


University of Alaska Functional Use Training

Statewide Office of Cost Analysis


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Space Survey Purpose



To answer the following questions for all rooms included in the space inventory:

- What is the room type?
 - Who occupies the space?
- What department occupies the space?
- What type of activity goes on in the room?
 - What is the primary funding source for the activity in the room?

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Space Inventory Data Use

- Update space management databases
 - Statewide
 - Office of Budget & Institutional Research
 - Office of Cost Analysis
 - MAU Space Management or Facilities
- Data used for
 - Analysis for the administration and for the Board of Regents
 - F & A cost rates
 - Nationwide surveys about facilities
 - Space assignments


Items in Training Packet

- Supporting Handouts
 - Functional Use Definitions
 - UA Program Code Crosswalk
 - Activity Decision Tree
 - Generalizations
 - Common Errors
 - Salary Space Comparison
 - Space Survey Form
 - Frequently Asked Questions
 - Room Use Codes and Definitions
 - Webspace Training Manual



Deadline

- Functional use will be collected through data entry on the web
- Survey completion deadline
 - September 22, 2006



FY03 Space Audit

- DCAA audited UA's space survey data in August/September of 2005
- Reviewed training documents
- Selected a sample of rooms at UAF
 - 17 rooms
 - Offices and Laboratories
 - SOM, SLA, Chancellor's Office, CSEM, ARSC, and INE



FY03 Space Audit (contd.)

- Auditor's visit
 - Walked space
 - Met with fiscal officers
 - Wanted to review documentation
 - Department supporting documents
 - Salary distribution for occupants
 - SW Cost Analysis' review and corrections of space
- Recommendation
 - Departments retain documentation to support their assignments of space

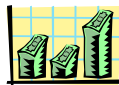


Acronyms


- OMB - Office of Management and Budget
- ONR - Office of Naval Research
- Facilities & Administrative costs (F & A)
 - Indirect costs
 - Overhead costs
- Circular A-21 - Cost Principles for Educational Institutions



Functional Use 101





- What is functional use?
 - Identifies activities occurring in the space
- Why do we collect functional use?
 - Required by A-21
 - Depreciation, operations and maintenance costs are allocated to each function based on assignable square feet of space



Functional Use 101 (contd.)


- FY03 Space related potential recovery at UAF
 - \$71.3 million MTDC restricted fund expenses
 - \$21.8 million F & A recovery
 - \$31.5 million in potential total F&A recovery
 - \$14.1 million in potential space related recovery






Functional Use 101 (contd.)

- UAA FY03 Space related potential recovery
 - \$21.4 million MTDC restricted fund expenses
 - \$ 3.7 million F & A recovery
 - \$ 7.0 million in potential total F&A recovery
 - \$ 2.2 million in potential space related recovery




Functional Use 101 (contd.)

- UAS FY03 Space related potential recovery
 - \$2.3 million MTDC restricted fund expenses
 - \$0.3 million F & A recovery
 - \$0.7 million in potential total F&A recovery
 - \$0.7 million in potential space related recovery




Functional Use 101 (contd.)


- Who should be collecting functional use?
 - Someone who is knowledgeable about:
 - The occupants of the space
 - Activities occurring in the space
 - Funding for the occupant and/or activities in the space
 - Must be collected from the user of the space
 - Head of department is responsible for ensuring that their space is surveyed



Functional Use 101 (contd.)


- When do we collect functional use information?
 - At least once every two years
 - Required during our base year for F&A
 - While faculty are on campus






Functional Use 101 (contd.)

- How do we collect functional use?
 - Walk through of space
 - Physical layout
 - Compare with blueprints
 - Notify facilities coordinator if there are structural changes not reflected on the floor plans
 - Area – net assignable square feet
 - Is it reasonable?
 - Room type
 - Check assigned user
 - Is the department correct?




Functional Use 101 (contd.)

- Functional use survey conducted
 - Departments verify walk through results
 - Interview users of the space
- **Survey is conducted by building**
 - On a room by room basis




Functional Use 101 (contd.)

- Timeframe
 - Space assigned for full year
 - July 1, 2005 through June 30, 2006
 - Space assigned for less than one year
 - Report activity based on period used by the current occupant
 - Space under renovation
 - Do not anticipate future use
 - Do not classify based on predominant use



Functional Use Categories

Definitions and Use




Functional Use Categories

1. Central Academic Support (AC)
2. Arctic Region Supercomputing Center (ARS)
3. Department Academic Support (AS)
 1. Research support, instruction support and public service support
4. Department Administration (DA)
5. Excluded (EX)
6. General & Administrative (GA)
7. Instruction (IN)




Functional Use Categories (contd.)

8. Independent Operations (IND)
9. Library (LIB)
10. Other Institutional Activities (OIA)
11. Operations & Maintenance (OM)
12. Other Sponsored Activity (OSA)
13. Poker Flat (PF)
14. Recharge Center Activities (RC)




Functional Use Categories (contd.)

15. Organized Research (RR)
16. Ship (SHP)
17. Sponsored Projects Admin. (SPA)
18. Student Services (SS)
19. Assignable Vacant & Common (VAC)




Functional Use Classification

- Assign percentage use consistent with activities
- Space survey percentages multiplied by Net Assignable Square Feet (NASF)
=> NASF totals by function
- Space related costs prorated to functions
 - Operations and maintenance
 - Interest expense
 - Building depreciation
 - Equipment depreciation
 - Gain/Loss on equipment disposals



Functional Use Classification (contd.)

- Non-space related costs are assigned to activities through the use of program codes in Banner Finance
 - Each org has a default program code which attaches to transactions
- Functional use classification should be consistent with the classification of expenditures incurred for the activity
 - Space / salary comparison



Salary Space Comparison

UNIVERSITY OF ALABAMA FYS 2006-07 (FYS 2005-06)					
Salaries/Space Comparison, by College Report					
College	Salaries & Space			Ratio	
	Salaries	Space	Ratio	Ratio	Ratio
College 001 - The College of Arts and Sciences	45,000	10,000	4.5	4.5	4.5
College 002 - The College of Business	10,000	2,000	5.0	5.0	5.0
College 003 - The College of Education	15,000	3,000	5.0	5.0	5.0
College 004 - The College of Engineering	20,000	4,000	5.0	5.0	5.0
College 005 - The College of Health Sciences	30,000	6,000	5.0	5.0	5.0
College 006 - The College of Law	10,000	2,000	5.0	5.0	5.0
College 007 - The College of Medicine	25,000	5,000	5.0	5.0	5.0
College 008 - The College of Nursing	15,000	3,000	5.0	5.0	5.0
College 009 - The College of Public Health	10,000	2,000	5.0	5.0	5.0
College 010 - The College of Social Sciences	15,000	3,000	5.0	5.0	5.0
College 011 - The College of Theology	10,000	2,000	5.0	5.0	5.0
College 012 - The College of Veterinary Medicine	20,000	4,000	5.0	5.0	5.0
College 013 - The College of Wildlife and Forestry	10,000	2,000	5.0	5.0	5.0
College 014 - The College of Architecture	15,000	3,000	5.0	5.0	5.0
College 015 - The College of Music	10,000	2,000	5.0	5.0	5.0
College 016 - The College of Fine Arts	15,000	3,000	5.0	5.0	5.0
College 017 - The College of Journalism	10,000	2,000	5.0	5.0	5.0
College 018 - The College of Communications	15,000	3,000	5.0	5.0	5.0
College 019 - The College of Environmental Sciences	10,000	2,000	5.0	5.0	5.0
College 020 - The College of Earth and Atmospheric Sciences	15,000	3,000	5.0	5.0	5.0
College 021 - The College of Oceanography	10,000	2,000	5.0	5.0	5.0
College 022 - The College of Marine Sciences	15,000	3,000	5.0	5.0	5.0
College 023 - The College of Fisheries and Aquaculture	10,000	2,000	5.0	5.0	5.0
College 024 - The College of Forestry	15,000	3,000	5.0	5.0	5.0
College 025 - The College of Agriculture	10,000	2,000	5.0	5.0	5.0
College 026 - The College of Food and Nutrition	15,000	3,000	5.0	5.0	5.0
College 027 - The College of Human Sciences	10,000	2,000	5.0	5.0	5.0
College 028 - The College of Health, Behavior, and Society	15,000	3,000	5.0	5.0	5.0
College 029 - The College of Public Policy	10,000	2,000	5.0	5.0	5.0
College 030 - The College of International Studies	15,000	3,000	5.0	5.0	5.0
College 031 - The College of Global Studies	10,000	2,000	5.0	5.0	5.0
College 032 - The College of Environmental and Planning Studies	15,000	3,000	5.0	5.0	5.0
College 033 - The College of Urban and Environmental Studies	10,000	2,000	5.0	5.0	5.0
College 034 - The College of Design	15,000	3,000	5.0	5.0	5.0
College 035 - The College of Architecture and Planning	10,000	2,000	5.0	5.0	5.0
College 036 - The College of Landscape Architecture	15,000	3,000	5.0	5.0	5.0
College 037 - The College of Urban Planning	10,000	2,000	5.0	5.0	5.0
College 038 - The College of Environmental Design	15,000	3,000	5.0	5.0	5.0
College 039 - The College of Architecture and Design	10,000	2,000	5.0	5.0	5.0
College 040 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 041 - The College of Architecture and Environmental Design	10,000	2,000	5.0	5.0	5.0
College 042 - The College of Architecture and Urban Design	15,000	3,000	5.0	5.0	5.0
College 043 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 044 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 045 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 046 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 047 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 048 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 049 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 050 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 051 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 052 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 053 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 054 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 055 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 056 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 057 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 058 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 059 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 060 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 061 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 062 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 063 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 064 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 065 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 066 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 067 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 068 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 069 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 070 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 071 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 072 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 073 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 074 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 075 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 076 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 077 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 078 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 079 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 080 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 081 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 082 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 083 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 084 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 085 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 086 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 087 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 088 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 089 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 090 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 091 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 092 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 093 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 094 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 095 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 096 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 097 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 098 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0
College 099 - The College of Architecture and Environmental Planning	10,000	2,000	5.0	5.0	5.0
College 100 - The College of Architecture and Urban Planning	15,000	3,000	5.0	5.0	5.0

