



Your Quick and Easy Guide to the UF Pro3 Series!

Effective **FEBRUARY 14, 2024**

There are three certifications available under the University's Pro3 Series: Fiscal Management, HR/Payroll Management, and Academic Department Support. Use this guide to determine which courses must be taken to complete the certificate(s) of interest.

Visit www.hr.ufl.edu/training for more information, or contact our office at (352)-392-4626 or training@ufl.edu.

*Note: The required "Personal Excellence" workshops are the same for each certification and need only to be taken once.

Fiscal Management Certification	HR/Payroll Management Certification	Academic Department Support Certification
<p>To complete the Fiscal Management certification, you must:</p> <ul style="list-style-type: none"> Complete the six required Fiscal Specialization courses Complete the six required Personal Excellence courses Complete two Fiscal Specialization elective groupings: <ul style="list-style-type: none"> --One of these elective groupings must be a "Completing Transactions" grouping --The other elective grouping is your choice—it may be another "Completing Transactions" grouping or from a different grouping as listed below <p>Total requirement: Completion of 12 required courses and 2 elective groupings</p>	<p>To complete the HR/Payroll Management certification, you must:</p> <ul style="list-style-type: none"> Complete the six required Hiring Specialization courses as described below Complete the six required Personal Excellence courses (same as under Fiscal Management certification) Complete 3 courses in either: <ul style="list-style-type: none"> --Payroll/Leave Grouping or --Other Personnel Actions Grouping <p>Total requirement: Completion of 12 required courses and 3 elective courses</p>	<p>To complete the Academic Department Support certification, you must:</p> <ul style="list-style-type: none"> Complete the two required Academic Department Support courses Complete the six required Personal Excellence courses (same as under Fiscal and HR/Payroll Management certification) Complete 4 Academic Department Support electives <p>Total requirement: Completion of 8 required courses and 4 elective courses</p>
Fiscal Specialization Required Courses	Hiring Specialization Required Courses	Academic Department Support Required Courses
PRO302 The Color of Money: A Guide to How Moneys May Be Spent at UF	PRO313 Guide to OPS Employment for UF Administrators	PRO331 Privacy in Today's World of Higher Education
PRO303 Internal Controls at UF	PRO314 Classification and Compensation Foundations	PRV802 FERPA Basics
PRO304 ChartFields: Navigating Financial Transactions at UF	PST093 Creating a UF Appointment	
PRO338 Fraud Awareness	PST098 Careers at UF	
PST130 Reconciliation	PST920 Managing ePAF	
PST950 Budget and Commitment Control	GET251 Hiring at UF	
"Personal Excellence" Required Courses	"Personal Excellence" Required Courses	"Personal Excellence" Required Courses
GET050 Getting From A to B: Setting and Achieving Goals	GET050 Getting From A to B: Setting and Achieving Goals	GET050 Getting From A to B: Setting and Achieving Goals
PRO301 UF 101: What Every Employee Should Know About the University of Florida	PRO301 UF 101: What Every Employee Should Know About the University of Florida	PRO301 UF 101: What Every Employee Should Know About the University of Florida
PRO322 HR101: How to Stay Legal as a UF Employee OR SCS010 HR101: How to Stay Legal as a Manager or Supervisor	PRO322 HR101: How to Stay Legal as a UF Employee OR SCS010 HR101: How to Stay Legal as a Manager or Supervisor	PRO322 HR101: How to Stay Legal as a UF Employee OR SCS010 HR101: How to Stay Legal as a Manager or Supervisor
SCS060 Relationship Strategies	SCS060 Relationship Strategies	SCS060 Relationship Strategies
SCS065 Cultivating Judgment	SCS065 Cultivating Judgment	SCS065 Cultivating Judgment
<p>One of the following Training and Organizational Development Business Communication courses:</p> <ul style="list-style-type: none"> BCC010 Communication Confidence BCC020 Now Hear This: Listening, Comprehending, Communicating BCC030 Communicate Assertively BCC040 Power Writing BCC060 E-Mail Effectiveness BCC070 Grammar Game SCS080 Making Meetings Work SCS090 Powerful Public Speaking 	<p>One of the following Training and Organizational Development Business Communication courses:</p> <ul style="list-style-type: none"> BCC010 Communication Confidence BCC020 Now Hear This: Listening, Comprehending, Communicating BCC030 Communicate Assertively BCC040 Power Writing BCC060 E-Mail Effectiveness BCC070 Grammar Game SCS080 Making Meetings Work SCS090 Powerful Public Speaking 	<p>One of the following Training and Organizational Development Business Communication courses:</p> <ul style="list-style-type: none"> BCC010 Communication Confidence BCC020 Now Hear This: Listening, Comprehending, Communicating BCC030 Communicate Assertively BCC040 Power Writing BCC060 E-Mail Effectiveness BCC070 Grammar Game SCS080 Making Meetings Work SCS090 Powerful Public Speaking

Fiscal Management Certification	HR/Payroll Management Certification	Academic Department Support Certification
Complete two Fiscal Specialization elective groupings. <ul style="list-style-type: none">One must be a "Completing Transactions" elective grouping.You need to take all of the courses within an elective grouping in order to receive credit for that grouping. <i>*If you complete two groupings under "Completing Transactions," then you will have fulfilled your Fiscal Specialization elective requirement.</i>	Complete three elective courses from either : OR <ul style="list-style-type: none">Payroll/Leave GroupingOther Personnel Actions Grouping The three elective courses must be from the same grouping.	Complete your choice of four elective courses.
Completing Transactions Elective Groupings	Payroll/Leave Grouping	Choose Four of the Following
"Purchasing" elective grouping—1 elective credit PRO305 Procurement Policy - Procurement 101 and PST073 Intro to Procurement in myUF Marketplace or PRO352 Procurement 102 - Service Contracts	PRO320 UF Leave Policy	OUR003 The Registration Process in myUFL
"Travel and expense" elective grouping—1 elective credit PRO306 UF Travel Directives Workshop and PST930 Travel and Expense	PST915 Time & Labor	PRO324 Supporting Tenure and Promotion (T&P) Activities in Your Department PRO325 Immigration 101: F - 1 Student Regulations
"Accounts payable" elective grouping—1 elective credit PRO335 Disbursements Directives 101 and PST956 Journal Entry in myUFL and PST083 myUF Marketplace	PST985 Commitment Accounting Basics and PST986 Commitment Accounting Advanced	OUR010 Grade Coordination in myUFL PRO337 Student Program/Plan
"Making deposits" elective grouping—1 elective credit PST021 Making Deposits in myUFL and PST956 Journal Entry in myUFL	Other Personnel Actions Grouping	OUR008 Course Scheduling in myUFL
"Assets" elective grouping—1 elective credit PST501 Property 101 and PST502 myAssets		SFA100 College and Department Scholarships
If you only completed one elective grouping/credit under the "Completing Transactions" groupings listed above, please choose another elective grouping from below.		PRO319 Guide to Faculty Appointments, Recruitment, and Hiring for UF Administrators
"Reporting" elective grouping—1 elective credit This elective course grouping will no longer be offered. However, if you have already completed the elective credit, it will still count towards the Pro 3 Fiscal certification.	PRO336 Fundamentals of Hiring and Paying International Visitors and Employees	PST270 Academic Activities Reporting
"Research administration" elective grouping—1 elective credit RSH208 Post Award Management & Monitoring Best Practices and RSH260 Cost Principles		
"Microsoft Excel" For training regarding this competency, please visit LinkedIn Learning . The Excel elective grouping no longer counts towards the Pro 3 Fiscal certification.		
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