

New Student Information System User Manual

User Account: Head of Department

Function: Overload Workflow

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A. System Overview

- From the Faculty Follow-up menu, the head of department can select the screen “Overload Workflow” to search for the staff members with (Request Status, Load, Nationality, Contract)

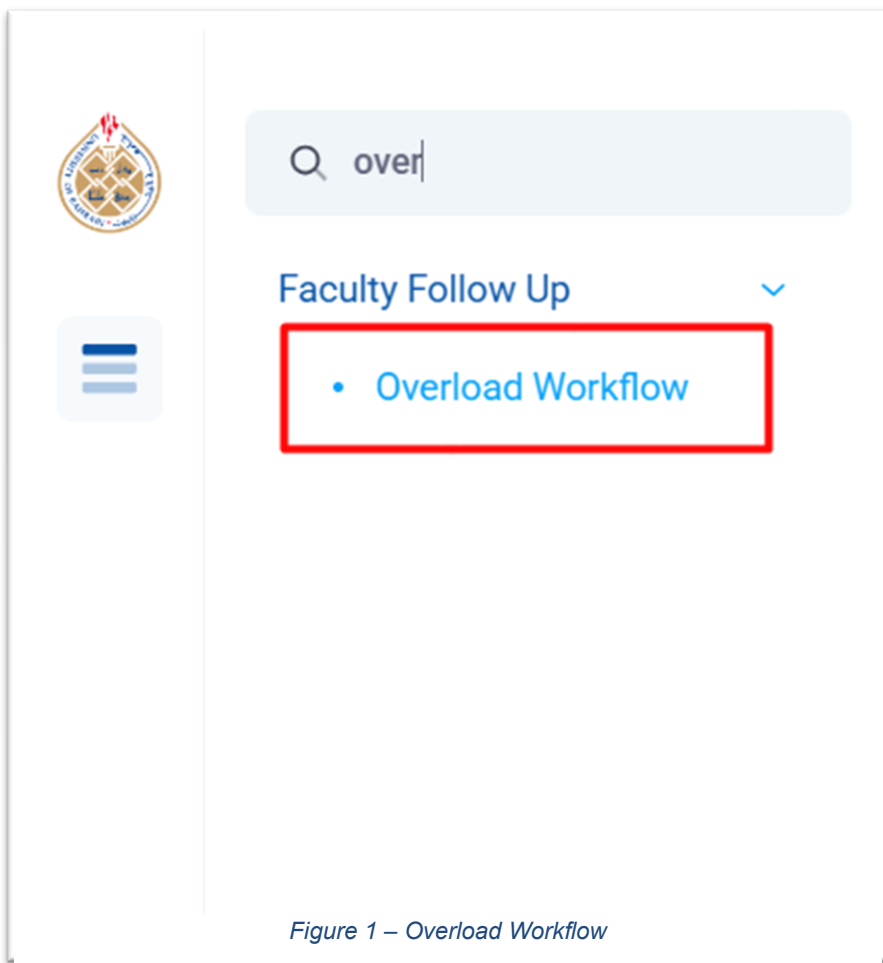


Figure 1 – Overload Workflow

B. Instructions

- **Purpose of the Screen** This interface allows the Head of Department to monitor, review, and approve faculty teaching loads, including overloads, for the selected academic year and semester.
- **Step 1: Apply Filters** Use the dropdown menus to select the **College**, **Department**, **Academic Year**, **Semester**, and other criteria such as **Scientific Degree**, **Contract Type**, and **Nationality**. You can also search by faculty name.
- **Step 2: Search and Reset**
 - Click **Search** to display faculty records that match the selected filters.
 - Use **Reset** to clear all filters and start a new search.
- **Step 3: Review Academic Load Table** The table shows each faculty member's details.
- **Step 4: Compare Against Standards** Overload is calculated based on:
 - The **academic rank** of the faculty member (e.g., Lecturer, Assistant Professor, Associate Professor, Professor).
 - The **required teaching load (UoT)** for that rank.
 - Teaching unit based on instructor assigned schedule .
- **Step 5: Validate and Approve**
 - Review the overload records carefully.
 - Ensure they align with the department's academic standards and university policies.
 - Approve overloads based on compliance with these criteria.
- **Step 6: Follow-Up Actions** Use the **Details** and **Follow up** options in the table to view Overload report, and manage faculty workload approvals.

