

Department of Health Education & Behavior Toolkit

Created September 8, 2016

Revised October 18, 2016

Revised July 25, 2017

The below information is to assist you in our Department's daily processes. Please see Donna Varghese for suggested additions and updates to this toolkit. UF is an ever changing workplace and although this toolkit will be reviewed annually, there is the possibility that something was not included.

Department Information

University of Florida
College of Health and Human Performance
Department of Health Education & Behavior
P.O. Box 118210
Gainesville, FL 32611-8210
Main Phone Line: 352-392-0583
Fax: 352-392-1909
Web: <http://heb.hhp.ufl.edu>

Express Mail Address:

Department of Health Education & Behavior
1864 Stadium Road
Room 5, Florida Gym
Gainesville, FL 32611-8210

Staff Duties & Contact Information

Susan Chandler, Clinical Research Manager

Contact Information:

Location: 32 Yon
Phone: (352) 294-1617
Email: sdchandler@ufl.edu

Duties:

- Manages Yon Hall office assignments and conference room reservations
- Provides research related training to new employees
- Assist with preparing Institutional Review Board protocols and submission in myIRB
- Oversees Human Subject Payments (HSP) and maintains Department's related files and keeps abreast of UF's policies & procedures
- Performs internal audits of HSP
- Maintains records for Principal Investigators (PIs) who have resigned from UF

Kathy Jones, Research Administrator

Contact Information:

Location: 23 Yon

Phone: (352) 294-1708

Email: kathyjones@ufl.edu

Duties:

- Assists PIs with proposal preparation and submissions
- Facilitates the acceptance of grants, contracts, awards, and other agreements or documents relating to research
- Prepare budget and documents for UFIRST
- Responsible for award management for two departments: Applied Physiology and Kinesiology (APK), Health Education and Behavior (HEB)
- Assists with no cost extensions, change in scope of work or PI and key personnel, CAS exemptions, re-budgeting, and other post award changes.
- Works closely with the PI and department staff to ensure proper execution of awards. Includes research compliance, communications, and business processes (review accounting records, supervise the disbursement of funds, review ledgers)
- Provides department staff with payroll distribution and tuition waiver details as it relates to research awards
- Assists with preparing the sponsored research section of the faculty assignment and effort reports (includes cost sharing)

Robert Leeman, Associate Professor & Graduate Coordinator

Contact Information:

Location: 14 FLG

Phone: (352) 294-1808

Email: robert.leeman@ufl.edu

Jenny Neelands, Academic Advisor I (Graduate)

Contact Information:

Location: 6 FLG

Phone: (352) 294-1803

Email: jennifer4@ufl.edu

Duties:

- Provides support to the department's graduate program (prospective and current students)
- Collect, analyze, compile, and provide data as it pertains to admission applications, enrollment, course delivery, course schedule, graduate assistantships, supervisory committee assignments, and graduation statistics
- Serves as a liaison with the Graduate School

- Maintain department website
- Maintain the department's graduate program manual
- Support the Graduate Program Advisory Committee
- Assist prospective graduate students throughout the admissions process and coordinates the faculty review of applicants. In collaboration with the Graduate Coordinator, communicate decisions to applicants.
- Create / maintain program of study sheets for current students
- Assist with scheduling the comprehensive and qualifying exams, final defense of theses and dissertations
- Department's grade coordinator and assists instructors with grade changes
- Prepares the graduate assistant (GA) letter of appointments working closely with Donna Varghese as it relates to HR contracts and budget
- Ensures GAs meet registration, grade point, and performance requirements prior to continuing employment
- Provide Donna Varghese with the details for the GA budget
- Distributes and collects the GA evaluations
- Creates and maintains department forms, program materials, graduate catalog for Department graduate programs, and marketing material
- Assist with student orientation and graduate student recruitment events
- Serves as a back up to the Undergraduate Academic Advisor and assists that office with records and data management, assisting prospective and current students, and undergraduate program degree certification
- Works with course scheduling committee in creating the semester course schedule, enters the schedule into the Registrar's online system and ensures it is accurate before it is published. Provides the Registrar with section comments. Assist instructors with finding classrooms that meet their needs.
- Communicates, distributes, and maintains files for course evaluations.
- Assist Donna Varghese with preparing the budget for the distance learning fees
- Oversees textbook adoptions and ensures instructors have entered textbook requirements before UF's deadline
- Serve as backup to Donna Varghese in entering the letter of appointments into myUFL

Sadie Sanders, Lecturer & Undergraduate Coordinator

Contact Information:

Location: 18 FLG
 Phone: (352) 294-1810
 Email: ssanders@hnp.ufl.edu

Brittany Schambow, Academic Advisor I (Undergraduate)

Contact Information:

Location: 13 FLG
 Phone: (352) 294-1804
 Email: bschambow@ufl.edu

Duties:

- Support the Department's undergraduate programs (i.e., student academic advisement, progress to degree monitoring, support services) for prospective and current students
- Administer admission decisions for transfer and change of major students
- Assist with undergraduate curriculum updates
- Manages student petitions
- Coordinates Department's honors applications for UF Online and residential B.S. programs
- Facilitates the processing of degree applications, including verifying graduation requirements are met, verifying honors status, preliminary and final degree certifications, and processing late degree requests
- Coordinates UF Preview and Transfer Preview activities
- Provides updates for the Department's website, and maintains material for presentations, handouts and marketing material for the undergraduate program
- Identifies students who are eligible for department, college, university, and / or national scholarships, awards, or honors / recognition.
- Provides support to Department's Undergraduate Program Advisory Committee
- Assists with the development of the undergraduate course schedule

Kelly Smith, Administrative Support Assistant II

Contact Information:

Location: 5B FLG

Phone: (352) 294-1802

Email: Kquirion@hnp.ufl.edu

Duties:

- Serves as backup to Jenny Neelands for course teaching evaluations and textbook adoptions
- Assists Donna Varghese with budget projections for general office expenses
- Processes payments to vendors
- Meeting and event planning coordinator, includes faculty meetings, room reservations for rooms 5A (conference room) and 15 (multi-purpose room) in the Florida Gym, and assist with coordinating conference calls
- Assists the Annual Performance Review and Merit Committee and Department Chair with the faculty Annual Performance Review (APR). This includes creating the preliminary APR form for each faculty member, ensuring that the formulas are accurate, and adding additional rows at faculty's request since this is a locked document.
- Assists faculty with their tenure and promotion packets and the solicitation of external review letters
- Provides support to search committees with room reservations, traveler reservations, food orders, and announcements of upcoming meetings and interviews. Has the

security access to Careers at UF system to print material for the committee, such as applicant lists, applications, cover letters, etc.

