Acknowledging a FAR

When a faculty assignment report is ready for you to review, you’ll receive an email letting you know that action is needed. You can click the link in the email to navigate directly to the form.

Note: To perform this workflow, you must have the following myUFL security role: **UF_HR_USER**

1. Click the link in the email indicating a FAR is ready to acknowledge. Log in to myUFL if needed.

2. Optionally, if you do not have the associated email, perform the following steps:
   a) Click the **Main Menu**.
   b) Click **Effort Reporting** and then click **Faculty Assignment Reports**.
   c) Click **Faculty Assignment Reports**.
   d) Click the **My Queue Only** check box and then click Search. The FAR form is displayed.

3. Review the planned effort allocations for the semester.

   **Tip:** If any changes need to be made at this point, you’ll need to contact the FAR Coordinator for your department. The FAR Coordinator can set the form back to an editable state and then make any necessary adjustments.

4. To continue, click the **Acknowledge FAR** button.

![Figure 1: FAR, Acknowledge FAR Button](image-url)
5. Click **Acknowledge FAR**.

6. Click **OK**.

7. Click **OK** again. The FAR status is now 'Fully Approved' and the finalized form is posted in the system.
### Certify Effort

#### Effort Entry Details
- **Report ID**: 12MONTH
- **ER Period**: 3 - Summer 12 (05-11-2012 - 08-16-2012)
- **Employee**: PRG DIR & CLIN AST PROF
- **Department**: 29180401 - MD-EASTSIDE COMMUNITY PRACTICE

#### Activity Details

<table>
<thead>
<tr>
<th>Activity</th>
<th>Planned/Committed</th>
<th>Actual Effort (%)</th>
<th>Max Effort (%)</th>
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<tbody>
<tr>
<td><strong>Instructional Activity</strong></td>
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<tr>
<td>Courses</td>
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<td>37</td>
</tr>
<tr>
<td>BCC7171 - 8063 (Family Med/Geriatrics)</td>
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<tr>
<td>Thesis &amp; Dissertation</td>
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<tr>
<td>Other Instructional Activity</td>
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<tr>
<td>Clinical Teaching (Non-Registered Student)</td>
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<tr>
<td><strong>Research</strong></td>
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<tr>
<td>Sponsored Activity</td>
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<tr>
<td>00096677 - Year 2 from project 00082016</td>
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<tr>
<td>00104020 - PHARMACOGENOMIC EVALUATION OF</td>
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<tr>
<td><strong>Clinical</strong></td>
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<td>Billed Clinical Care</td>
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<tr>
<td>Unbilled Clinical Activities</td>
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<td><strong>Administration and Service</strong></td>
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<td>University/College/Department Administration</td>
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<tr>
<td>University Governance</td>
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</tr>
<tr>
<td>Practice Plan Administration</td>
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<td>3</td>
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</tbody>
</table>

#### Additional Links
- [Save](#) [Return to Search] [Previous in List] [Next in List]
Certifying Your Effort

When your effort certification report is ready for review, you’ll receive a notification e-mail message to let you know action is required. The e-mail includes a link to your effort certification report.

1. To access your effort certification report, click the direct report link in the e-mail message.

![Notification E-mail Message, Direct Report Link](image)

2. If prompted, log into myUFL. The effort certification report is displayed.

   Tip: You can also access your certification report using the following navigation path: Main Menu > Effort Reporting > Effort Certification > Certify Effort. On the Search page, verify that the My Queue Only check box is selected and then click Search.

3. Review the header information in the top section of the report. The Multiple Jobs check box displays as selected when multiple jobs are included in the report.

4. Review the header information in the Effort by Job section. The header displays important job details such as the Appointment #, Description, Department and Job FTE.

5. Verify the correct activities for the effort period display on the form. If any activities performed during the effort period are not displayed, you can deny the report and return it to your effort coordinator for corrections. To deny the report, skip to step 12 below.
6. Review the effort allocation percentages to ensure they reflect how you actually spent your time during the effort period. If any changes to the percentage values are needed, you can update them. If you do, be sure to verify the total effort allocation equals 100% when you are finished.

7. Click the **A-21 View** button.

8. Take a moment to review the cost sharing requirements on your projects and how they were met. For each project, you can view a breakdown of:

   - Direct charged salary
   - Committed cost sharing
   - Over the salary cap details
   - Uncommitted cost sharing

9. Click **OK**.

10. Repeat steps 4 – 9 for any additional job records. If multiple jobs are displayed on the effort certification form, you can scroll down to view them.

11. Click the **Certify / Send Back Report** button.

![Figure 2: Certification Report, Certify/Send Back Report Button](image-url)
12. To certify your effort as documented, click **Certify**. Optionally, you can click **Deny** to send the report back to the effort coordinator for updates. Keep in mind: to deny the report, you must enter a comment.

