CSIR Overview and First Steps

CSIR is important for many reasons, but the top two are:

- Official teaching record for the campus
  - Provide workload data to APBears (Academic Personnel system)
  - Support Temporary Academic Staff (TAS) allocations
  - Reports to UCOP and California Legislature
- Space utilization
  - Influence capital projects allocations

So if there were just two things to focus on, they would be:

1. Make sure all instructors are identified with an employee ID and appropriate teaching title code in HCM; do not use CSIR as a work around to give others (e.g., GSIs) access to other systems like eGrades and bSpace.
2. Make sure the appropriate rooms are identified where the instruction is provided.

You can quickly get a scan of the list of courses by going to the CSIR screen and entering a CCN to call up a section and then press F14 (shift F2) for the CSIR Detail screen.

**Step 1:** Are all the instructors who should get credit for teaching the courses listed?
- Do they have an EID?
- Is their instructor function code correct (1, 2 or 3)?

**Step 2:** Do all courses have the right room identified?

If information is missing or there are errors, you can then go into the CSIR screen to make any necessary corrections. OPA will send you an errors and omissions report (October 1 –Fall and March 1-Spring) that will identify common errors, but there may be additional reviews you need to make – particularly for courses that are Team Taught or Cross Listed.

This user guide and the FAQ are intended to help you with common errors or updates that need to be made. If you need additional help and can’t get it here, please contact Linda Wong, the Office of Planning & Analysis CSIR Coordinator at linwong@berkeley.edu or at 2-5744. She can give you further assistance.