- Assist new employees with their paperwork
- Assists Donna Varghese by following up with the various UF offices to ensure that job actions are approved prior to payroll closing, prepare appointment letters and forms & circulates them for signatures; serve as backup for submitting background requests and entering payroll distributions
- Serves as the payroll certifier in the Department, which requires ensuring supervisors approve employee's time and leave before payroll deadlines, managing exceptions, reviewing payroll reports, and resolving errors before payroll closes
- Verifies business credit card (p-card) transactions
- Assists new vendors with required forms for inclusion to UF's vendor file
- Department's purchasing agent
- Orders software from third party vendors (not a part of UF's Software Licensing)
- Arranges for courier service
- Maintains office supply inventory & equipment maintenance contracts
- Maintains the capital and attractive asset inventory and equipment maintenance, ensures all assets are properly decaled, recorded, and tracked
- Serves as Department's records retention coordinator
- Supervises front office student assistants in the administration and advising office suites
- Assigns graduate assistant office space; submits related IT help tickets; and ensures keys are collected or distributed
- Assists with completing the annual Space Allocation Report
- Assists with travel arrangements
- Processes travel authorizations and personal reimbursements
- Creates and distributes ballots using the UF Voting System
- Assists with updating the Department's website

**Jalie Tucker, Professor & Chair, Department of Health Education & Behavior
Director, Center for Behavioral Economic Health Research**

Contact Information:

Location: 5C FLG

Phone: (352) 294-1812

Email: jaliet@ufl.edu

Donna Varghese, Administrative Specialist I

Contact Information:

Location: 5D FLG

Phone: (352) 294-1639

Email: varghesed@ufl.edu

Duties:

- Develop and administer the annual budget for the Department

- Supervise fiscal functions, including payables, purchasing, travel, etc. Approves all fiscal transactions in UF's online financial systems. Completes monthly reconciliations
- Liaison with College's budgeting personnel, coordinate financial reviews with the Dean's budget staff
- Prepares financial reports, provides revenue and expense trends in regards to budget expectations for all funds
- Track start up and special monies the Chair and Dean provide to faculty
- Serve as human resource coordinator. Liaison for all recruitments, hires, and employment changes. Provide assistance to search committees, draft / review advertisements, create new positions, enter the requisition to advertise for HR approval, draft letter of offers. Process all employee terminations; hires; changes (i.e., department ID, title, FTE, rate of pay), etc.
- Completes the checklist for employee terminations and hires
 - collect offer letters and required personnel forms, including official transcripts
 - submit background check requests & ensures clearance for hire
 - assist with preparing paperwork for international hires
 - enter job actions (ePAF) for HR review / approval
 - complete eVerify (online I-9 verification) for employment eligibility
 - enter payroll distributions (provides the account # to pay for the employee's salary and fringe)
 - enter graduate assistant letter of appointments for their tuition waiver
 - submit IT help tickets for exiting and new employees
 - serve as the software liaison with UF's Software Licensing Services, places orders for software licenses that are provided by this office, and maintains the related software inventory
 - collect keys from exiting employees or sign HHP's Key Request Form to authorize keys to new hires
 - submit requests for employee ID cards
 - assist with security access
 - oversee required employee training for Harassment and FERPA
- Assist with creating the course schedule as it pertains to budget and faculty assignments
- Completes the semester Academic Activities, Faculty Assignment, Effort, and Annual Space Allocation reports

Richard Yi, Associate Professor

Scientific Co-Director, Center for Behavioral Economic Health Research

Contact Information:

Location: 12 FLG

Phone: (352) 294-1813

Email: ryi1@ufl.edu

Facilities & Building Maintenance

Michael Murphy, Facility and Operations Coordinator

Contact Information:

Location: 150 FLG

Phone: (352) 294-1621

Email: mmurphy@hnp.ufl.edu

Duties:

- Provides support for the various needs of HHP's facilities, which includes space in the Florida Gymnasium, Yon Hall, Florida Pool Building, and the Florida Pool.
- Manages and/or assists with the coordination of the following:
 - placing requests for the maintenance of the College's rooms and facilities
 - facility usage requests and rentals (gym courts, conference rooms, graduate classrooms, college vehicles, locker rooms)
 - logistics for HHP sponsored and non-HHP sponsored events
 - building key requests/records
 - facility renovation projects

Scott Templeton, Maintenance Mechanic

Contact Information:

Location: 166 FLG

Phone: (352) 294-1620

Email: scott@hnp.ufl.edu

Send your **facility work requests** via email to Michael Murphy and Scott Templeton and copy Donna Varghese. Donna has to approve your request before they will begin work. She will cc you in her reply so you know it was completed.

IT Help Service Portal: <https://my.it.ufl.edu/CherwellPortal/UFITServicePortal>

Use this online help ticketing system for your IT needs. Click the icon in the upper right hand corner that says "click to login". Login using your Gatorlink ID and password. You will see a list of closed and open tickets that you've submitted in the past.

Select the following options so that your ticket is routed to the HHP IT group.

From the column to the right that has a blue / white heading "Requests and Incidents", click 'create a request or incident'. Be sure to state "This is for HHP IT" in the beginning of your description and include the deadline date for your request.

Do not move your computers to another location. Kelly Smith will submit these IT help tickets. She is responsible for maintaining our property's location and users.

See Donna Varghese for submitting a **help ticket for telephones**. She manages this due to the cost associated with such additions, changes, or disconnections.

UF IT Homepage: <https://training.it.ufl.edu/>

They can provide training for some things such as Qualtrics, Canvas, etc.

Department Policies and Procedures

Central Office Operations

Office Hours. The Department office is open Monday through Friday from 8:00 AM-5:00 PM, except UF holidays. The office staff's workday ends promptly at 5:00 PM so plan work requests accordingly.

Official Business Parking Permit. Private vehicles with a valid UF parking decal may use the Official Business Parking Permit to park for up to one hour in Service Areas. Service Drive Areas are highlighted in yellow on UF's Transportation & Parking Services (TAPS) map at <http://parking.ufl.edu/parking-at-uf/parking-map/>. You may arrange use of the permit with Kelly Smith or Donna Varghese.

30 Minute Parking Permit. TAPS provided our college with one 30-minute parking permit. This permit may be used for up to 30 minutes in any of the 17 HHP reserved spaces while in the performance of official duties, or to load/unload vehicle (e.g., a faculty member loading their personal vehicle with books or files when moving into an office; a staff member loading their personal vehicle with event/work-related supplies). This pass is managed by Delainie McNeil and Janice Douglas who are located in the Dean's Office.

Delainie McNeil, Executive Secretary to Dean

Location: 202 FLG

Phone: (352) 294-1601

Email: dmcneil@hhp.ufl.edu

Janice Douglas, Executive Secretary

Location: 202 FLG

Phone: (352) 294-1602

Email: jdouglas@hhp.ufl.edu

Reserved Parking Permits: These permits are never to be used by faculty, staff, or students.

The Department currently has 4 parking permits. There are additional permits available for research participants.

- Kelly Smith and Donna Varghese manage the use for 1 parking permit.
- Susan Chandler manages the use of 1 parking permit for research seminar speakers or other research related guests.
- Robert Leeman and Jalie Tucker each have 1 permit that they will issue to their research participants.

- There is a locked box in 24 FLG that has an additional 11 permits that can be signed out for RESEARCH RELATED GUESTS only. There is a sign out log available near the box.

