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

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**Unit enters POI ePAF in myUFL**

Select **UF GO POI type**

The POI process creates a UFID and departmental affiliation

**Overnight Process**

Enter POI prior to 4:00 pm to ensure it is available next day

**New user has full access to UF GO system**

Select Request/Report Type

These types of users will need to submit their Travel Requests and Expense Reports
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.

<table>
<thead>
<tr>
<th>POI Type</th>
<th>When to use it?</th>
<th>User Experience</th>
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<tbody>
<tr>
<td>00016 – Travel Related</td>
<td>Use for travel or non-travel reimbursement for job candidates, speakers, consultants, and non-employed students (graduate and undergraduate)</td>
<td>No access to the UF GO system</td>
</tr>
<tr>
<td>00017 – UF GO Associate</td>
<td>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.</td>
<td>Can access the UF GO system like a UF profiled user</td>
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<tr>
<td>00018 – UF GO Emeritus User</td>
<td>Use for faculty who have received Emeritus status and will continue to be active travelers or PCardholders</td>
<td>Can access the UF GO system like a UF profiled user</td>
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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
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**

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<th>Travel Policies and Directives</th>
<th>PCard Policies &amp; Questions</th>
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<tr>
<td>The UF Computing Help Desk</td>
<td>Travel Office</td>
<td>PCard Team</td>
</tr>
<tr>
<td>352-392-HELP</td>
<td>352-392-1241</td>
<td>352-392-1331</td>
</tr>
<tr>
<td>helpdesk.ufl.edu</td>
<td><a href="mailto:travel@ufl.edu">travel@ufl.edu</a></td>
<td><a href="mailto:pcard@ufl.edu">pcard@ufl.edu</a></td>
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