FALS
(Faculty Activity Logging System)

Administrator Manual

Introduction
The Faculty Activity Logging System (FALS) World Wide Web site has been developed in response to the mandated reporting requirements brought about by the passage of the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA). In part, these requirements state that in order to ensure the continuous reimbursement of physician services to the University Hospitals (for activities such as house officer teaching) a log must be completed by each clinical faculty member practicing at the Detroit Medical Center, and Wayne State University Hospitals.
New FALS Notifications

Along with the new design of FALS, there are also new tools to remind faculty, coordinators and administrators of untouched and pending Time Studies.

First E-mail: Two weeks before the period closes for physicians (faculty lock out).
Pending & Untouched physicians will receive the email. The coordinator will receive a list of pending and untouched physicians.

Please complete your FALS time study. The period closes for physicians to enter data on (date). You will continue to receive a reminder e-mail until you have completed, or someone has entered the time study, via the web site below and submit the signed copy. Only finalized and signed printed logs from the website will be accepted. If you feel you have received this notice in error please contact your administrator.

https://apps.med.wayne.edu/fals

Second E-mail: One week before the period closes for physicians. Pending & Untouched physicians will receive the e-mail. The coordinator will receive a list of pending and untouched users.

Please complete your FALS time study. The period closes for physicians to enter data on (date). You will continue to receive reminder e-mails until you have completed, or someone has entered the time study, via the web site below and submit the signed copy. Only finalized and signed printed logs from the website will be accepted. If you feel you have received this notice in error please contact your administrator.

https://apps.med.wayne.edu/fals

Frequency: Every day during the last week of the physician’s entry period. The physician will receive the e-mail. The coordinator and the chairperson will receive a list of pending and untouched users.

Please complete your FALS time study. The period closes for physicians to enter data on (date). You will continue to receive reminder e-mails until you have completed, or someone has entered the time study, via the web site below and submit the signed copy. Only finalized and signed printed logs from the website will be accepted. If you feel you have received this notice in error please contact your administrator.

https://apps.med.wayne.edu/fals

After Faculty Lockout date:
Physician, coordinator and chairperson will receive daily e-mails reminding them that the physician has not completed the time study.
Physician E-mail
You have been locked out of the FALS time study system. You are still required to complete a time study; however, your administrator will have to complete the time study for you. If you feel you have received this notice in error please contact your administrator.

Coordinator & Chairperson E-mail:
The following physicians have not completed the time studies:
1. (List of faculties)

*After Lockout dates for department*

Coordinator and chairperson e-mail:
The following individuals have not completed the time study for March XX – March XX:
(List of faculties)

This information has been sent to Dean Frank, Mike Herbert and Julie Sullivan.

Mike Herbert, Julie Sullivan and Dean Frank will receive the following e-mail:
The following individuals have not completed the time study for March XX – March XX:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. XXXXX</td>
<td>XXXXXXXXXX</td>
</tr>
</tbody>
</table>
FALS ADMINISTRATORS

**FALS Location**

- Open IE (Internet Explorer)
- Type the URL (address/location) [https://apps.med.wayne.edu/fals](https://apps.med.wayne.edu/fals) and enter or
- From the “Apps” page: click on Administrative Application, then “Faculty Activity Logging System.”

![FALS Location Image]

**Log-in**

- Type in your MSIS issued user Id and password in the fields provided
- Click the “Log In” button

**On the Main Web Page**

- **FAQ** - Frequently Asked Questions
- **Contact** - MSIS telephone number and address, if you are having problems with the system
- **Manual** - instructional guide in PDF format to assist you
- **Problems Logging In** – located on the left menu. Answers questions about potential problems with logging in.

