

## Appendix B – WORQSpace Functional Use Codes and Definitions

The WORQSpace function codes have been designed to capture both the THECB definitions and the Circular A-21 definitions. The letters (OR, DR, IN, etc) identify the OMB-Circular A-21 code and the numbers identify the THECB code.

Major Category	Function Code	Code Description	Code Definition
Research (Individual or Project)	OR-22	Organized Research	Research and development activities sponsored by Federal and non-Federal agencies and organizations (e.g., grants and contracts) that are separately budgeted and accounted for by the University. This also includes all research and development activities funded by the University through an internal application of its general funds. Generally includes ledger 26 organized research projects and training grants, ARP/ATP, and TD&T grants. (also see OR-21 for centers and institutes)
Research (Individual or Project)	DR-22	Departmental Research	Space devoted to research development and scholarly activities that are not organized research and are not separately budgeted and accounted for. Generally includes any research funded from departmental funds, start-up or bridge funding for PIs that do not have sponsored funding, and return of overhead funds. (also see DR-21 for centers and institutes)
Research (Institutes and Centers)	OR-21	Organized Research	Same as OR-22 except that it is performed in research institutes and centers.
Research (Institutes and Centers)	DR-21	Departmental Research	Same as DR-22 except that it is performed in research institutes and centers.
Research (Institutes and Centers)	OSA-21	Other Sponsored Activities	Non-research activities funded by Third Parties (ie 26 Accounts) that are performed in research institutes and centers.
Research (Institutes and Centers)	IN-21	Instruction	Instructional activities carried on in research institutes & centers.
Research (Institutes and Centers)	DA-21	Departmental Administration	Administrative activities carried on in research institutes & centers.
Research (Institutes and Centers)	OIA-21	Other Institutional Activity	Other institutional activities carried on in research institutes & centers. See other codes beginning with OIA for examples.
Research (Institutes and Centers)	OM-21	Operation and Maintenance	Operation and maintenance activities carried on in research institutes & centers.
Spons Proj Admin (VP Research & OSP Only)	SPA-61	Executive Management (VP Office)	VP-Research
Spons Proj Admin (VP Research & OSP Only)	SPA-62	Financial Management and Operations	VP-Research & OSP -Financial Management & Fiscal Operations, Purchasing, Accounting, Budgeting
Spons Proj Admin (VP Research & OSP Only)	SPA-63	General Administration/Logistical Services	VP-Research & OSP - Personnel programs, personal property management

Major Category	Function Code	Code Description	Code Definition
Other Sponsored Activities (Public Service)	OSA-31	Direct Patient Care (26 accts)	Direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc) for humans or animals. Examples include teaching hospitals, health science centers, and clinics for the community at large. Does not include the Student Health Center which is coded OIA-57 as shown below. Include externally funded programs (ie 26 accounts) only. Also see OIA-31 below.
Other Sponsored Activities (Public Service)	OSA-32	Health Care Supportive Services (26 accts)	Activities that support direct patient care facilities. Examples include blood banks, pharmacies, optical services, medical records, inpatient reception, admitting offices, credit offices for these facilities. Include externally funded programs (ie 26 accounts) only. Also see OIA-32 below.
Other Sponsored Activities (Public Service)	OSA-33	Community Services (26 accts)	Space that provides resources, services, and expertise to persons and groups outside the context of the institutions regular instruction, research, and support programs. EX: Consulting services, summer camps, community meetings, non-student counseling, recreational programs, etc. Include externally funded programs (ie 26 accounts) only. Also see OIA-33 below.
Other Sponsored Activities (Public Service)	OSA-34	Cooperative Services (26 accts)	Same as OSA-33 above except administration and fiscal control are cooperative efforts with outside agencies. Ex: Special seminars or institutes for companies, consulting services, soil testing, etc. Include externally funded programs (ie 26 accounts) only. Also see OIA-34 below.
Other Sponsored Activities (Public Service)	OSA-35	Public Broadcasting Services (26 accts)	Operation & maintenance of broadcast services outside the context of instruction, research, and support programs. Usually funded by public broadcast services and listener grants. Staffed by professionals. Include externally funded programs (ie 26 accounts) only. Also see OIA-35 below.
Public Service Activities (Internally Funded)	OIA-31	Direct Patient Care (Non-E&G)	Same as OSA-31 except the activities are funded internally by the University.
Public Service Activities (Internally Funded)	OIA-32	Health Care Supportive Services (Non-E&G)	Same as OSA-32 except the activities are funded internally by the University.
Public Service Activities (Internally Funded)	OIA-33	Community Services (Non-E&G)	Same as OSA-33 except the activities are funded internally by the University.
Public Service Activities (Internally Funded)	OIA-34	Cooperative Services (Non-E&G)	Same as OSA-34 except the activities are funded internally by the University.
Public Service Activities (Internally Funded)	OIA-35	Public Broadcasting Services (Non-E&G)	Same as OSA-35 except the activities are funded internally by the University.

