Frequently Asked Questions for Time Analysis Survey

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

TIME ANALYSIS SURVEY OVERVIEW

Time Schedule

Q1.   How frequent is the Time Analysis Survey?

A1.   As a minimum requirement of UGC, the Time Analysis Survey (Survey) should be conducted at least three (3) times in each financial year, with each Survey covering a period of two (2) weeks.

Q2.   When will the Time Analysis Surveys be conducted?

A2.   Normally, the three Surveys are scheduled in Oct, Jan/Feb and Mar/Apr respectively. The schedule will be reviewed annually taking reference to the academic calendar and public holidays of the financial year.

Who will participate

Q3.   How many staff will be selected to participate in the Time Analysis Survey?

A3.   The sample size is subject to review by the statisticians annually.

Q4.   Is it compulsory for a selected participant to take part in the Survey?

A4.   The purpose of the Time Analysis Survey is to comply with requirements of the Cost Allocation Guidelines from UGC. In order to attain a statistically adequate level of Survey returns, it is crucial for all selected participants to submit their timesheets for the Survey. To seek a consensus with the academic departments, before implementing the Surveys, Vice President (Administration) & Secretary

Q5.   Are only UGC-funded staff required to participate the Time Analysis Survey while others are not?

A5.   No, all academic staff (professorial, lecturers and research staff), except for senior management staff, will be included in the population for Survey sample selection. Currently only staff of School of Continuing Education (SCE) and Chinese Medicine - Clinical Division (CLNC) are excluded from the Survey, as they are wholly self-financing.

Q6.   Are the staff working at Shek Mun Campus excluded from the Survey even though they are recruited by department to teach joint-programme with SCE?

A6.   No, academic staff recruited by department to teach self-financed programme are required to take part in the Survey. As the University does not have the timesheet record on all activities performed by these staff to determine whether they are 100% UGC or non-UGC.

Implications of cost allocation

Q7.   How would the Survey results affect the cost allocation when preparing the Financial Report?

A7.   The University will allocate the academic staff costs based on the UGC and non-UGC ratios at aggregate level. For example, if the ratio from the Survey is 70% UGC while the actual charging is more than 70% UGC, it would mean that the University has to reallocate the excess costs over 70% from UGC to non-UGC segment.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Data Privacy

Q8.   How will my timesheet data be handled and used?

A8.   The timesheet data collected will only be used for the cost allocation process of academic staff costs/other relevant costs to UGC or non-UGC votes. The timesheet data is not intended to serve as staff attendance records, nor be used for staff performance evaluation.

A Data Privacy Framework (Framework) for The Time Analysis Survey, endorsed by the FIS Project Steering Committee, is available on the new FIS Project website. Please refer to this link for details of Framework.

CLASSIFICATION OF ACTIVITIES

Q9.   What are Institutional Activities?

A9.   The CAGs are designed to capture expenditures that contribute towards Institutional Activities which are defined as activities that consume institution resources (including time).

Categories of Institutional Activities listed in the CAGs are:

1.   Teaching

Teaching or preparation of teaching of students on taught programmes, please refer to this link for details.

2.   Research & Creative Outputs

Creative work of research and experimental development undertaken on a systematic basis, please refer to this link for details.

3.   Other Institutional Activities

Activities that consume institution resources and / or time that are not teaching or research, please refer to this link for details.

4.   Institutional Administration

Internal meetings, time spent on Time Analysis Survey, etc.

Q10. What are non-Institutional Activities?

A10. According to the CAGs, "Non-Institutional Activities" are activities that do not consume actual resources of the institution performed by staff. Examples include:

1.   holidays
2.   sick leaves
3.   consultancies/outside practice conducted in private time , including teaching of self-financed academic programmes with extra remuneration under the outside practice mode.
4.   non-professional work
5.   private time

Non-institutional activities are not required for the Survey since they are excluded from the cost allocation calculation.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Institutional Activities – Teaching

Q11. What activities are classified under the "Teaching" category?