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Salary Space Comparison

UNIVERSITY OF ALASKA FY06 (JUNE 30, 2005) (00000)				
Salary/Space Comparison by College/Dept Report				
College Dept	Salary & Space (000)			Ratio
	Min	Max	Range	
College 001 - College of Education				
Dept 001000 - College of Education				
001 - 001000 Salary	10	10	10	1.00
001 - 001000 Space	10	10	10	1.00
Subtotal Dept 001000	10	10	10	1.00
Dept 00100 - College of Education				
001 - 00100 Salary	10	10	10	1.00
001 - 00100 Space	10	10	10	1.00
001 - 00100 Subtotal	10	10	10	1.00
College 002 - College of Business				
Dept 002000 - College of Business				
002 - 002000 Salary	10	10	10	1.00
002 - 002000 Space	10	10	10	1.00
Subtotal Dept 002000	10	10	10	1.00
Dept 00200 - College of Business				
002 - 00200 Salary	10	10	10	1.00
002 - 00200 Space	10	10	10	1.00
002 - 00200 Subtotal	10	10	10	1.00
College 003 - College of Arts and Sciences				
Dept 003000 - College of Arts and Sciences				
003 - 003000 Salary	10	10	10	1.00
003 - 003000 Space	10	10	10	1.00
Subtotal Dept 003000	10	10	10	1.00
Dept 00300 - College of Arts and Sciences				
003 - 00300 Salary	10	10	10	1.00
003 - 00300 Space	10	10	10	1.00
003 - 00300 Subtotal	10	10	10	1.00
College 004 - College of Health and Human Services				
Dept 004000 - College of Health and Human Services				
004 - 004000 Salary	10	10	10	1.00
004 - 004000 Space	10	10	10	1.00
Subtotal Dept 004000	10	10	10	1.00
Dept 00400 - College of Health and Human Services				
004 - 00400 Salary	10	10	10	1.00
004 - 00400 Space	10	10	10	1.00
004 - 00400 Subtotal	10	10	10	1.00
College 005 - College of Law				
Dept 005000 - College of Law				
005 - 005000 Salary	10	10	10	1.00
005 - 005000 Space	10	10	10	1.00
Subtotal Dept 005000	10	10	10	1.00
Dept 00500 - College of Law				
005 - 00500 Salary	10	10	10	1.00
005 - 00500 Space	10	10	10	1.00
005 - 00500 Subtotal	10	10	10	1.00
College 006 - College of Nursing				
Dept 006000 - College of Nursing				
006 - 006000 Salary	10	10	10	1.00
006 - 006000 Space	10	10	10	1.00
Subtotal Dept 006000	10	10	10	1.00
Dept 00600 - College of Nursing				
006 - 00600 Salary	10	10	10	1.00
006 - 00600 Space	10	10	10	1.00
006 - 00600 Subtotal	10	10	10	1.00
College 007 - College of Forestry				
Dept 007000 - College of Forestry				
007 - 007000 Salary	10	10	10	1.00
007 - 007000 Space	10	10	10	1.00
Subtotal Dept 007000	10	10	10	1.00
Dept 00700 - College of Forestry				
007 - 00700 Salary	10	10	10	1.00
007 - 00700 Space	10	10	10	1.00
007 - 00700 Subtotal	10	10	10	1.00
College 008 - College of Fisheries				
Dept 008000 - College of Fisheries				
008 - 008000 Salary	10	10	10	1.00
008 - 008000 Space	10	10	10	1.00
Subtotal Dept 008000	10	10	10	1.00
Dept 00800 - College of Fisheries				
008 - 00800 Salary	10	10	10	1.00
008 - 00800 Space	10	10	10	1.00
008 - 00800 Subtotal	10	10	10	1.00
College 009 - College of Marine Studies				
Dept 009000 - College of Marine Studies				
009 - 009000 Salary	10	10	10	1.00
009 - 009000 Space	10	10	10	1.00
Subtotal Dept 009000	10	10	10	1.00
Dept 00900 - College of Marine Studies				
009 - 00900 Salary	10	10	10	1.00
009 - 00900 Space	10	10	10	1.00
009 - 00900 Subtotal	10	10	10	1.00
College 010 - College of Environmental Studies				
Dept 010000 - College of Environmental Studies				
010 - 010000 Salary	10	10	10	1.00
010 - 010000 Space	10	10	10	1.00
Subtotal Dept 010000	10	10	10	1.00
Dept 01000 - College of Environmental Studies				
010 - 01000 Salary	10	10	10	1.00
010 - 01000 Space	10	10	10	1.00
010 - 01000 Subtotal	10	10	10	1.00
College 011 - College of Public Administration				
Dept 011000 - College of Public Administration				
011 - 011000 Salary	10	10	10	1.00
011 - 011000 Space	10	10	10	1.00
Subtotal Dept 011000	10	10	10	1.00
Dept 01100 - College of Public Administration				
011 - 01100 Salary	10	10	10	1.00
011 - 01100 Space	10	10	10	1.00
011 - 01100 Subtotal	10	10	10	1.00
College 012 - College of Social Work				
Dept 012000 - College of Social Work				
012 - 012000 Salary	10	10	10	1.00
012 - 012000 Space	10	10	10	1.00
Subtotal Dept 012000	10	10	10	1.00
Dept 01200 - College of Social Work				
012 - 01200 Salary	10	10	10	1.00
012 - 01200 Space	10	10	10	1.00
012 - 01200 Subtotal	10	10	10	1.00
College 013 - College of Health Services				
Dept 013000 - College of Health Services				
013 - 013000 Salary	10	10	10	1.00
013 - 013000 Space	10	10	10	1.00
Subtotal Dept 013000	10	10	10	1.00
Dept 01300 - College of Health Services				
013 - 01300 Salary	10	10	10	1.00
013 - 01300 Space	10	10	10	1.00
013 - 01300 Subtotal	10	10	10	1.00
College 014 - College of Health Professions				
Dept 014000 - College of Health Professions				
014 - 014000 Salary	10	10	10	1.00
014 - 014000 Space	10	10	10	1.00
Subtotal Dept 014000	10	10	10	1.00
Dept 01400 - College of Health Professions				
014 - 01400 Salary	10	10	10	1.00
014 - 01400 Space	10	10	10	1.00
014 - 01400 Subtotal	10	10	10	1.00
College 015 - College of Health Education				
Dept 015000 - College of Health Education				
015 - 015000 Salary	10	10	10	1.00
015 - 015000 Space	10	10	10	1.00
Subtotal Dept 015000	10	10	10	1.00
Dept 01500 - College of Health Education				
015 - 01500 Salary	10	10	10	1.00
015 - 01500 Space	10	10	10	1.00
015 - 01500 Subtotal	10	10	10	1.00
College 016 - College of Health Management				
Dept 016000 - College of Health Management				
016 - 016000 Salary	10	10	10	1.00
016 - 016000 Space	10	10	10	1.00
Subtotal Dept 016000	10	10	10	1.00
Dept 01600 - College of Health Management				
016 - 01600 Salary	10	10	10	1.00
016 - 01600 Space	10	10	10	1.00
016 - 01600 Subtotal	10	10	10	1.00
College 017 - College of Health Administration				
Dept 017000 - College of Health Administration				
017 - 017000 Salary	10	10	10	1.00
017 - 017000 Space	10	10	10	1.00
Subtotal Dept 017000	10	10	10	1.00
Dept 01700 - College of Health Administration				
017 - 01700 Salary	10	10	10	1.00
017 - 01700 Space	10	10	10	1.00
017 - 01700 Subtotal	10	10	10	1.00
College 018 - College of Health Services Administration				
Dept 018000 - College of Health Services Administration				
018 - 018000 Salary	10	10	10	1.00
018 - 018000 Space	10	10	10	1.00
Subtotal Dept 018000	10	10	10	1.00
Dept 01800 - College of Health Services Administration				
018 - 01800 Salary	10	10	10	1.00
018 - 01800 Space	10	10	10	1.00
018 - 01800 Subtotal	10	10	10	1.00
College 019 - College of Health Services Administration				
Dept 019000 - College of Health Services Administration				
019 - 019000 Salary	10	10	10	1.00
019 - 019000 Space	10	10	10	1.00
Subtotal Dept 019000	10	10	10	1.00
Dept 01900 - College of Health Services Administration				
019 - 01900 Salary	10	10	10	1.00
019 - 01900 Space	10	10	10	1.00
019 - 01900 Subtotal	10	10	10	1.00
College 020 - College of Health Services Administration				
Dept 020000 - College of Health Services Administration				
020 - 020000 Salary	10	10	10	1.00
020 - 020000 Space	10	10	10	1.00
Subtotal Dept 020000	10	10	10	1.00
Dept 02000 - College of Health Services Administration				
020 - 02000 Salary	10	10	10	1.00
020 - 02000 Space	10	10	10	1.00
020 - 02000 Subtotal	10	10	10	1.00
College 021 - College of Health Services Administration				
Dept 021000 - College of Health Services Administration				
021 - 021000 Salary	10	10	10	1.00
021 - 021000 Space	10	10	10	1.00
Subtotal Dept 021000	10	10	10	1.00
Dept 02100 - College of Health Services Administration				
021 - 02100 Salary	10	10	10	1.00
021 - 02100 Space	10	10	10	1.00
021 - 02100 Subtotal	10	10	10	1.00
College 022 - College of Health Services Administration				
Dept 022000 - College of Health Services Administration				
022 - 022000 Salary	10	10	10	1.00
022 - 022000 Space	10	10	10	1.00
Subtotal Dept 022000	10	10	10	1.00
Dept 02200 - College of Health Services Administration				
022 - 02200 Salary	10	10	10	1.00
022 - 02200 Space	10	10	10	1.00
022 - 02200 Subtotal	10	10	10	1.00
College 023 - College of Health Services Administration				
Dept 023000 - College of Health Services Administration				
023 - 023000 Salary	10	10	10	1.00
023 - 023000 Space	10	10	10	1.00
Subtotal Dept 023000	10	10	10	1.00
Dept 02300 - College of Health Services Administration				
023 - 02300 Salary	10	10	10	1.00
023 - 02300 Space	10	10	10	1.00
023 - 02300 Subtotal	10	10	10	1.00
College 024 - College of Health Services Administration				
Dept 024000 - College of Health Services Administration				
024 - 024000 Salary	10	10	10	1.00
024 - 024000 Space	10	10	10	1.00
Subtotal Dept 024000	10	10	10	1.00
Dept 02400 - College of Health Services Administration				
024 - 02400 Salary	10	10	10	1.00
024 - 02400 Space	10	10	10	1.00
024 - 02400 Subtotal	10	10	10	1.00
College 025 - College of Health Services Administration				
Dept 025000 - College of Health Services Administration				
025 - 025000 Salary	10	10	10	1.00
025 - 025000 Space	10	10	10	1.00
Subtotal Dept 025000	10	10	10	1.00
Dept 02500 - College of Health Services Administration				
025 - 02500 Salary	10	10	10	1.00
025 - 02500 Space	10	10	10	1.00
025 - 02500 Subtotal	10	10	10	1.00
College 026 - College of Health Services Administration				
Dept 026000 - College of Health Services Administration				
026 - 026000 Salary	10	10	10	1.00
026 - 026000 Space	10	10	10	1.00
Subtotal Dept 026000	10	10	10	1.00
Dept 02600 - College of Health Services Administration				
026 - 02600 Salary	10	10	10	1.00
026 - 02600 Space	10	10	10	1.00
026 - 02600 Subtotal	10	10	10	1.00
College 027 - College of Health Services Administration				
Dept 027000 - College of Health Services Administration				
027 - 027000 Salary	10	10	10	1.00
027 - 027000 Space	10			

