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 enter information in the Effort Tracking System in myUFL.

Certifiers are REQUIRED to attend training before access to the system is approved. 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 Certify
- Log on to my.ufl.edu using your GatorLink username and password
- Navigate to: Effort Tracking > Effort Tracking > Effort Tracking
- Enter search criteria
- Press the Search button
- Select the individual
- Enter the FTE % in the % Effort field for each appropriate Activity Type(s)
  - The Department FTE% section will update

To Loan or Borrow:
- Contact the Borrowing Department to get the correct Department ID, HR Account Code and Cost Sharing status
- Click the Loan/Borrow button
- Enter or select the borrowing Department ID
- Enter or select the HR Account Code
- Enter the Borrowing Percentage
- Select the appropriate ET Cost Sharing from the three options:
  - None - No cost sharing
  - Mandatory – Required by the funding agency
  - Vol/Cmtd - Not required, but tracked
- Press the OK button
  - The borrow record is created and you can view the results in the Department FTE% section in Loan %

- Press the Submit Effort button
  - The Difference must = 0 to submit
- Press the Save button
  - The Status is changed to Submitted and the Un-Submit Effort button is then available
- Use the Next in List button to go to the next individual
- Use the View All and navigation options to see all the records for an individual

Inquiry View
- Navigate to Effort Tracking > Effort Tracking > Effort Tracking Inquiries > Department Account - Certify
- Enter your search criteria
- Press the Search button
  - In your results, note the Term, Department Academic Indicator and EFT Status
- Select any link to view the entire list for that Department

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