

# Effort Reporting Quick Guide

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## GET TRAINED:

[mytraining.hr.ufl.edu](http://mytraining.hr.ufl.edu)  
RSH200 Effort Reporting  
RSH220 Effort Fundamentals  
RSH230 Effort Management

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## REQUEST ROLES:

Once you have completed your training, email [cjc-hr@jou.ufl.edu](mailto:cjc-hr@jou.ufl.edu) and ask for security roles

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## FAR ASSIGNMENT:

When FAR is completed in advance, it can be used as a guide during effort reporting

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## AAR ASSIGNMENTS:

Assign the correct instructor under the correct employment record for each course in AAR

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## EFFORT INITIATED:

The Effort Administrator will open each effort record to replicate the FAR percentages and submit. Use toggle button to hit "submit" button

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## EFFORT ANNOUNCEMENT:

Controller's Office will send an email announcing that effort is open for the term

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## FACULTY CERTIFY EFFORT:

Faculty should certify their effort within 14 days. Follow guidelines for corrections.

# AAR Instructions

**Step 1:** Chair provides list of Instructors and class assignments

**Step 2:** Navigate to myUFL>Academic Activities Reporting

**Step 3:** Search for your department and locate the class/section that you need to assign an instructor for

**Step 4:** Assign the instructor and make sure you are selecting the correct employee record

**Step 5:** Make sure to update AAR if any changes are made throughout the semester

For more information on AAR:

<https://ir.aa.ufl.edu/data-applications/academicactivitiesreporting/using-the-aar-system/>

# FAR Instructions

**Step 1:** Chair has a conversation with the Faculty member to determine the plan for the semester

**Step 2:** Chair sends their Administrative Assistant the information to input into the FAR

**Step 3:** Admin generates the FAR and notifies the Chair

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/effort-reporting/>

**Step 4:** Chair approves the FAR

**Step 5:** Faculty receives a system generated email that their FAR is awaiting approval. They get 14 days to approve or the system automatically approves. If there is a discrepancy, they should discuss with their Chair.

**Step 6:** Admin should follow up on changes. Changes of more than 5% will have to be approved by the Dean.

# Effort Corrections

**If the report looks correct:** The faculty will certify the report.

**If there are corrections with less than 5% change:** The faculty will correct their own effort. It will then go back to the Effort Administrator to re-certify.

**If there are corrections with more than 5% change:** The faculty should work with the Department Chair first. Once they are ready to correct, the faculty will correct their own effort. It will then go back to the Effort Administrator to re-certify. The Effort Administrator should verify with the Department Chair that they are aware of the change.

**If you are certifying for any grant funded work:** make sure to work with Kim Holloway in advance of certifying.