[Effort Tracking – Authorize]

The Effort Tracking system collects information that can be translated into an activity report, which is a critical document in recognizing faculty productivity as well as in fulfilling state and federal legislative requirements. Use this instruction guide to authorize submitted effort in the Effort Tracking System.

Authorizers must be at the level of Dean, Director, or Department Chair (or higher in some cases). Training for authorizers is strongly encouraged but not required. In order to access the Effort Tracking System in myUFL, you will need the following security roles:
Certifiers: UF_ET_FPAR_CERTIFIER and UF_ER_HRPR_Workforce
Authorizers: UF_ET_FPAR_AUTHORIZER and UF_ER_HRPR_Workforce

To Authorize
► Log on to my.ufl.edu using your GatorLink username and password
► Navigate to Effort Tracking > Effort Tracking Inquiries > Department Account - Authorize
► Enter search criteria
► Press the Search button
► Select the Department ID
► Press the Authorized button
  ► Only those with a Submitted status will be Authorized
► Press the OK button to confirm
  ► Note the status changed to Authorized

Help
► For help with myUFL, please contact the UF Help Desk at (352)392-HELP or helpdesk@ufl.edu
► For policy information or assistance with content, contact:
  ► For Faculty or Except: The Office of the Provost/Academic Affairs at 392-2476
  ► For Non-Exempt (Non-Academic): Contracts & Grants Accounting Services at 392-1235