Training & Organizational Development
Human Resources
UNIVERSITY of FLORIDA

Entering Effort Projections

After you've added activities to a FAR, the next step is to enter the projected effort percentages and any other detail needed. To perform this workflow, you must have the following myUFL security role: **UF_ET_FAR_INITIATOR**.

This instruction guide assumes you are already viewing the FAR for which effort projections will be entered, and the appropriate courses and research projects have been added. If you need help with these tasks, step-by-step instructions are provided in the instruction guide titled, "Adding Activities to a FAR."

To enter effort projections, perform the following steps:

1. Enter the projected effort percentages for the activities in the Instructional Activity section.

2. For each course that will have effort allocated, enter the number of sections to be taught.

   Note: If you have questions about the proper use of an activity category, you can click the Link to Detail icon 🖹 to view more information.

3. If effort will be allocated to the Thesis & Dissertation activity, enter the number of students that will be assisted.

			Summer 11		User Add	Delete
	Total Effort Entered		92			
☐	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	🖹		💬		

Figure 1: Instructional Activity Entered

4. Enter the projected effort percentages for the activities in the Research section.

   Note: Be sure to note any projects with active effort commitments. If you update the effort that will be allocated to such projects, the change will be passed to the Committed module. Provided the change is within the accepted system tolerances, it will be automatically approved.

5. Enter the projected effort percentages for the activities in the Administration and Service section.

6. If activities have been added to the Other section of the form, enter the projected effort percentages as appropriate.

7. Verify the total effort allocation for the semester equals 100%.

8. Verify that error messages are not displayed for the form. If any error messages are displayed, you can click the Error icon ⊘ to view the error message description.

9. Click **Save**.

10. To send the FAR to the approver, click the **Advance/Cancel FAR** button.

11. Click the **Advance FAR** option and then click **OK**. A message displays to indicate the action was successful.

12. Click **OK**. The FAR is now ready for review and approval.

> *Note: If you are working from a list of FAR search results, you can click the Next in List button to navigate to the next FAR for your department.*