



Academic Workload Planning (AWP) Academic Staff View- Direct Report

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For specific queries relating to Academic Workload Planning, please contact the AWP Support Team at the following e-mail address: awpsupport@gre.ac.uk

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1 Introduction

This document provides an overview of the information Academic staff who receive workload allocations can find on the Academic Workload Planning (AWP) system about their planned workload, as well as the mechanisms for engaging with their AWP Designated Allocators (DA) and AWP Support during the allocation process. As you move through this document, you will learn:

- How to access and navigate the system
- How your workload is presented and structured
- What actions you are expected to take

1.1 AWP Roles

It may be helpful to understand the different roles and access levels within AWP

- **Academic**

A staff member who receives workload allocation.

- **AWP Allocator**

A lead academic with responsibility for allocating workloads.

- **Publisher**

A senior academic with responsibility of reviewing workload allocations made by allocators and formally releasing or publishing them. You can only view your workload once it has been published.

1.2 How to access AWP

The AWP system is hosted online via <https://awp.gre.ac.uk>. Direct access is also available via the large blue AWP button on the Staff Services page.

When you arrive on the AWP landing page,

1. Click the “Log in to AWP” button for the Single Sign-On (SSO) facility, or if requested, use your university credentials to enter the site.

Providing you have a staff record within AWP you will be able to login into the system. If there is a problem accessing the site after entering your university credentials, please try the following in the first instance:

1. Clear your cache
2. Use an alternative browser
3. Go incognito,

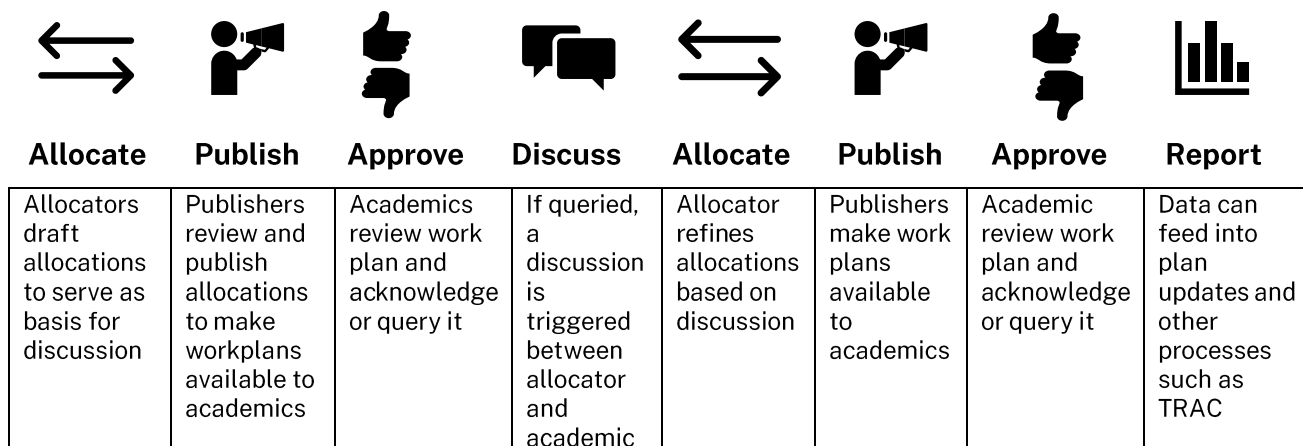
If you are still unable to login, contact the AWP Support Team.

1.3 Where to go for support

If you require assistance or have any questions related to the system, please contact the AWP Support Team using awpsupport@gre.ac.uk. For all workload queries please contact your designated allocator.

1.4 Allocation process summary

The figure below shows a simplified version of the allocation process (left-to-right):



The allocation process follows a structured cycle. It begins with the allocator, who drafts your workload based on academic requirements and following the established AWP framework. This is then reviewed by a publisher, who makes it available to you by publishing the workload. When your workload published, you will receive an automatically generated email from the AWP system inviting you to login, review the workload information, and either **acknowledge** or **query** the plan

If you raise a query, a discussion is triggered. This allows the allocator to refine and improve the plan. The updated version is then published again for your review. This cycle may happen more than once, particularly if circumstances change (for example, change in student numbers or new responsibilities).

2 AWP Content Overview

2.1 Academic Tab

The screenshot shows the Simitive Academic Tab dashboard. It includes a navigation menu on the left with the 'Academic' tab selected (callout 1). The main content area features a 'Welcome, Academic.' message, a 'Recent Workloads' section with a highlighted workload for '2025/26 | School of Health Sciences' (callout 3), and a 'Quick Start Guide' with four steps: 1. Select published workload, 2. Review workload, 3. Comment & feedback, and 4. Do you accept? (callout 2). Below the guide is a 'My Published Workloads' table with a search and filter bar (callout 4).