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Home / Faculty Follow Up / Overload Workflow

College
College of Engineering

Department
Architecture and Interior Design

Academic Year
2026/2027

Semester
First

Scientific Degree
☒ All
☐ UG
☐ PG

Faculty Name

status
ALL

Load
ALL

Contract
All

Nationality
☒ All
☐ Bahrain
☐ Non Bahrain

Search

Reset

Re-Calculate Staff Academic Load

Search Result

42 Record

☐	Academic Year	Semester	Faculty Name	CPR	Nationality	Department	Contract	Load	status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details	follow up
☐	2026/2027	1	MRS	61*****52	BH	Architecture and Interior Design	Full Time	Normal Load	Approved by Dean		15.00	15.00	0.00	→	→
☐	2026/2027	1	MRS	71*****87	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		24.60	15.00	9.60	→	→

Figure 2 – Search for Staff Members

1. Re-calculate Staff Academic Load

The Head of Department (HOD) can click the **“Re-Calculate Staff Academic Load”** link to recalculate the staff member’s academic load.

The system checks whether the selected **Year** or **Semester** is the **Current Semester**.

- If not current, the system displays the message: **“Sorry, this function is for the Current Semester only.”**

If the check is valid (true), the system displays: **“Data is successfully saved”** and updates the staff member’s record in the search results.

If the check fails (false), the system displays: **“Update Failed.”**

🔔 Important Note

After pressing the **Re-Calculate** button, if any changes are made to the staff members’ schedule (such as adding new courses or modifying existing assignments), the Head of Department **must perform the re-calculation again**. This step ensures that all updates are accurately reflected in the staff member’s report and on the screen.

Re-Calculate Staff Academic Load															
Search Result															
42 Record															
☐	Academic Year	Semester	Faculty Name	CPR	Nationality	Department	Contract	Load	status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details	follow up
☒	2026/2027	1	MRS LEJLA KARAJICA	61*****52	BH	Architecture and Interior Design	Full Time	Normal Load	Approved by Dean		15.00	15.00	0.00	→	→
☐	2026/2027	1	MRS NAGLAA MOHAMED YOUSSEF	71*****87	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		24.60	15.00	9.60	→	→

Figure 3 – Re-calculate Staff Academic Load

2. Request Details

- The Head of Department (HOD) can click the ">>" icon to open the **"Details"** screen.
- The system displays the staff member's information in the header of the screen.
- A link labelled **"Preview Details"** is available to view the instructor's schedule report, which includes the staff member's courses, teaching methods, and scheduled days/times.
- The **Request Details** screen also shows notes entered by other approvers, such as **HOD Notes, College Dean Notes, Council Notes, and HR Notes**.
- The HOD should enter their own notes and click **"Save Notes."**
 - The system then displays the message: *"Data is successfully saved."*
- For requests with the status **"Validation Status,"** the HOD can press **"Approve."**
 1. The system displays the message: *"Data is successfully saved."*
 2. The system updates the request type to **"Approved by HOD."**

Re-Calculate Staff Academic Load

Search Result
42 Record

☐	Academic Year	Semester	Faculty Name	CPR	Nationality	Department	Contract	Load	status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details	follow up
☒	2026/2027	1	MRS LEJLA KARAJICA	61*****52	BH	Architecture and Interior Design	Full Time	Normal Load	Approved by Dean		15.00	15.00	0.00	→	→
☐	2026/2027	1	MRS NAGLAA MOHAMED YOUSSEF	71*****87	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		24.60	15.00	9.60	→	→