Major Category	Function Code	Code Description	Code Definition
Research (Institutes and Centers)	IN-21	Instruction	Instructional activities carried on in research institutes & centers.
Instruction Activities	IN-11	General Academic Instruction (Degree Related)	Space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines are included in this category.
Instruction Activities	IN-13	Requisite Preparatory/Remedial Instruction	Space for formal instruction that provides students the basic knowledge and skills required by the institution before taking formal classes leading to degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They are generally non-credit offerings.
Instruction Activities	IN-14	General Studies (Non-Degree Related)	Space that is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and attitudes typically associated with a liberal art discipline, such as literature, mathematics, or philosophy. Examples are non-degree continuing education classes in great books, painting, sculpture, fine arts, and foreign languages for travel, computer literacy, and general education development programs.
Instruction Activities	IN-15	Occupation-Related Instruction (Non-Degree Related)	Space that is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background related to a specific occupation or career and focuses on the participant as a worker. Examples include continuing education classes for physicians and nurses, real estate institutes, word processing and spreadsheet classes, and non-degree-related career and vocational courses.
Instruction Activities	IN-16	Social Roles/Interaction Instruction (Non-Degree Related)	Space that is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. Examples include continuing education classes in civil defense, consumerism, and languages for persons seeking U.S. citizenship.
Instruction Activities	IN-17	Home and Family Life Instruction (Non-Degree Related)	Typically CE office funded by state, open to public, provides knowledge, skills, and capabilities ranging from the establishment, maintenance, and improvement of a home and family responsibilities. EX: child development, home repair, budgeting, etc.
Instruction Activities	IN-18	Personal Interest/Leisure Instruction (Non-Degree Related)	Typically CE office funded by state, open to general public, supports individual's recreational or vocational pursuits or day-to-day living skills. Ex: speed-reading, leadership skills, dancing, etc.