***Once you sign into FALS the screen automatically displays your Name, Log Period (open and close dates), and Log Period is: (Open or Close)***

*** (3) asterisk display important information about the page
Agreement Page

- Please read the agreement page, you will only have to do this once.
- Scroll to the bottom and click “I agree.” If you press the button that says, “I do not agree,” you cannot proceed any further into the system.
- If you need to read the agreement page again, it can be found under “Utilities”
FACULTY

*** Select from the Main menu across the top of the screen: FACULTY, LOGS, REPORTS, COORDINATOR, LOG PERIOD, or UTILITIES. These titles will determine what the left side menu will display.

Enter Log hours by Name

1. Select “FACULTY” from the top menu
2. Click “Enter Log hours By Name” from the left menu
3. Select the faculty name from the drop down list by: clicking the downward arrow on the right of the field, and scrolling down or hit the first letter of the faculty last name.
4. Once the faculty member name is found click the “Select Faculty” button

*** THE DEPARTMENT ADMINISTRATOR WILL ONLY HAVE THE ABILITY TO VIEW FACULTY THAT ARE IN THEIR DEPARTMENT

*** (3) asterisk display important information about the page
Select Activities

The FALS system automatically defaults to the previous year Activities and Institutions (formerly LOCATION). To change the Activities and Institutions:

1. Click “Select Activities” from the left menu; check-off all activities that are applicable to the faculty.
   
   **Note:** The activities are now Admin – General, Admin – Lab etc.

2. Scroll to the bottom of the screen and click “Select All Checked Activities”
3. The system will automatically go to “Select Institutions” (formally Locations) after your activities have been selected.
4. Check-off all Institutions that are applicable to the faculty member

Activities page view
5. Click “Select All Checked Institutions” button at the bottom of the screen.

6. When the “Enter Log Hours” screen appears, click inside the hour field (0.0), and type in the hours for each institution.

7. Tab from field to field to achieve proper field calculation.

8. Scroll to the bottom of the screen and choose one “Save First Week and Return Here” (save first week and return here, means you will finish the second week later) or continue by clicking “Save First Week and go to Second Week”
*** Each time hours are entered in the day field such as; SUN, MON etc. the system automatically deduct those hours from the total hours in a day (24) at the bottom of the screen (Week 1 or 2 Total).

9. Selecting “Save First Week and go to Second Week” will bring you to the second week to be filled. Follow the same procedure for filling week two as week one.

10. When all hours are filled for the faculty weeks 1 and 2, choose; “Save Second Week and go to First Week,” “Save Second Week and Return Here,” or “Finalize both Weeks” (weeks 1 and 2).

*** Saving week 1 or 2 does not finalize. To complete your log hours you must FINALIZE. You do have the ability to edit your finalized weeks. (For more information, look in “Undo Finalized Logs”)

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<table>
<thead>
<tr>
<th>Children's Hospital</th>
<th>0.0</th>
<th>0.0</th>
<th>2.0</th>
<th>0.0</th>
<th>0.0</th>
<th>0.0</th>
<th>2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Total</td>
<td>22.0</td>
<td>22.0</td>
<td>21.0</td>
<td>24.0</td>
<td>24.0</td>
<td>24.0</td>
<td>151.0</td>
</tr>
</tbody>
</table>

**Calculated automatically by the system on a SAVE or FINALIZE.**

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<table>
<thead>
<tr>
<th>Week 2</th>
<th>24.0</th>
<th>24.0</th>
<th>24.0</th>
<th>24.0</th>
<th>24.0</th>
<th>24.0</th>
<th>4.0</th>
</tr>
</thead>
</table>

**Calculated automatically by the system on a SAVE or FINALIZE.**
11. Click “Finalize Both Weeks.” A message appears on the screen letting you know that hours have been successfully finalized or there are **errors**.

Errors in work hours – if errors occur in entered work hours, click “Back to Admin” on the left menu, then select “Enter Log Hours.” Check hours entered for possible missed typing, make necessary corrections, and then re-finalize the data.