Respect for Staff. Staff members receive a lunch break as part of their official workday. Do not request assistance with business matters from staff during these periods. Interact with staff members with respect. It is important to provide them with sufficient time to complete your requests.

Physical Security. Keep individual office doors locked, and secure valuables such as wallets and purses. Do not loan building keys. Use good judgment regarding personal safety in and around the building, particularly on evenings, weekends, and holidays.

Food and Drink in Classrooms. University policy prohibits food and drink in any classroom, including FLG, with the exception of documented medical needs.

Bicycles and Skateboards. University policy prohibits bicycles and skateboards in campus buildings.

Outside Doors. If outside doors are locked, be certain that the door closes securely when you enter or leave the building.

Accident Reports. In life threatening medical emergencies, call 911 immediately. After ensuring the employee receives emergency medical care, AmeriSys, the State of Florida's medical case manager vendor, should be notified of the work related emergency as soon as possible at (800) 455-2079.

In non-life threatening work related injuries, the employee and supervisor need to contact AmeriSys prior to obtaining medical treatment. AmeriSys will determine if medical treatment is necessary and will assist in completing the First Report of Injury or Illness Form. The supervisor and employee should be prepared to provide information such as description of injury, job title, rate of pay, department, etc. The supervisor will be asked to leave the room while the AmeriSys obtains the injured employee's personal health history. AmeriSys will select an appropriate medical provider and will arrange the initial appointment and any necessary follow up treatment. You must attend all of your scheduled appointments. Failure to do so may result in disciplinary action up to and including termination. Maintain contact with supervisor in order to keep him / her informed of medical progress, on-going treatment, and prognosis for recovery. Remember: Absence from work due to a work related injury or illness will count toward your Family and Medical Leave Act (FMLA).

Workers' Compensation rules require that injured employees report accidents to their supervisor and AmeriSys within 24 hours. Failure to file a report could result in incurred medical expenses at the employee's expense.

For information regarding the Modified Duty Program, please visit <http://hr.ufl.edu/wp-content/uploads/docs/modifiedduty.pdf>.

Drugs. The University of Florida is a drug-free workplace.

Facilities Management

Access for FLG-5 Department's Administrative Office Suite. It is available during regular office hours to Department faculty, staff, graduate assistants, and other individuals on appointment in the performance of their assigned duties. Access at other times can be arranged as needed. The office equipment, furnishings, and public use supplies (i.e., stapler, paper cutter) are for use by the department employees, who are responsible for appropriate care and maintenance. This equipment cannot be removed from this room. All faculty & staff office keys will open this room after hours. Be sure to lock the door upon exiting.

Access for FLG-5A Department's Conference Room. This room is available during regular office hours. The conference room is open Monday – Friday between the hours of 8am – 5pm. Those outside the Department can request use of this room but they will need to seek approval. This room will not be reserved after hours to anyone outside the department because it resides within the administrative suite and the staff ensure it is locked before leaving for security reasons. Capacity is 14 and it is equipped with a computer, wall TV monitor, glass board, and conference phone.

Access for FLG-15 Department's Multi-Purpose Room. During the mornings and lunch hour, the room is open for students to use as a study room and for employees for their lunch break. The room can be reserved for meetings after 2:00 PM Monday – Friday. Capacity is 15 and it is equipped with a white board, microwave, mini fridge, coffee maker, and sink.

Access for FLG-17 Student Project Room. This room is available during regular office hours to Department faculty, staff, graduate assistants, and students for course projects, research projects, individual projects, and other activities related to the individual's assigned department duties or academic program. An access code is needed to enter the room. Please see Kelly Smith in 5B FLG for the access code. On occasion, this room is reserved for special meetings. Signage will be posted on the door during these times so that you know a meeting is in progress. The door must remain locked at all times.

Access for Yon-15 Conference Room. Reservations are limited to research related purposes. Capacity 24 and it is equipped with a computer, wall TV monitor, glass board, conference phone, and conference table network connection. The computer is loaded with Microsoft Office, SAS, and SPSS.

Furniture and equipment may not be removed from any of our rooms. It is the responsibility of the contact person of the event to check that the room is clean and in order, lights turned off, and doors locked when leaving.

Room Reservation Procedure

HEB houses a shared calendar for FLG 5A, 15, 17 and Yon 15 room reservations that is accessible to certain staff.

To reserve space for the FLG rooms, contact Kelly Smith Kguirion@hhp.ufl.edu or Donna Varghese varghesed@ufl.edu.

To reserve the Yon conference room, contact Susan Chandler at sdchandler@ufl.edu.

All requests need to provide the following information. Failure to provide the necessary information may result in returning your request unfulfilled.

- Requested room:
- Number of attendees (approximate):
- Date:
- Time (beginning & ending):
- Requestor: Name, phone, and email
- Contact person (if different from requestor): Name, phone, and email
- Reason for reservation
- Recurring?

Graduate Assistant (GA) Offices. There is limited GA offices so priority is given to PhD students. Kelly Smith assigns the office space.

Keys. Faculty, staff, graduate students, and other individuals on appointment are issued the keys necessary to complete their assigned responsibilities. Do not loan or swap keys. Keys must be returned to Donna Varghese when you no longer use the space (i.e., graduate / resign). If you are locked out of your office, contact Kelly Smith or Donna Varghese for the FLG offices or Susan Chandler for Yon Hall offices. If they are not available, contact Michael Murphy at 294-1621 to let you into your office. If no one is in the building (e.g., weekend or after hours) and you must enter your office (e.g., to retrieve car keys), UF Police Department has the ability to let you in if absolutely necessary. They may request to see ID. *Notify Donna Varghese and Michael Murphy immediately if you lose your key.* If the building is locked, your office key will open one of the doors at several of the FLG entrances (but not all of them). If there are several doors at an entrance, your key will only open the door on the right. Entrances your key will open:

- a. South / first floor (by alligator)
- b. East / first floor (by gym booth)
- c. Northwest / first floor (near Michael Murphy's office room 150)
- d. West / ground floor (single glass door)
- e. West / second floor (across from stadium / Gate 16)

See Donna Varghese to request keys, turn in keys, or report lost or stolen keys.

Support Services

Department's Business Forms. The Department's forms are located at <http://heb.hhp.ufl.edu/index.php/about-2/resources-for-faculty-staff/>.

Telephone Service. The Department provides telephone service for those assigned an office for use in completing activities related to their assigned areas of responsibility. Activities such as long distance telephone surveys for unfunded projects must be approved in advance by the Department Chair. Contact Donna Varghese at varghesed@ufl.edu for telephone work requests.

To call a local UF office: dial the last 5 numbers

To call a local number (not UF): dial 9 + the 7 digit number

To call long distance: dial 9 + 1 + area code + the 7 digit number

To call international: dial 9 + 011 + country code + the area or city code + phone number

E-mail and Internet Access. The Department provides email service and Internet access to faculty, staff, graduate assistants, and other individuals on appointment for use in completing activities related to their assigned areas of responsibility. A reasonable level of personal use is acceptable. Excessive use of email for personal matters, or using Internet access to view inappropriate websites not related to the assigned areas of responsibility, are not permitted.

