HOW TO RECERTIFY, UPDATE AND DELETE EQUIPMENT USE FEES

To complete the task you must have the UF_SF_COURSEFEE_DEPT_USER security role.

At the beginning of each open period, the University Budget Office will run a Recertification Process that will group all Courses and pieces of equipment by Equipment Pool into a Request ID.

Departments will be required to take one of the following actions per course for each piece of equipment that charges an Equipment Use Fee:

- **Re-Certify** – This means no action is necessary and the Course needs to remain for that piece of equipment for that Term.
- **Change** – This means an adjustment is needed to update the Projected Attendance for the course which changes the Total Units Assessed and the Fee Credit per Hour.
- **Delete** – This means the Course will no longer be allocated costs for the piece of equipment and will be permanently removed for that Term and future Terms.

1. Log in to myUFL.

2. Navigate to: **NavBar > Main Menu > Student Information System > Worklist > Worklist**.

3. Click the **Link** to work the Course Fee Request.
You will see this Course Fee Request screen.

4. First, verify that the **Academic Organization** for Routing purposes (1) is correct.
   - The application will automatically populate the Academic Organization used in the prior term.

5. Second, verify the **Pool ID** (2) that you will be Re-Certifying.
   - You will have one Course Fee Request per Pool ID.

6. Third, you will be certifying each course per piece of equipment.
   - Verify the **Equipment Name** (3) and make any necessary description adjustments.
   - **DO NOT** rename the piece of equipment.
   - You may navigate from one piece of equipment to the next using the left and right arrow buttons (4).
7. Update the Equipment Details (5) if necessary.
   - Useful Life
   - Cost To Replace
   - Maintenance & Insurance
   - Number of Units
   - Percent Used per Source

   *Updating any of this information will impact the Use Cost (Undergraduate) and ultimately the Fee per Credit Hour.*

8. For Item 6, you will Re-Certify each Course (7) per piece of equipment that has costs allocated. You will select 1 of 3 options:
   - **Re-Certify** – This means the Course needs to remain for the Term *AND* the Projected Attendance will remaining the same.
   - **Delete** – This means you will not be allocating costs to the course for this piece of equipment for the Term and permanently removing the Course for subsequent Terms.
     1) After you select *Delete*, change the Projected Attendance to zero.
     2) This will adjust the *Total Units Assessed* and the *Fee Credit Hour*.
     3) When the Re-Certification process is run for the next Term, all Courses with a status of *Delete* will be removed.
   - **Change** – This means you need to make a change to the *Projected Attendance* (8) or you updated the *Equipment Details* which changed the *Fee per Credit Hour*.
     1) If the *Fee per Credit Hour* changes from the *Previous Fee Credit Hour*, select *Change*.

9. You may add new courses by clicking the *addition icon* (9).
   - When new courses are added, the Re-Certify status is considered a *CHANGE* since the Previous Fee per Credit Hour was zero because the course didn’t exist before.
• Enter the **Course ID** and **Course Offering Nbr.** If you do not know the Course ID, click the Lookup and you can Search by Subject Area and Catalog Nbr. If there is only one course offering number, then the application will automatically populate the value.

• Enter the **Course Credit Hours.**

  1) Student credit hours will be obtained using Institutional Research SCH Cube. An explanation must be provided if there is a difference between the Institutional Research SCH Cube and the hours to be assessed

  2) Enter the **Projected Attendance**, enter the number of students you expect to enroll in the Course for that Term.

10. The application will automatically recalculate the **Total Units Assessed** and ultimately the **Fee Credit per Hour** (10).

  • **Total Units Assessed** = Course Credit Hours × Projected Attendance
  
  • **Fee Credit Hour** = \[
  \frac{\text{Use Cost (Undergraduate)}}{\text{Sum of Total Units Assessed}}
  \]
11. To add or delete another piece of equipment, you may use the addition/deletion icons (11) in the Equipment Box and Repeat Items 5 – 10.

12. Once all courses per piece of equipment have been Certified and the costs have been allocated to the appropriate course/courses, use the View Summary For Approval button to review the Equipment Detail and Course Totals.

You will see this Summary page.

13. If the Course Total is over $30.00 per fee credit hour, the maximum allowable fee without Provost Approval, and you would like to override the application calculated Fee Credit Hour, enter the amount to be charged per fee credit hour in the Dept. Override Fee Per Hour field.

14. If the Course Total is over $30.00 per fee credit hour, the maximum allowable fee without Provost Approval, and you would like the fee to remain at that amount, Provost Approval will need to be obtained.
• Use the **Documents** (12) button to attach a justification letter signed by the Dean. The Documents button is on the Equipment Detail page and the View summary for Approval page.

• The University Budget Office will request Provost Approval on your behalf and notify you via email the status of the request.

15. If any adjustments need to be made, use the **Equipment Detail** button to return to the Equipment Detail screen and make any necessary adjustments.

16. Use the **Add Comments** button (13) to provide any additional pertinent information necessary for the Request to be approved.

• If the course has already received Provost Approval in a prior term, please reference the Course Fee Request ID in the comments section.

• Comments will need to be added per course.

17. You may **Save** the Request ID at any point and return later to complete the request and submit.

• The Request may not be submitted until all Courses per piece of equipment for the entire Pool ID have been Re-Certified.

• Once you save and sign out of the Recertification Request, the request is available for another Department Re-Certifier with Security Authorization to work the request and Submit.

18. If you **Save** for later, you may check the Re-Certification Status (3) of the courses that still **Need Attention** by going to the **Course Fee Overview**.

• Select **Equipment Re-Certification** as the **Course/Class Fee Type** (1), then **Search** (2).

• You may also Search using the Pool ID (4).

• If you click on the **Fee Request ID** blue hyperlink (5), then the application will open the Request ID for you to resume working.
19. Once all courses have been Re-Certified, Click **Submit**.

- The Submit button is ONLY on the **View Summary for Approval** page.
- The Request will be routed to the Dean/Dean Designee for the Routing Academic Organization that was entered for Item 1.
- After the Request ID has been approved at the College level, the Request will be routed to the Budget Office for Approval.
- You may track your Request by following the below Workflow.
ADDITIONAL NOTES

- If the Request ID is a Pushback, it will be returned to the individual that Submitted the Request. The group of Authorized Re-Certifiers for the Academic Organization will not receive the request back.
- If the Request is Denied, the Request is dead and may no longer proceed with workflow.
- The Budget Office will obtain Provost Approval for Equipment Use Fees over $30.00 per credit hour with proper justification.

ADDITIONAL RESOURCES

For assistance with technical issues, please contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with course fees, contact Amber Allen-Ingram at ameldot2@ufl.edu or 352-392-2120.