12. If there are no errors, click “Print Final Log” located on the left menu.

**Note:** If a faculty member entered hours for two different institutions there will be two separate final logs.

13. Print two (2) copies, have the faculty sign the printed final log, and keep a copy for your records.

14. **Mail the original signed copy(s) to:** The person printed at the bottom a of the Final Log page.
Enter Log Hours by Dept

For Administrator’s that log hours for more than one department

1. Select “FACULTY” from the top menu
2. Click “Enter Log Hours by Dept” located on the left of the screen
3. Select the department from the drop down menu for whom you are entering hours
4. Click “Pick Department” at the bottom of the screen
5. A pop-up screen will appear with a list of faculties within that department that have not finalized their hours
6. Select the faculty and fill in the hours (same as you would in “Enter Log Hours by Name”)
7. The only faculties that will appear are faculty that have not finalized their hours
8. Follow the same process as “Select Activities and Institutions” pages 7 and 8
Add Faculty to FALS

1. Select “FACULTY” from the top menu
2. Click “Add Faculty to FALS” from the left menu
3. Type in the User name, given by the School of Medicine
4. Select who they are employed by; Detroit Medical Center or Wayne State University
5. Select the department from the scrollable list
6. Click “Add this Faculty to FALS” button

If a faculty is not found in FALS:

- Check if the faculty is listed in the SOM AD (School of Medicine Active Directory)  [http://directory.med.wayne.edu](http://directory.med.wayne.edu)
- Make sure the faculty have a SOM account, if not go to the following web site and fill out an Account Request for FALS HIPAA account at [http://accounts.med.wayne.edu](http://accounts.med.wayne.edu)
**Update/Delete Faculty**

1. Select “FACULTY” from the top menu
2. Click “Update/Delete Faculty” from the left menu
3. Select the faculty from the drop down list
4. Click “Update this Faculty Personal Information”

5. The faculty member personal information will appear, correct any error by clicking into the field, and making the correction
6. Click “Update this Faculty Personal Information”
7. To Delete a faculty: Select the department from the list of “Access to departments”
8. Highlight the department and click Delete on your keyboard
9. Click “Update this Faculty Personal Information”
**Undo Finalized Logs**

1. Select “FACULTY” from the top menu
2. Click “Undo Finalized Logs” from the left menu
3. Select the faculty from the drop down list
4. Click “Select Faculty”
5. The system will automatically process and display result

**Current Faculty List**

1. Select “FACULTY” from the top menu
2. Click “Current Faculty List” on left menu
3. A pop-up window will appear with the list of faculty members applicable to your department – View Only
4. To close the window, click the “X” in the right conner of screen
New LDAP Account Request

1. Click “FACULTY” from the top menu
2. Select “New LDAP Account Request” from the menu on the left
3. A pop-up window will appear
4. On the pop-up window click “FALS/HIPAA Request”

5. The system will automatically take you to the FALS/HIPAA form
6. Fill out the online form – Check “YES” on the field “FALS Access”
7. Click “SUBMIT” to save information and to be processed
**LOGS**

**Print Blank Log**

1. Select “LOGS” from the top menu
2. Click “Print Blank Log” from the left menu
3. Select all activities/locations that apply to the faculty from the “Pick Activities/Pick Locations” list by making a check in the box beside the name of the activity/location
4. Check the week(s) in which these activity/location(s) apply. Week 1, Week 2 or Both, by making a check in the box

5. Click “Print Blank Log” when done

*** This will bring up a pop-up window to be printed. Print the blank paper form for the faculty to fill. Give the completed paper form to the administrator to be entered into the online database.
Print Final Log

1. Select “LOGS” from the top menu
2. Click “Print Final Log” from the menu on the left
3. Select the faculty from the drop down list
4. Click “Select Faculty” once the faculty name is located

5. A pop-up window will appear with the faculty finalized information
6. To print this document:
   - Click the small printer on the toolbar of the pop-up window – this will automatically print to the printer you are assigned or
   - Click “File” on the toolbar of the pop-up window and click Print, then follow print instructions
   - To close the window, click the “X” in the right corner of the pop-up window
Print Un-finalized Log

