

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 **Main Menu**.
 - b) 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.

The screenshot shows the 'FAR Approval Detail' form for Employee 04053369, Cole, William, Empl Rcd # 0 - LECTURER, FAR Period Summer 2011, Department 02060000 - WRITING PROGRAM, FAR Version # 1, and FAR Status In Approval. A red box highlights the 'Acknowledge FAR' button. Below the form is a table showing effort allocations for Summer 11.

	Summer 11	User Add
<u>Total Effort Entered</u>	<u>100</u>	
Instructional Activity	87	
Courses	75	
ENC1102 - Argument & Persuasion (# of Sections)	2	☑
ENC2210 - Technical Writing (# of Sections)	2	☑
Thesis & Dissertation	12	
# of Students	5	
Other Instructional Activity		
Research	9	
Department Funded Research		
Externally Funded Research/Other Spons Activity	9	
00002932 - ORAL HISTORY PROGRAM	4	☑
00080256 - Quarknet High School Student C	5	
Administration and Service	4	

Figure 1: FAR, Acknowledge FAR Button

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.