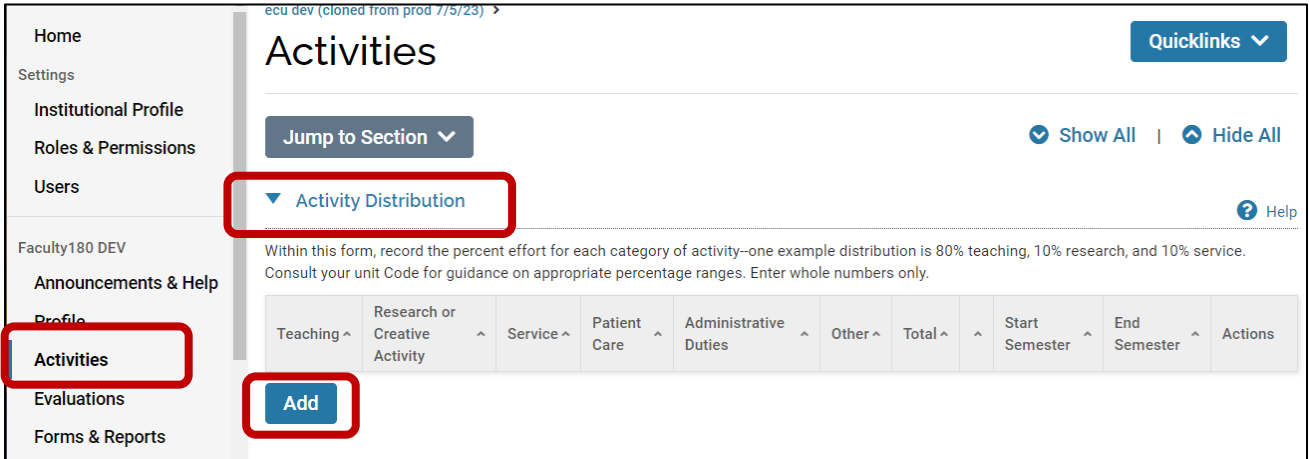# Faculty180 Entering Activity Distribution / Workload Percentages

➢ Login to Faculty180 and navigate to Activities > Activity Distribution/Workload > Add

➢ Enter the academic year for which you want this distribution to be applied. ECU recognizes the academic year as Summer to Spring.

Example: 2024-2025 Academic Year has a starting semester of Summer 2024 and an ending semester of Spring 2025

➢ Enter the percentages for each category. Note that "Other" is a category that is no longer in use. Leave this section blank. "Administrative Duties" is defined as "Service" in the Workplan Policy. If you enter a value into that field, it will be added to your Service percentage in the workplan.

➢ Add a description, if needed.

➢ The "Publicly Displayed" question will appear, but does not apply.

➢ You may choose to upload a file related to the agreed upon percentages, if appropriate.

➢ Click Save and Go Back