00000000 10:00:07

Report Generated 10/23/05

Page 1 of 1

Salary Space Comparison

UNIVERSITY OF ALASKA FYE JUNE 30, 2003 (06/30)				
Salary/Space Comparison by College/Degpt Report				
Cost Year	Salaries & Wages (000)			Space
	On	Off	Total	ASST
2002 - All Other Universities	225	20	245	267
Salutary Dept. (2-1212)	1,425	300	1,725	6,100
Salutary College: GSD	2,100	620	2,720	11,600
TOTAL:	3,750	920	4,670	17,967

001-204-20000 1-8-200-200

Wave Option 3.0.0.0

Page 2 of 2

Salary Space Comparison

UNIVERSITY OF ALASKA FIN 300 30, 3003 (08-01)						
Salaries/Space Comparison by College Report						
Cost Post	Salaries & Wages			Space		
	BS	MS	PhD	S&P	S&P	Percent
College 100 - All School of Sciences						
100 - BS School of Sciences	57,000	57,000	0.00	280	0.00	
9000 - BS (0.00) School Support	10,000	10,000	0.00	700	0.00	
9000 - BS (0.00) 1 Day	600,000	600,000	0.00	1,000	0.00	
College 100	667,000	667,000	0.00	2,000	0.00	
TOTAL:	667,000	667,000	0.00	2,000	0.00	

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Page 1 of 1


Salary Space Comparison

UNIVERSITY OF ALABAMA				
FYE 2006-07, 2005 (2003)				
Salaries/Space Comparison by College/Dept Report				
	Salaries & Benefits (2005)			Space
Cost Post	06	05	Total	BSF
College 120 - All Salaries & Expenses				
Dept. 0143601 - School of Business Admin (2006)				
0000 - All Salaries & Expenses	97	96	193	36
0000 - All Salaries & Expenses	2	2	4	0
Assistant Dept. 0143601	97	98	195	36
Dept. 0143601 - Business Admin Summary				
0000 - All Salaries & Expenses	99	97	196	36
0000 - All Salaries & Expenses	202	192	394	133
Assistant Dept. 0143601	97	98	195	36
Assistant College 120				
	99	98	195	36
TOTAL:	99	98	195	36

[illegible]


Matrix Operations 3.0.0.0

Page 6 of 6




Functional Use Definitions

- Now we will go through the definitions
 - Abbreviations at top of slide are those used in Webspaces, they do not relate to the program codes used in Banner Finance
 - Handout #1 identifies program codes



Central Academic Support (AC)

- Central academic administration & support
 - Audio visual & other media services
 - Technology – academic computing support
 - Central support for course & curriculum development
 - Separately budgeted
 - Central academic personnel development



Arctic Region Supercomputing Cntr (ARS)

- A separate F&A rate negotiated for ARSC activity
 - Specific organization codes are used to capture their activity
 - Same program codes as an organized research unit

Departmental Academic Support (AS)

- Space for supporting the instruction mission of a School or College
 - Dean
 - Include Dean's staff space
 - Not department head
 - Not organized research unit director

Department Administration (DA)

This field does triple-duty :

- Organized research unit administration
 - Research unit department specific administrative support
- Space used for academic department clerical and administrative support
 - Includes department chairperson
 - Not dean or dean staff
- Space used for public service clerical and administrative support
 - KUAC, Small Business Development Center

Excluded (EX)

- Space used for excluded activities
 - Debt service
 - Financial aide
 - Staff benefits
- Excluded space is not included in survey data

General & Administrative (GA)

- Space used for campus-wide administration or support of the campus as a whole
 - Chancellor, Provost, other executive management
 - Central fiscal operations, administrative data processing, institutional research, human resources
- Rarely appropriate at unit level
 - Example: academic unit office used for Provost search committee

Instruction & Departmental Research (IN)

- Teaching and related training activities
 - Credit and noncredit
 - Academic departments and separate divisions such as Summer Sessions
 - Examples
 - Teaching and preparation for teaching
 - Counseling students on course work or theses
 - Academic, voc/tech, remedial, and tutorial instruction



Instruction & Departmental Research (contd.)

- Departmental research activities
 - Research activity in unrestricted funds that is not "separately budgeted and accounted for"
 - Does not include:
 - Matching funds (use Other Sponsored Activities)
 - Research activity funded by
 - Organized research unit
 - President's Natural Resource funds
 - Initiative funds accounted for in separate org
 - Incidental public service activities not separately budgeted and accounted for

Independent Operations (IND)

- UA owned space used by non-university entities, such as state and federal agencies, credit unions and banks, etc.
 - Both leased and non-leased by UA to external entities
 - Use new D-levels orgs



Library (LIB)



- Space for the central campus library facilities
 - Exceptions
 - Library administrative support staff space should be classified as library
 - Departmental libraries
 - Department Administration
 - Instruction support
 - Research support
 - Public service support

Other Institutional Activities (OIA)

- Public service space
- Auxiliary operation space
- Museum
 - Museum department administration space
 - Classify as research support, instruction support, or public service support department administration
- Intercollegiate athletics and student organizations
- Any unallowable activity per OMB Circular A-21
 - Alumni
 - Community relations and development

Operations and Maintenance (OM)

- Space for the administration, operation, maintenance, and preservation of the University's physical plant
 - Campus
 - Utilities and Physical Plant
 - Not recharge activity space
 - Fire and Security departments
 - Occasionally, research or academic unit
 - Off campus
 - Machine shop, maintenance shop, etc.
 - Not recharge activity space




Other Sponsored Activities (OSA)

- Classification based on source of funding and function
 - Sponsored by federal and nonfederal agencies and organizations
 - UA classifies as restricted funding
 - Unrestricted matching funds
 - Usually fund 14xxxx

Other Sponsored Activities (OSA) (contd.)

