Acknowledging a FAR

When a faculty assignment report is ready for you to review, you’ll receive an email letting you know that action is needed. You can click the link in the email to navigate directly to the form.

Note: To perform this workflow, you must have the following myUFL security role: UF_HR_USER

1. Click the link in the email indicating a FAR is ready to acknowledge. Log in to myUFL if needed.

2. Optionally, if you do not have the associated email, perform the following steps:
   a) Click the Menu icon and then click Main Menu.
   b) Click Human Resources, click Effort Reporting, and then click Faculty Assignment Reports.
   c) Click Faculty Assignment Reports.
   d) Click the My Queue Only check box and then click Search. The FAR form is displayed.

3. Review the planned effort allocations for the semester.
   
   Tip: If any changes need to be made at this point, you’ll need to contact the FAR Coordinator for your department. The FAR Coordinator can set the form back to an editable state and then make any necessary adjustments.

4. To continue, click the Acknowledge FAR button.

![Figure 1: FAR, Acknowledge FAR Button](image)
5. Click **Acknowledge FAR**.

6. Click **OK**.

7. Click **OK** again. The FAR status is now ‘Fully Approved’ and the finalized form is posted in the system.