Photocopy Service. Department copy machines are available during regular office hours or to those who have a key to open the office after hours. Faculty, staff, graduate assistants, and other individuals on appointment receive personal access codes from Kelly Smith for the copier in the FLG Admin Suite and Yon Hall Receptionist Desk. Contact Kelly for maintenance issues. The front office Student Assistants can be utilized to make copies. Their immediate supervisor is Kelly Smith and arrangements should be made with her. Provide adequate lead time, particularly for large or complex requests. Faculty and graduate teaching assistants are encouraged to help control photocopying costs by keeping course syllabi at a reasonable length, posting course syllabi online, keep tests to a reasonable length, post handouts online, and prepare handout packages for purchases by students at off-campus copy centers.

Department Postage. Faculty, staff, graduate assistants, and other individuals on appointment may use department postage for activities related to their assigned areas of responsibility. Faculty may use reasonable amounts of Department postage to support service and professional activities. Postage related to funded projects should be paid from the appropriate grant or contract. Postage for unfunded projects such as mailing print surveys must be approved in advance by the Chair. Submit requests for express mail service, such as FedEx, to Kelly Smith.

Department Letterhead Stationery and Envelopes. Faculty, staff, and graduate assistants may use Department letterhead stationery and envelopes for activities related to their assigned areas of responsibility. Faculty may use reasonable amounts of Department letterhead to support service and professional activities. Department letterhead stationery and envelopes may not be used in any way related to personal business activities.

University of Florida Logo and Word Mark. Strict regulations control the use of the UF Logo and Word Mark. Specific details pertaining to UF's branding can be found at <http://identity.ufl.edu/>. Individuals can contact the College Director of Communications, Christine Coombes, for assistance or questions.

Christine Coombes, Director of Communications
Location: 203B FLG
Phone: (352) 294-1622
Email: ccoombes@ufl.edu

University of Florida Business Cards. Only faculty and staff may obtain official business cards displaying the University of Florida Logo and Word Mark. These cards indicate that the individual holds an official position with the University of Florida. Regardless of the source of funds, including personal funds, students and other individuals may not obtain business cards with the UF Logo and Word Mark to imply that the individual holds an official position with the University of Florida.

Department Mailboxes. Department mailboxes are assigned to faculty, staff, graduate students, and other individuals on appointment. Mailboxes should be checked regularly. Make arrangements in advance with the office staff to receive a large volume of mail, such as responses to a mailed survey. Also make arrangements in advance with the office staff to determine how best to receive or return a large volume of documents such as student papers. Do not use your department mailbox as the main location to receive personal mail. Receive personal mail at your home address.

Electronic Facsimile (FAX) Transmissions. Faculty, staff, graduate assistants, and other individuals on appointment may send and receive FAX messages for activities related to their assigned areas of responsibility. Faculty may also send and receive FAX messages related to service and other professional activities. A fax machine is located in the Admin office suite in 5 FLG.

To fax to a local UF office: dial the last 5 numbers
To fax to a local number (not UF): dial 9 + the 7 digit number
To fax long distance: dial 9 + 1 + area code + the 7 digit number
To fax international: dial 9 + 011 + country code + the area or city code + phone number

There is also a convenient option to fax out from your UF desktop computer.

eFax. eFax is an easy to use, cost effective fax service offered by UF's Computing & Networking Services for UF employees. The outbound fax service is convenient. You do all the faxing from your desktop computer. As long as you are faxing an electronic document you don't need any special software, just your Outlook email client. If you need to fax a paper document, you will need to convert it to an electronic document first. Supported document formats are PDF, HTML, JPG, GIF, RTF, Word, PowerPoint, and Excel.

To Send a Fax via Email: Open your Outlook email client and create a new email message. In the "TO..." field, enter the recipient's fax number in one of the following formats:

| Fax Location | Fax Number | Email 'To' Field |
|----------------------------|-------------------|-------------------------|
| Campus | (352) 392-8701 | [fax:28701] |
| Off Campus / Local | (352) 555-1212 | [fax:95551212] |
| Off Campus / Long Distance | (555) 555-1212 | [fax:915555551212] |
| International Call | 44-02-555-1212 | [fax:90114425551212] |

The square brackets surrounding the text is required. The fax number text should look like the number you would dial using a campus phone.

Add attachments to the message. Messages that do not have attachments will not be processed by the fax server. You can add multiple attachments and they will be sent and printed in the order they were attached.

The body of the email will be ignored. If you would like a cover letter, add that as the first attachment.

Department Equipment. Faculty, staff, graduate assistants, and other individuals on appointment may use Department equipment for activities related to their assigned areas of responsibility. Some equipment may be checked out for use off campus. See Kelly Smith concerning this option. If you encounter problems with equipment, inform Kelly Smith. Do not attempt to repair the equipment. Do not move the equipment from its assigned location. Do not use consumable supplies, such as paper, for your personal business, course assignments, or degree program requirements such as theses and dissertations.

Equipment that is available for checkout:

- 5 Dell laptops
- 2 Mac Books
- 2 iPods
- 4 Nexus Tablets
- HP Portable Printer
- Canon Digital Camera
- Epson Projector

Academic Programs

Office Hours. Teaching faculty must post a minimum of 5 office hours per week. Graduate teaching assistants must post the minimum office hours as established by their supervisor but not to exceed their FTE as specified in their letter of appointment.

Textbook Adoptions. Place all textbook adoptions through the UF online textbook adoption website at <http://www.textadoption.ufl.edu/>. Faculty should personally place textbook adoptions for their courses online by the established deadline. Jenny Neelands will oversee the textbook adoptions. Please contact her for training and questions.

Course Syllabi. Every student should have access to a current course syllabus (at no charge) containing specific information about the structure of the course in which they are enrolled. Instructors must review the Policy on Course Syllabi (<http://syllabus.ufl.edu/media/aaufledu/policies/Syllabus-Policy.pdf>) to ensure that they are meeting the minimum standards required by the University. Additionally, all UF course syllabi should be made available online in accordance with the UF policy on course syllabi. Send your syllabi to Jenny Neelands prior to the semester starting and she will post it on our website.

Course Time/Days/Location. Courses must meet at the times, periods, days, and location specified. Changes cannot be made unilaterally by the instructor or by “vote” of the students. If changes are needed, the instructor should request assistance from Jenny Neelands. Courses must meet the full time required for each class period.

Cancelling Classes. Faculty and graduate teaching assistants should inform the Department (Jalie Tucker, Donna Varghese and Jenny Neelands) if a class must be cancelled due to illness, emergencies, or other reasons so arrangements can be made for class coverage. According to University regulations, no classes shall be cancelled without cause, even if students indicate that they will not attend on a particular day, such as the Friday before Spring break.

Requirement to Register. According to University regulations, students are not allowed to participate in classes, or complete the work required for a course, without being officially registered for the course.

Students with Disabilities. Faculty and graduate teaching assistants will provide the accommodations specified for students with disabilities and make every reasonable effort to help the students succeed in the course.

