
ADDING DOCUMENTS AND CERTIFYING PACKET

As soon as you have added the Candidate and the Packet is open, you can begin to add all necessary documents to the Packet in preparation for certifying the Packet for Department OPT Faculty review. Once the Candidate has certified the Packet at his/her level, you will review the packet for completeness and accuracy and then certify the Packet to move it to the Department OPT Faculty Review level.

NOTE: It's important NOT to add bio-sketches or evaluation letters until the Candidate has made his/her waiver decision.

Note: To avoid any issues with pop-ups, please turn off the Pop-Up Blocker on the machine you are using. If you need assistance with this, please contact the UF Help Desk on 352-392-4357.

EMAIL NOTIFICATION

You will receive an e-mail notifying you that the Packet is ready for your review once the Candidate has uploaded the template and certified the Packet at his/her level.

From: Email from ERP Development Servers On Behalf Of OPT-notifications@UFL.EDU
Sent: Tuesday, March 25, 2015 11:36:05 AM (UTC-05:00) Eastern Time (US & Canada)
To: ERP-DEVEL-SERVER-L@LISTS.UFL.EDU
Subject: OPT Notification

Gene Poole has certified a P&T packet for review.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure

Click the **OPT Department Admin** link.

SEARCHING FOR CANDIDATE

1. On the OPT Department Admin screen, enter the appropriate search criteria to bring up the desired Candidate.
2. Click the **Search** button.
3. Select the desired Candidate row.

Search Results

View All First 1-13 of 13 Last

Set ID	Case Number	Empl ID	Promotion and Tenure Year	Department ID	Name	Last Name	OPT Review Status	Status
UF LOR 140264	85200000	2014-2015	13030000	Poole, Gene	Poole	Dept Admin	Dept. Admin Review	

[Find an Existing Value](#) | [Add a New Value](#)

ADDING DOCUMENTS

- On the Promotion & Tenure Cover Sheet tab, confirm whether the Candidate has indicated his/her waiver decision.

NOTE: You cannot add bio-sketches or evaluation letters until the Candidate has made his/her waiver decision.

The Nominee Waive His/Her Right to Review Letters of Evaluation Date

- Click the **Packet** tab.
- Click the **Category** dropdown field and choose the appropriate document category.
- Click the **Subject** dropdown field and choose the appropriate subject for the document (if necessary).

Upload Documents

Category Subject

Comment

- Click the **Upload** button.
- Browse for, select and open the desired document.

NOTE: All files must be .pdf format.
- Click the **Upload** button again.
- Click **OK**.
- To officially add the document to the packet you must click the **Add Document** button.