Generating FARs

You can quickly generate Faculty Assignment Reports (FARs) for the faculty in your department. To perform this workflow, you must have the following myUFL security role: UF_ET_FAR_INITIATOR.

1. Click the Menu icon and then click Main Menu.
2. Click Human Resources, click Effort Reporting and then click Faculty Assignment Reports.
3. Click Generate FAR. The Generate FAR page displays.

![Figure 1: Generate FAR page](image)

4. In the Institution field, select UFLOR.
5. In the Year field, select the academic year for which the FARs will be generated.
6. In the FAR period field, select the term for which FARs will be generated.
7. Enter search criteria for the faculty or staff for whom FARS will be generated. To do this:
   - Enter the DEPTID in the Department field. This gives you an easy way to generate FARs for all the faculty in a department.
   - Use the EE Group field to filter the search. For example, to search for a graduate student or other non-faculty employee, you would clear the selection of Faculty in this field.
   - Enter theEMPLID in the Employee field. This is useful when you want to generate a FAR for a specific employee.
8. Click the Retrieve Faculty button. The faculty member(s) for the selected criteria display. If there are any employees for whom you do not want to generate a FAR, you can exclude them by clicking the Exclude check box.
9. Click the **Generate FARs** button. The Faculty Assignment Reports are created. In Figure 2 below, note that a check box now displays in the FAR Exists column for each faculty member.

At this point, you can now access the FARs generated by navigating to the FAR search page. To navigate to this page, click the **Menu** icon > **Main Menu** > **Human Resources** > **Effort Reporting** > **Faculty Assignment Reports** > **Faculty Assignment Reports**.

![Figure 2: Generate FAR page, FAR Exists column](image)