Religious Holidays. Faculty and graduate teaching assistants will make every reasonable effort to make appropriate accommodations in working with students who request to be absent from class as part of a religious or spiritual observance.

Grading Practices. Course requirements and grading practices should ensure sufficient rigor for the course and produce a range of final grades appropriate for the course. Jenny Neelands will send an email notification regarding the deadline for grades. It is the instructor's responsibility to have their grades entered and finalized by the University deadline.

Course Evaluations. All courses taught by a faculty member including those taught by adjunct lecturers and graduate assistants, must be evaluated by students using the online SUS Student Assessment of Instruction (SUSSAI). As of Fall 2011 all faculty evaluations at the University of Florida are conducted online. Jenny Neelands will oversee the course evaluations process. Note that some courses are excluded from evaluations. Refer to the University faculty evaluations policy for more information. <http://tss.it.ufl.edu/evals/policies>

Reading Days. There will be no examinations or term papers assigned during reading days. Additionally, no classes or exams should be held on reading days. Students are encouraged to use these days for study and review. Refer to the Registrar's online calendar of important dates to determine the reading days for a semester. Note that there are no reading days for the Summer semesters. This only applies to Fall and Spring.
<https://catalog.ufl.edu/ugrad/current/Pages/dates-and-deadlines.aspx>

Final Exams. Consistent with university policies, comprehensive final examinations are not to be changed from their scheduled dates and times and may not be given except on the scheduled final exam days. This rule remains in place even if an exam date change is supported by the students. Refer to the Registrar's schedule of courses to determine the assigned final exam date and time for a specific course. <http://www.registrar.ufl.edu/soc/>

Incomplete "I" Grades. An incomplete grade may be assigned at the discretion of the instructor as an interim grade for a course in which the student has completed a major portion of the course with a passing grade, been unable to complete course requirements before the end of the term (e.g., before the final exam is taken) because of extenuating circumstances, and obtained agreement from the instructor and arranged for resolution of the incomplete grade. Instructors are not required to assign incomplete grades. If a faculty member assigns an "I", then an "Incomplete Grade Contract" must be completed and submitted to Jenny Neelands (<http://hhp.ufl.edu/wp-content/uploads/Incomplete-Grade-Contract.pdf>). To change an "I" to a letter grade, the student must meet the conditions specified in the contract within 1 semester after receiving the "I". Information regarding Incomplete Grades can be found on the College of Health and Human Performance website <http://hhp.ufl.edu/index.php/current-students/current-students/academic-advising/incomplete-grades/>.

Requests for Change of Grade Form. You can obtain a change of grade form from Jenny Neelands. These are stored in a secure location. All change of grade requests must be submitted to Jenny Neelands. Notable reasons for submitting a change of grade request are list below.

Reason for change of grade from "I" to a letter grade:

Course requirements completed

Reasons for change of grade from one letter grade to a higher letter grade:

Calculation error (ex. adding incorrectly)

Recording error (ex. recording the wrong grade in a grade book)

Reporting error (ex. entering the wrong grade in the Grade-A-Gator system)

Posting Grades. Public posting of student grades using complete social security numbers or university student identification numbers (e.g., the UFID number), or any portion thereof, violates the Federal Educational Rights and Privacy Act. Consequently, faculty should not post student grades in this manner.

For the purpose of posting grades, faculty can institute a web-based system that allows students to look-up grades. The system should be secured by Gatorlink username and password. This function is available in the e-Learning course management system. Faculty using e-Learning can contact e-Learning Support Services in the Office of Academic Technology for technical assistance. Faculty using other course management systems can consult their designated technical support personnel.

Academic Dishonesty. For assistance with matters potentially involving academic dishonesty, contact the Office of Student Judicial Affairs, 202 Peabody Hall (392-1261).

<https://www.dso.ufl.edu/>

Outside Requests for Class Time. Faculty or graduate teaching assistants who receive requests to use their classes for non-instructional activities, such as supporting survey research, should first discuss the request with the instructor on record, undergraduate program coordinator, or graduate program coordinator before giving the requestor an answer.

Approval for Non-Lecture Coursework. Students may not register for departmentally controlled non-lecture coursework until an approved *“Proposal for Non-Lecture Coursework”* form is on file with Jenny Neelands. Students should expect to complete approximately 40 clock hours of effort for each credit hour. Faculty members are expected to provide supervision appropriate for the activity and number of credits completed by the student. Additionally, faculty are responsible for recording a final grade for their assigned students by the University established deadline. The non-lecture coursework form can be found on the college website.

Human Resources

Onboarding for New Employees. New employees will need to set up a GatorLink account, which will serve as the computer network identity. Services for email are extended through this account. When a mailbox is issued, the GatorLink user ID becomes the first part of the UF business email address. To create an account, go to <http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/>.

Donna Varghese will email new employees the instruction guides on how to enter their time worked, leave, view previous entries for past or current pay periods, how to view paycheck, and the payroll deadline schedule after the employee's hire is authorized by HR.

Donna will also submit an IT Help Ticket on a new employee's behalf, prepare the form to request a key if an office is assigned, and complete the payment authorization form for an employee ID card, which can be picked up at the bookstore in the Reitz Union (commonly referred to as the Gator1Card). When picking up the new Gator 1 ID Card, be sure to bring another photo ID (i.e., driver's license).

It's highly recommended that all documents are saved to the U drive as this is backed up regularly (opposed to your local C drive). There is a S drive where we share files with one another. The person who controls a particular folder will need to submit an IT help ticket to request granting you either read only or writable access. If you want to create a new folder for certain users, then you will need to submit an IT ticket to create a new folder and specify who has writable vs. read only access. You may find it useful to establish something here so that both you and your co-workers can access the same documents. Please be sure that you have access to one folder on the S drive called "Shared Files". All of our faculty and staff can view the contents in this folder so **do not put anything confidential in this folder.** To discern the difference between these network folders, remember S for Share and U for You.

Faculty & staff benefits are not automatic. *You only have 60 days from your date of hire to enroll in benefits and 90 days to enroll in a retirement plan.*

UF's benefits site is <http://hr.ufl.edu/benefits/new-employees/>.

UF's retirement website is <http://www.hr.ufl.edu/retirement/default.asp>.

For information on vacation, sick leave and holidays, please visit the Leave Administration website at <http://www.hr.ufl.edu/leave/default.asp>.

Please note that UF allows eligible employees to participate in the Sick Leave Pool. To participate you will need to combine a portion of their individually accrued sick leave for collective use. If you join the Sick Leave Pool, you may be able to draw upon the pool—after approval from the Sick Leave Pool Committee—in instances in which you must use all of your sick, vacation, and compensatory leave hours (if applicable) because of personal (not family) catastrophic illness or injury. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee that has resulted in a life-threatening condition and/or has had a major impact on life functions. For more information, visit <http://hr.ufl.edu/benefits/leave/sick-leave/sick-leave-pool/>.

For questions regarding leave, please contact UF Benefits directly at 352-392-2477 or via email at central-leave@ufl.edu.

