Adjusting Committed Effort

When you need to adjust committed effort to a research project for the current semester, you can do this simply by entering an updated value when the FAR is completed. As long the change is within the system’s tolerances, it will be automatically approved and the change will be applied to the commitment in Commitments module.

However, to update committed effort after the FAR is finalized – or to update the commitment for future periods – you’ll need to access the Commitments module.

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

1. To access the Commitments module, click the Menu icon and then click Main Menu.
2. Click Human Resources, click Effort Reporting, and then click Effort Commitments.
3. Click Commitments - By Project.
4. To locate the project, enter the project ID in the Project ID field.
5. Click Search. The Commitments – By Project screen is displayed.
6. To load the current posted sequence for the project, click the Go button.
7. Review the commitments sequence.
8. To adjust the committed effort for a team member, click the Action drop-down arrow and then click Create New Sequence. The sequence is now ready for editing.
9. Click the link for the period you need to edit. The Employee by Period tab displays.

Figure 1: Commitment Module, Employee by Period Tab
10. Edit the values in the **New Amt** column to update the commitment for the period.

11. To return to the Overview tab, click the **Back** button.

12. Repeat steps 9 – 11 to edit other periods.

13. When your edits are complete, review the effects of your changes to the average commitment. Provided the average commitment has not been reduced by more than 25% of the overall commitment, the changes should be auto-approved by the next day.

![Figure 2: Period Effort Reduced, Average Commitment % Reduced](image)

14. Click the **Submit for Approval** button.

15. Click **Submit**.

16. Click **OK**. The adjusted commitment is submitted for review and approval.