UF | Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

Adjusting Committed Effort

When you need to adjust committed effort to a research project for the <u>current</u> 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 **Main Menu**.

2. 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.

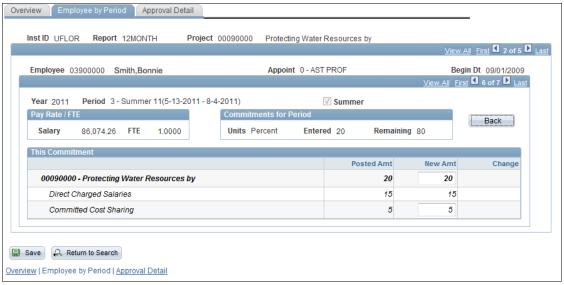9. Click the link for the period you need to edit. The Employee by Period tab displays.

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.
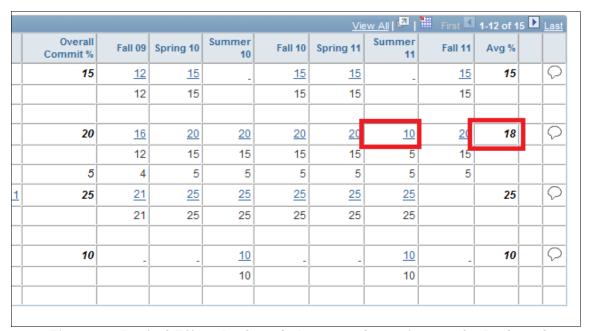
	Overall Commit %	Fall 09	Spring 10	Summer 10	Fall 10	Spring 11	Summer 11	Fall 11	Avg %	
	15	12	15	.	15	15	.	15	15	💬
		12	15		15	15		15		
	20	16	20	20	20	20	10	20	18	💬
		12	15	15	15	15	5	15		
	5	4	5	5	5	5	5	5		
1	25	21	25	25	25	25	25		25	💬
		21	25	25	25	25	25			
	10	.	.	10	.	.	10	.	10	💬
				10			10			

View All | | | First ◁ 1-12 of 15 ▷ Last

Figure 2: Period Effort Reduced, Average Commitment % Reduced

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

15. Click **Submit**.

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