The Emory Med Faculty Act Summary gives a summary of activity data on the employees you have can access. Go to HRWEB> Special Update>Emory Med Faculty Act Summary and click on an employee's name to see the details of their activity.

Emory Med Faculty Act Summary	r -					inen timben Lineb I
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Page Navigation

On this summary screen, the grid default displays up to 50 records. You can see additional records by clicking on the <u>View 100</u> link to see 100 records at a time or by using the arrows to move from page to page. In the example below, you can see that 50 of 407 records are displayed. The arrow to the right would move you to records 51 through 100. The <u>Find</u> link allows you to search for a specific Employee ID or Name. The checkerboard square with the red arrow coming in allows you to download the grid to Excel.

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Personalize | Find | View 100 | 🖾 | 🛗 First 🚺 1-50 of 407 🕨 Last
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You can also navigate between the various Activity tabs or use the icon to display all Activities at once. One thing to note is that the download to Excel will only download Activity columns visible on the page, so you may want to expand to all before downloading.



Emory Med Faculty Act Detail is where you indicate how much of a physician's activity, relative to the TEC employee record, is spent in billable, patient care activities and how much of a physician's activity is spent in "other" activity. This activity data should be updated whenever a physician's job earnings distribution (SpeedType) data changes. Access the page via HRWeb>Special Update>Emory Med Faculty Act Detail.

Emory Med Faculty Act Detail
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
▼Search Criteria
Empl ID begins with V
Search Clear Basic Search 🖾 Save Search Criteria

The top of the Detail page gives you Current Activity information on the employee. This data combines data across Employee Records and displays salary by Activity and by SpeedType.

New data is entered in the Modify Activity section at the bottom. Based upon the specific Activity, fields under FTE Activity Breakdown open on the right. The sum of the data entered into these fields is displayed at the top of this section. The total here is a reflection of the employee's true FTE across all positions and cannot exceed 1.000. This is not the same as the FTE on Job Data, which is more benefits driven and can exceed 1.

You cannot enter Salary or Earnings Distribution changes on this page. Those entries are completed under the Pay Rate Change and Earnings Distribution menu items under HRWeb> Special Update.

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ategory	SmartKex	SmartKex Description	55 Department	SK.Fund.Code	Fund Code Descr	Salary Distrib %	Annual Selary	Clinical	Educational	Research	Other	Total
PP	0000010534	Grady HMO Faculty	732530	2311	Grady Professional Funds	34.00	\$85,850.50	0.000	0.000	0.000	0.000	0.000
GP	5195700000	TEC Hem Onc St Josephs4100H100	519570	4100	General - Healthcare	10.00	\$25,249.99	0.000	0.000	0.000	0.000	0.000
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OM	0000029866	SOM - UTBG & Sus0000 2002A220E	732510	2002	Used 2 B Grants & Out of Brids	17.78	\$44,884.14	0.000	0.000	0.000	0.000	0.000
200	0000041050	HEMATOLOGY/MEDICAL ONCOLOGY RE	732540	2441	Designated Funds	38.22	\$96,515.34	0.000	0.000	0.000	0.000	0.000

You may use the links at the bottom of this page to move to your next transaction.