SUPERVISOR IDENTIFICATION REPORT

The report is designed to serve as a resource to identify supervisor information in myUFL. Supervisor may be defined as the person directly responsible for providing oversight for or directing the work of another UF faculty or staff member. This typically includes clarifying performance and assignment expectations; providing feedback; approving vacation requests and time worked; and completing the faculty or staff member's performance evaluation.

NAVIGATION

1. Login to **myUFL**

2. Click the **NavBar > Main Menu > Enterprise Analytics > Access Enterprise Analytics**

3. Under Team content, select the **Human Resources Information** folder

4. Next, select the **Workforce Information** folder

5. Locate the **Staff List with Supervisor Info by Department** report

   - Reports are listed in alphabetical order

After clicking on the report,

6. Type in the department number and click **Magnifying Glass**

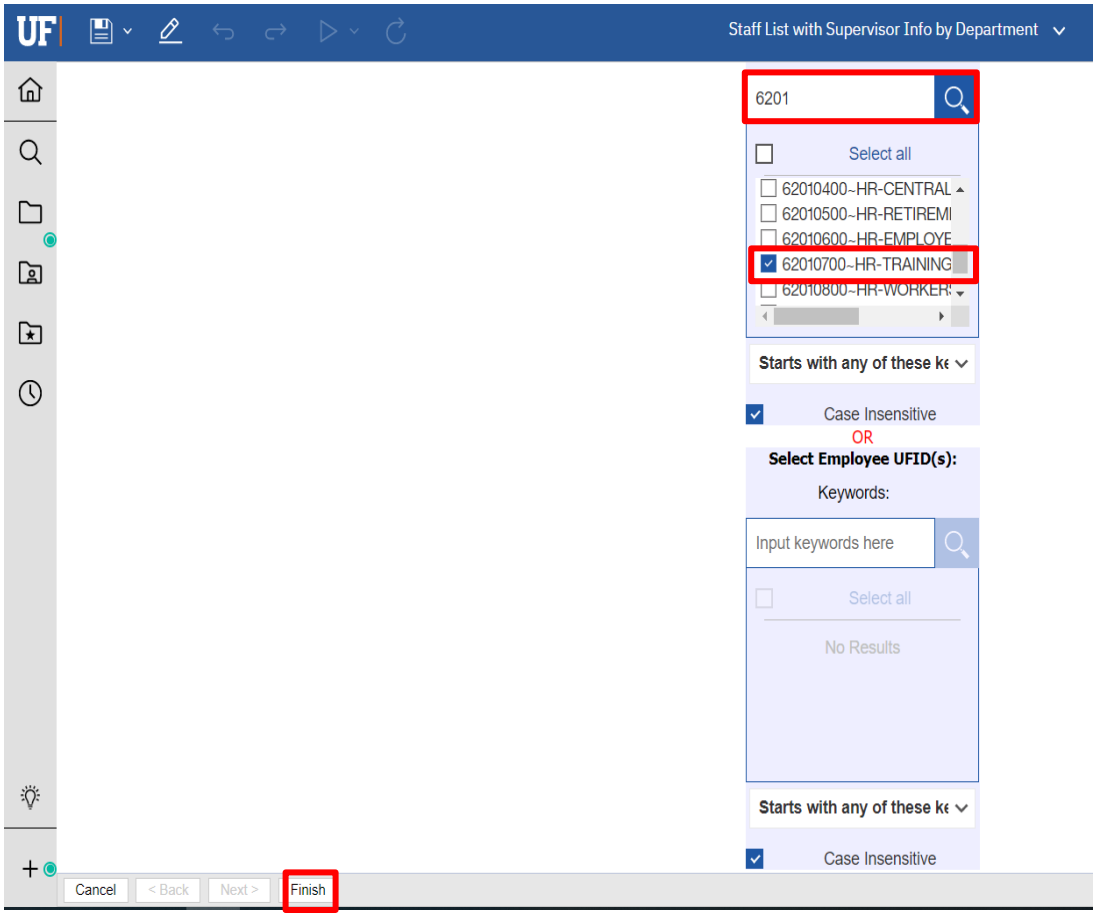
7. Select the department(s)

8. Then click **Finish**

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Classification & Compensation
352-273-2842
compensation@ufl.edu


Staff List with Supervisor Info by Department
6201
Select all
62010400~HR-CENTRAL
62010500~HR-RETIREMI
62010600~HR-EMPLOYE
62010700~HR-TRAINING
62010800~HR-WORKER
Starts with any of these ke
Case Insensitive
OR
Select Employee UFID(s):
Keywords:
Input keywords here
Select all
No Results
Starts with any of these ke
Case Insensitive
Cancel
< Back
Next >
Finish