13. Read the certification statement carefully. To indicate you agree with the statement, click the displayed check box.

![Figure 3: Take Action on Effort Report Page, Certification Statement](image)

14. Click **OK**.

15. Read the Conflict of Interest statement and then click the appropriate disclosure option.

16. Click **OK**. Your effort certification for the semester is now complete. If any changes to the effort allocations were made, the report will be returned to the Effort Coordinator so it can be finalized and then advanced to Cost Analysis.
Certifying the Effort of Students and Staff

When the effort certification reports of your employees are ready for review, you'll receive a notification e-mail message to let you know action is required. The e-mail includes a link to the Employee Dashboard, which gives you an easy way to begin reviewing the reports.

1. To access your effort certification report, click the Employee Dashboard link in the e-mail message.

![Figure 1: Notification E-mail Message, Employee Dashboard Link]

2. If prompted, log into myUFL. The Certifications Dashboard screen displays.

   Tip: You can also access your certification reports using the following navigation path: Main Menu > Effort Reporting > Effort Certification > Certify Effort. On the Search page, verify that the My Queue Only check box is selected and then click Search.

3. To view the reports in your work queue, scroll down if needed.

4. Click the link for the first report in the list. The employee's certification report opens in a separate window.

5. Review the header information in the top section of the report. The Multiple Jobs check box displays as selected when multiple jobs are included in the report.

6. If the report contains records for more than one job, identify the portion of the report for which you are responsible; this is the only effort you are responsible for reviewing and certifying.
7. Review the header information in the Effort by Job section. The header displays important job details such as the Appointment #, Description, Department and Job FTE.

![Figure 2: Effort Certification Form, Effort by Job Header](image)

8. Verify the correct activities for the employee display on the form. If any activities performed by the employee during the effort period are not displayed, you will need to deny the report and return it to your effort coordinator for corrections. To deny the report, skip to step 14 below.

9. Review the effort allocation percentages to ensure they reflect how the employee actually spent his or her time during the effort period. If any changes to the percentage values are needed, you will need to deny the report and return it to your effort coordinator for corrections. To deny the report, skip to step 14 below.

**Tip:** If you deny the report in order to request updates, the effort coordinator will make the requested corrections and then finalize the portion of the report for which you are responsible. No other action will be needed on your part.
10. Click the **A-21 View** button.

11. Take a moment to review the cost sharing requirements for the employee on your project(s) and how they were met. For each project, you can view a breakdown of:
   - Direct charged salary
   - Committed cost sharing
   - Over the salary cap details
   - Uncommitted cost sharing

12. Click **OK**.

13. Repeat steps 7 – 12 to review any additional job records for which you are responsible. If multiple jobs are displayed on the effort certification form, you can scroll down to view them.

14. Click the **Certify / Send Back Report** button.

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**Figure 2: Certification Report, Certify/Send Back Report Button**
15. To certify your effort as documented, click **Certify**. Optionally, you can click **Deny** to send the report back to the effort coordinator for updates. Keep in mind: to deny the report, you must enter a comment.

16. Read the certification statement carefully. To indicate you agree with the statement, click the displayed check box.

![Figure 3: Take Action on Effort Report Page, Certification Statement](image)

17. Click **OK**. The effort certification for the employee is now complete.

18. Click the **Close** button to return to the Certifications Dashboard.
The Effort Process

The Whole Effort Process is made up of three parts. Faculty Assignment Reports or (FARs), Academic Activities Reporting or (AAR), and finally the Effort Report. For each of these processes, you will received an email, you should review, and in some cases certify.

1. The FAR, which is what you plan to do for the semester. We initially get this information from the assignment that is outlined in your evaluation letters.

   The FAR is a reasonable estimate of your total effort, it is a living document until we do the effort report, variances by 5% or more should be amended with your supervisor’s approval before effort processes.

2. The AAR, which is your teaching effort. Any time you work with a student, in the classroom, bedside as part of a clerkship, small group, basically any time a student registers for a course, there is teaching effort.

   The AAR is a calculation derived from the lecturing, prep time, ½ day sessions, small group teaching, etc. that faculty do related to teaching activities, with registered students.

3. The Effort Report. The Effort report is made up of teaching effort, department & other sponsored activities, Clinical effort, and service.

   The Effort Report is a reasonable estimate of what you did for the semester. You should review, and question anything that doesn’t look correct. Once you are satisfied, you should certify the Effort Report on or before the deadline.

Approximate “due times” for FAR’s, AAR’s, and Effort for faculty:

August (fall 8/15 to 12/31) – Spring-Effort from previous academic year, Fall-FAR for current academic year, Summer-AAR email for previous academic year
September –
October – Summer-Effort for previous academic year
November –

December – Fall-AAR email for current academic year
January (spring 01/01 to 5/15) – Spring-FAR for current academic year
February –
March –
April – Fall-Effort for current academic year

May (summer 05/15 to 8/14) – Summer-FAR for current academic year, Spring-AAR email for current academic year
June –
July –