1. Select “LOGS” from the top menu
2. Click “Print Unfinalized Log” from menu on the left
3. Select the faculty name from the drop down menu
4. Click “Select Faculty” once the faculty name is located

5. A pop-up window will appear with the faculty unfinalized information
6. To print this document:
   - Click the small printer on the toolbar of the pop-up window – this will automatically print to the printer you are assigned or
   - Click “File” on the toolbar of the pop-up window and click Print, then follow print instructions
   - To close the window, click the “X” in the right corner of the pop-up window
REPORTS

Log Hour by Dept
Allows the administrator to select a report by department and display a summary of all faculty hours within that department.

1. Select “REPORTS” from the top menu,
2. Choose a report from menu on the left “Log Hour by Dept”
3. Select a department (Internal Medicine, Pathology etc.) from the drop-down menu
4. Select an Entity (DMC or KCI) or both entities
5. Click “Pick Department and Entity” to display report

View of “Log hours by department” report
**Log Hour by Dept (DMC)**

Allows the administrator to select a report by department and display a summary of all faculty hours within that department with emphasis on DMC hours.

1. Select “REPORTS” from the top menu
2. Choose a report from menu on the left “Log Hour by Dept (DMC)”
3. Select a department (Internal Medicine, Pathology etc.) from the drop-down menu
4. Select a Entity (DMC or KCI) or both entities
5. Click “Pick Department and Entity” to display report (same steps as above)

View of “Log Hour by Dept” report

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Admin - General</th>
<th>Lab</th>
<th>Faculty - Office</th>
<th>Teaching - Full Time</th>
<th>Teaching - Part Time</th>
<th>Met Time</th>
<th>Confirmed</th>
<th>Total</th>
<th>Admin - Time</th>
<th>Lab</th>
<th>Office</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHAMBAULT, PATRICK</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>13.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>ARCHAMBAULT, SEBASTIAN</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
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<td>0.0</td>
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<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>ARCHAMBAULT, SEBASTIAN</td>
<td>0.0</td>
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</tr>
<tr>
<td>ARCHAMBAULT, SEBASTIAN</td>
<td>0.0</td>
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<td>0.0</td>
</tr>
<tr>
<td>ARCHAMBAULT, SEBASTIAN</td>
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<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
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<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Log Status Report**

Allows the administrator to select a report by department and display a summary of faculty status within the department, such as:

- **Final** – the faculty have completed their time study and finalized
- **Pending** – the faculty have started their time study and saved it to be finished at a later time
- **Untouched** – the faculty have not started their time study

1. Select “REPORTS” from the top menu
2. Choose a report from menu on the left “Log Status Report”
3. Select a department (Internal Medicine, Pathology etc.) from the drop-down menu
4. Select a Entity (DMC or KCI) or both entities
5. Click “Pick Department and Entity” to display report (same steps as above)

View of “Log Status Report”
**Dept by Institution**
Display a report by department and multiple institutions. The report breaks down all faculties that have multiple institutions (such as: Detroit Receiving Hospital, Harper University Hospital, and Huron Valley Hospital etc.) into one report.

1. Select “REPORTS” from the top menu
2. Choose a report from the menu on the left “Dept by Institution”
3. Select a department (Internal Medicine, Pathology etc.) from the drop-down menu
4. Select an Entity (DMC or KCI) or both entities
5. Click “Pick Department and Entity” to display report (same steps as above)

**Institution by Dept**
Allows an administrator to view a report by institution and department of all faculty hours broken down into departments, ex: Institution (DMC – Children Hospital) Department (Anesthesiology, Emergency Medicine and Internal Medicine - General Medicine etc.)