Figure 4 - Details Icon

Request Details

Staff Name	CPR	Nationality	status	Required UoT	load in UoT	OverLoad UoT	Total UoT	Preview	Re-Calculate
		BH	Approved by Dean	15.00	15.00	0.00	15.00	Preview Details	

Notes

Entity	Note	
HOD Notes	tttt	Save Notes
College Dean Notes		
Council Notes		
HR Notes		

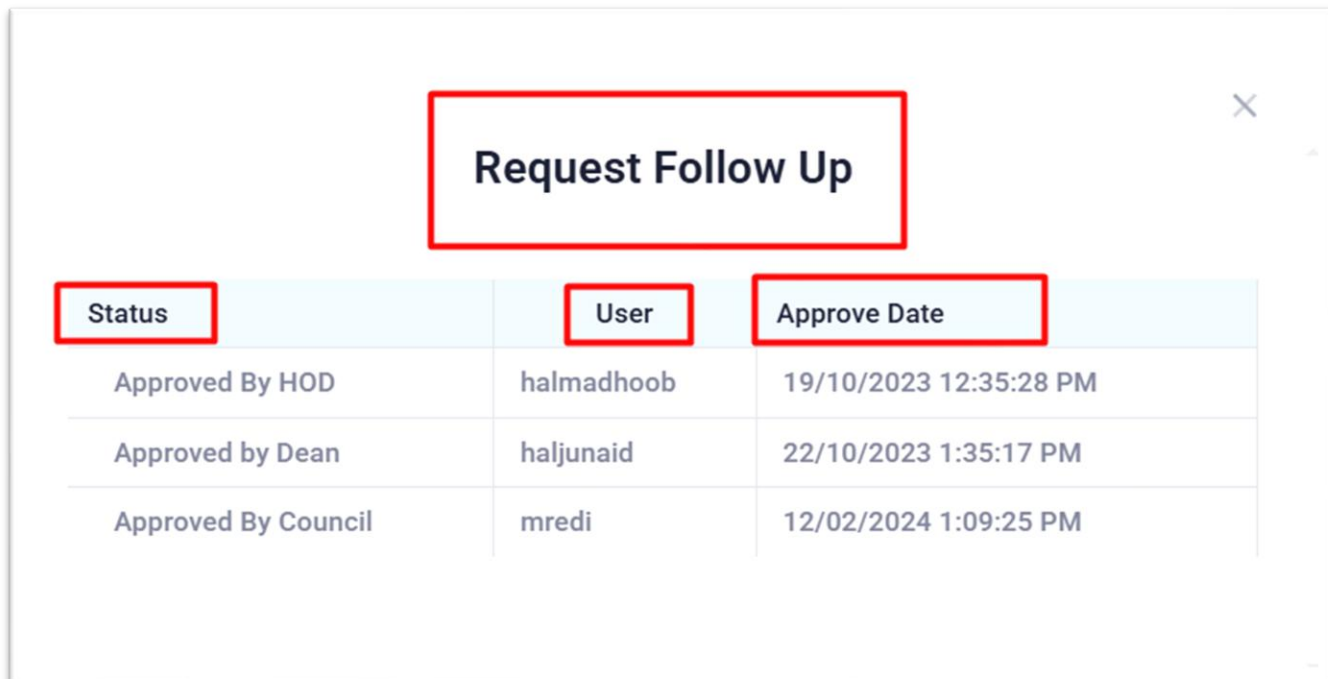
Figure 5 – Request Details Screen

3.Request Follow up

The Head of Department (HOD) can click the ">>" icon to open the **"Request Details"** screen.

