



# **Academic Workload Planning (AWP)**

## **Academic Staff View**

### **For Direct Reports**

### **2025-26**

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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](mailto:awpsupport@gre.ac.uk)

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# 1 Introduction

This document provides an overview of the information Academic staff can find on the Academic Workload Planning (AWP) tool about their planned workload, as well as the mechanisms for engaging with AWP Line Managers (LM), Designated Allocators (DA), (or nominees), Direct Reports (DR) and AWP Support during the allocation process.

**AWP Line Manager (LM)** – A senior academic with responsibility for allocating and publishing workloads. This may not be your staff Line Manager.

**Designated Allocator (DA)** – A senior or lead academic with responsibility for allocating workloads.

**Direct Report (DR)** – An academic receiving workload information from an LM, a DA or nominee.

## 1.1 How to access AWP

The Academic Workload Planning (AWP) tool 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.

On the AWP landing page 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 enter the system. If there is a problem accessing the site after

entering your university credentials, please try the following in the first instance:

Clear your cache,

Use an alternative browser,

Go incognito,

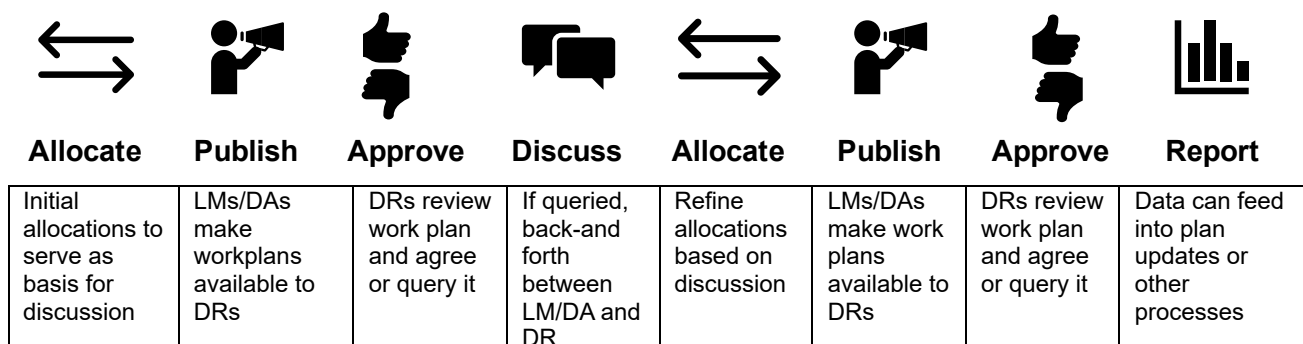
If you are still unable to login contact the AWP Support Team.

## 1.2 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](mailto:awpsupport@gre.ac.uk). For all workload queries please contact your academic Line Manager.

## 1.3 Allocation process summary

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



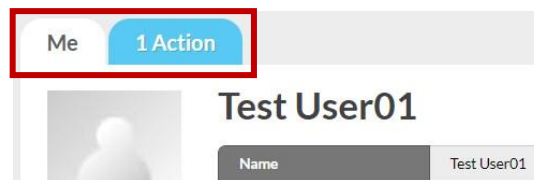
The allocation process is intended to be iterative, with AWP LMs, DAs and DRs making use of the AWP tool and its visualisation of workload data to facilitate meaningful discussion within the context of regular line management as well as appraisals.

A key element will be **publishing** – when your AWP LM/DA publishes your workload you will receive an automatically generated email from the AWP tool inviting you to login, review the workload information, and either **agree** or **query** the plan (see section 6).

## 2 AWP Content Overview

### 2.1 'Me' and Action tabs

When you successfully log in to the AWP tool you will note two tabs available:



- **Me** tab – Or “Me Page” displays info about workload and engagement
- **Action** tab – will show action to review and agree/query latest published work plan within a given timeframe. When the agree/query process has been completed the action will be resolved.

### 2.2 My AWP container

The My AWP container on your 'Me' Page provides you with a range of valuable information about the latest workload plan that has been published by your AWP LM (or nominee):

The screenshot shows the 'My AWP' interface. At the top, there's a header with a green logo and the text 'My AWP'. Below this, a navigation bar contains 'Year: Configuration' and 'School: Demo School', both with 'Change' buttons. A red box labeled '1' highlights this area. Below the navigation bar, there are four tabs: 'My workload', 'Named headlines', 'Normalised Named headlines', and 'Graphs'. A red box labeled '2' highlights these tabs. The main content area is a table with columns: Name, FST, TRA, RKE, L&M, OTH, and Total. The table lists four categories: A - Teaching and Learning, B - Research and Knowledge Exchange, C - Leadership and Management, and D - Administration and Academic Citizenship, followed by a 'Totals' row. A red box labeled '3' highlights the table. Above the table, there are checkboxes for 'Show percentages' and 'Show chart', a 'Table size' dropdown set to 'Normal', and a 'Download PDF' button. A yellow box labeled 'FTE: 1' is also present. At the bottom, there are links for 'View allocation history' and 'View comments'. A red box labeled '4' highlights a yellow banner at the bottom that says 'Your workload allocation has changed. Do you agree with the workload allocated to you?' with 'Yes' and 'No' buttons.