A11.   According to the CAGs, "Teaching" activities include:

1. Delivery of teaching

   holding lectures, seminars and tutorials (including remedial classes)

   dissertation, project, workshop, laboratory, field work supervision

   placement organisation and visit

2. Teaching / class preparation

   preparing and updating teaching material for existing/new programmes

3. Supervise Research Postgraduates

   coaching research post graduates students on research methodologies, research progress and thesis preparation and writing

4. Programmes / course planning / development

   conducting programme / course review and preparing new programme / course proposals

   participating in curriculum and teaching methodologies review, planning and development

   timetabling

   preparing prospectuses

5. Assessment and examination

   continuous assessment of different forms of student work including dissertation, essays and projects

   preparation and conduct (including invigilation) of written and oral examinations and the marking of examination papers

6. Student Contact / Supervision

   student contact time on educational matters

7. Other Teaching Activities

   other forms of scholarly and / or administrative work related to teaching not covered by the above

Q12. How to determine the UGC and non-UGC ratio for "Teaching" activities?

A12.   According to the CAGs, UGC and non-UGC ratio for teaching activities may be determined by:

1. For teaching of students:

   UGC%   = Number of UGC-funded students / Total number of students registered for that course

   non-UGC%   = Number of non-UGC-funded students / Total number of students registered for that course

   Please note that timetabled data such as lectures and tutorial classes are extracted from the Student Information System (SIS), if available, so that timesheet data (including class name, duration, UGC and non-UGC ratios) for timetabled classes are pre-filled on the timesheet to facilitate the input.

2. For other teaching activities:

   Classification of UGC or non-UGC activities is based on the source of funding for the related study programme.

   As the CAGs are principle-based, please make reasonable judgement on treatment of activities. If there are specific activities that require clarification, please email to Financial System Section at fo-cag@hkbu.edu.hk.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Institutional Activities - Research & Creative Output

Q13. What activities are classified under the "Research & Creative Outputs" category?

A13.   According to the CAGs, "Research & Creative Outputs" activities, which relate to creative work of research and experimental development undertaken on a systematic basis, include:

1. Research & Experimental Development

    conduct of research that are academic research oriented and the production of papers, reports, conference papers and scholarly books thereof

    conduct of institutional contract research and consultancies

    research-oriented academic collaboration with departments within or outside of each institution

    editorship or serving on editorial boards of academic publications

    preparatory work for research grants application

    preparatory work for research assessment and review

2. Supervise Research Staff / Project

    supervision of research staff (including recruitment of research staff where applicable) and projects

3. Performance, Multimedia Works

    performances, works of art, textbooks, case studies, scholarly translations, software, and multimedia works, etc.

4. Research Conference and Seminars

    attending conferences, seminars and society meetings that are research project oriented

5. Other Research Activities

    work associated with technology transfer / invention, including patents application

    other research and creative outputs not mentioned above

Q14. What "Research & Creative Outputs" activities could be classified as UGC activities?

A14.   According to the CAGs, research & creative outputs activities that can be classified as UGC activities include:

1. Research projects for which the UGC provides funding, whether directly (e.g. for designated research project) or indirectly (e.g. via block grants).

2. Research projects funded by either local or non-local Government bureaux / departments other than UGC and non-governmental organisations (NGOs), which in general do not allow the charging of faculty principal investigators (PI) costs and overhead costs to their research projects.

3. Research projects funded by commercial organisations with unrestricted manner in outputs (i.e. the output should be publicly available without restriction and no commercial advantage should accrue to any parties (other than the university)) which do not allow the charging of faculty PI costs and overhead costs to research projects.

As the CAGs are principle-based, please make reasonable judgement on treatment of activities. If there are specific activities that require clarification, please email to Financial System Section at fo-cag@hkbu.edu.hk.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Q15. Regarding the funding sources of research activities, how to classify the funding such as using FRG, SDF, ITF, etc. to UGC or non-UGC?