1. Select “REPORTS” from the top menu, choose a report from menu on the left
2. Select a department (Internal Medicine, Pathology etc.) from the drop-down menu
3. Select a Entity (DMC or KCI) or both entities
4. Click “Pick Department and Entity” to display report
CSV Report

*** DMC REPORTS - The CSV Reports (Comma Separated Value) are mainly used by the DMC for printing reports ***

1. Select “REPORTS” from the top menu
2. Choose a report from menu on the left
3. Click CSV and a pop-up window will immediately appear. The “File Download” window
4. Four buttons are at the bottom of this window Open, Save, Cancel and More Info
   - Open – will open a spreadsheet file in Excel
   - Save – will save the data to a disk or save it to your hard drive
   - Cancel – will cancel the process and allow you to re-start
   - More Info – give more information about the process
5. Click Open on the “File Download” pop-up window
6. Clicking “Open” will automatically open an Excel spreadsheet
7. The data on the spreadsheet can now be moved around and printed

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**Department Summary**

Allows the administrator to view and print a report with all the faculty hours summarized by department.

1. Select “REPORTS” from the top menu
2. Choose a report from the menu on the left
3. Click **Department Summary** on the left menu
4. A pop-up window will appear listing all the departments and their activities total
**Division Summary**

Allows the administrator to view and print a summarized report of departments that have divisions.

1. Select **“REPORTS”** from the top menu
2. Choose a report from the menu on the left
3. Click **Divisions Summary** on the left menu
4. Select a division from the drop down menu
5. Click the **“Pick Department”** button

6. A pop-up window will appear showing the logged hours by that division
**Faculty List by Department**
Allows administrator’s to view and print faculties information that are in a specified department and entity (ex: Pediatrics, Pediatrics-Allergy etc.)

1. Select “REPORTS” from the top menu
2. Choose a report from the menu on the left
3. Click **Faculty List by Department** on the left menu
4. Select a department from the drop down menu
5. Click the “Pick Department” button

7. A pop-up window will display all faculties that are listed in that department including their:
   - Last name
   - First name
   - Email address
   - User name
   - Entity
**Multiple Period Reports (New)**

Allows the administrator to perform many different tasks, for example:

- Select multiple log periods
- Select from three types of reports; Summary, Annualized and FTE
- Select by department and entity

**Report Type:**

1. **Summary** – displays a report covering the periods selected of all departments or one department, and the overall total amount of hours. Hours can also be viewed individually.
2. **Annualized** – displays a report covering period selected of one year. Hours can also be viewed individually.
3. **FTE (full time equivalent)** – displays reports based on period and total time spent in each department. Hours can also be selected by individual faculty.

**Process:**

1. Select “REPORTS” from the top menu
2. Click **Multiple Period Reports** on the left menu
3. “Pick Log Period(s)”: pick one or more log periods by holding down the Control key on your keyboard
4. “Pick Report Type”: pick the report type by clicking on the drop down arrow
5. “Pick Department”: select the department by clicking on the drop down arrow, you can select all departments or one department
6. “Pick Entity(s)”: select one or more entities by holding down the Control key on your keyboard
7. Click the “Pick Multiple Period Report” button at the bottom of the screen
8. When the report appears, to view a summary report by individual faculty:
   - Click on the department name on the report
   - Select the faculty name from the pop-up scrollable window
   - Click **Submit Query** button at the bottom of the screen