- Does not include
 - Instruction space
 - Organized research unit space
 - Unless it's public service space
 - University research space
- Examples
 - Student Services grant
 - Physical Plant operations used as matching
 - SBDC public service grant



Poker Flat (PF)

- A separate F&A rate negotiated for Poker Flat rocket range activity
 - Specific organization codes are used to capture their activity
 - Same program codes as an organized research unit




Recharge Center Activities (RC)

- Recharge center activity space
 - Examples
 - Copy Services
 - Telephone Services





Organized Research (RR)

- Research and development activities that are
 - Separately budgeted and accounted for
 - Sponsored projects and related matching funds
 - a.k.a. Restricted and matching funds
 - An organized research unit (see list for organized research units)
 - Restricted, matching and unrestricted funds
 - Identifiable research organization codes established to track research activity in natural resource or initiative funds
 - Unrestricted funds



Organized Research (contd.)

- Research Training
 - Training activities
 - Primary purpose of training individuals in research techniques
 - Activities are “separately budgeted and accounted for”
 - Purpose of funding is to provide training rather than research
 - Utilize the same facilities as other research and development activities and are not included in instruction



UAA Organized Research Units

- Center for Alcohol and Addiction Studies (CAAS)
- Environment and Natural Resources Institute (ENRI)
- Institute for Circumpolar Health Studies (ICHS)
- Institute for Social and Economic Research (ISER)
- Justice Center




UAF Organized Research Units

- Agricultural and Forestry Experiment Station (AFES)
- Developmental Programs and Projects (DPP)
- Geophysical Institute (GI)
- Institute of Arctic Biology (IAB)
- International Arctic Research Center (IARC)
- Institute of Northern Engineering (INE)
- Mineral Industry Research Laboratory (MIRL)
- Petroleum Development Laboratory (PDL)
- School of Fisheries and Ocean Sciences (SFOS)
- Arctic Region Super Computer (ARSC)




UAS Organized Research Units

- No designated organized research units



Ship (SHP)

- A separate F&A rate negotiated for SFOS Alpha Helix Ship activity
 - Specific organization codes are used to capture their activity
 - Same program codes as an organized research unit



Sponsored Project Administration (SPA)

- Departments established primarily to administer sponsored projects for the campus as a whole
 - Proposal Office
 - Grants and Contracts
- Does not include college or departmental proposal offices
 - Classify this space as research support, instruction support, or public service support




Student Services (SS)

- Space used in the administration of student affairs
 - Admissions, registrar, financial aid, counseling and career guidance, student advising, and student health services
 - Not intercollegiate athletics
 - Not student organizations




Assignable Vacant & Common Areas (VAC)


- Assignable space
 - Vacant or not in use
 - Idle facilities – vacant for one year or more
 - Or not practical to assign to a specific functional activity or activities
 - PRIVATE corridors, lounges, restrooms, kitchens
- Space is excluded from the F&A cost calculations
- Not public corridors, stairwells, janitorial areas, etc.
 - Non-assignable space



Activity Decision Tree


- Use decision tree to help you distinguish between
 - Organized research
 - Other sponsored activity
 - Instruction and department research






Types of Space

- Single function space
 - Supports one function
 - Assigned 100% to that function
 - Examples
 - Non-academic administrative office such as purchasing, payroll, accounting, human resources (GA); heating plant (OM); residence halls (OIA); library stacks
 - Research lab
 - One staff member, 30 hrs per week, paid 100% from organized research funds
 - 100% organized research




Types of Space

- Multiple function space
 - Supports more than one function or activity
 - Assigned to the activity in proportion to
 - Time/effort spent on the activity or
 - Benefit received by the activity
 - Use FTE assigned to activities or Salary and Wages of individuals using the space




Types of Space

- Multiple function space
 - Example
 - Research lab
 - Two staff people, one @ 40 hours per week, paid from organized research funds and one @ 20 hours per week, paid from department research funds
 - Total time employees spend in lab is 60 hours per week
 - 67% organized research and 33% instruction




Completing the Survey

Roles and Responsibilities




WebSpace Roles

- Three roles
 - Department Coordinator
 - Inventory Manager
 - Central Administrator




Department Coordinator

- Someone with knowledge of
 - Occupants
 - Payroll for occupants
 - NCHEMS categories for department activities
- Research Institutes or Academic Units
 - Executive or Fiscal Office responsible
- All Others
 - Department or Organization Manager or Supervisor




Inventory Manager

- Responsible for
 - Approving/rejecting changes made to:
 - Room number
 - Room type
 - Department – D-level org
 - Assignable square footage (ASF)
 - Occupants
 - Number of workstations
- Who
 - UAF – Deb Horner
 - UAA – Tim Nelson
 - UAS – Steve Tada
 - SW – Myron Dosch




Central Administrator

- Responsible for
 - Data imports
 - System setup
 - System Maintenance
- Who
 - Raye Ann Robinson
 - Tanya Hollis




Completing the Survey

Basics




Basics

- Room function/activity
 - Timeframe
 - Space assigned for full year
 - July 1, 2005 through June 30, 2006
 - Space assigned for less than one year
 - Report activity based on activities occurring for the period used by the current occupant
 - Actual use
 - Functional use should be consistent with salary charges
 - Exceptions – prepare detail explanation to support
 - Occupant has more than one room that he/she uses
 - Multiple occupants using space for varying % of time
 - Document inconsistencies



Basics

- Percentages
 - Round to whole numbers – Decimals are not allowed
 - Predominate functional use not allowed
 - Must equal 100%
- Update database by deadline of September 22, 2006
- Check database before deadline
 - Additional space may have been assigned to you



Editing Rooms

- Contact Inventory Manager before making changes to the following:
 - Room number
 - Room type
 - Confirm changes before they are made
 - Changes to Non-assignable room types (0XX) require the Inventory Manager to contact the Central Administrator
 - ASF

Editing Rooms

- To change a rooms attributes
 - Select the rooms that need to be edited
 - Click on Edit Room from the Status list or from one of the survey modes
 - Types of changes
 - Room number – DO NOT CHANGE
 - Room type – Confirm change with Inv. Mgr.
 - ASF – DO NOT CHANGE
 - Number of Workstations
 - Occupants

Explanation for Edits

- Required for changes made to
 - Room #
 - Room type
 - ASF
 - DO NOT CHANGE
 - CONTACT INVENTORY MANAGER IF THIS IS NEEDED
 - # of workstations
 - Occupants

Review and Assign

- Space occupied by your department is not assigned to one of your D-Level orgs
 - Two options:
 - Locate the building and room number of the space
 - Contact Dawn Wall via e-mail at swcost@alaska.edu
 - Central Administrator will research the data base to determine who has been assigned the space and send them an e-mail requesting they re-assign the space to you.



Review and Assign

- Space not occupied by your department is assigned to your D-Level org
 - You know who it belongs to
 - Assign to correct D-Level using Assignments in WebSpace and send an email to the Dept Coordinator
 - You don't know who it belongs to:
 - Department Coordinator assign space to one of the following:
 - UAF - UAFREASSN D-level org
 - UAA - UAAREASSN D-level org
 - UAS - UASREASSN D-level org
 - SW - SWREASSN D-level org




Review and Assign

- Inventory Manager will need to
 - Identify the correct department and D-level org
 - Log into WebSpace using their Department Coordinator User ID and Password
 - Assign the space to that D-level org using Assignment in WebSpace
 - Send an email to the Dept Coordinator newly assigned the space




Review and Assign


- When reassigning space that your college doesn't occupy
 - Non-university occupants
 - Dept Coordinator needs to:
 - Functionalize as 100% Independent Operations
 - Manually identify primary occupant for selected room types
 - Using the Assignment function re-assign the space to one of the following:
 - UAF - UAFNONUNIV D-level org
 - UAA - UAA NONUNIV D-level org
 - UAS - UASNONUNIV D-level org
 - SW - SWNONUNIV D-level org
 - Inventory Manager will verify functionalization



Action Required



- Review spaces assigned to you
- Identify any spaces assigned to your department(s) in error and reassign by September 12th
- Complete the Functional Use Web Survey for each of the remaining spaces assigned to your department(s) by September 22, 2006
- Check WebSpace again on September 22nd to make sure all spaces assigned to you are completed



