

TRAC Academic Time Survey: Frequently Asked Questions

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"# **What is TRAC?**!\$%&'!()*+ , (!- ./!\$/*+(0*/1+)!&00/. *23!).!' . (4+56!7)!7(!*+!*++8*%6! : *+ , *). ./;! /1)8/+!(8< : 7=1 , !).!)31!>-?!*+*9; (7+5!)31!8+7@1/(7);A(!7+2. : 1!*+ , !1B01+ , 7)8/1!<1)C11+!)31! 2*)15. /71(!. -!\$1*237+56!%1(1*/23!*+ , !>)31/#!

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D# **Why is TRAC important?**!\$%&'! , *)*!7(!8(1 , !<;!5. @1/+ : 1+)!*+ , !/1(1*/23!-8+ , 1/(!) . !*((1((!)31!0/ . 01/!E+*+27*9! : *+*51 : 1+)! . -!*99!FG!H!J A(#\$31!/1)8/+!2*9289*)1(!)31!J+ , 7/12)6! ! ()*)1(! *+ , !\$123+727*+!J+ -/*()/82)8/1!2. ()!/*)1(!)3*)!*009;!) . !/1(1*/23!*00972*4. +(#\$31!*55/15*)1 , ! , *)*!7+- . / : (!5. @1/+ : 1+)!-8+ ,

`# **How** should I record absences such as holiday of sick leave?!\91*(1!75+. /1!*<(1+21(!C31+!
/12./,7+5!)31!(097)!.-!;.8!/4:1#!\$31!01/21+)*51(!/10./)1,!(3.89,!.+9;!/1[12)!;.8/!*2)8*9!
C./L1,!3.8/(#!J-!;.8!C1/1!*<(1+)!-/!)31!C3.91!.-!)31!/10./4+5!01/7.,!091*(1!(8<:7)!*!+79!
/1)8/+!<.!1+)1/7+5!*!a1/.!7+!.+1!.-!)31!2*)15./71(!*+,!(*@7+5!*+,!2.+E/:7+5!;.8/!(8/@1;#!

"b# **How** should I record industrial action?!\91*(1!,.!.+.)!7+298,1!()/7L1!*24.+6!)31!01/21+)*51(!
/10./)1,!(3.89,!.+9;!/1[12)!;.8/!C./L1,!3.8/(#!
!

""# **Why** are there so many categories and not just Teaching, Research and Other?!"\$31!\$%&'!
/1)8/+!/1M87/1(!8(!).!/10./)!8(7+5!*99!)31!2*)15./71(!97()1,#!&!97+L!).!)31!97()!. -!,1E+74.+(!2*+!
<1!-.8+,!31/1!.+!