Generating FARs

You can quickly generate Faculty Assignment Reports (FAR) for the faculty in your department. To perform this workflow, you must have the following myUFL security role: **UF_ET_FAR_INITIATOR**.

1. Click the **Main Menu** and then click **Human Resources**.
2. Click **Effort Reporting** and then click **Faculty Assignment Reports**.
3. Click **Generate FAR**. The Generate FAR page displays.

Figure 1: Generate FAR page

4. In the Institution field, select **UFLOR**.
5. In the Year field, select the academic year for which the FARs will be generated.
6. In the FAR period field, select the term for which FARs will be generated.
7. Enter search criteria for the faculty or staff for whom FARs will be generated. To do this:

   - Enter the **DEPTID** in the Department field. This gives you an easy way to generate FARs for all the faculty in a department.
   - Use the **EE Group** field to filter the search. For example, to search for a graduate student or other non-faculty employee, you would clear the selection of Faculty in this field.
   - Enter the **EMPLID** in the Employee field. This is useful when you want to generate a FAR for a specific employee.

8. Click the **Retrieve Faculty** button. The faculty member(s) for the selected criteria display. If there are any employees for whom you do not want to generate a FAR, you can exclude them by clicking the **Exclude** check box.
9. Click the **Generate FARs** button. The Faculty Assignment Reports are created. In Figure 2 below, note that a check box now displays in the FAR Exists column for each faculty member.

Figure 2: Generate FAR page, FAR Exists column