Major Category	Function Code	Code Description	Code Definition
Academic Department Activities	DA-46	Academic Administration	Space for academic deans, department heads, and their administrative staffs. Also includes academic advising offices where students receive counseling on courses to take and have degree plans prepared. Rooms used for deans and department heads who also teach is prorated to reflect instruction and academic administration.
Academic Department Activities	DA-47	Course and Curriculum Development	Formal planning and development of the institution's curriculum. Activities include course and curriculum research, curriculum development and modification, and curriculum evaluation.
Academic Department Activities	DA-48	Academic Personnel Development	Space that provides the faculty with opportunities for professional growth and development. Examples are rooms used for professional meetings, recitals, publishing, faculty development programs, and in-service faculty education programs.
Academic Department Activities	DA-62	Financial Management & Operations - Departmental Level	Department level financial and operation activities including budget, accounting, accounts payable, accounts receivable, travel reimbursements, etc.
Academic Department Activities	DA-63	General Administration & Logistical Services - Departmental Level	Department level administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security.
Other Academic Support Activities	DA-43	Educational Media Services - Academic Departments	Department level audio, visual, and other media services that support instruction, research, and public service.
Other Academic Support Activities	DA-45	Ancillary Support	This space is unique to a particular academic program and descriptions are so numerous that categories were not created for them. Examples are planetariums, kilns, glassblowing shops, and university presses.
Other Academic Support Activities	LIB-41	Libraries	Centrally operated, staffed, and controlled library space. Separately funded and do not include departmental libraries furnished by departmental operating funds.
Other Academic Support Activities	OIA-42	Museums and Galleries (Non-E&G)	Collection, preservation, and exhibition of historical materials, art objects, scientific displays, and other related activities. Research associated with a museum is coded or OR-22 or DR-22.
Other Academic Support Activities	OIA-43	Educational Media Services - Non-Academic Departments	Audio, visual, and other media services that support instruction, research, and public service. (Performing Arts, Music Recital Hall, University Teaching Center, etc)
Other Academic Support Activities	DA-44	Academic Computing Support	Mainframe computer rooms and computer maintenance areas that provide support for instruction, research, and public service. Includes software development, equipment storage, computer personnel offices and reception areas.
Other Academic Support Activities	OIA-45	Ancillary Support	This is space unique to a <u>non-academic</u> department, too numerous to list. EX: planetariums, animal quarters, kilns, nuclear reactors.
Other Academic Support Activities	LIB-45	Departmental Libraries	Departmentally funded, operated, staffed, and controlled library space.

Major Category	Function Code	Code Description	Code Definition
Student Services Activities	SSA-51	Student Services Administration	Administration of student service activities. Examples include Dean of Students and international student advising. Excludes VP for Student Affairs (see GA-61) and specific programs.
Student Services Activities	SSA-53	Placement and Career Guidance	Activities are provided to assist students in obtaining employment upon leaving the University.
Student Services Activities	SSA-54	Financial Aid Administration	Includes financial aid counseling and evaluation, records maintenance and reporting, student employment services, and student loan offices.
Student Services Activities	OIA-55	Student Auxiliary Services	Includes housing administrative services, food & retail services, concessions, and specialized services. A fee is charged but may not be equal cost. Examples include bookstores, cafeterias, vending, photo copy, childcare for children of students, dorm services, etc.
Student Services Activities	OIA-56	Intercollegiate Athletics	Athletic director & coach office, training & dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletics fundraising areas, and sports information offices.
Student Services Activities	OIA-57	Student Health/Medical Services	Student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care, and patient education. Examples are infirmaries, student health services, counseling centers, and wellness programs.
Student Services Activities	SSA-67	Student Recruitment and Admissions	Identification and recruitment of prospective students and the processing of admissions applications.
Student Services Activities	SSA-68	Student Records	Maintaining, handling, and updating records for current and former students. EX: Registrar's Office and Transcript Office.
Student Services Activities	OIA-52	Social & Cultural Development - Auxiliaries	Student auxiliary programs that provide social and cultural development outside the formal academic program. Typically funded by student fees and controlled by student body, for instance Recreational Sports.
Student Services Activities	SSA-52	Social & Cultural Development - Other	College and Dean of Student programs that provide social and cultural development outside the formal academic program. Typically funded by student fees and controlled by student body.
Operation and Maintenance	OM-71	Physical Plant Administration	Physical Plant director, campus architects, and construction engineers
Operation and Maintenance	OM-72	Building Maintenance	Shops and offices for routine repair and maintenance of buildings and structures.
Operation and Maintenance	OM-73	Custodial Services	Offices and other assignable areas required for custodial services. Note that custodial closets are coded NA-02.
Operation and Maintenance	OM-74	Utilities	Offices, shops and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for the operation of the physical plant. Note that mechanical rooms are coded NA-03.
Operation and Maintenance	OM-75	Landscape and Grounds Maintenance	Offices, shops, field service buildings, and other areas required for grounds maintenance and landscape.
Operation and Maintenance	OM-76	Construction Project Management	Space for institutional staff that manages and/or oversees construction projects.