Academic Year	School	Updated	Status
2025/26	School of Health Sciences	09:38, 20/05/2026	ACCEPTED

1. **Academic Tab:** Your central dashboard containing your workload information
2. **Actions and Notifications:** displays your notifications and actions to review your published workload within a given timeframe. Agreeing/querying your workload resolves the action.
3. **Recent Workloads:** This contains information relating to your most recent published workload with your specific school and academic year.
4. **My Published Workload:** Shows a history of all published workloads including those from previous academic years and their status.

2.2 My Workload Tab

WAMS • Academic • My Workload

2025/26

Org Item: School of Health Sciences User: Academic Test PUBLISHED

My Workload Comparison History

My Workload

Workload Table

Name	TRA	RKE	L&M	OTH	Total	Comments
> A - Teaching and Learning	107.67	-	8.7	-	116.37	
> B - Research and Knowledge Exchange	-	110	-	-	110	
> C - Leadership and Management	-	-	106.667	-	106.667	
> D - Administration and Academic Citizenship	-	-	-	125	125	
Totals	107.67	110	115.367	125	458.037	

3 Your workload allocation has changed. Do you agree with the workload allocated to you?
Please use this space to leave any comments you may have on your workload (which will be shared with Line Managers)

Yes No

1. My Workload

workload tab provides you with a range of valuable information about the latest workload plan that has been published.

Your workload is grouped into Categories (#1) and then by Work Unit Types (#2). The Categories are logical broad areas of the activities to which your time will be allocated.

- Teaching and Learning
- Research and Knowledge Exchange
- Leadership and Management
- Administration and Academic Citizenship

The Work Unit Types (WUTs) represent different 'types of effort' along the following lines:

WUT	Meaning	Example
FST	Formal Scheduled Teaching	Lectures, seminars
TRA	Teaching Related Activity	Preparation, marking
RKE	Research and Knowledge Exchange	Research project
L&M	Leadership & Management activity,	Module Leadership
OTH	Other defined activity	REC allowance

This way, you can see not only the distribution of hours against categories but also the breakdown of those hours in terms of the type of effort.

2. Comparison

you can flip between views of your own workload in granular detail, as well as a peer comparison (at a more general level of detail). This is to help you contextualise your workload by providing a transparent overview at the school level. Whilst useful to compare the number of hours, this function does not consider staff FTE- which means a staff member may look under allocated in hours, however, that may appropriate for their contracted FTE. Therefore, comparison data can be displayed in percentages, showing more accurately a staff member's workload allocation based on the working pattern.

History: allows you to see previous workload when your workload has been updated. You can select your current workload, previous workload or click on difference to display specific changes to your workload

Workload History

Select Workloads ⓘ

Select a workload: Current Workload Select a workload: 21/05/2026 09:24:40 Reset To Default

Workload Table

Name	TRA	RKE	L&M	OTH	Total	Comments
> A - Teaching and Learning	120.67 → 107.67	-	0	-	129.37 → 116.37	
> B - Research and Knowledge Exchange	-	0	-	-	0	
> C - Leadership and Management	-	-	0	-	0	
> D - Administration and Academic Citizenship	-	-	-	0	0	
Totals	120.67 → 107.67	0	0	0	471.037 → 458.037	

3. Workload Acknowledgement

A key part of the AWP process is for you to review your latest published workload and acknowledge your workload. If you agree with your workload, you can select 'Yes' and you will be given the option of leaving a comment (visible to allocators) before clicking on the 'Submit and approve' button to complete the process. Acknowledging your workload is crucial as it allows the university to use AWP data for TRAC purposes (see full guidance document for more details regarding AWP usage for TRAC).

Each academic year, you will need to acknowledge your workload for the academic year by 31st July. Please note that there may be multiple publication points leading up to the start of an academic year (where activity is being planned in advance and during the academic year in response to individual or wider material changes, e.g., significant shifts in student numbers, unexpected tasks, long-term leave).

2.3 Click and expand for detail

You can click the category title (#2) to expand the view to show the next level of activity groupings (#3). Clicking on the individual allocation triggers a pop-up window (#4) to give you contextual details about your allocation as well as any comments made. You can also switch from viewing

Workload data can also be viewed in hours or percentage (based on your total available hours/FTE value)- See #1. Data can be exported to generate a PDF of expanded table including hours and percentages.

