement</b>	<b>Total %/Hrs:</b>	
Logistics Support	%/Hrs:	
Analysis and Decision Support	%/Hrs:	
Trustees Meeting and Engagement Activities	%/Hrs:	
Other Board of Trustees Support and Engagement Activities	%/Hrs:	
<b>19. Legal Affairs</b>	<b>Total %/Hrs:</b>	
Contract Review and Support	%/Hrs:	
Brand Management	%/Hrs:	
Litigation Support	%/Hrs:	
Employment Law Interpretation and Support	%/Hrs:	
Risk Management Support for Legal/Regulatory Matters	%/Hrs:	
Other Legal Affairs Activities	%/Hrs:	
<b>20. Intellectual Property &amp; Economic Development</b>	<b>Total %/Hrs:</b>	
Intellectual Property Management	%/Hrs:	
Economic Development	%/Hrs:	
Other Intellectual Property & Economic Development Activities	%/Hrs:	
<b>21. Public Relations</b>	<b>Total %/Hrs:</b>	
Government Relations	%/Hrs:	
Community Relations	%/Hrs:	
Corporate Relations	%/Hrs:	
International Relations	%/Hrs:	
Media Relations and Issue Management	%/Hrs:	
Other External Relations Activities	%/Hrs:	
<b>22. Other</b>	<b>Total %/Hrs:</b>	
Other Activities	%/Hrs:	