

# AIMS



DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System



measuring **success**

## Layout of Supervisor's Overview Page in AIMS

Welcome Martha Ray Sartor (orgn 6300)...(Change User) Home Contact Us AIMS Help

Supervisor Overview: Martha Ray Sartor (orgn 6300) Back

my Plan my Reporting Results Identifies employees without an IPOW

Select program year

Oct. 1, 2019 - Sept 30, 2020

Logged in as: Martha Ray Sartor  
Show employees for Orgn:(6300)  
%time/pgm sort by Name / County

Orgn: If over multiple departments, select ORGN

- All Orgn's
- 4H & Youth Development
- 4H Foundation
- AES-UAM Forestry
- Affirmative Action
- Ag. Economics and Ag. Business
- Animal Science
- Arkansas-Dewitt
- Arkansas-Stuttgart
- Ashley

%time/pgm – employees sorted alphabetically or by county – includes reported days and direct contacts by program area, % Time converts days into the percentage of a full time appointment

Options:

- One Dept./ Page
- Dept. Combined
- Names Combined
- One District/ Page of Employees
- One District/ Page w/ County Name
- One District/ Page & LRSO- Split

Hours Report divided by month reported

Time Reports sort by Name / Hours

Program Investments

Program Investments Statewide( includes all orgns)

Employee Detail Summary  
Employee Detail Summary

Program Investment: Employee- Breaks up each employee's time and direct/indirect contacts by program area -Also includes grand total numbers for county/department

Program Investment: Detail- Breaks up each department/county's time and direct/indirect contacts by program area -Also includes grand total numbers for combined counties/departments

Display options for all reports (not all these options are visible for all supervisors)

Please contact Amy Cofer, Program Associate- Accountability and Professional Development with any questions- [acofer@uada.edu](mailto:acofer@uada.edu) or 501-671-