

## UF GO ASSOCIATE/EMERITUS USER PROCESS

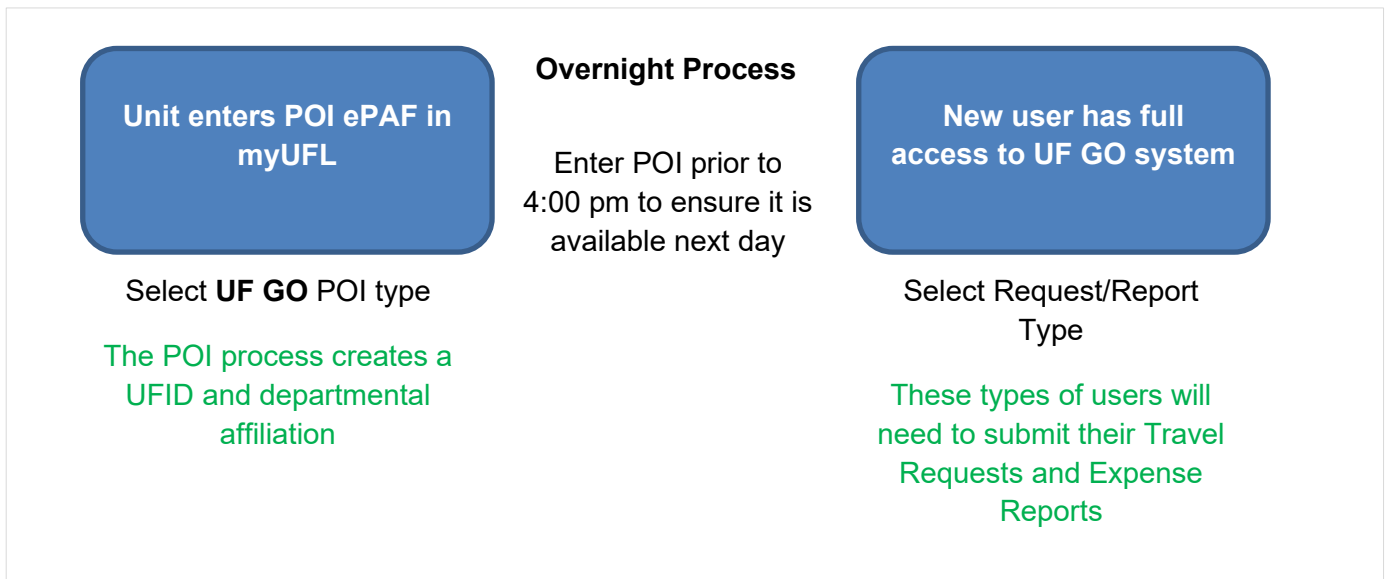
This is an overview for those using the **POI Type 00017 - UF GO Associate** and **00018 – UF GO Emeritus User**. The purpose of these two types of POI is to give a non-UF employee full access to the UF GO system. For **POI 00016**, review the [Guest Travel Process](#) instruction guide.

### DEFINITIONS

- **UF GO Associate:** In the UF GO system, UF GO Associate are defined as individuals who are not UF employees and need to have full access to the system
  - For example, TempForce workers, County Extension PCardholders, Shands employees who provide administrative support to UF employees
- **UF GO Emeritus User:** In the UF GO system, these are individuals who have been granted the status of Emeritus and who will need full access to the UF GO system
- **Person of Interest (POI) ePAF:** An HR electronic form that creates a record for a non-employee in the myUFL system
  - For UF GO, this ePAF creates a UFID, departmental affiliation, and the connection to the UF GO system so an individual can get reimbursed or gain access to the system

### UF GO ASSOCIATE/EMERITUS IN UF GO

- To provide access to the non-employee for travel or non-travel expenses, this individual has to be added in the myUFL system through the POI process
- The POI process connects a non-employee in myUFL to the UF GO system
- Once the POI is in myUFL, an overnight file will transfer that information to UF GO and the individual will be able to enter Travel Requests, Expense Reports, act as a delegate and or supervisor in the system



## CREATE A POI ePAF IN MYUFL

**Security Role:** **UF\_EPAF\_POI\_Coordinator** will grant access to complete the POI process and it is restricted to the POI ePAF.

**Training:** To obtain the **UF\_EPAF\_POI\_Coordinator** role, you will need to complete the following two courses:

- UF\_PRV802\_OLT FERPA Basics
- UF\_PRV804\_OLT Protecting Social Security Numbers & Identity Theft Prevention

**TIP!** HR professionals who have the UF\_EPAF\_DepartmentAdmin or the UF\_EPAF\_Level 1 Approver role (can enter hires, terminations, etc.) are able to complete this step without additional training.

### UF GO POI TYPES

UF GO has different POI types that provide a distinct experience. It is essential that the correct POI type is selected when entering them in the system in order to obtain the desired end-result.

POI Type	When to use it?	User Experience
<b>00016 – Travel Related</b>	Use for travel or non-travel reimbursement for job candidates, speakers, consultants, and non-employed students (graduate and undergraduate)	No access to the UF GO system
<b>00017 – UF GO Associate</b>	Use for non-UF employees who need full access to the UF GO system. For example: TempForce workers, Shands employees who assist UF employees, County extension, etc.	Can access the UF GO system like a UF profiled user
<b>00018 – UF GO Emeritus User</b>	Use for faculty who have received Emeritus status and will continue to be active travelers or PCardholders	Can access the UF GO system like a UF profiled user

### STEPS

1. In the UF GO system, verify the Guest is not already available as an active Guest Payee
2. Log in to my.ufl.edu
3. Navigate to ePAF Home Page:
  - NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page
4. Follow the process delineated on the [Creating a Person of Interest](#) instruction guide

#### Key Information:

- Social security is **NOT** a required field for a POI
- If an individual has an existing UFID, enter it on the UFID field and click **Search**
  - For active students or past affiliates, information will pull from Identity hub
- UF GO Associate/Emeritus will be paid via check, unless ACH information is entered as part of the POI process

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## ENTERING A TRAVEL REQUEST/EXPENSE REPORT IN UF GO

UF GO users added to the system via **POI Type 00017 - UF GO Associate** and **00018 – UF GO Emeritus** will have full access to the system and will be expected to complete the same steps in entering a Travel Request and any type of Expense Report (PCard, General Reimbursement, and Travel).

Complete the steps outlined in the instruction guides below:

### Travel Request

- [Create and Submit a Domestic Travel Request](#)
- [Create and Submit an International Travel Request](#)

### Expense Reports

- [Create and Submit a Travel Expense Report](#)
- [Create and Submit a PCard Only Expense Report](#)
- [Create and Submit a Report for General Reimbursement](#)

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Travel Policies and Directives

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

### PCard Policies & Questions

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)