My Workload Export

Workload Table Search Collapse all % **1**

Name	TRA	RKE	L&M	OTH	Total	Comm
4 - Teaching and Learning 2	107.67	-	8.7	-	116.37	
ANAT1106-Q/Anatomy, Physiology and Pharmacology 3	101.67	-	-	-	101.67	
Assessment and Feedback (School of Health Sciences)					100	
External Moderation (School of Health Sciences)					1.67	
Total	101.67				101.67	
ANAT1116-G/Applied Anatomy, Human Movement and Pathophysiology 1	-	-	8.7	-	8.7	
ANAT1112-A/Pathophysiology: illness and its impact upon individuals	6	-	-	-	6	
Assessment and Feedback (School of Health Sciences)					6	
Total					6	6
B - Research and Knowledge Exchange	-	110	-	-	110	
C - Leadership and Management	-	-	106.667	-	106.667	
D - Administration and Academic Citizenship	-	-	-	125	125	
Totals	107.67	110	115.367	125	458.037	

Allocation Details **4**

Name: Assessment and Feedback
Code: ANAT1112-AAse
Number of Students:
Credit level:
Please enter the percentage or number of students? 100
Please use this area for any notes
Please use this area for any notes
Will you be allocating by percentage or specific number of students? Percentage

My Comments

My Comments

With the table expanded, you will be able to see how the hours displayed at the higher category level are built up from the individual allocations at the lowest level. You will also be able to use the values in the WUT columns to understand the types of effort involved too.

2.3.1 Show percentages

By toggling the percentage view this will persist as you expand the different elements of the workload table. The examples below show the same data as hours and percentage and would allow you to quickly work out your level of allocation for your FTE.

Hours View

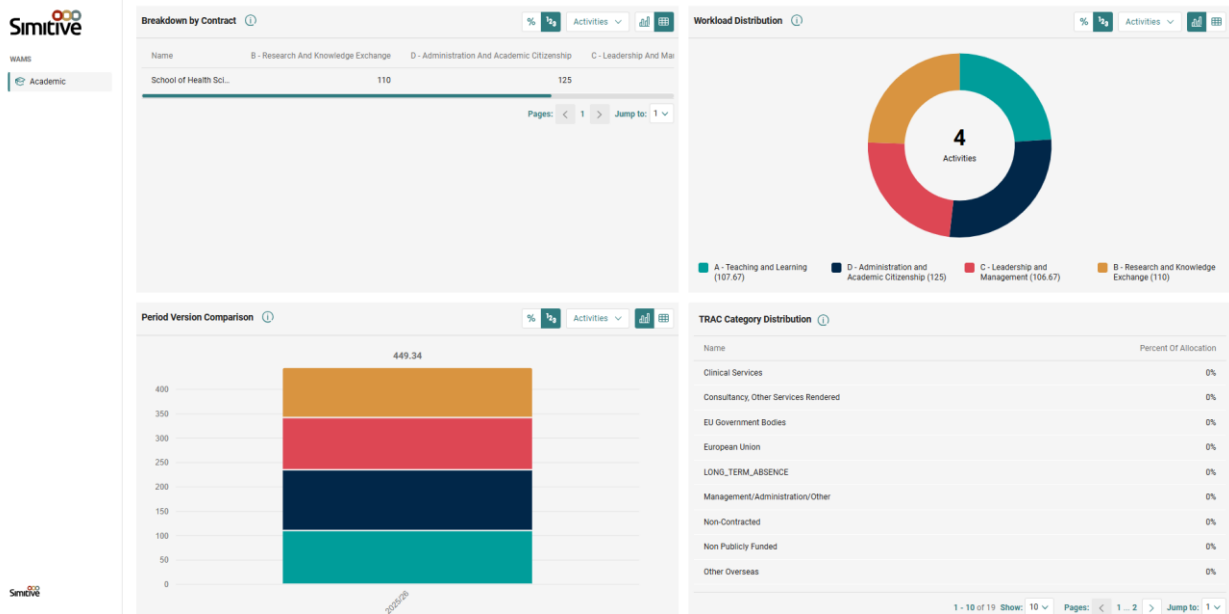
Workload Table						
Name	TRA	RKE	L&M	OTH	Total	Comments
> A - Teaching and Learning	107.67	-	8.7	-	116.37	
> B - Research and Knowledge Exchange	-	110	-	-	110	
> C - Leadership and Management	-	-	106.667	-	106.667	
> D - Administration and Academic Citizenship	-	-	-	125	125	
Totals	107.67	110	115.367	125	458.037	