New faculty can visit <http://hr.ufl.edu/working-at-uf/new-employees/faculty-enrollment/> to begin the enrollment process for benefits, retirement, and harassment prevention training.

New staff can visit <http://hr.ufl.edu/working-at-uf/new-employees/staff-enrollment/> to begin their enrollment process for benefits, new employee orientation, retirement, and harassment prevention training.

Parking: If you plan to park on campus, you will need a parking pass. Please visit the UF Transportation and Parking website to determine the type and cost of decal that you will need. <http://parking.ufl.edu/>

Disclosure Outside Activities & Financial Interests: Employees may engage in outside activities and hold financial interests as long as it does not interfere or creates a conflict of interest. It is the employee's responsibility to report this to their supervisor for discussion by completing the appropriate form. An annual disclosure should be submitted at the beginning of each fiscal (12 month appointments) or academic year (9 month appointments). There are two different forms for In-Unit Faculty and Out-of-Unit Faculty & Staff. You can find these at the following website.

<http://aa.ufl.edu/resources/online-forms/>

Obtain approval prior to starting the activity. If you have any questions about a particular activity, please speak with your supervisor or our department chair or supervisor prior to conducting any outside activities.

Tenure and Promotion Process – The tenure and promotion process is managed by the Office of the Provost with the Online Promotion and Tenure (OPT) System being administered by the Provost and Academic HR Offices. There are OPT workshops for faculty to assist in using this system. Information regarding dates and time of upcoming workshops are listed on the Provost's [website](#). It is recommended that a new faculty member use the self-service modules – for publications, presentations, patents, honors – and to continue to enter the data to keep it up to date. This will help at the time when the OPT workflow system is open to actually start the tenure / promotion process.

Jury Duty and Court Appearances – When summoned to jury duty, faculty will be paid leave for all hours required for such duty, not to exceed the number of hours in the employee's normal workday. If the jury duty does not require absence for the entire workday, the employee should return to work immediately upon release by the court. UF does not reimburse for meals, lodging, and travel expenses while serving as a juror. However, any jury fees paid may be kept by the employee.

This type of administrative leave is approved by the department. Documentation should be provided for our records.

Financial Management

Contracts and Grants. The College provides staff support for C&G. Kathy Jones will provide general support in preparing requests for external funding. PIs are required to complete the Department's Grant Proposal Form as soon as he / she knows a proposal will be submitted. This form is located on our website at <http://heb.hhp.ufl.edu/index.php/about-2/resources-for-faculty-staff/>. This informs several people of the proposal so that workloads can be better managed. The Department Chair needs at least two weeks to review the proposal prior to approval, particularly the budget. Once awarded, PIs (not the office staff) take primary responsibility, and ultimate accountability, for project activities, including compliance with IRB directives. Budgets for externally funded projects should include sufficient funds to purchase supplies, equipment, support services, and personnel necessary to complete the project.

Prior Approval for Purchases. Please see Kelly Smith for contracts, services, and purchases.

Purchasing Requests. We should order through My UF Market when the vendor is an option in this UF Procurement system. You access this through myUFL at <http://my.ufl.edu/> and logging in with your Gatorlink username and password. Navigate as follows: Main Menu -> My Self Service -> My UF Market.

- Pick the appropriate vendor from the punch out screen.
- Enter item(s) in search field.
- Select checkout after your order is complete.
- Select assign cart. Click search for requestor and type "Kelly Smith". Click assign.

Toolkits on how to navigate through out the My Market system are located here:
<http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/procurement/>.

If a vendor is not available in My UF Market, please email the web link to Kelly Smith and attach our Purchasing Request form that will include the details needed for Kelly to make the purchase. This form is available on our website at <http://heb.hhp.ufl.edu/index.php/about-2/resources-for-faculty-staff/>. Be sure to cc Donna Varghese.

Please note that a clear **justification for purchases** paid for with restricted funds needs to be included with the purchase request. This includes some Foundation funds, distance education accounts, IDC accounts (includes faculty research start-up funds), and sponsored research / grants.

If the Purchasing Request is generated from someone other than the budget authority (BA), then we will need the BA to sign the Purchasing Request form. The BA also has the option to

delegate and assign purchasing to another by providing a written statement to Donna Varghese and Kelly Smith stating that *<list first and last name of people with purchasing power>* are granted permission to make purchases for accounts *<list the accounts>*).

Those who serve as budget authority are:

- PI for grants
- Faculty for their IDC, start-up, or travel funds
- Donna Varghese for Department funds

If the item is on a **State or University Contract**, you only need to obtain the hardcopy quote from that vendor. No additional quotes are required. Attach the quote to the Purchase Order Request Form. UF's contracts are located at the following website.

<http://www.purchasing.ufl.edu/contracts/default.asp>

UF has set the dollar amount for **Non-Contract Vendors** when quotes are required and they are as follows.

- Requisition total below \$5,000: **no quotes** required
- Requisition total between \$5,000 - \$25,000: 2 or more **verbal quotes** referenced on the purchase order request form
- Requisition total between \$25,000 - \$75,000 - 2 or more **written quotes** attached
- \$75,000 & above - **formal bid** process

Make sure to include the estimated shipping costs for all quotes.

Sole Source: A sole source is an item or service that is only available from ONE SOURCE, regardless of the price. This may be due to uniqueness, newness on the market, the item being patented, etc. A lower price, faster delivery time and / or preferring to do business with a particular company is not a valid reason for selecting a particular company. Purchasing can only accept a true Sole Source justification to waive the bid requirements for purchases over \$75,000. The first step is for the PI to determine what is needed to accomplish the research. Once the item is identified as available from only one source, then the vendor should provide a written quote. Once the quote is received, the Sole Source Certification form is completed in layman's terms.

<http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-pds-solsrc.pdf>

Do not leave a question unanswered. The PI signs the form.

Submit the PO form along with the additional backup or quotes for processing to Kelly Smith.

IT Purchases. Submit an IT help ticket for a quote. After you've approved the quote, complete the purchasing request form, forward to budget authority for approval, and then submit the purchasing request form along with the quote to Kelly Smith who will place the order.

Software Purchases. UF's Software Licensing Services provides some software. To review a list of software available go to <https://software.ufl.edu/>. Submit your request to Donna Varghese by completing the purchasing request form. She serves as the Department's contact with this office and is the only person authorized to place orders with them at this time. For orders with outside vendors, complete the purchasing request form and submit it to Kelly Smith for processing.

Authority to Sign Contracts. We do not have the signature authority to sign contracts on the University's behalf. Doing so can personally obligate you to the terms and conditions and payment. You should forward contracts to Kelly Smith who will work with Purchasing on securing the appropriate signatures.

