The Physician Activity Data Screen in PeopleSoft enables sections to take the standard
definition for full-time for each specialty and indicate how much of a physician’s activity
relative to the TEC employee record is spent in billable, patient care activities
and how much of a physician’s activity is spent in “other” activity.

This activity data should be updated whenever a physician’s job earnings
distribution (SmartKey) data changes. When you save an Earnings
Distribution update on a TEC Physician employee record, you will be directed
to the Physician Activity Screen.

Non-billable activity + billable, clinical activity = Total Physician Activity
1.0= however standard hours/week are defined for a full-time clinician in each
section or specialty. TEC Finance has provided a template to Section Heads for
determining full-time and physician activity levels.

Total Activity may be recorded as < 1.0 OR =1.0, but not >1.0
NOTE: This figure is completely divorced, separate from FTE on the HRAF for
the TEC Physician (which denotes benefits eligibility only)

**Clinical Activity Defined**
- Outpatient clinical sessions
- Outpatient procedure sessions
- Diagnostic service
- Inpatient service (consults, rounds, call time)
- Surgical time
- Shift work (Emergency Med, Hospital Med, Pathology, Radiology)
- Admin. tasks associated with clinical care

**Other Activity Defined**
- Time compensated through TCM empl record not resulting in billable
  patient revenue
- Medical Directorship
- Clinical Leadership
- Planned extended leave (maternity leave)
- Marketing, EHz committees
- Academic (non-clinical teaching, research)
- Grady services paid through TCM empl record
Typically not included:
- Veteran’s Administration Activity for the V.A. and not for TEC
  - See explanation on the Physician Activity Template
- CDC Activity
- Administration for EHC
- Research

*Updating Physician Activity Data in PeopleSoft*

You may not enter activity update data for any future dated earnings distribution change therefore, from now on, enter earnings distribution changes on the date they are effective or later. If you enter earnings distribution changes before they are effective, you will need to update the activity data later on.

*Updates*

1) Key in value <=1.0 in Clinical Activity
2) Key in value <=1.0 in Other Activity
   a. Total can be <1.0 or =1.0, may not be >1.0
3) Now click “Reapply Activity” button