Approving a FAR

When faculty assignment reports are ready for you to review, you’ll log into myUFL to approve them.

Note: To perform this workflow, you must have the following myUFL security role: **UF_ET_FAR_APPROVER**

1. To locate FARs that are ready to approve, click the Main Menu.

2. Click Human Resources, Effort Reporting and then click Faculty Assignment Reports.

3. Click Faculty Assignment Reports.

4. To view only the FARs waiting for your action, click the My Queue Only check box.

5. Click Search. The search results display.

6. Click the link for the first form in the list. The FAR is displayed.

7. Review the form and make adjustments if needed. You can make a variety of edits, including:
   - Entering updated values for any effort allocations that need to be changed.
   - Adding activities to the form by clicking the Add Course, Project, or Other link.
   - Removing an activity from the form by clicking the corresponding check box for the activity and then clicking the Delete icon.
   - Clicking the Link to Detail icon to view more information about an active commitment on the form

   *Note: You also have the option to send the form back to the FAR Coordinator if needed.*

8. Once the form is correct, click the Approve/Send Back FAR button.

9. Enter a comment, if needed.

10. Click the Approve FAR option.

11. Click OK. The FAR is approved and routed to the faculty member for acknowledgment.

12. Click OK.

13. To review the next FAR in the search results list, click the Next in List button.