Name	FST	TRA	RKE	L&M	OTH	Total
▼ A - Teaching and Learning	42	404	0	200	10	656
▼ B - Research and Knowledge Exchange	0	0	245	0	10	255
▼ C - Leadership and Management	0	0	0	152.5	10	162.5
▼ D - Administration and Academic Citizenship	0	0	0	0	275	275
<b>Totals</b>	<b>42</b>	<b>404</b>	<b>245</b>	<b>352.5</b>	<b>305</b>	<b>1348.5</b>

At a high-level, the content displayed on-screen can be considered in terms of:

1. **Year instance and School navigation:** the content displayed on-screen will relate to a specific planning year (e.g., 2024/25) and a specific School. If you have multiple contracts/job roles, you may need to interact with more than one workload plan.
2. **Workload views (tabs):** 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 for a transparent overview at the school level. This content is explored in sections 0-5.
3. **Main content area:** the content here will shift depending on your selection in #2. The image above is showing the content of the 'My Workload' tab which is explored in section 0.
4. **Decision workflow:** this is the part of the system where you are asked to engage in the iterative allocation process summarised in 1.3, above. This is explored in more detail in section 6.

## 3 My Workload tab

### 3.1 Categories and Work Unit Types

Your latest published workload will be accessible via the My Workload tab on the Me Page:



The workload table itself is shown below:

[Download PDF](#)

☐ Show percentages ☐ Show chart Table size Normal

FTE: 1

Name	FST	TRA	RKE	L&M	OTH	Total
▼ A - Teaching and Learning	42	404	0	200	10	656
▼ B - Research and Knowledge Exchange	0	0	245	0	10	255
▼ C - Leadership and Management	0	0	0	152.5	10	162.5
▼ D - Administration and Academic Citizenship	0	0	0	0	275	275
<b>Totals</b>	<b>42</b>	<b>404</b>	<b>245</b>	<b>352.5</b>	<b>305</b>	<b>1348.5</b>

The hours of work that have been allocated to activities are organised on the Y-Axis by Categories (#1) and then by Work Unit Types (#2) on the X-Axis. The Categories are logical groupings of the activities to which your time will be allocated (the AWP Guidance Document lists the allocatable activities that sit within each Category).

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

- **FST** – Formal Scheduled Teaching, e.g., delivering lectures to students
- **TRA** – Teaching Related Activity, e.g., preparation, assessment
- **RKE** – Research and Knowledge Exchange activity, e.g., research project hours
- **L&M** – Leadership & Management activity, e.g., Deputy Head of Department role
- **OTH** – Other defined activity, e.g., REC allowance

This way, you can see not only the distribution of hours against categories (in the Total column on the far-right of the table) but also the breakdown of those hours in terms of the type of effort (on the darker **Totals** row at the bottom).

### 3.2 Click and expand for detail

You can click the category title (#1) to expand the view to show the next level of activity groupings (#2) and then click through to the individual allocations that were made (#3):

[Download PDF](#)

☐ Show percentages
 ☐ Show chart

Table size: Normal

FTE: 1

Name	FST	TRA	RKE	L&M	OTH	Total
<b>1</b> <span style="border: 2px solid red; padding: 2px;">A - Teaching and Learning</span>	42	404	0	200	10	656
!A - Personal Tutoring	0	130	0	0	0	130
!B - Placement Support	0	142.5	0	0	0	142.5
!C - Module Development and Review	0	72	0	0	0	72
!F - Other Teaching and Learning	0	10	0	0	0	10
!G - Travel Time	0	0	0	0	10	10
Module 001 - UG - 15	10	10	0	0	0	20
<b>2</b> <span style="border: 2px solid red; padding: 2px;">Module 002 - UG - 30</span>	12	12	0	200	0	224
<b>3</b> <span style="border: 2px solid red; padding: 2px;">Module Leadership</span>	0	0	0	200	0	200
Seminars	12	12	0	0	0	24
Module 005 - PG - 15	20	27.5	0	0	0	47.5
<b>B - Research and Knowledge Exchange</b>	0	0	245	0	10	255
<b>C - Leadership and Management</b>	0	0	0	152.5	10	162.5
<b>D - Administration and Academic Citizenship</b>	0	0	0	0	275	275
<b>Totals</b>	<b>42</b>	<b>404</b>	<b>245</b>	<b>352.5</b>	<b>305</b>	<b>1348.5</b>

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.