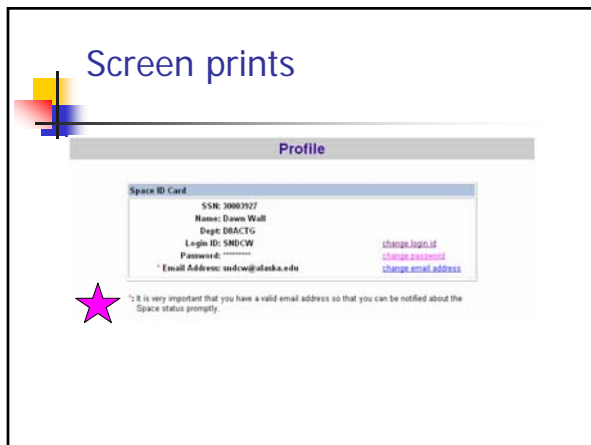
WebSpace

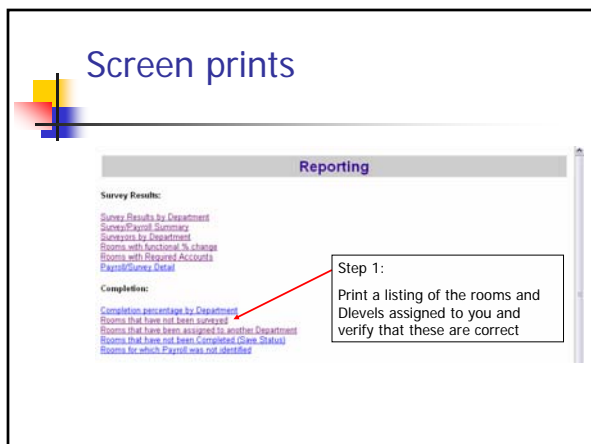
- URL
 - Training
<http://woodfrog.sw.alaska.edu:8091/WebSpace/>
- Log into WebSpace
 - Banner HR 8 character numeric ID as listed on your time sheet
 - Password is PASSWORD
 - Both are case sensitive



Screen prints



[illegible]



Screen prints

University of Alaska Training
Rooms that have not been Surveyed

Please select departments to view the rooms that have NOT been surveyed.

Department: **Check All**

Check All to select all departments listed and then click the View Report button

View Report

Screen prints

University of Alaska Training
Rooms that have not been Surveyed

Reporting

Please select the order and click Print Results as necessary

1st Order By: Building Room 2nd Order By: Name 3rd Order By: RoomType 4th Order By: Dept

Print Results

Number of rooms that have NOT been surveyed: 341

Dept	Building	Room	Room Type	Removed	Surveyor Name
DOATH	AC106	102A	315-Office Service		Lacy Mitchell
DOATECH	AC106	102B	315-Office Service		Lacy Mitchell
DINETW	AC106	102C	310-Office		Lacy Mitchell
DELAND	AC106	103	310-Office		Dawn Wall
DELAND	AC106	103A	310-Office		Dawn Wall
DELAND	AC106	103B	310-Office		Dawn Wall
DOHR	SW910	2123	310-Office		Dawn Wall
DOHR	SW910	212T	310-Office		Dawn Wall
DOHR	SW910	212U	310-Office		
DEPRES	SW911	100	970-House		
DOCNTM	SW912	101	970-House		

Print

Select the order you want the report printed, order in as many formats as you want and then Print.

Review report for Depts and Bldg/Rooms that need to be re-assigned to a different Dept Coordinator or ones you plan to assign to another within your dept to survey or space you want to be code to another Dlevel within your department

Screen prints

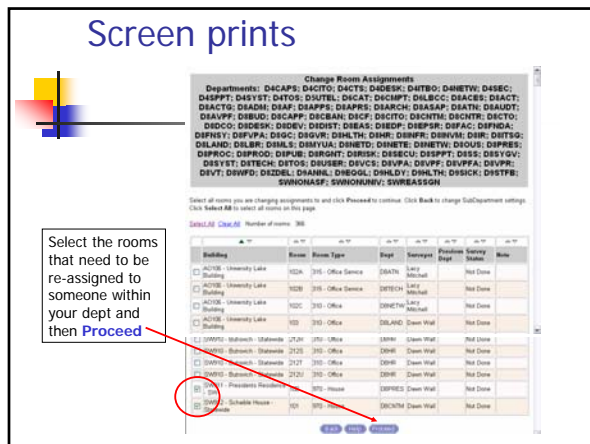
Assignments

To Assign SubDC's/SubDepartment in your department, click on:
[Change Sub-Department Assignments](#)

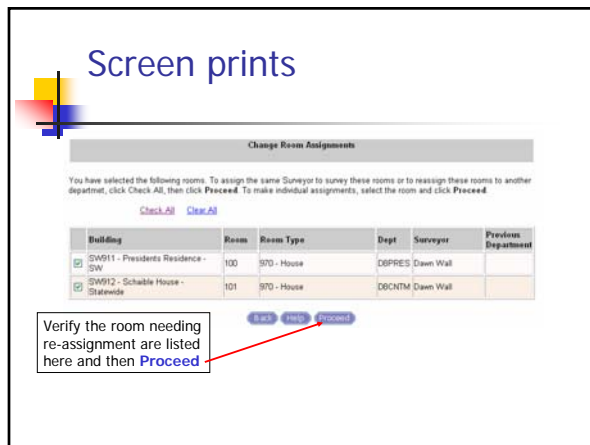
To make individual assignments, click on:
[Change Room Assignments](#)

Once you have identified depts &/or bldg/room assigned to you in error or that you want to change you will need to [Change Room Assignments](#)

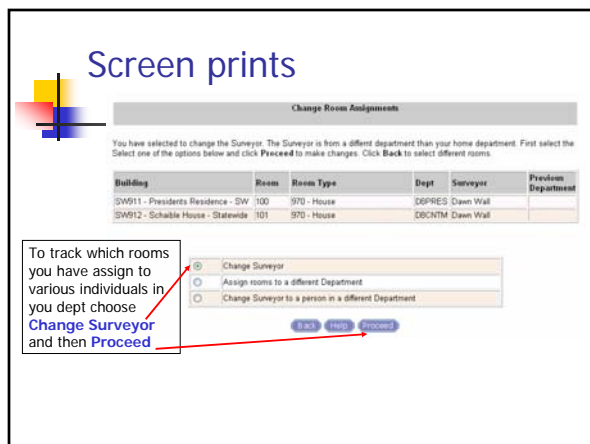
Screen prints



Screen prints



Screen prints



Screen prints

Screen prints

Change Room Assignments

You have selected to change the Suneyor. Select the employee you want to designate as the Suneyor and click **Proceed** to make changes.

	AA	AB	AC	AD	AE	AF	AG	AH	AI	AL	LM	MA	MP	PR
<input type="radio"/>														
<input type="radio"/>														
<input type="radio"/>														
<input type="radio"/>														
<input type="radio"/>														
<input type="radio"/>														
<input type="radio"/>														

Listing will display individuals within your depts. Select one and then **Proceed**

Proceed

Screen prints

Screen prints

Confirm this is the person you want to assign to survey the rooms. You will still have access to the room. This function will help you distribute the work load. The final responsibility remains with you. Press **Apply**

Change Room Assignments

You have selected **Linda Hall** to be the Surveyor for the following rooms. If this is correct, Click **Apply**. If not, click **back** to select someone else.

Building	Room	Room Type	Dept
SW011 - Presidents Residence - SW	100	970 - House	DMPS
SW012 - Schable House - Statewide	101	970 - House	DECHTM

Back **Apply** **Cancel**

Screen prints

Screen prints



Change Room Assignments

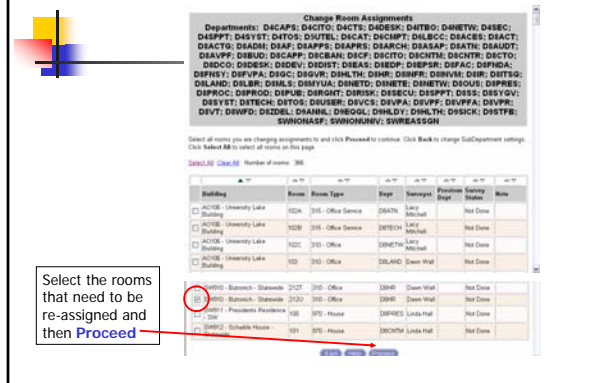
Linda Hall has been successfully assigned as Surveyor.

Building	Room	Room Type	Dept	Surveyor
2W011 - Presidents Residence - 2W	100	970 - House	DEPRES	Linda Hall
2W012 - Schable House - Statewide	101	970 - House	DECNTH	Linda Hall

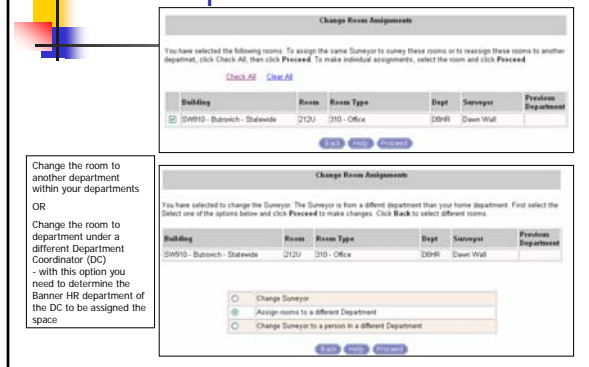
Click [Return To the List](#) to make assignments for other rooms.

