### Business Communication courses:
- SCS060
- PST950
- PRO304
- PRO303
- PRO302

Total requirement: Completion of 8 required courses and 4 elective courses

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### Fiscal Management Certification

To complete the Fiscal Management certification, you must:
- Complete the five required **Fiscal Specialization** courses
- Complete the six required **Personal Excellence** courses

**Fiscal Specialization Required Courses**
- PRO303 Internal Controls at UF
- PRO304 Basic Accounting Concepts for UF Administrators
- PST93 Reconciliation
- PST950 Budget and Commitment Control

**“Personal Excellence” Required Courses**
- GET050 A Guide to HowMoney May Be Spent at UF
- PRO301 UF 101: What Every Employee Should Know About the University of Florida
- SCS010 HR 101: A Practical Guide to Fair and Legal Supervision
- SCS065 Decision-Making Strategies

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### HR/ Payroll Management Certification

To complete the HR/Payroll Management certification, you must:
- Complete the five required **Hiring Specialization** courses
- Complete the six required **Personal Excellence** courses

**Hiring Specialization Required Courses**
- PRO313 Guide to OPS Employment for UF Administrators
- PRO314 Classification and Compensation Foundations
- PST093 Introducing GatorStart
- PST096 Careers at UF
- PST920 Managing ePAF

**“Personal Excellence” Required Courses**
- GET050 Achieving Results
- PRO301 UF 101: What Every Employee Should Know About the University of Florida
- SCS010 HR 101: A Practical Guide to Fair and Legal Supervision
- SCS065 Decision-Making Strategies

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### Academic Department Support Certification

To complete the Academic Department Support certification, you must:
- Complete the six required **Personal Excellence** courses
- Complete the two required **Academic Department Support** courses

**Academic Department Support Required Courses**
- PRO331 Privacy in Today’s World of Higher Education
- PRV802 FERPA Basics
- PRV803 Privacy in Today’s World of Higher Education
- PRV804 FERPA Basics

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<tr>
<th>“Personal Excellence” Required Courses</th>
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<tr>
<td>GET050 Achieving Results</td>
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*Note: The required “Personal Excellence” workshops are the same for each certification and need only to be taken once.*
Fiscal Management Certification

Complete **two** Fiscal Specialization elective groupings.

- One must be a “Completing Transactions” elective grouping.
- You need to take all of the courses within an elective grouping in order to receive credit for that grouping.

*If you complete two groupings under “Completing Transactions,” then you will have fulfilled your Fiscal Specialization elective requirement.

**Completing Transactions Elective Groupings**

- **“Purchasing” elective grouping—1 elective credit**
  - PRO305 Procurement Policy - Procurement 101
  - PST073 Intro to Purchasing in myUF Market

- **“Travel and expense” elective grouping—1 elective credit**
  - PRO306 UF Travel Directives Workshop
  - PST930 Travel and Expense

- **“Accounts payable” elective grouping—1 elective credit**
  - PRO305 Procurement Policy - Procurement 101
  - PST956 Online Journal Entry
  - PST970 myUF Payments for Approvers

- **“Making deposits” elective grouping—1 elective credit**
  - PST021 Making Deposits in myUFL
  - PST956 Online Journal Entry

- **“Assets” elective grouping—1 elective credit**
  - PST120 Asset Management
  - PST502 myAssets and
  - PST970 myUF Payments for Approvers

HR/ Payroll Management Certification

Complete **three** elective courses from either:

- Payroll/Leave Grouping
- Other Personnel Actions Grouping

The **three** elective courses must be from the same grouping.

**Payroll/ Leave Grouping**

- PRO315 Advanced Topics in Payroll and Leave
- PRO320 UF Leave Policy
- PST915 Time & Labor
- PST985 Commitment Accounting Basics and PST986 Commitment Accounting Advanced

**Other Personnel Actions Grouping**

- PRO318 Hiring Graduate Assistants and Fellows
- PRO319 Guide to Faculty Appointments, Recruitment, and Hiring for UF Administrators
- PRO336 Fundamentals of Hiring and Paying Foreign Nationals

Academic Department Support Certification

Complete your choice of **four** elective courses.

**Choose Four of the Following**

- OUR003 The Registration Process in myUFL
- PRO324 Supporting Tenure and Promotion (T&P) Activities in Your Department
- PRO327 Grade-A-Gator
- PRO337 Student Program/Plan
- PRO328 Course Scheduling
- SFA100 College and Department Scholarships
- PRO330 Guide to Graduate Education
- PST270 Academic Activities Reporting

- PRO319 Guide to Faculty Appointments, Recruitment, and Hiring for UF Administrators
- PRO336 Fundamentals of Hiring and Paying Foreign Nationals

**Office of Human Resource Services**

*Revised March 2018*