In the header of this screen, the system displays the following information:

- **Request Status**
- **User**
- **Approve Date**



Status	User	Approve Date
Approved By HOD	halmadhoob	19/10/2023 12:35:28 PM
Approved by Dean	haljunaid	22/10/2023 1:35:17 PM
Approved By Council	mredi	12/02/2024 1:09:25 PM

Figure 6 – Request Follow up Screen

4. Preview & Preview Details

The Head of Department (HOD) can click the **"Preview & Preview Details"** link to open the **"College Instructor Schedule."**

This schedule provides a detailed view of the staff member's assigned courses, teaching methods, and the scheduled days. And total UOT and amount

			KHAN			Design									
☐	2026/2027	1		70****25	BH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		18.50	12.00	6.50	→	→
☐	2026/2027	1	MRS .	74****43	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		22.20	15.00	7.20	→	→
☐	2026/2027	1	MRS	76****38	BH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		13.20	12.00	1.20	→	→
☐	2026/2027	1	MRS	77****15	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		24.40	15.00	9.40	→	→

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Preview
Preview Details

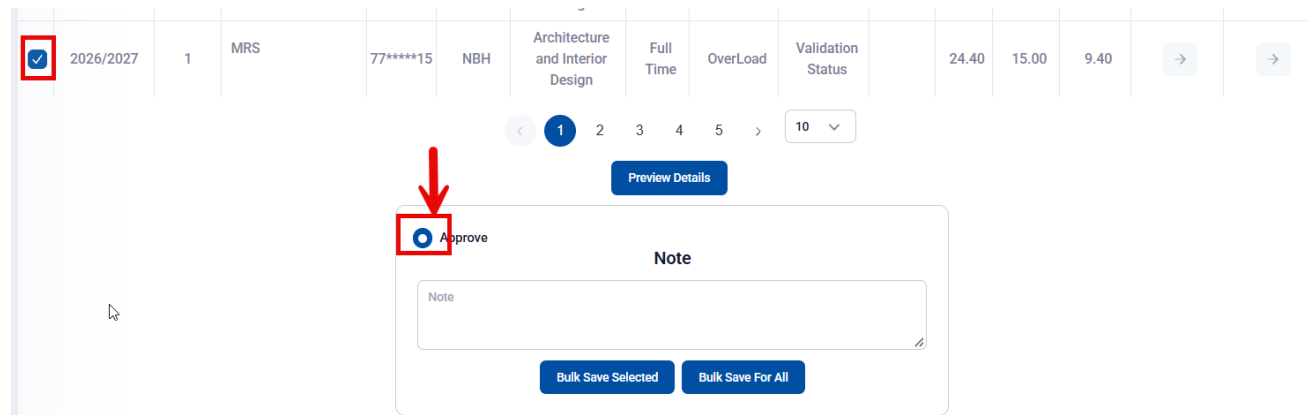
Figure 7 – Preview Details Button

5. Approve Request

For requests with the status **“Validation Status,”** the Head of Department (HOD) can click **“Approve.”**

The system displays the message: **“Data is successfully saved.”**

The system then updates the request status to **“Approved by HOD.”**



☒	2026/2027	1	MRS	77****15	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status	24.40	15.00	9.40	→	→
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Preview Details

☒ Approve

Note

Note

Bulk Save Selected Bulk Save For All

Figure 8 – Approve Request

6. Bulk Saving

Bulk Save Selected

1. The Head of Department (HOD) can select multiple requests from the search results.
2. Enter notes in the "Notes" text field.
3. Click the "Bulk Save Selected" button.
4. The system displays the message: "Data is successfully saved."

Bulk Save for All

1. Enter notes in the "Notes" text field.
2. Click the "Bulk Save for All" button.
3. The system displays the message: "Data is successfully saved."

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					Design								
☒	2026/2027	70****53	BH	Architecture and Interior Design	Full Time	UnderLoad	Validation Status		10.80	15.00	-4.20		
☒	2026/2027	70****25	BH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		18.50	12.00	6.50		
☒	2026/2027	74****43	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		22.20	15.00	7.20		
☒	2026/2027	76****38	BH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		13.20	12.00	1.20		
☒	2026/2027	77****15	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		24.40	15.00	9.40		

< 1 2 3 4 5 > 10

Preview Details

☒ Approve

Note

Bulk Save Selected Bulk Save For All

Figure 9 – Bulk Save For All