A15. Generally speaking, the following research projects are UGC-related:

1. Research projects with Fund code (the second segment of the COA) from 11 to 29 or Fund code 91; or

2. Research projects funded by the Research Grant Council (RGC) (i.e. General Research Fund (GRF), Early Career Scheme (ECS), etc.) listed under RGC website
    (https://www.ugc.edu.hk/eng/rgc/funding_opport/); or

3. Research projects funded by either local or non-local Government bureaux / departments other than UGC and non-governmental organisations (NGOs), which in general do not allow the charging of faculty principal investigators (PI) costs and overhead costs to their research projects; or

4. Research projects funded by commercial organisations with unrestricted manner in outputs (i.e. the output should be publicly available without restriction and no commercial advantage should accrue to any parties (other than the university)) which do not allow the charging of faculty PI costs and overhead costs to research projects; or

5. Research projects funded by the internal grants/schemes of the Research Committee (e.g. Faculty Research Grant (FRG), Start-up Grant, etc.) listed under Graduate School (GS) website
    (https://gs.hkbu.edu.hk/funding-opportunities).

Please consult your PI or contact FO for assistance if you are in doubt of the classification.

Q16. If I write books or articles without any remuneration, should it be classified as UGC or non-UGC?

A16. If the activities are performed without consuming HKBU resources or using your private time, then they should not be included in the timesheet.

Otherwise, if the books are publicly available without restriction and no commercial advantage should accrue to any parties (other than the university), then it can be classified as UGC activity.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Other Institutional Activities

Q17. What activities are classified under the "Other Institutional Activities" category?

A17. According to the CAGs, "Other Institutional Activities", which consume institution resources and / or time that are not teaching or research, include:

1. Consultancy

    consultancy that is contracted to HKBU, including time spent on drafting proposals and supporting bids for consultancy works

2. Public Services

    services to the community that are of professional or general in nature

3. Outside Practice

    outside practice that consumes HKBU resources and time

4. Clinical Outside Practice

    Consultation service provided by staff of the School of Chinese Medicine (SCM)

5. Other Institutional Activities; examples include:

    Interviews by news media including television companies to advise the general public on issues related to the staff's professional knowledge and skills

    Services provided to or activities undertaken for non-governmental organisations, e.g. serving as a member of the jury panel for Hong Kong International Film Festival

    Knowledge transfer work without any fee or with little compensation (e.g. transportation fee of $50) which is insufficient to cover the cost of the time spent by the academic staff, e.g. to serve as a representative of the University to attend conference / forum organised by external bodies for giving a talk or professional advice

Q18. What "Other Institutional Activities" activities could be classified as UGC activities?

A18. According to the CAGs, other institutional activities that can be classified as UGC activities include:

1. Projects for which the UGC provides funding, whether directly (e.g. for designated project) or indirectly (e.g. via block grants).

2. For activities (e.g. consultancy, outside practices, clinical service, and collaborative work) other than self-financed activities conducted in compliance with the regulations governing outside practice.

3. For donations designated for use in scholarships and bursaries for students studying in UGC-funded programmes, research activities and capital projects in which donors / funding agencies do not allow the charging of relevant costs incurred in administering these activities, then relevant administration activities could be classified as UGC activities.

4. Student / exchanges activities, conferences, consultancies and services, college activities funded by both local and non-local Government bureaux / departments other than UGC and NGOs, which in general do not allow the charging of staff costs and overhead costs.

5. Public Service is treated as 100% UGC activities.

6. Oher activities not mentioned above will be classified as UGC or non-UGC activities according to the funding source.

    As the CAGs are principle-based, please make reasonable judgement on treatment of activities. If there are specific activities that require clarification, please email to Financial System Section at fo-cag@hkbu.edu.hk.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Q19. Could UGC-fundable activities supported by non-UGC funds be classified as UGC activities?

A19. UGC-fundable activities supported by non-UGC funds could be classified as UGC activities.

For example, the University regularly organises concerts for students as part of teaching activities to facilitate students' whole-person development. Although such concerts are regarded by the University as a UGC-fundable activity, they are currently subsidised by non-UGC funds due to insufficient UGC resources. These activities could be classified as UGC activities.

Institutional Administration

Q20. What activities are under the "Institutional Administration" category?

A20. According to the CAGs, "Institutional Administration" activities include:

1.   internal meetings
2.   administrative work, such as serving as committee chairperson/member

ACADEMIC TIMESHEET SYSTEM

Accessibility

Q21. Can I access the Academic Timesheet System while not in campus?

A21. You can login to the BUniPort remotely and access the Timesheet System (TSS) during the Survey period. The TSS will be closed after the submission deadline of the Survey.

Endorser

Q22. What is the role of an endorser?

