CHHS MONTHLY REPORTS:

**THE PURPOSE** of the CHHS Monthly Report: to summarize the accomplishments of faculty and departments for the College dean, upper administration, communications and marketing, Foundation and other entities that work for the betterment of the College.

**THE PROCESS** for CHHS Monthly Reports:

1) **Reports are run on the 5th of each month** by the Associate Dean of Academic Affairs.

2) **A draft report is sent** to Department/School/Center/Program for review, edits and additional information.

3) **Final summary report** is forwarded to the Dean by the 10th of the month or earlier.

4) **Joint monthly reports** are generated for December/January | June/July | August/September.

*For activities to be included in the final summary report for the Dean, information must be in PCATS by midnight on the 4th.*

**DATA ENTRY ASSISTANCE ON BEHALF OF A FACULTY MEMBER:**

1) Faculty may send their data entry information to the Dean’s office to be entered on their behalf by completing the fillable PDF form online and clicking send. [https://www.hhs.k-state.edu/faculty/pcats/data-form.html](https://www.hhs.k-state.edu/faculty/pcats/data-form.html) This form can be completed multiple times. OR

2) Faculty may send an email with the full information to PCATS@ksu.edu

**RESPONSE TIME GOALS TO DATA ENTRY REQUESTS:**

1) **Email confirmation time:** 24 hours

2) **Data entry, 1-5 simple entries w/no communication needed:** 48 hours after confirmation to complete. These entry requests require no communication, questions, or clarifications.

3) **Data entry, 1-5 simple entries + need for communication/clarifications:*** 72 hours to complete (or more*) to complete after confirmation. These data entry requests require minimal communication/clarifications.

   * Faculty response time may add to the overall time required for data entry completion.

4) **Data entry project** – contains multiple entries (>5) and multiple input categories:

   Time allowance for completion of data entry projects will be determined –
   a. After review and assessment of the project contents (required before data entry can begin)
   b. After questions and clarifications are communicated to the data entry contact
   c. After your data entry contact has received all known answers and clarifications

5) **Time allowances and Special workload considerations**

   a. Heavy workload processing times that limit data entry availability
      - 2-weeks after Census Day (20th day) student workers will have limited availability for PCATS data entry
   b. This particularly includes
      - mid-February to early-March
      - late-September to early-October