There is a further level of detail you can access by clicking on the blue link text of the lowest level (#3) which will trigger a pop-up window to give you contextual details (see A below) and the answers the AWP LM or DA gave to specific questions to help determine the hours (B):

#### A – Contextual details

Structure	Attributes	Additional information
Scheduled Hours		12.00
Credit		30
Level		UG
Number of Students		400

#### B – Answers to allocation questions

Structure	Attributes	Additional information
How many hours for first time delivery will this individual be responsible for?		12
How many hours for repeat delivery will this individual be responsible for?		0
Please use this area for any notes		

Whilst the answers to the allocation questions posed to Line Managers is provided, the detail of what the calculation within the system does is not visible on-screen. However, you can find out more about this via the AWP Guidance Document.

### 3.3 Alternative workload table views



1. **Show percentages** – toggle between seeing hours or percentage (based on your total available hours/FTE value) – see 0
2. **Show chart** – see your workload in charts based on Categories or WUTs – see 3.3.2
3. **Increase the size of text** and spacing for easier readability
4. **Download PDF** – generates PDF of expanded table including hours and percentages

#### 3.3.1 Show percentages

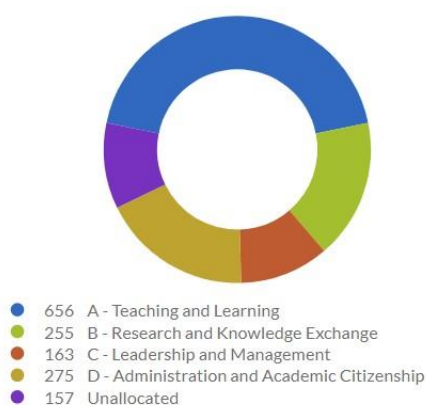
By toggling the percentage view this will persist as you expand the different elements of the workload table (see 3.2). The examples below (truncated for illustrated purposes) show the same data as hours and percentage and would allow the DR to quickly work out their level of allocation – 89.6% based on being a staff member with 1.0 FTE (i.e., 1348.5 hrs / 1505 total hrs = 0.896%):

Hours view						Percentage view					
FST	TRA	RKE	L&M	OTH	Total	FST	TRA	RKE	L&M	OTH	Total
42	404	0	200	10	656	2.79%	26.84%	0%	13.29%	0.66%	43.59%
0	0	245	0	10	255	0%	0%	16.28%	0%	0.66%	16.94%
0	0	0	152.5	10	162.5	0%	0%	0%	10.13%	0.66%	10.8%
0	0	0	0	275	275	0%	0%	0%	0%	18.27%	18.27%
42	404	245	352.5	305	1348.5	2.79%	26.84%	16.28%	23.42%	20.27%	89.6%

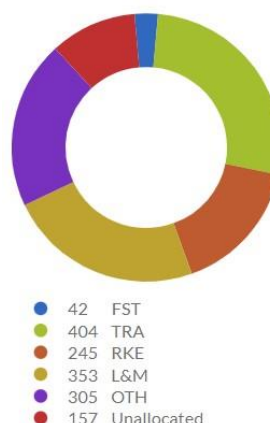
#### 3.3.2 Show chart

This part of the table allows you to see your workload expressed as donut charts, providing a visualisation of the balance of the workload across either Categories or Work Unit Types:

Categories donut



Work Unit Types donut





## 4 Staff Table views – Hours and FTE percentage

Adjacent to the My Workload tab, you can also access two tables that provide a list of staff within your School and a high-level overview of their allocations (as well as your own). The tabs are called “Staff Table – Hours” and “Staff Table – FTE%” as shown below:



The Staff Table – Hours view shows your workload at the top (look for “Me” – see #1 below) and displays the raw number of hours allocated:

Name	FST	TRA	RKE	L&M	OTH	Total
Me	42	404	245	352.5	305	1348.5
System Admin1	20	435	175	387.5	305	1322.5
System Admin2	42	557	175	90	305	1169
System Admin3	0	583	375	45	305	1308
System Admin4	26	161	775	65	305	1332
Test User02	0	90	345	15	282.5	732.5
Test User03	36	397	175	365	305	1278
Test User04	0	115	525	715	305	1660

Whilst useful to compare the number of hours the above peer comparison doesn’t consider the staff FTE – which means that the reason someone might look to receive ‘fewer’ hours is because that is appropriate for someone on a 0.5 FTE contract.