A22. Endorser is either a department head or a faculty dean. When endorsing the timesheet, he/she shall perform a reasonableness check to the submitted timesheet data based on general understanding of role, work assignment, or projects of the academic staff. If there are inconsistent data in the timesheet, he/she can return the timesheet to the preparer for fine-tuning or clarification.

Q23. Can I send a message to the preparer when I return the timesheet for his/her revision?

A23. Yes, message box is provided for endorser to make comments/remarks to the preparer for reference.

Q24. I cannot find any timesheets in the Endorsement form?

A24. Only timesheet submitted for your endorsement will be displayed in the Endorsement form. You will check the number of timesheet pending endorsement and number of timesheet pending submission on the same screen.

Q25. Do I need to follow up the outstanding submissions from the preparers?

A25. While system will generate reminder emails the preparers for outstanding submission.

In accordance with the direction of the FIS Project Steering Committee chaired by VPAS, the head of department should ensure that all timesheets from his/her department should be submitted and endorsed on a timely manner.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Preparer and Delegates

Q26. Can I input timesheet data for past or future dates?

A26. Yes, you can input timesheet data for past or future dates as long as it is within the 2-week Survey period. For example, you can input planned activities which will occur during the 2 weeks Survey period. You can input or update your timesheet data any time before the timesheet is submitted. However, if you have inputted your timesheet in advance based on your plans, please review and make necessary updates to reflect the actual hours worked before submission.

Q27. What is the data prefilled in my timesheet?

A27. The prefilled teaching activities are timetabled classes extracted from the Student Information System (SIS), based on the SSOid used to sign in the BUniPort to facilitate input and update.

Q28. If the prefilled timetabled classes in my timesheet record is not up-to-date, what should I do?

A28. As data from the Student Information System (SIS) is based on a snapshot taken at the last day of the previous month, subsequent changes may not be reflected in the Timesheet System.

If it is necessary to amend the prefilled timetabled classes, you could add a new timesheet record to input the correct teaching activity, then delete the incorrect prefilled record.

Q29. I cannot find my timetabled classes in the timesheet. What should I do?

A29. As data from the Student Information System (SIS) is based on a snapshot taken at the last day of the previous month, subsequent changes may not be reflected in the Timesheet System.

If you cannot find the relevant classes in your timesheet, you could add a new timesheet record to input the teaching activities.

Q30. If a prefilled timetabled class in my timesheet has been cancelled, what should I do?

A30. You can delete the timetabled class in question.

Q31. I cannot find the activity that I undertake in the Activity list in the Timesheet System, what should I do?

A31. There is NO exhaustive list of activities provided by the UGC and please match your activity to an activity from the selection list.

As the CAGs are principle-based, please make reasonable judgement on treatment of activities. If there are specific activities that require clarification, please email to Financial System Section at fo-cag@hkbu.edu.hk.

Q32. What should I input for the leave(s) taken during the timesheet period?

A32. You don't need to input the time spent for in holidays, sick leave, annual leave and private time. Please be reminded to delete the prefilled timetabled class(es), if any, for the day(s) that you have taken leave.

Q33. Why did the system round up the "Total Hours Worked" I inputted?

A33. The unit for total hours worked is 0.5 hour. Input hours will be rounded up to the nearest 0.5 hour by the system. For example: - If you input 0.25 hour, the system will round it up to 0.5 hour.
- If you input 0.75 hour, the system will round it up to 1 hour.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Q34. How many hours should be inputted for a day?

A34. There is no standard working hours specified in the CAGs. In general, the contractual working hour for full-time research staff is no less than 39 hours per week, however there is no standard contractual working hours for other academic staff.

Q35. Why there are no UGC and non-UGC fields for "Institutional Administration" activities in the Timesheet System?

A35. Input for UGC and non-UGC ratios for "Institutional Administration" activities is not required.

According to the CAGs, the UGC and non-UGC ratios for Institutional Administration activities will be based on the average of UGC and non-UGC ratios of "Teaching", "Research & Creative Outputs" and "Other Institutional Activities". This ratio will be calculated by the Timesheet System.

Q36. How to undo a deletion of timesheet records?

A36. There is no undo function in the Timesheet System. However, if you haven't click the [save] button yet, you can still cancel the deletion action.