Percentage View

Workload Table						
Name	TRA	RKE	L&M	OTH	Total	Comments
> A - Teaching and Learning	7.15	-	0.58	-	7.73	
> B - Research and Knowledge Exchange	-	7.31	-	-	7.31	
> C - Leadership and Management	-	-	7.09	-	7.09	
> D - Administration and Academic Citizenship	-	-	-	8.31	8.31	
Totals	7.15	7.31	7.67	8.31	30.43	

2.3.2 Chart

This part of your dashboard provides a visualisation of the balance of the workload across either Activities or Work Unit Types:



2.4 Comments

My Workload Export

Workload Table

Name	DEL	TRA	RES	SUP	ADM	Total	Comments																				
▼ A - Teaching	71	142	-	-	-	213																					
▼ Design, Materials and Manufacturing	20	40	-	-	-	60																					
<table border="1"> <thead> <tr> <th>Name</th> <th>DEL</th> <th>TRA</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>> Seminar (Engineering)</td> <td></td> <td></td> <td>30</td> </tr> <tr> <td>> Workshop (Engineering)</td> <td></td> <td></td> <td>15</td> </tr> <tr> <td>> Lecture (Engineering)</td> <td></td> <td></td> <td>15</td> </tr> <tr> <td>Total</td> <td>20</td> <td>40</td> <td>60</td> </tr> </tbody> </table>								Name	DEL	TRA	Total	> Seminar (Engineering)			30	> Workshop (Engineering)			15	> Lecture (Engineering)			15	Total	20	40	60
Name	DEL	TRA	Total																								
> Seminar (Engineering)			30																								
> Workshop (Engineering)			15																								
> Lecture (Engineering)			15																								
Total	20	40	60																								
> Introduction to Astrophysics	51	102	-	-	-	153																					
> B - Research	-	-	52	-	-	52																					
> C - PGR Supervision	-	-	-	2	-	2																					
> D - Admin and Management	-	-	-	-	200	200																					
Totals	71	142	52	2	200	467																					

Allocation Details

Name: Lecture
 Activity Type: Lecture
 Code: MECENGG003 - Lec
 Guidance Notes:
 How many hours to be allocated?: 5

My Comments + Add Comment

Comment Cancel

Where you can, please provide constructive feedback in the comments where it would help your allocator to make edits to existing allocations. This promotes transparency between allocators and academics, providing a clearer understanding of each allocation. By leaving detailed notes, you can communicate your thoughts and concerns more effectively, ensuring that all feedback is accurately captured and addressed. For example, if you noticed that in an otherwise correct allocation to deliver seminars on a module the number of hours was 10 where it should be 15, if you pass this note along then your allocator can make changes and republish back to you quickly. Where you may have more to discuss please keep in mind that the AWP tool isn't meant to be a replacement of existing forms of communication available to you and your allocator.

To leave a comment;

1. Click the activity that you would like to leave a comment against.
2. Select '+ Add Comment' and fill in the box.
3. Click 'Comment' to save.
4. Once the comment has been saved, it will appear next to the specified activity.

Workload Table

Name	DEL	TRA	RES	SUP	ADM	Total	Comments																				
▼ A - Teaching	71	142	-	-	-	213																					
▼ Design, Materials and Manufacturing	20	40	-	-	-	60																					
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> Lecture (Engineering)			15																								
Total	20	40	60																								

Once the comment has been saved, it will appear next to the specified activity.

My Comments + Add Comment

JS **John Sidwell** 14:55, 08/01/2025

I believe the lecture on material selection could benefit from a guest speaker who specialises in biomaterials.

Please be aware that all AWP allocators within your school can see your response to your published workload. It is recommended that you discuss personal comments related to AWP via an alternative form of communication. Please see the AWP Framework Document for details on how to proceed if you have significant concerns about your workload allocations.

You could provide a brief response within AWP (creating an audit trail that you have queried your workload) and reach out to your Line Manager by email or during a 1-to-1 meeting to discuss the matter in more depth. The data available to you in AWP is there to help enable such conversations.

You may also choose to leave comments about overall workload allocations when you are prompted to acknowledge your workload as shown above.

WAMS > Academic > My Workload

2025/26

Org Item: University of Simitive Period Version: 2025/26 PUBLISHED

My Workload Comparison History

My Workload Export

Name	DEL	TRA	Total	Comments
∨ A - Teaching	10	20	30	
> Design, Materials and Manufacturing	10	20	30	
Totals	10	20	30	

Your workload allocation has changed. Do you agree with the workload allocated to you?

Yes No