9. **Repeat the same process for all three reports**

View of Summary Report

| Departments          | Admin - Admin | Admin - Admin | Admin - Admin | BHC - Teaching | Teaching - Teaching | Teaching - Teaching | Physician | Confiner - Med | Med - Student | Med - Student | Med - Student | Inv / Sub | Sub - Sub | BHC - BHC | Time - Time | Percent |
|----------------------|--------------|--------------|--------------|----------------|--------------------|--------------------|-----------|----------------|--------------|--------------|--------------|-----------|----------|----------|-----------|-----------|---------|
| Internal Medicine    |              |              |              |                |                    |                    |            |                |              |              |              |           |          |          |           |          |
| Internal Medicine    | 857.81       | 4.99         | 0.0          | 1.3          | 234.00            | 855.58             | 2,229.10  | 67.60         | 3,396.01     | 2,562.00     | 3,396.38     | 1,918.11  | 67.60    | 718.30   | 718.30    | 463.58    | 463.58  |
| Activity Total -     | 857.81       | 4.99         | 0.0          | 1.3          | 234.00            | 855.58             | 2,229.10  | 67.60         | 3,396.01     | 2,562.00     | 3,396.38     | 1,918.11  | 67.60    | 718.30   | 718.30    | 463.58    | 463.58  |
| Hours %              | 1.21         | 0.01         | 0.01         | 0.23         | 1.45              | 7.22               | 0.15      | 9.71          | 5.56         | 4.94         | 4.94         | 2.12      | 0.25     | 1.56     | 1.72      | 1.64      | 1.64    |

View of faculty list

**Pick Employees**

- ABLU-HAIDAN, DAOUID
- AFONSO, LUIS
- ALANGADEN, GEORGE
- ALSIBI, OMAR
- ARNOLD, ELIZABETH
- BADR, M. SAWYAN
- BACONI, MIKAEL
- BANDER, JOSEPH
- BERGER, GREGORY
- BERHANU, PAULOS
- BROWN, PATRICIA
- CADRINAPORPOCHAI, PRAWIT
- CHANDRASEKAR, PRA
- CHANDON, BERNARD
- COHN, JONATHAN
- CRANE, LAWRENCE
- CROCK, ERROL
- DAHNER, EDWARD
- DAWSON, E., W.
- DEW, PETER

Submit Query
Add Coordinator

1. Select “COORDINATOR” from the top menu
2. Click “Add Coordinator” from the menu on the left
3. Click inside the Username field and type in the users MSIS issued user account (ex. masmith)
4. Click on the drop down to select “Employee Type (Entity)” Detroit Medical Center or Wayne State University
5. Select from the drop down “Access Type”
6. Select “Access Department(s)” from the scrolling menu
7. Click “Add the Coordinator” button when done

*** When adding a coordinator, make sure they have an active MSIS user account
Modify Coordinator

1. Click “COORDINATOR” from the top menu
2. Click “Modify Coordinator” from the menu on the left
3. Select the coordinator from the drop down menu
4. Click “Select This Coordinator” button
5. When the coordinator information appears make the necessary changes.

6. You may delete departments by clicking on “Delete from (department name)” - RESTRICTED ACCESS
**View Coordinators by Dept**

1. Click “COORDINATOR” from the top menu
2. Click “View Coordinators by Dept” from the left menu
3. Select department from the drop down menu
4. Click “Pick Department” button when done

5. When the window appears you are able to see all the coordinators in the selected department

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**View Only**
**View Coordinators (All)**

1. Click “COORDINATOR” from the top menu
2. Click “View Coordinators (All)” from the left menu
3. Selecting “All” will display all coordinators in all departments – RESTRICTED ACCESS

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**View Coordinators**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Last Name</th>
<th>First Name</th>
<th>Access Type</th>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALEXANDER</td>
<td>ANDRE</td>
<td>DEPT / DIV ACCESS</td>
<td>MSU BYDEV TEAM</td>
</tr>
<tr>
<td>2</td>
<td>ANDREWS</td>
<td>CRYSTAL</td>
<td>DEPT / DIV ACCESS</td>
<td>Urology</td>
</tr>
<tr>
<td>3</td>
<td>BABITCH</td>
<td>LEAND</td>
<td>DEPT / DIV ACCESS</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>4</td>
<td>BABITCH</td>
<td>LELAND</td>
<td>DEPT / DIV ACCESS</td>
<td>Pediatrics</td>
</tr>
</tbody>
</table>

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*** (3) asterisk display important information about the page
LOG PERIOD