Major Category	Function Code	Code Description	Code Definition
Institutional Support Activities	GA-61	Executive Management	Space assigned to the president, vice-presidents (excluding the vice president for research-see SPA-61), provost, vice provosts, emeritus executive management administrators, and departments reporting directly to the president such as Internal Audit & Institutional Compliance.
Institutional Support Activities	GA-62	Financial Management & Operations - Institutional Level	Generally includes the Chief Financial Officer Organization - Controller, Budget, Payroll, and Office of Accounting. See GA-63 for additional departments.
Institutional Support Activities	OIA-63	Gen Admin & Logistical Svc - Special Operations	Special general administrative operations such as UT Press, UT Printing, UT Mail, PRC Commons, University Services, Erwin Center, Resource Development, MCC Bldg Admin, Parking & Traffic, etc.
Institutional Support Activities	OM-63	Gen Admin & Logistical Svc - Public Safety and Security	Administration of public safety and security. Includes University Police Department and Environmental Health and Safety.
Institutional Support Activities	GA-63	Gen Admin & Logistical Svc - Inst Level -Other	Personnel administration programs, real and personal property management, risk management, purchasing operations, shipping and receiving, and transportation. Examples include human resources, faculty/staff insurance administration, and faculty/staff records.
Institutional Support Activities	GA-64	Administrative Computing or Telecommunications Support	Mainframe computer rooms and telecommunications switch rooms that provide administrative support. Includes software development, equipment storage, computer personnel offices, reception areas, and maintenance areas.
Institutional Support Activities	OIA-65	Faculty and Staff Auxiliary Services (Non E&G)	Provide housing administrative services, food and retail services, concessions, and specialized services for faculty and staff. A fee is charged but may not be equal cost. Examples include faculty/staff clubs, coffee shops, vending areas in faculty lounges, wellness programs, and child care centers.
Institutional Support Activities	OIA-66	Alumni Records (Non E&G)	Operations that maintain relations with alumni. Maintain mailing lists and donor data.
Institutional Support Activities	OIA-69	Public Relations/Development	Operations that maintain relations with the local community and general public about the institution. Examples include news & information offices, newsletters, institutional brochures, and other news publications.
Independent Operations	OIA-91	Independent Operations/Institutional (Non E&G)	Space, usually revenue generating, provides activities unrelated to the University's mission and is not intended to provide services to students, faculty, and staff. The University controls the space. Examples include commercial rental property, conference centers, hotels, restaurants, and development or fund-raising offices.
Independent Operations	OIA-92	Independent Operations/External Agencies (Non E&G)	Space that is controlled and/or leased to outside agencies, including state agencies. Examples include the LBJ Library and Etter-Harbin Alumni Center.

Major Category	Function Code	Code Description	Code Definition
Vacant	VAC-04	Vacant Rooms	This space is temporarily unassigned, scheduled for demolition, or terminated/withdrawn from service. NOTE: For rooms that are under renovation, use the normal function of the room that indicates the use after completion along with room type 0600.
Non-Assignable Space	NA-02	Custodial Areas (Non E&G)	Space used for the protection, care, and maintenance of a building. Examples include trash rooms, custodial lockers and storage/supply rooms.
Non-Assignable Space	NA-03	Mechanical Areas (Non-E&G)	Rooms that house mechanical equipment. Examples include central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical service shafts, telephone closets, air ducts, and elevator space.
Non-Assignable Space	NA-05	Public Rest Rooms (Non E&G)	Rest rooms accessible to the public. Private rest rooms are coded according to the activity they support.
Non-Assignable Space	NA-06	Shell Space (Non E&G)	Unfinished space designed to be converted into usable space at a later date.
Non-Assignable Space	NA-07	Circulation Areas (Non E&G)	Areas of common access, transit, or general use that are accessible to the public and are not used for instructional purposes. Examples include atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, reception areas and waiting rooms.