Travel Authorizations and Reimbursements

Common terminology used:

- Travel Authorization – this is a request that must be approved before you take your trip; also referred to as a TA
- Expense Report – this is the reimbursement request; also referred to as an ER

Tips:

- **Foreign travel** needs to be approved by UF's International Center. They have an online request form on their website at <http://www.ufic.ufl.edu/TravelRegistration.html>. We will ask you to confirm that you completed this step prior to processing your TA.
- You must write the benefit to the State, University, or Grant on our internal TA or ER forms, which are located at <http://heb.hhp.ufl.edu/index.php/about-2/resources-for-faculty-staff/>. This is required and is not optional. Forms will be returned if this is not completed.
- When completing our internal forms, do not select "**per diem**" if you need UF to pay for lodging. Per diem is a lump sum amount of \$80 in lieu of meals and lodging.
- If we paid for your **registration**, then the following is required.
 - Membership cost broken out separately on receipt.
 - Breakdown of charges
 - Agenda
 - Remember even when the registration is paid by p-card all items and receipts are still needed.
 - Meals should be deducted if provided by the conference or other outside source. This needs to be clear on the receipts you submit. Please handwrite this information on your receipt someplace or on the agenda.

- Your **airline, train, or bus** reimbursements needs to include the itinerary, receipt showing paid or no balance, and class size – Coach / Economy. Airfare insurance is not allowed on State funds.
- If you are driving your **personal vehicle** you will be reimbursed for mileage (not gas).
- Which **meals** are to be reimbursed is determined by the time you depart Gainesville and the time you return. Please be sure to include the date AND time of your departure and return (include AM or PM) on our ER forms.

Travel – Prior to Your Departure.

1. If you are attending a conference / class that requires a registration payment or going on foreign travel, then you need you need to complete a **Travel Authorization (TA) Request** form no later than 1 week prior to your trip.
Note: The International Center has a **checklist** that you need to complete for **foreign travel**. This form is located <http://www.ufic.ufl.edu/TravelRegistration.html>.
2. Remember that the appropriate **Supervisor and Budget Authority signatures** is needed on this form before we will process your request. (Note: Dr. Jalie Tucker approves these online so she does not need to sign the paper forms.)
3. If you are scheduled to teach a course during the travel dates, you need to make alternative arrangements for teaching.
4. **This TA form is required before expenses are incurred.** This includes registration, airfare, deposits for lodging, etc. Please plan accordingly. If there are deadlines, then you need to submit this form in time for us to process your request.
5. Turn in your completed form along with any back up documentation (i.e., conference details, agenda, breakdown of registration costs) to your supervisor & the budget authority for signature and then to Kelly Smith for processing.
6. **You will receive an automated email after your TA is approved.** Your Travel Authorization Number is included in the email. Save this because you will need to write this on your reimbursement request.

Tips for Travel Arrangements.

1. The University is **tax exempt** in the State of Florida. Please be sure to inform vendors of this when making your reservations. Vendors who are out of the State are not required to honor this exemption but you should try. You can find a copy of our tax exempt certificate at <http://www.purchasing.ufl.edu/forms/Consumer's%20Certificate%20of%20Exemption.pdf>.
2. You will only be reimbursed for single occupancy for **lodging**. If you share a room with a person not on University business, you must provide documentation for the single room rate for the dates of your hotel stay. The difference in cost is taken into consideration for your reimbursement. If the other occupant shared a room with you for business reasons, then handwrite the full name of the other occupant with an explanation.

3. **Enterprise and National** are our **rental car** providers. They have the State contract and you are expected to use one of these two vendors. A justification is required if you use another vendor. Visit Purchasing's website for our rental vehicle rates and our contract #. You need to provide our contract # when making the reservation.

<http://www.purchasing.ufl.edu/contracts/rentals.asp>

NOTE: Our contract requires the **rental of a compact car (Class B) or less**. You can get a larger vehicle but it requires a written justification (equipment, extra passengers, etc.).

4. The University reimburses **airfare** for economy / coach accommodations. First class travel is not allowed.

Reimbursements for **penalties for changes or cancellations** may be authorized if the traveler is sick or for administrative leave (i.e., death in immediate family). If the ticket is cancelled or changed for the convenience of the traveler, then we will not pay or reimburse for the cost.

Things to Keep in Mind During Your Trip

1. Remember to keep all itemized receipts for your travel expense report.
2. We try to charge as much as we can on our **business credit cards** (commonly referred to as our "**p-cards**") so that our travelers are not out of pocket for the expenses.

If something is charged on a p-card prior to your departure then you need to turn in that receipt within 3 business days of the charge. Do not wait until you return from your trip. We cannot wait a long period of time to reconcile and approve these expenses. Our cardholders could have their card revoked.

If an expense is placed on a p-card during your travel, then you need to submit your receipts immediately upon your return to the office.

If you are going on an extended trip that will take you out of Gainesville for longer than 3 business days, then we need you to email Kelly Smith (cc Donna Varghese) with the following information so that we can reconcile the p-card charges in a timely manner. *You will be required to still turn in your receipt for that charge upon your return.*

- Date of Purchase
- Vendor
- Description of purchase

- Amount (As it is reflected on your receipt and indicate if it is a foreign currency. We can convert it to U.S. Dollars for you.)

3. Travelers are provided a **meal allowance**.

Foreign travel meal rates can be found at https://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

This page is not intuitive so I provided some instructions below on how to find the information you need.

Click on the link “Foreign Per Diem Rates by Location” (located in the middle section of this site under the bold black “Per Diem Rates” heading). Locate your country and notice the dollar amount in the column called “M & IE Rate”. This is the total amount for meals and incidentals allowed. You will need this amount to find your meal allowance. Write this number down.

Go back to the Per Diem Rates page. (Click the back button twice and it will take you there again.) Click on the link called “FTR Appendix B (Breakdown of Meals / Incidentals)”. Scroll through this page until you find your M & IE Rate (amount you wrote down). You will find your breakfast, lunch, and dinner allowance. Write this on your Travel Authorization Form under the section for meals.

The **meal allowance for domestic travel** is the state agency rate. The State of Florida reimbursement rate for meals is as follows.

Breakfast: \$6
Lunch: \$11
Dinner: \$19
Total: \$36

No one shall be reimbursed for a meal that was included in the registration fee paid by UF. Determining which meals are reimbursed is determined by the departure and arrival times. The time departed / arrived needs to be included on the ER form.

Travel – After You Return from Your Trip.

1. **Complete a “Travel Expense Reimbursement Report” (ER) Form and attach all receipts, with the exception of mileage and meals.** This form is located at <http://heb.hhp.ufl.edu/index.php/about-2/resources-for-faculty-staff/>. NOTE: If you paid for an expense with a p-card prior to departure, then our finance office should already have these receipts on file for you.
 - a. For **Registration** we need a copy of the agenda and the breakdown of the registration cost (if you didn’t supply that with the TA), a copy of the registration form, and your registration confirmation (email copy acceptable).
 - b. **You will only be reimbursed for single occupancy for Lodging.** If you shared a room with a person not on University business, you must provide documentation

of a single room rate. If the other person is a University employee, then please indicate the other traveler's name on the receipt. An itemized receipt breaking down room charges and applicable taxes is required by UF's Travel Office. NOTE: You will NOT be reimbursed for room service, movie rentals, etc.