View Fiscal year Log Periods

1. Click “LOG PERIOD” on the main menu
2. Click “View Fiscal year Log Periods” to view the current log period

Modify Fiscal Year Log Periods

ADMINISTRATOR ACCESS ONLY!!! Only the System Administrator(s) has the ability to change the Log Period
Choose a Different Log Period

1. Click “LOG PERIOD” on the main menu
2. Click “Choose a Different Log Period” from the left menu
3. Select a log period from the drop down menu
4. Click “Change to Above Log Period” button

Select Current Log Period

1. Click “LOG PERIOD” on the main menu
2. Click “Select Current Log Period” from the left menu
3. By selecting the current log period. The system will automatically default back to the current active log period
Create Next year Log Period
ADMINISTRATOR ACCESS ONLY!!! Only the System Administrator(s) has the ability to make changes

Set Up Next Log Period
ADMINISTRATOR ACCESS ONLY!!! Only the System Administrator(s) has the ability to make changes
UTILITIES

Add FAQ
1. Click “UTILITIES” from the main menu
2. Click “Add FAQ” from the menu on the left
3. Click inside the Question box to type in the question, and answer
4. Click “Add This Question/Answer to FAQ” button to add to the
5. Frequently Asked Questions list - Administrator use only

View FAQ
1. Click “UTILITIES” from the main menu
2. Click “View FAQ” from the menu on the left
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How to Log Online

Introduction
The Faculty Activity Logging (FAL) World Wide Web site has been developed in response to the mandated reporting requirements brought about by the passage of the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA). In part, these requirements state that in order to ensure the continued reimbursement of physician services to the University Hospitals (for activities such as house officer teaching) a log must be completed by each clinical faculty member practicing at a University of Michigan Hospital.

General Instructions
Prior to the start of each logging period, faculty will be notified by their department or divisional logging coordinator and given the time frame of the log period.

Activity is logged via the FAL web site. Faculty may enter their time day by day during the log period or may choose to print out a blank log sheet, track their activities on it, and enter the data into the system at the end of the 2 week period. Please be aware that the server has a 60 minute time-out that is measured by movement from page to page. Please save your work frequently.

All activities should, for reporting purposes, be rounded to the nearest half hour.

The system contains a set of rules that will be checked each time data is saved to the database. It may ask for explanations of certain activities to be placed in a comment section. For example if a faculty member enters 24 hours of patient care in one day the system will require an explanation to be entered.

Once all activity for the period has been entered, final validations need to be performed by selecting the FAL Log section. If the system does not detect any errors, the log can be printed, signed and forwarded to the department or division coordinator.

Faculty will have 14 days following the end of the log period in which to enter their activity. After 14 days faculty will no longer have write access to the period and will need to contact their log coordinator to resolve data entry issues.
Incorporation of Karmanos Cancer Institute into FALS

Twice a year, the faculty within each department completes physician time studies through FALS system for the documentation of their activities over a 2-week time period, broken into administrative, clinical, research and teaching components. These time studies utilized for the generation of expense allocations by component for the annual cost of submissions institutions must make to the third-party payers such as Medicare, Medicaid, Blue Cross/Blue Shield. Given that Karmanos Cancer Center (KCC) will now be completing reports as an independent institution, the FALS system has had to be modified to capture physician activities performed at KCC separate from those done at the BMC. The goal of the system changes was to ensure that a faculty member who provides services at one of the institutions would only have to enter the data once, with a printout of the summation of activities by institution the desired result.

This agreement only needs to be formally recognized once upon the initial login after the system changes have been incorporated (that is, after Sept. 2005). If, in the future, you desire to read it again, it will be available under the Utilities menu.

Please note the following changes to the system and the processing of the resultant study summaries:

* Specific sites/locations are now chosen under the Institution menu. Once you select institution option, you can then designate the applicable various locations for applicable institution, which have now been expanded to include KCC-specific sites.
CONTACT US:

If you need assistance please contact us at:

**MSIS Help Desk**  577-1527

**TIMS** (Ticket Information Management System)
https://apps.med.wayne.edu/tims