The Staff Table – FTE% view shows percentages based on the total hours available for the individual, and so taking into account their FTE.

In the images above and below, you will see the “Test User02” - when compared to the “Me” line - appears comparatively under-allocated when viewed as hours but with the added context of the percentages view the same person/user is 98% allocated.

Name	FST	TRA	RKE	L&M	OTH	Total
Me	3%	27%	16%	23%	20%	89%
System Admin1	1%	29%	12%	26%	20%	88%
System Admin2	3%	37%	12%	6%	20%	78%
System Admin3	0%	39%	25%	3%	20%	87%
System Admin4	2%	11%	51%	4%	20%	88%
Test User02	0%	12%	46%	2%	38%	98%
Test User03	2%	26%	12%	24%	20%	84%
Test User04	0%	8%	35%	48%	20%	111%

Please note: the peer comparison views are meant to help make the workload allocation process more transparent but may not tell the whole story – there may be a rationale behind why certain people are receiving the allocations seen, or their situation may change upon the next publication.

## 5 Charts tab

You will also have access to the Charts tab:



In turn, this will switch the way content is displayed in the main panel below, and provide you with further 'sub tabs' to select from:

- **Workload** – chart showing raw hours allocated
- **Normalised Workload** – chart showing percentages that account for staff FTE

You will also have the option of selecting whether the content is based on Categories or Work Unit Types (aka 'Workload units' on-screen) via a drop-down menu at the top of the chart (see #1 below).

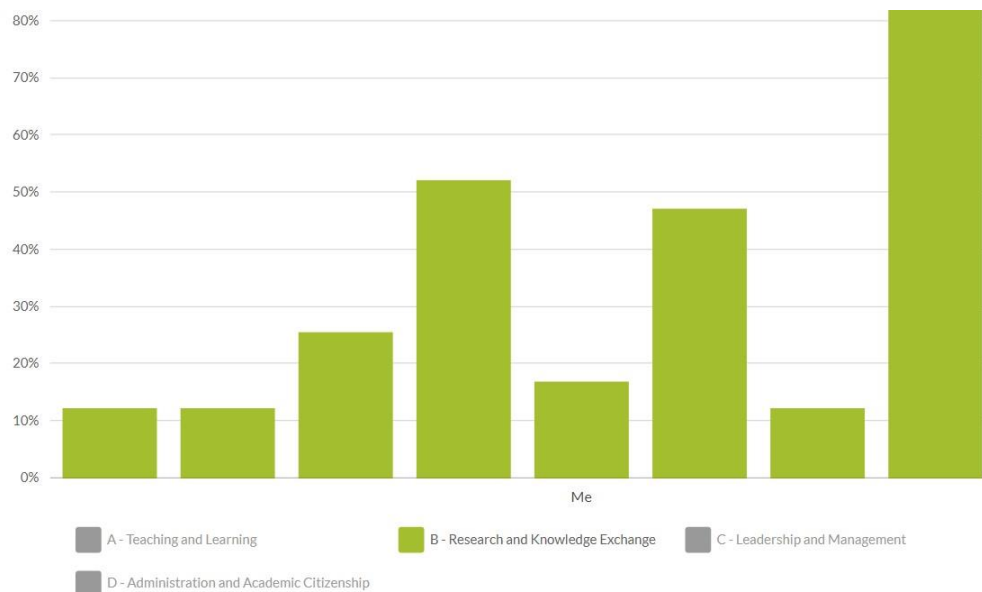
The example below shows the normalised chart view (percentages that account for the FTE) by Categories which are colour-coded as per the legend:



Each bar in the chart represents a member of staff within the school, and you can hover over one of the coloured segments to see the person's name, their FTE, and the percentage of the staff member's time taken up by the particular category (see #2 above).

Please note that the legend at the bottom of the chart (see #3 above) is interactive, and you can refocus the display by de-selecting legend elements until it shows only what you're interested in comparing.

