Hi. My name is Diane Craig and I am a research/data analyst at the UF/IFAS Program Development and Evaluation Center or PDEC for short.

We have a new system for Workload reporting this year so I wanted to take a few minutes to go over it with you.

PDEC website and click Workload

First, you will still access Workload through PDEC's website.

Logging in

To improve security, we now require a GatorLink username and password to log in. If you have problems logging in or do not have a GatorLink username, call the UF Help Desk at 392-HELP.

Enter Data for 2018

You will see your name and email populated from the UF Directory. If you would like to change this information you are free to do so. These changes will only be reflected in the Workload reporting and not in other UF or IFAS systems.

Scroll down to Home Unit

Next you need to use one of the two drop-down boxes to select your home unit. If you select something from both boxes it will only save your last selection. If you are unsure of what to put, contact me to discuss.

Scroll down to Appointments

In the Appointments & Other Information section you must select whether you have an extension appointment, a research appointment, or both.

These two boxes, and the third one for those who Worked with Youth this year, will drive what you see in the rest of the system so it is important that you click the appropriate box or boxes that apply to you.

Save vs. Next

You will notice there is a Save button and a Next button. Clicking Next will always save your work before moving onto the next section. You only need to click the Save button if you are working on a page and leave from your computer for a long period of time. In that case, you should click Save so you do not lose that work.

Click Next (Counties)

For county faculty, your next step is a Counties page. UF/IFAS state faculty and FAMU faculty will not see this step.

You will notice your home county is listed. Below that is a box to check if you worked in other counties or the Seminole Tribe as well.

Many faculty now work in multiple counties. It is important for the county economic impact sheets that we can estimate clientele contacts and volunteers by county. For RSAs we preloaded your county splits equally among all counties in the district because that has been the case for most RSAs in past years. But, you can change those figures if they don't apply.

Your county splits must add up to 100%.

Next (Workload Data)

The Workload Data section is unchanged from previous versions of Workload.

Hover over the field names to see a full description.

If you do not have data, leave the box blank.

Only those with an extension appointment will see the Volunteers section. This is how Workload has always worked.

Next (Program Areas)

This section lists all of the Extension initiatives and priority work groups and is also unchanged from prior years. Faculty who do not have an extension appointment will not see the Program Area section.

The percentages you put in the priority work groups are used to estimate clientele contacts and volunteers for each priority work group. It also drives what is displayed in your Workload Indicators section and the Impacts section.

So the best way to fill in this section is to focus on your major programs – in other words, where you have most clientele contacts and evaluation data – rather than documenting every area in which you may do some work. In other words, if you did work in an area but had one or two contacts and no evaluation then it is best to not even put any effort in that priority work group.

The percentages in this section must add up to 100%.

Next (Impacts)

The Impacts section is driven by what you put in the Program Areas section. The priority work group with the largest percentage will show up at the top.

A minor change is that there is now only one box per priority work group. Type or copy and paste all of your impacts related to that group into the one box. If you have more than one impact for a particular priority work group, you may use headers or numbers to indicate the beginning of a new impact statement or success story.

Note that there is a new tool bar to add rich text formats and hyperlinks.

If you do not have any impacts, leave the box blank.

Next (Indicators)

This Workforce Development Indicators is a new section in Workload. This section There is a growing push at the federal level to report the number of businesses created, jobs created or retained, or new leadership roles taken. These three Community Resource Development (CRD) indicators were originally asked of only the Community Development initiative but are now asked of every initiative.

The reasoning behind this is that some programs teach skills and knowledge that may directly or indirectly lead a participant to create a business, get a job promotion, or gain a leadership role in an organization. Faculty may learn of these outcomes through formal evaluation (i.e., follow-up surveys) or informally such as a client later calling them to tell them about their professional or personal successes.

We recognize these indicators may be new to you and we do not expect you to have data on these indicators if you did not collect or track this information in 2018. What we do ask is that you incorporate these indicators into your 2019 Plan of Work wherever appropriate. If you are unsure about how these apply to your program, contact your DED, program leader, or unit leader.

If you do not have data, leave the box blank.

Next (WL Indicators)

The next section is Workload Indicators. First, I want to note that those who do not have an extension appointment will see four research indicators and the rest of my description of this section of Workload does not apply.

PDEC, working with the Extension teams, developed these with last year and some minor changes and a few additions this year. If you have questions please contact the appropriate faculty member or your Priority Work Group or Initiative leads.

Although there are 91 indicators in total, you will only see the indicators associated with your priority work groups you selected in the Program Area section of Workload. Some indicators may apply to more than one of your priority work groups but they only appear one time so you will need to aggregate data from various programs in some cases.

You are not expected to have data on every indicator you see.

But, many of these indicators are broad enough that we feel everyone should be able to provide data on one or more indicators.

As you look through the indicators, you will notice a heavy focus on behavior change rather than knowledge gain. This is intentional. The impact and stories we tell through the federal report, news media, infographics, etc. are much more effective and influential when we focus on behavior. And, when appropriate and possible, the economic impact of that behavior change.

That is not to say knowledge gain shouldn't be measured. For new faculty or those starting new programs, knowledge gain may be all you have. Moreover, knowledge gain is often a key component to assessing your overall program success.

The Workload Indicators are not intended to represent all your program evaluation. These knowledge gain results and other indicators not included in Workload should be included in your ROAs.

Scroll down to 90 and 91

If you say you worked with youth on the Personal Information page at the beginning of Workload, you will see indicators #90 and #91. These ask how many youth demonstrated knowledge or behavior change in a subject area. If you enter a figure in one or both indicators you will get a follow-up question.

Follow-up Question

Check one or both priority work groups for the subject matter covered.

Next

Congratulations! You have completed Workload and this page summarizes your results.

Review the results to make sure you entered your information correctly.

Note that all the relevant indicators are listed on the page regardless of whether you had any data for them. This is helpful for preparing your Plan of Work for next year.

You may print out this summary or print to PDF to save the file by using Ctrl + P or right clicking your mouse. We will add a Print button to this page soon.

If you need to make changes use the Previous buttons to go back to the appropriate page. Otherwise, click the Submit My Report button. (If you don't click submit button your work is still saved so no worries.)

Submit My Report

Note the three buttons at the top of the page. The Workload Home will take you to the where you started if you need to change anything.

The My Report is the summary page if you ever want to go back In and look at it.

The WL Admin won't be viewable on your screen but is for me to use as a system administrator. It has several screens to help me quickly help you should the need arise.

Thanks for watching this video. We hope you like the new Workload system. Your feedback helps us a lot, so please share your thoughts and concerns with us. If you have feedback on specific indicators it is best to contact the priority work group leaders to discuss those.