<table>
<thead>
<tr>
<th>Fiscal Management Certification</th>
<th>HR/Payroll Management Certification</th>
<th>Academic Department Support Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>To complete the Fiscal Management certification, you must:</td>
<td>To complete the HR/Payroll Management certification, you must:</td>
<td>To complete the Academic Department Support certification, you must:</td>
</tr>
<tr>
<td>• Complete the six required Fiscal Specialization courses</td>
<td>• Complete the six required Hiring Specialization courses as described below</td>
<td>• Complete the two required Academic Department Support courses</td>
</tr>
<tr>
<td>• Complete two Fiscal Specialization elective groupings:</td>
<td>• Complete the six required Personal Excellence courses (same as under Fiscal Management certification)</td>
<td>• Complete the six required Personal Excellence courses (same as under Fiscal and HR/Payroll Management certification)</td>
</tr>
<tr>
<td>--One of these elective groupings must be a &quot;Completing Transactions&quot; grouping</td>
<td>• Complete 3 courses in either:</td>
<td>• Complete 4 Academic Department Support electives</td>
</tr>
<tr>
<td>--The other elective grouping is your choice—it may be another &quot;Completing Transactions&quot; grouping or from a different grouping as listed below</td>
<td>--Payroll/Leave Grouping</td>
<td></td>
</tr>
<tr>
<td><strong>Total requirement:</strong></td>
<td><strong>Total requirement:</strong></td>
<td><strong>Total requirement:</strong></td>
</tr>
<tr>
<td>Completion of 12 required courses and 2 elective groupings</td>
<td>Completion of 12 required courses and 3 elective courses</td>
<td>Completion of 8 required courses and 4 elective courses</td>
</tr>
</tbody>
</table>

**Fiscal Specialization Required Courses**
- PRO303 Internal Controls at UF
- PRO304 ChartFields: Navigating Financial Transactions at UF
- PRO338 Fraud Awareness
- PST110 Reconciliation
- PST950 Budget and Commitment Control

**Hiring Specialization Required Courses**
- PRO313 Guide to OPS Employment for UF Administrators
- PRO314 Classification and Compensation Foundations
- PST093 Creating a UF Appointment
- PST098 Careers at UF
- PST920 Managing ePAF
- SCS040 Interviewing and Hiring

**Personal Excellence Required Courses**
- GET050 Achieving Results
- PRO301 UF 101: What Every Employee Should Know About the University of Florida
- SCS010 HR 101 For Beginners: What Everyone Needs to Know About Human Resources
- SCS060 Relationship Strategies
- SCS065 Cultivating Judgment

**Personal Excellence Required Courses**
- BCC010 Communication Confidence
- BCC020 Now Hear This: Listening, Comprehending, Communicating
- BCC030 Communicate Assertively
- BCC040 Power Writing
- BCC050 Punctuation Power
- BCC060 E-Mail Effectiveness
- BCC070 Grammar Game
- SCS080 Making Meetings Work
- SCS090 Powerful Public Speaking

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Visit [www.hr.ufl.edu/training](http://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.
Complete two Fiscal Specialization elective groupings.

- 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.

*If you complete two groupings under "Completing Transactions,“ then you will have fulfilled your Fiscal Specialization elective requirement.

Complete three elective courses from either:
- Payroll/Leave Grouping
- Other Personnel Actions Grouping

The three elective courses must be from the same grouping.

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<tr>
<td>Complete two Fiscal Specialization elective groupings.</td>
<td>Complete three elective courses from either:</td>
<td>Complete your choice of four elective courses.</td>
</tr>
<tr>
<td>- One must be a “Completing Transactions” elective grouping.</td>
<td>- Payroll/Leave Grouping OR Other Personnel Actions Grouping</td>
<td></td>
</tr>
<tr>
<td>- You need to take all of the courses within an elective grouping in order to receive credit for that grouping.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*If you complete two groupings under &quot;Completing Transactions,” then you will have fulfilled your Fiscal Specialization elective requirement.</td>
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</table>

### Completing Transactions Elective Groupings

**"Purchasing" elective grouping—1 elective credit**
- PRO305 Procurement Policy - Procurement 101 and PST073 Intro to Procurement in myUF Marketplace

**"Travel and expense" elective grouping—1 elective credit**
- PRO306 UF Travel Directives Workshop and PST930 Travel and Expense

**"Accounts payable" elective grouping—1 elective credit**
- PRO309 Disbursements Directives 101 and PST956 Journal Entry in myUF and PST083 myUF Marketplace

**"Making deposits" elective grouping—1 elective credit**
- PST201 Making Deposits in myUF and PST995 Journal Entry in myUF

**"Assets" elective grouping—1 elective credit**
- PST501 Property 101 and PST502 myAssets

If you only completed one elective grouping/credit under the "Completing Transactions" groupings listed above, please choose another elective grouping from below.

**"Research administration" elective grouping—1 elective credit**
- RSH270 Award Management and PRO323 Post Award Overview or RSH212 Post Award Overview or RSH260 Cost Principles

**"Microsoft Excel"**
- For training regarding this competency, please visit [LinkedIn Learning](https://www.linkedin.com/learning). The Excel elective grouping no longer counts towards the Pro 3 Fiscal certification.

### Payroll/Leave Grouping

**PRO315 Advanced Topics in Payroll and Leave**

**PRO320 UF Leave Policy**

**PST915 Time & Labor**

**PST985 Commitment Accounting Basics and PST986 Commitment Accounting Advanced**

**PRO318 Hiring Graduate Assistants and Fellows**

**PRO319 Guide to Faculty Appointments, Recruitment, and Hiring for UF Administrators**

**PRO336 Fundamentals of Hiring and Paying International Visitors and Employees**

### Choose Four of the Following

**OUR003 The Registration Process in myUF**

**PRO324 Supporting Tenure and Promotion (T&P) Activities in Your Department**

**PRO325 Immigration 101: F - I Student Regulations**

**OUR010 Grade Coordination in myUF**

**PRO337 Student Program/Plan**

**OUR008 Course Scheduling in myUF**

**SFA100 College and Department Scholarships**

**PRO330 Guide to Graduate Education**

**PST270 Academic Activities Reporting**

**PRO328 Course and Academic Room Scheduling**

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