Approving a FAR

Instruction Guide

When faculty assignment reports are ready for you to review, you'll log into myUFL to approve them.

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

1. To locate FARs that are ready to approve, click the **Main Menu**.
2. Click **Human Resources**, **Effort Reporting**, and then click **Faculty Assignment Reports**.
3. Click **Faculty Assignment Reports**.
4. To view only the FARs waiting for your action, select the **My Queue Only** check box.
5. Click **Search**. The search results display.
6. Click the link for the first form in the list. The FAR is displayed.
7. Review the form and make adjustments if needed. You can make a variety of edits, including:

   - Entering updated values for any effort allocations that need to be changed. Adding activities to the form by clicking the **Add Course, Project, or Other** link.
   - Removing an activity from the form by clicking the corresponding check box for the activity and then clicking the **Delete** icon.
   - Clicking the **Link to Detail** icon to view more information about an active commitment on the form.

> **Note:** You also have the option to send the form back to the FAR Coordinator if needed.

8. Once the form is correct, click the **Approve/Send Back FAR** button.
9. Enter a comment, if needed.
10. Click the **Approve FAR** option.
11. Click **OK**. The FAR is approved and routed to the faculty member for acknowledgment.
12. Click **OK**.
13. To review the next FAR in the search results list, click the **Next in List** button.