[Back](#) [Exit](#) [Help](#) [Return to the List](#)

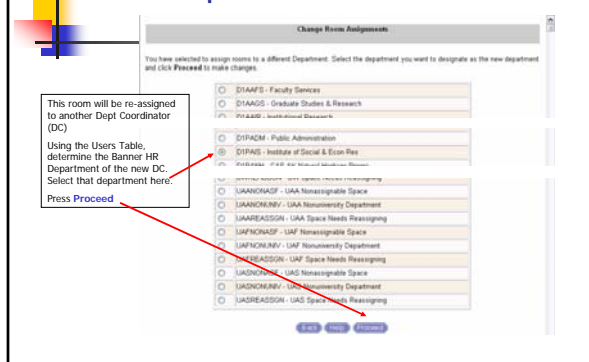
Screen prints



Screen prints



Screen prints



Screen prints

Confirm the department is correct, then press **Apply**

Change Room Assignments

You have selected **OUPAIS Institute of Social & Econ Res** as the department for the following rooms. If this is correct, click **Apply**. If not, click **Cancel** to select another department.

Building	Room	Room Type	Dept
SW910 - Buttrick - Statewide	212U	310 - Office	DBHR

Cancel Apply

Screen prints

Change Room Assignments

DIPAS Institute of Social & Econ Res has been successfully assigned as the new department.

Building	Room	Room Type	Dept	Alt Dept
SW910 - Buttrick - Statewide	213U	310 - Office	DBHR	DIPAS

Click **Return To the List** to make assignments for other rooms.

[Back](#) [Exit](#) [Help](#) [Return to the List](#)

Screen prints

Reporting

Survey Results:

- Survey Results by Department
- Survey Payroll Summary
- Surveyors by Department
- Rooms with Function % Change
- Rooms with Required Accounts
- Payroll Summary Detail

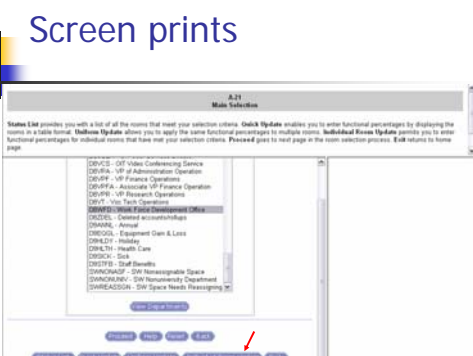
Completion:

- Completion percentage by Department
- Rooms that have not been surveyed
- Rooms that have been assigned to another Department
- Rooms that have not been completed (Given Status)
- Rooms for which Payroll was not identified

Confirm space was re-assigned to another Department Coordinator

[illegible]

Screen prints



Visualize provides you with a list of all the rooms that meet your selection criteria. **Quick Update** enables you to enter functional percentages by displaying the rooms in a table format. **Default Update** enables you to apply the same functional percentages to multiple rooms. **Refreshed Room Update** permits you to enter functional percentages for individual rooms that have met your selection criteria. **Processed** goes to next page in the room selection process. **Exit** returns to home page.

A.21 Main Selection

2000000 - Off Office Conference Services
200000 - VP of Administration Operation
200000 - VP of Finance Operation
200000 - Associate VP Finance Operation
200000 - VP Research Operation
200000 - Vice Tech Operation
200000 - Small Office Management Office
200000 - Control account/bookings
200000 - Annual
200000 - Equipment Clean & Loss
200000 - Holiday
200000 - Health Care
200000 - Tech
200000 - Small Branches
200000 - Small Nonresidential Space
200000 - Small Nonresidential Equipment
200000 - Small Space Health Management

Selected Room Update

Processed Exit

Visualize Home Selected Room Update Refreshed Room Update

Screen prints

A21 Space Survey, University of Alaska Training
Department: DMACTS AB
Individual Room Update

To Edit this room's attributes, click on **Edit Attributes**. To remove this room, click on **Remove Room**.

Room Information:

Building #	AC108 - University Lake Building
Room	108
Room Type	310 - Office
ASF	227
Number of Workstations	

Occupants: (Click to add/remove occupants)

Buttons: Add Occupants, Remove Room, Cancel

Room Functions: (must sum to 100%) Functions marked with * require account. Click **Submit** to continue.

Academic Spt - Conf (AS)	%	ASST (ASST)	%	Academic Spt - Dept (AS)	%
Department Admin (DA)	%	Excluded (EX)	%	General Admin (GA)	%
Instruction (IN)	%	Independent Office (IO)	%	Library (LI)	%
Other Instl Achty (OI)	%	Operations & Mnt (OM)	%	Other Special Achty* (OS)	%

Screen prints

A21 Space Survey, University of Alaska Training
Department: DMACTS AB
Occupants

Buttons: Add Occupants, Remove All, Designate as Primary, Cancel, Submit

To cancel all changes you've made to occupants and return to original location click **Cancel**. To remove an occupant, check the box next to the name of the occupant and click **Remove All**. To add an occupant, check the box next to the name of an occupant and click **Add**. To designate an occupant as primary, check the box next to the name of an occupant and click **Designate as Primary**. To search and then add occupants or manually add occupants, check the box next to (occupant) and click on **Add Occupants**. To submit all changes you've made to occupants and return to original location click **Submit**.

Screen prints

Enter Name, Department Number or Title Code and click Search to search for the occupants.

Search By:

Name: Last or First (case insensitive)

Department #: DMWFD - Work Force Development Office

Title Code: Select Title

Buttons: Help, Cancel, Search

OR

Enter Name, select Department and Title Code and click on Add Manually

Add Manually:

Name:

Department #: DMWFD - Work Force Development Office

Title Code: Select Title

Designate as Primary Occupant? Yes No

Buttons: Help, Cancel, Add Manually

Screen prints

Find People

Building	Name	Room	Attn	No. of Visits	Room Type	Occupants
AC1006 - University Lake Building		106	27	310 - Office	1	None

Occupants Required

Search By:

Name: _____

Department #: DRAPD

Title Code: _____

Search results has 11 employees.

Search Results:

Bruce Rowe, DRWF, 01224 Admin Specialist 4
 Carolyn Collier, DRWF, 01224 Admin Specialist 4
 Charles Ertner, DRWF, 01222 Admin Specialist 2
 DeAnna Tyn, DRWF, 01222 Admin Specialist 2
 Deanna Blakley, DRWF, 01226 Admin Specialist 3
 Fred King, DRWF, 01224 Admin Specialist 4
 Joyce Helms, DRWF, 99999999 NC, PRSMA1, Title 1
 Keith Rogers, DRWF, 01222 Admin Specialist 2
 Lester Ertner, DRWF, 01243 Final Technician 2
 Sheri Oberler, DRWF, 01222 Admin Specialist 2

Highlight the item(s) on the list above and click:

OK Cancel Print Add

Screen prints

A-21 Space Survey, University of Alaska Training
Department (B&T) To Alaska
Designation

Records					
Select All	Building	Room	ASR	Records	
View All				Room Type Occupants	
<input checked="" type="checkbox"/>	AC118 - University Lake	105	227	310 - Officer*	<input type="checkbox"/> Bruce Rowe, dept DOWFO, 16th-01224(Admin Specialist 4) <input type="checkbox"/> Catherine Keller, dept DOWFO, 16th-01224(Admin Specialist 4) <input type="checkbox"/> Charles Elmoe, dept DOWFO, 16th-01222(Admin Specialist 2) <input type="checkbox"/> Debrahna York, dept DOWFO, 16th-01224(Admin Specialist 2) <input type="checkbox"/> Denise Blakely, dept DOWFO, 16th-01203(Admin Generalist 3) <input type="checkbox"/> Fred King, dept DOWFO, 16th-01204(Admin Generalist 4) <input type="checkbox"/> Heath Kasper, dept DOWFO, 16th-01224(Admin Specialist 2) <input type="checkbox"/> Laurel Elvstad, dept DOWFO, 16th-00002(Fire Technician 2) <input type="checkbox"/> Shaw Chandler, dept DOWFO, 16th-01224(Admin Specialist 2) <input type="checkbox"/> Shanna Kralter, dept DOWFO, 16th-01224(Admin Specialist 2)

* Occupants Resigned

To cancel all change requests made to occupants and return to original location click **Cancel**. To remove an occupant, check the box next to the name of the occupant and click **Remove**. To remove all Occupants listed, click **Remove All**. Add an occupant, check the box next to the name of an occupant and click **Add**. To designate an occupant as primary, check the box next to the name of an occupant and click **Designate as Primary**. To search and then add occupants or manually add occupants, check the box next to the record and click **Add Occupant**. To submit all change requests made to occupants and return to original location click **Submit**.

Home Cancel Refresh Remove All Add Designate as Primary Add Occupant Search Submit

Screen prints

The screenshot displays a web application titled "A-Z Space Survey, University of Alaska Training Department DBMS To All Occupants". It features a table with columns: Building, Room, ASB, No. of Rooms, and Occupants. The first row shows "AC108 - University Lake (Building)" with room "106 / 227" and 310 offices. Below the table, there is a list of occupants with their names, departments, and email addresses. Red arrows point from labels to specific UI elements: "Enter Name" points to the search input field; "Change to 'All Departments'" points to the dropdown menu; "Begin Search" points to the search button.

