

Returning a FAR to Draft Status

From time to time, you might need to edit a FAR that's already been routed to the faculty member for acknowledgment. For example, this could be needed if a faculty member receives his or her FAR for acknowledgment and notices an error.

For these cases, the system includes a feature that enables you to return the FAR to 'Draft' status so edits can be made. The FAR can then be re-routed for approval and acknowledgment.

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

UF_ET_FAR_INITIATOR

1. Open the FAR that needs to be returned to 'Draft' status. To locate the FAR:
 - a) Click the **Main Menu**.
 - b) Click **Effort Reporting** and then click **Faculty Assignment Reports**.
 - c) Click **Faculty Assignment Reports**.
 - d) Click the **Employee ID** field.
 - e) Enter the employee ID and then click **Search**. The search results display.
 - f) If needed, click the link for the form you want to modify.

The screenshot shows the 'FAR Approval Detail' form for Employee 04053369 (Cole, William). The form includes fields for Empl Rcd # (0 - LECTURER), FAR Period (Summer 2011), Department (02060000 - WRITING PROGRAM), FAR Version # (1), and FAR Status (In Approval). There are checkboxes for 'Sabbatical / Leave of Absence' and 'Manage Workflow', with the latter being highlighted by a red box. Below these fields are buttons for 'Show Less Detail', 'Show More Detail', and 'Acknowledge FAR'. A table at the bottom displays effort data for Summer 11, including 'Total Effort Entered' (100) and 'Instructional Activity' (87), with sub-rows for 'Courses' (75) and specific course sections like 'ENC1102 - Argument & Persuasion' and 'ENC2210 - Technical Writing'.

	Summer 11	User Add
<u>Total Effort Entered</u>	100	
<input type="checkbox"/> Instructional Activity	87	
Courses	75	
ENC1102 - Argument & Persuasion (# of Sections)	2	<input type="checkbox"/>
ENC2210 - Technical Writing (# of Sections)	2	<input type="checkbox"/>

Figure 1: Manage Workflow Check Box

2. Click the **Manage Workflow** check box. The Acknowledge FAR button is now enabled. This button also gives you the ability to return the FAR for editing.

3. Click **Acknowledge FAR**.
4. Click **Send Back**.
5. Click the drop-down arrow and then click **1 - FAR Initiator**.
6. Enter a comment explaining the FAR revision.
7. Click **OK**.
8. Click **OK** again. The FAR is returned to 'Draft' mode and the fields are now open, so the changes can be made. After the document is updated, it can be routed to the approver and then to the faculty member in the normal fashion.