If a record is accidentally deleted, you can close the [browser] without saving the changes and reopen the Timesheet System. However, please note that any changes done together with the deletion will also be lost.

Q37. Why can't I find my inputted timesheet data?

A37. Unsaved data will be lost under the following conditions:

1. Click [Close] button on the top left corner before saving your input;
2. Close the active internet explorer window before saving your input;
3. The Timesheet System will be inactive when the time-out period of BUniPort is reached. The current time-out period is as follows:

    Remote Access : 30 minutes

    On site Access : 1 hour
4. Power off the computer without saving your input.
5. Normally, there will be warning message prompted for unsaved data before you leave the active timesheet form. As a general reminder, please save the data at regular intervals.

Q38. Do I need to input detail description of my activities, such as course code for teaching activity, project name, location of the activity, etc.?

A38. You only need to input your timesheet according to the category and activity in the Timesheet System. It is not necessary to input detail description of the activities. However, you can input some remarks for endorser's information at your own discretion.

Q39. I don't know what is the project code to be inputted in the "Remarks to Endorser"?

A39. For research staff, it is required to input all research project(s) and the corresponding project code(s) preformed during the 2-week Survey period in the "Remarks to Endorser" field.

The project code is the 5th segment of the charging account. For example, the project code is "171234" in charging account "11.22.2345.123456.**171234**.00.00". You may consult your Project Director if you are not sure about the Project code.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

Q40. **I am a Professor and performed research work during the Survey period, do I need to input the project name and project code in the "Remarks to Endorser"?**

A40. The requirement for inputting project name and project code in the "Remarks to Endorser" field is applicable to research staff only. It is not required for professorial staff and lecturers.

Q41. **Can my endorser read my timesheet details?**

A41. Your endorser has to read the submitted timesheet details before he/she can endorse/return the timesheet.

Q42. **Do I still need to input the timesheet data after I declared (via Option 1) that my activities are 100% UGC activities or non-UG activities?**

A42. No, you can submit the survey either by declaration (i.e. select Option 1 and declare the nature and input the total number of hours worked for submission) or by timesheet data inputted by day (i.e. select Option 2 and input the timesheet data day-by-day for submission).

Q43. **Do I need to input the timesheet data for Saturday and Sunday?**

A43. According to the CAGs, time spent in holidays, leaves, private time, etc. are not required to input to the timesheet.

However, you are working on Saturday or Sunday for **institutional activities**, you are required still input the timesheet data.

Q44. **How do I know the percentage of UGC and non-UGC students registered for each course?**

A44. You can make reference to the UGC and non-UGC ratio prefilled in the Timesheet System for the course.

If it is a timetabled class but cannot be found in system, you can email the course code to fo-cag@hkbu.edu.hk. for checking. We could check the UGC and non-UGC ratios based on the data from Student Information System (SIS).

If the course is not recorded in SIS, please make the apportionment base on the available information you can obtained.

Q45. **What should I do if I take leave during the timesheet period?**

A45. As this might have impact to the survey result, if you are going to take leave for more than 5 working days during the Survey period, please email to Financial System Section at fo-cag@hkbu.edu.hk so that we can make separate arrangement.

Q46. **Why can't I edit my timesheet data previously saved?**

A46. You can only edit your timesheet data before the timesheet is submitted. Once it is submitted, you can only view the timesheet data.

Q47. **Why can't I (delegate role) submit the timesheet after completed the data input for the preparer?**

A47. The timesheet must be submitted by the preparer himself/herself. If the preparer delegated the timesheet data input to you, please inform the preparer when the data is ready for his/her review and submission.

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.

RESOURCES

1) Cost Allocation Guidelines from the website of the UGC

2) Training and Materials for Cost Allocation Guidelines (CAG) on Academic Timesheet System from the FIS Project Website

3) Data Privacy Framework of Time Analysis Survey

CONTACT US

FO FIS Project Team – CAG

Tel: (852) 3411-7606 / (852) 3411-5203

Email: fo-cag@hkbu.edu.hk

The content of this document, which has made reference to the latest UGC guidelines, is for the purpose of the Time Analysis Survey and may be subject to changes as advised by UGC.