For example, the chart below shows a peer comparison of FTE% allocations against “B – Research and Knowledge Exchange” only:

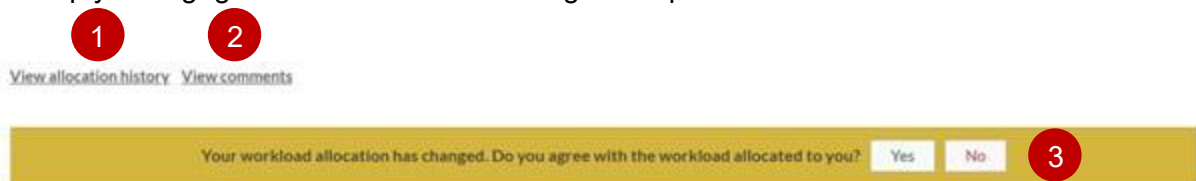


Please note: the peer comparison views are meant to help make the workload allocation process more transparent but may not tell the whole story – there may be a rationale behind why certain people are receiving the allocations seen, or their situation may change upon the next publication.

## 6 Decision workflow

### 6.1 Overview

There is critical functionality located at the bottom of the workload container on the MePage to help you engage with the workload management process:



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).

### 6.2 Agree to or query your workload

A key part of the process is for you to review your latest published workload table and the peer comparisons to help you consider whether the workload plan looks reasonable at that time in the planning cycle by answering the question posed (see #3 in the image in 6.1) which is:

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

If you agree, then you can select 'Yes' and you will be given the option of leaving a comment (visible to LMs) before clicking on the 'Submit and approve' button to complete your part in the process.

If you do not agree that the published workload is a reasonable plan, then you can select 'No' and must provide a response within a comments box before clicking on the 'Submit and query' button to pass this feedback onto LMs.

### 6.3 Leaving comments

Where you can, please provide constructive feedback in the comments where it would help your AWP LM to make edits to existing allocations. 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 AWP LM 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 AWP LM during usual line management.

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.

**Please be aware that all AWP LMs 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 Guidance Document for details on how to proceed if you have significant concerns about your workload allocations.

### 6.4 View allocation history

To help you bring context to the changes of multiple publications you have access to your full published allocation history via the link at the bottom right of the screen (see #1 in the image in 6.1).

Clicking on the link will display a pop-up window listing time and date stamped publish points which you can select from. Upon selecting one, a workload table will appear providing you with the same view and functionality as described in section 0:

**List of published workloads**

18/07/2022 18:32 School: Demo School. Year: Configuration.
29/06/2022 15:34 School: Demo School. Year: Configuration.
23/06/2022 09:44 School: Demo School. Year: Configuration.
22/06/2022 23:46 School: Demo School. Year: Configuration.
22/06/2022 23:35 School: Demo School. Year: Configuration.
22/06/2022 23:21 School: Demo School. Year: Configuration.

**Example of historical workload table**

<input type="checkbox"/> Show percentages		<input type="checkbox"/> Show chart		Table size		Normal		FTE: 3	
Name				FST	TRA	RKE	L&M	OTH	Total
▼ A - Teaching and Learning				20	652	0	0	10	682
▼ B - Research and Knowledge Exchange				0	0	175	0	10	185
▼ C - Leadership and Management				0	0	0	152.5	10	162.5
▼ D - Administration and Academic Citizenship				0	0	0	0	275	275
Totals				20	652	175	152.5	305	1304.5

## 6.5 View historical comments

As you use the AWP tool to agree or query workload over successive publish points, you can review the interactions via the View Comments link at the bottom of the screen (see #2 in the image in 6.1). This view allows you to see not only comments but the time and date stamps of your previous publications and your / your AWP LMs' responses. For example:

**Comments**

1

New Workload has been published on 19th of July, 2022 (15:47)

Workload published on 18th of July, 2022 (18:32)

Approved on 18th of July, 2022 (18:33)

Did not leave a comment

Workload published on 23rd of June, 2022 (09:44)

Queried on 29th of June, 2022 (15:33)

text

Approved on 23rd of June, 2022 (10:45)

Did not leave a comment

2

Workload published on 22nd of June, 2022 (23:46)

Approved on 22nd of June, 2022 (23:57)

Did not leave a comment

Workload published on 22nd of June, 2022 (23:35)

Queried on 22nd of June, 2022 (23:46)

I think I may be responsible for more activity on feedback on the Module005.

Thanks for that. Now updated for you. Reach out if you have any questions.

1. The top of the pop-up window that appears will show the most recent activity. In this example, it shows that new workload was published and since there is no activity above it is therefore awaiting a response (agree or query).
2. This is showing an example of back-and-forth between a DR and AWP LM. The bottom-most comment block shows that workload was published, and the DR queried this, leaving a helpful comment to direct edits by the AWP LM. The LM has then responded with a comment of their own and then republished. The comment block above shows the next workload was agreed/approved by the DR.

**Please be aware that all AWP LMs within your school can see your response to your published workload.**