SUPERVISOR IDENTIFICATION REPORT

The report is designed to serve as a resource to identify supervisor information in myUFL. Supervisor may be defined as the person directly responsible for providing oversight for or directing the work of another UF faculty or staff member. This typically includes clarifying performance and assignment expectations; providing feedback; approving vacation requests and time worked; and completing the faculty or staff member’s performance evaluation.

NAVIGATION

1. Login to myUFL

2. Click the NavBar > Main Menu > Enterprise Reporting > Access Reporting

3. Under Public Folder, select the Human Resources Information folder

4. Next, select the Workforce Information folder

5. Locate the Staff List with Supervisor Info by Department report

   - Depending on the number of reports available, the report may not be displayed in the first 15 reports; advance to the next page to find the report
   - Use the navigation bar in the upper right hand corner to view additional reports (see screenshot below)

After clicking on the report,

6. Type in the department number and click Search

7. Select the department(s) and then click Insert

8. Click Finish
FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Classification & Compensation
352-273-2842
compensation@ufl.edu