	Building	Room	ASB	No. of Rooms	Occupants
[E]	AC108 - University Lake (Building)	106 / 227		310 / Office**	<ul style="list-style-type: none"> O Bruce Rouse, dept DBMFD, 16ta-01224\Admin Specialist 4 O Cathryn Collier, dept DBMFD, 16ta-01224\Admin Specialist 4 O Charles Elmore, dept DBMFD, 16ta-01222\Admin Specialist 2 O Deborah York, dept DBMFD, 16ta-01222\Admin Specialist 2 O Darne Blakely, dept DBMFD, 16ta-01303\Admin Generalist 3 O Heidi King, dept DBMFD, 16ta-01304\Admin Generalist 4 O Frank Ingwert, dept DBMFD, 16ta-01222\Admin Specialist 2 O Laurel Ehnhart, dept DBMFD, 16ta-02402\Facility Technician 2 O Shan Chandler, dept DBMFD, 16ta-01222\Admin Specialist 2 O Sharon Kralter, dept DBMFD, 16ta-01224\Admin Specialist 4

** Occupants Required

Enter Name, Department Number or Title Code and click Search to search for the occupants.

Enter Name
 Department: All Departments Change to "All Departments"
 Title Code: Select Title
 Begin Search

Screen prints

☐ LVL:000 EMPMT: dept:000010: title:0000000000: position: 0
☐ Show: Chanter: dept:00000: title:01222000:Admin Specialist 2
☐ Chanon Keller: dept:00000: title:01224000:Admin Specialist 4

** Options Required

Searched By:	
Name:	Keller
Department #	
Title Code	

Search results has 18 employees.

Search Results	
Lavel Carter:010VET0:99999999:NO PRIMARY TITLE	
Jeanne Carter:00G0EN0000:Grad Assist Teaching	
Jennifer Carter:070A00:99999999:NO PRIMARY TITLE	
Jessica Carter:00P0:99999999:NO PRIMARY TITLE	
Julie Carter:00010A:99999999:NO PRIMARY TITLE	
Kathleen Carter:00S0DC:01222000:Admin Specialist 2	
Lemona Carter:00P001:0001-Crafts & Trades (C71)	
Lavel Carter:000000:000000:Admin Specialist 4	
Felix Carter:070A00:99999999:NO PRIMARY TITLE	
Patrice Buckette Carter:Chapman:0100:1005:Voice Chancellor (Jubart)	

Highlight the item(s) from the list above and click Add.

Screen prints

several occupants

A21 1/2pc: Support of Alaska Training
Department DRAC7C AB

Occupants

Serial Number	Building	Room Assoc	Bsm Assoc	No. of Units	Room Type	Occupants
<input checked="" type="checkbox"/>	ADOC - University Lake Building	105	227	370	Office**	0 Bruce Rowe, dep DRWFO, ttt0-01224Admin Specialist 4) 0 Cathryn Clark, dep DRWFO, ttt0-01224Admin Specialist 4) 0 Charles Elmore, dep DRWFO, ttt0-01224Admin Specialist 2) 0 DeShana York, dep DRWFO, ttt0-01224Admin Specialist 2) 0 Dianaa Diskaly, dep DRWFO, ttt0-01224Admin Generalist 3) 0 Drieda King, dep DRWFO, ttt0-01224Admin Generalist 3) 0 Frank Kuipers, dep DRWFO, ttt0-01224Admin Specialist 4) 0 Laurel Ehrhart, dep DRWFO, ttt0-04203Fm Techician 2) 0 Steve Oberier, dep DRWFO, ttt0-01224Admin Specialist 2) 0 Sherrin Walker, dep DRWFO, ttt0-01224Admin Specialist 4) 0 Loral Carter, dep DRDEV, ttt0-01224Admin Specialist 4)

**** Occupants Required**

To cancel all changes you've made to occupants and return to original location click **Cancel**. To remove an occupant, check the box next to the name of the occupant and click **Remove**. To remove all Occupants listed, click **Remove All**. To add an occupant, click the box next to the name of an occupant and click **Add**. To designate an occupant as primary, check the box next to the name of an occupant and click **Designate as Primary**. To search and then add occupants or remove occupants, check the box next to name(s) and click **Add Occupant**. To submit all changes you've made to occupants and return to original location click **Submit**

Screen prints

[illegible]

Screen prints

Screen prints

Screen prints

[illegible]

Make sure you select the labor that is applicable to the space. For example, someone who started mid-year, you would not want to check their earnings from a different department.

After you have checked all the accounts appropriate for the Space press **Calculate**

Screen prints

[illegible]

Screen prints

Click to add/edit assignment: [Add Assignment](#)

*** Occupants Required

Enter Functional Percentages (must sum to 100%). Functions marked with * require account. Click **Submit** to continue.

Basic Functions	%	APSC* (APSC)	%	Academic Spt - Dept (AS)	%	
Academic Spt - Dept (AS)	27	%	Excluded (E)	%	General Admin (GA)	%
Department Admin (DA)	10	%	Independent Optns (IO)	%	Library (L)	%
Instruction (I)	10	%	Operations & Maint (OM)	%	Other Special Actvty* (OSAS)	83
Other Instnt Actvty (OIA)	0	%	Recharge Actvty (RA)	%	Organized Research* (OR)	0
Police/Fire* (PF)	0	%	Spport Prgm Admin (SPA)	0	Student Services (SS)	0
Other* (O*)	0	%	Vacant & Common (VC)	0		

Notes: A portion of the Dept payroll was incorrectly coded as GA %.

Buttons: [Back](#) [Home](#) [Print](#) [Next Screen](#) [Print Screen](#)

It is necessary to enter the percentages from the prior screen manually then press **Submit**

Screen prints

Payroll Survey Data Warning

The following Functional percentages per room do not correspond with Payroll Survey data for the room:

[Select All](#) [Clear All](#)

Select	Building	Room	Status	AC	APSC	AS	DA	EY	GA	IN	IO	LB	OM	OSAS	PF	RA	RA*	SHMP	SPA	SS	VC	Total
<input checked="" type="checkbox"/>	AO106	106	Survey	0	0	0	27	0	0	0	0	0	10	0	63	0	0	0	0	0	0	100%
			Payroll	0	0	0	1	0	26	0	0	10	0	63	0	0	0	0	0	0	0	100%

Buttons: [Back](#) [Use Survey Data](#) [Use Payroll Data](#)

Screen prints

A-ZT Space Survey, University of Alaska Fairbanks
Department: DMAC/IG-AB
Confirm Individual Room Update

The following room has been updated with the indicated room function values:

Building	Room	Room Type	ASP
AO106 - University Lake Building	Room 106	3rd - Office	ASP 227

*** Occupants Required

Basic Functions	%	APSC* (APSC)	%	Academic Spt - Dept (AS)	%	
Academic Spt - Dept (AS)	0%	%	Excluded (E)	0%	General Admin (GA)	0%
Department Admin (DA)	27%	%	Independent Optns (IO)	0%	Library (L)	0%
Instruction (I)	0%	%	Operations & Maint (OM)	0%	Other Special Actvty* (OSAS)	83%
Other Instnt Actvty (OIA)	10%	%	Recharge Actvty (RA)	0%	Organized Research* (OR)	0%
Police/Fire* (PF)	0%	%	Spport Prgm Admin (SPA)	0%	Student Services (SS)	0%
Other* (O*)	0%	%	Vacant & Common (VC)	0%		

Notes: A portion of the Dept payroll was incorrectly coded as GA combined with AS %.

Buttons: [Back](#) [Home](#) [Print](#) [Next Screen](#) [Print Screen](#)

Screen prints

Screen prints

A21 Space Survey, University of Alaska Training
Departmental HR&TO All
Status List

Quick Update enables you to enter functional percentages by displaying the rooms in a table format. **Fullhouse Update** allows you to apply the same functional percentages to multiple rooms. **Individual Room Update** permits you to enter functional percentages for individual rooms that have not your selection criteria. To select all rooms, click **Select All**. To clear your selection, click **Clear All**.

Apply Filter: Room Status Comments [Go] Survey Status: All [Apply Filter]

Select All **Clear All** Number of Rooms Selected: 1 Completed: 1

Select Room	Building *	Sub-Plant *	Room *	ASF	Room Type	No. of Rooms	Survey Incomplete Status	Room Status Comments
<input type="checkbox"/>	AC030 - University Lake Building	00000	105	227	310 - Office**	1	Completed	A portion of the Dept payroll was incorrectly coded if an GA combined with GA %

Select All **Clear All**

** Occupants Required

[Quick Update](#) [Individual Update](#) [Individual Room Update](#) [Occupants](#)

[Add Room To List](#) [Set Rooms To](#) [Remove Rooms To](#) [Home](#) [Back](#)

[Main Navigation](#) [Exit](#)

Screen prints

Screen prints

Screen prints

A21 Main Selection

Status List provides you with a list of all the rooms that meet your selection criteria. **Quick Update** enables you to enter functional percentages by displaying the rooms in a table format. **Individual Room Update** allows you to apply the same functional percentages to multiple rooms. **Individual Room Update** permits you to enter functional percentages for individual rooms that have met your selection criteria. **Processed** goes to next page in the room selection process. **Exit** returns to home page.

