Acknowledging a FAR

When a faculty assignment report is ready for you to review, youll 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.
4. To continue, click the **Acknowledge FAR** button.

Figure 1: FAR, Acknowledge FAR Button

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.

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.