

Electronic Effort Certification

Purpose:

The University of Florida must satisfy federal and state requirements for information related to the types of activities engaged in by its faculty, professional and non-exempt staff. To do this, UF performs an after-the-fact Effort Survey each term for all impacted employees.

In order to more fully respond to requirements related to who should certify effort reports, the University is now requiring (except in certain circumstances) the employee to certify his/her own effort. If you have any questions, please contact your departmental effort reporter or chair.

Instructions:

An on-line effort certification page has been designed to closely resemble the Faculty Assignment Report (FAR). The same definitions and examples provided for that report apply here as well. Instructions for the FAR can be found at:

www.aa.ufl.edu/aa/forms/AAForm001inst.pdf for the MAIN Campus users
www.aa.ufl.edu/aa/forms/AAForm002inst.pdf for the Health Center users
<http://ded.ifas.ufl.edu/reports/facassign.shtml> for IFAS Extension users

Using the navigation provided in your notification email, **please review your effort data** (as recorded by your department effort reporter) for corresponding term. The effort term code is provided in your notification email.

If you **agree** with the allocation of the activities for your effort, please **select the Agree button** at the bottom of the page.

If you **do not agree** for any reason, please refer questions to your departmental effort reporter, who will follow up with any necessary corrections in the system. You will then be prompted to log on again to complete the certification process.

Note that the Total Percentage represents all of your effort for the term. Due to rounding, some people may have 99 or 101 shown as the total. This is an acceptable variance and should not require you to make a correction.

The section at the top of the page for “Courses Assigned and Taught” is populated with information from the Instructor Workload File and provides information only. It cannot be changed, as the data has already been submitted to the state and approved.

Additional information is available on the HR Effort Toolkit page at:
<http://www.hr.ufl.edu/training/myUFL/Toolkits/EffortReporting.asp#guides>

Your “electronically signed” effort form will be available to view or print as future needs dictate.