DEPREP - EPISCOP Development
DEPAC - Facilities
DEPNCA - Foundation Accounting
DEPNST - Facility Systems
DEP-VPA - Associate VP Facilities Office
DEGOC - General Counsel Operations
DEGOW - Government Relations
DEDLTH - Health Programs
DEDIR - Human Resource Operations
DEINFR - OT Infrastructure Technology
DEIRDM - Invest. Management Operations
DEIR - Institutional Research
DEITSD - Info Tech Support Group Dept
POLINCE - Land Management
DEILDR - Labor Relations
DEMLSC - MonLan Support Department
DEMTUA - MyUA

NEW Departments

Process Step Exit Back

Status List Quick Update Functional Update Individual Room Update Exit

Screen prints

Enter functionalization for the space, I chose not to functionalize the offices, so I will press the **Submit** button. If you use this function for space that requires an occupant then you would press the **Save** button

Screen prints

The following Functional percentages per room do not sum to 100%

R. Name	Room	Room Type	ASF	Total
AC106	University Lake Building	1013 310 - Office**	789	0%
AC106	University Lake Building	103A 310 - Office**	280	0%
AC106	University Lake Building	103B 310 - Office**	142	0%
AC106	University Lake Building	103C 310 - Office**	136	0%
AC106	University Lake Building	103D 310 - Office**	113	0%
AC106	University Lake Building	103E 310 - Office**	105	0%
AC106	University Lake Building	103F 310 - Office**	169	0%
AC106	University Lake Building	103G 310 - Office**	319	0%
AC106	University Lake Building	103H 310 - Office**	340	0%
AC106	University Lake Building	103I 310 - Office**	92	0%
AC106	University Lake Building	103J 310 - Office**	229	0%

Please click Proceed to correct above errors!
Please click Submit to save the above rooms and submit those that are correct

These rooms were not functionalized using the Quick Update because they are offices and need the occupants to be entered

Screen prints

To view completed space, click on the word **Completed** in the Survey Inventory Status column

Screen prints



**A21 Space Survey, University of Alaska Training
Department: DBACTG AB
Survey Summary**

The following room has been surveyed:

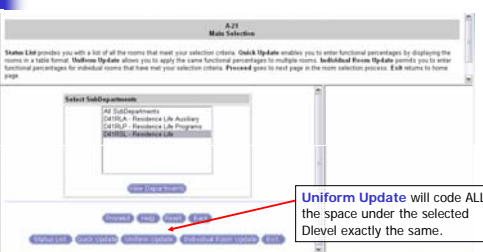
Building #	LM118 - Hening Petr's House
Room	999
Room Type	500 - Other (All Purpose)
ASF	2100
Number of Workstations	
Occupants	No occupants
** Occupants Required	

[Edit/View Occupants](#)

Room Functions	Original Surveyed	Percentage
Independent Optins(IND)		100 %
Surveyed By:	Open Wall	
Surveyed On:	09/21/06	
Accounts Provided		

[Edit](#) [Print](#) [Home](#)

Screen prints



**A21
Main Selection**

States L&M provides you with a list of all the rooms that meet your selection criteria. Click **Update** enables you to enter functional percentages by displaying the rooms in a table format. **Uniform Update** allows you to apply the same functional percentages to multiple rooms. **Individual Room Update** permits you to enter functional percentages for individual rooms that have met your selection criteria. **Proceed** goes to next page in the room selection process. Each returns to home page.

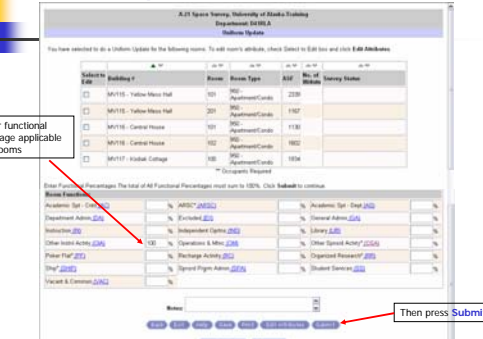
Select Buildings/Rooms

[View Original Results](#)

[Home](#) [Print](#) [Update](#) [Proceed](#)

Uniform Update will code ALL the space under the selected Dievel exactly the same.

Screen prints



**A21 Space Survey, University of Alaska Training
Department: DBACTG AB
Uniform Update**

You have selected to do a Uniform Update for the following rooms. To edit room's attributes, check **Select to Edit** box and click **Edit Attributes**.

Select to Edit	Building #	Room	Room Type	ASF	Room #	Survey Status
<input type="checkbox"/>	MA118 - Yellow House Hall	101	Apartment/Condo	2239		
<input type="checkbox"/>	MA118 - Yellow House Hall	201	Apartment/Condo	1107		
<input type="checkbox"/>	MA118 - Central House	101	Apartment/Condo	1131		
<input type="checkbox"/>	MA118 - Central House	102	Apartment/Condo	1602		
<input type="checkbox"/>	MA117 - Kistal Cottage	108	Apartment/Condo	1604		

** Occupants Required

Room Functions: Percentages The total of All Functional Percentages must sum to 100%. Click **Submit** to continue.

Functional Use	Percentage	Functional Use	Percentage	Functional Use	Percentage
Academic Use (200)	%	Academic Use (200)	%	Academic Use (200)	%
Academic Admin (200)	%	Academic Admin (200)	%	Academic Admin (200)	%
Instruction (200)	%	Instruction (200)	%	Instruction (200)	%
Other Instr Activity (200)	%	Other Instr Activity (200)	%	Other Instr Activity (200)	%
Prater Hall (200)	%	Prater Hall (200)	%	Prater Hall (200)	%
Trng (200)	%	Trng (200)	%	Trng (200)	%
Student & Common (200)	%	Student & Common (200)	%	Student & Common (200)	%

Submit [Home](#) [Print](#) [Update](#) [Proceed](#)

Then press **Submit**

Screen prints

**A-25 Space Survey, University of Alaska Training
Department DEFEA
System List**

Quick Update enables you to enter functional percentages by displaying the rooms in a table format. **Room Update** allows you to apply the same functional percentages to multiple rooms. **Individual Room Update** permits you to enter functional percentages for individual rooms that have met your selection criteria. To select all rooms, click **Select All**. To clear your selection, click **Clear All**.

Apply Filter: Room Status/Comments [X] Survey Status [X] Apply Filter

Select All Clear All Number of Rooms Selected: 5 Completed: 5

Select Rooms	Building #	Suite	Room #	Room Type	Room Status	Room Status Comments
<input type="checkbox"/>	MA-110 - Yellow House Hall	DA110SL	101	2209 SRO - Apartment/Condo	Completed	
<input type="checkbox"/>	MA-110 - Yellow House Hall	DA110SL	201	1107 SRO - Apartment/Condo	Completed	
<input type="checkbox"/>	MA-110 - Central House	DA110SL	101	1100 SRO - Apartment/Condo	Completed	
<input type="checkbox"/>	MA-110 - Central House	DA110SL	102	1020 SRO - Apartment/Condo	Completed	
<input type="checkbox"/>	MA-117 - Klaskan Cottage	DA110SL	100	1014 SRO - Apartment/Condo	Completed	

Select All Clear All

** Occupants Required

Quick Update Individual Room Update Apply Filter Clear All


Apply Filter Room Status/Comments Survey Status

WebSpace Production

- Do not go into the production instance until you have practiced in the training instance
- URL
 - Production
 - <http://spottedfrog.sw.alaska.edu:8091/WebSpace/>


Additional Information

- Generalizations
- Common Errors




Generalizations

- Laboratories & classrooms
- Faculty offices
- Secretary/reception rooms
- Support rooms
- Academic departments
- Support operations
- Common areas




Generalizations (contd.)

- General and administrative space
- Operations & maintenance space
- Recharge activity space
- No miscellaneous category




Common Errors

- Using faculty workload agreement to assign %'s to space
- Using G&A, OIA, or Vacant & Common as a miscellaneous category
- Room type & assigned user suggests a functional use classification, but space is classified differently
- Percentages not equal to 100
- Assuming prior classification is accurate



Summary of Actions Required


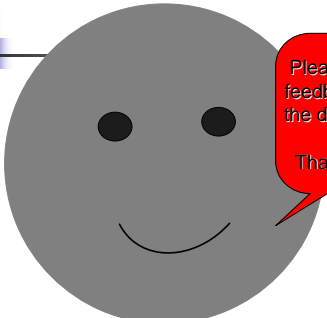


- Review spaces assigned to you
- Identify any spaces not assigned to your department(s) and flag for reassignment
- Complete the Functional Use Web Survey for the spaces assigned and/or re-assigned to your department(s) by September 22, 2006



Questions

- Primary Contacts
 - Inventory Managers
 - UAA – Tim Nelson, 786-4902
antln@uaa.alaska.edu
 - UAF – Deborah Horner, 474-6340
fndgh@uaf.edu
 - UAS – Steve Tada, 465-6262
steve.tada@uas.alaska.edu

Please complete the feedback sheets after the database training.

Thanks for coming!