- c. You will be reimbursed for **fuel** for Rental Vehicles ONLY – **not** personal vehicles. A receipt is required.
- d. Parking – receipts are required if instance is more than \$25.
- e. Taxi – receipts are required if instance is more than \$25.
- f. Train / bus – receipts are required in all instances.
- g. Tolls – receipts required when instance is more than \$25.
- h. Laundry – receipts are required and can only be claimed when travel is greater than 7 days; not including the first and last day.
- i. Mileage – no receipt is required. You need to include miles claimed on the "Travel Expense Reimbursement Report" Form.
- j. Communication – receipts are required and the type and amount included.
- k. Safe – receipts are required and only paid if mandatory by the hotel.

Mileage Table. UF's Travel Office uses the following website to determine the mileage from Gainesville to another city. You can use this as a guide.

<http://www.fa.ufl.edu/wp-content/uploads/disbursements/MileageTable.pdf>

Foreign Currency Converter. Please use the OANDA website to convert foreign currency. Be sure to enter the date that is on your receipt because the values change every day. You need to print this page and place it behind the related receipt.

<http://www.oanda.com/currency/converter/>

Reports

Academic Activities Report (AAR). Donna Varghese will complete these reports for each semester. It will list all courses / sections that had student enrollment. Donna will link the correct employee record # to each section. For example, for a Summer B residential course section, Donna would select the employee record # that is tied to that instructors Summer appointment that is paid by State funds (not off book or UFO). UF's Institutional Planning will email a list of courses to each instructor and they are to verify that the list is correct. Errors are to be brought to Donna's attention to be corrected.

Faculty Assignment Reports (FAR). These are completed each semester. Dr. Jalie Tucker, the Department Chair, prepares the assignment and Donna Varghese enters it into myUFL. They are forwarded to Dr. Tucker electronically for her e-approval and then they route to each faculty member to acknowledge.

It's important that all faculty review these carefully because this data is pulled into the Annual Performance Review, which influences their annual evaluations. This is also used for Tenure &

Promotion. Questions or requests for edits need to be addressed with Dr. Tucker as the faculty's supervisor.

Effort Reports (ER). These are completed after a semester has ended. Data pulled from the two above mentioned reports (AAR & FAR) feed into this report. Another reason we need to be sure these three reports are accurate. Contracts & Grants (C&G) also has sponsored project commitments pulled into this report as well. Faculty are to review what is reflected and make adjustments as needed.

Note regarding grants: Changes to the percentage effort for a grant cannot be less than what an employee was paid during that semester. The employee can, of course, spend more time on that grant that is over and beyond what they were paid. The PIs will receive the ERs for themselves and all employees paid on their grants for review and approval. This allows them to review and ensure that their effort commitments are being met. C&G will pull the data from these reports to report cost sharing to funding agencies.

Annual Space Inventory Reports. UF uses a web-based computer application called Space Inventory and Allocation System (SPIN) to annually collect information on how university buildings and rooms are being utilized. The system has been developed as a joint effort between the Division of Finance and Accounting's Office of Cost Analysis and the office of Planning, Design, and Construction.

The information gathered as a result of this survey is used for many purposes. One objective is to assist with development of the Facilities and Administrative (FnA) Rate Proposal to the Federal government. Another purpose is to inventory UF space and internally track and monitor how well the University's space is being used. Finally, data gathered as part of this allocation is also used as a part of the development of the RCM budgeting tool.

There are three steps to completing SPIN (reporting, certifying, and authorizing). Different individuals within the department will complete one of these steps. Typically, the one who 'reports' the use of the room is the occupant(s), preferably in writing for proper documentation. The certifier will be one of the staff within the department who has the security access to this web-based computer application. The Office of Cost Analysis requires that authorizers be at the Director, Department Chair, or Dean level.

The results obtained through use of the space survey can translate into millions of dollars in funding for UF. Whether you certify or authorize space for the department, you play a critical role in UF's compliance with Federal and State guidelines, and its quest to remain competitive with other educational institutions.

Below are great resources that you should bookmark for your future reference.

Academic Personnel. Listed below are websites for frequently asked questions.

- Registration Requirements for Graduate Assistants and Fellows
<http://gradcatalog.ufl.edu/content.php?catoid=8&navoid=1493#registration>
- Graduate Assistant Minimum Salaries Graduate Assistants United (GAU) Contract
<http://hr.ufl.edu/manager-resources/employee-relations/union-contracts/collective-bargaining-agreement/>
- United Faculty of Florida Contract / Collective Bargaining Agreement (CBA)
<http://hr.ufl.edu/manager-resources/employee-relations/union-contracts/united-faculty-of-florida-contract/>

Cisco IP Phone Guide. This guide will assist you in using your office phone.

<http://hnp.ufl.edu/wp-content/uploads/CiscoPhoneGuide.pdf>

College of Health & Human Performance (HHP) – Resources for Faculty & Staff. This site provides the link for UF Webmail, HHP directory, College van usage, Florida Gym rentals and room reservations (for rooms not controlled by HEB), and the College’s policies, procedures, documents, and forms (includes College Constitution, College Council and Committee operating codes and policies / guidelines, and tenure & promotion documents).

<http://hnp.ufl.edu/index.php/about/faculty-staff-resources/>

Computing Help Desk. <http://helpdesk.ufl.edu/>

Contracts & Grants. <http://www.cg.cfo.ufl.edu/>

Department of Health Education & Behavior Homepage. <http://heb.hnp.ufl.edu/> You will find the faculty meeting minutes, Department policy documents, our Organizational Chart and Committee assignments by clicking on “About” and then “Resources for Faculty & Staff”. Our internal department forms are also located here.

Environmental Health & Safety. <http://www.ehs.ufl.edu/>

Graduate School. <http://graduateschool.ufl.edu/>

- **Health Education & Behavior Graduate Program Information.**
http://gradcatalog.ufl.edu/preview_entity.php?catoid=10&ent_oid=4720&hl=health+education&returnto=search

HHP Undergraduate Academic Advising. <http://hnp.ufl.edu/index.php/current-students/current-students/academic-advising/>

Holidays – A list of UF holidays is at <http://hr.ufl.edu/benefits/leave/holidays/>.

IT Service Portal. <https://my.it.ufl.edu/CherwellPortal/UFITServicePortal#0>

myUFL Login. This portal provides UF employees and students with easy access to various resources and systems. It is where you go to log into your personal records. You will login

using your Gatorlink ID and password. You can do the following in myUFL.

<https://my.ufl.edu/ps/signon.html>

- Update your account: manage UF business email, update emergency contact, update directory profile, view your myUFL security roles.
- Access employee self-service options: time reporting, payroll & compensation information, UF benefits, and training & development
- myinvestiGator: available for Principal Investigators (PIs). This is a great site for our PIs to utilize. It provides the Agency Reference ID, UF Project ID, project end date, budget end date, budget released, balances, IDC rate, cost share details (required, met, balance) and other information.
- Local interests: view campus map, RTS bus route maps

myUFL Toolkits. UF's Training and Organizational Development has created toolkits to assist users in the myUFL system. <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>

Office of Research. <http://research.ufl.edu/faculty-and-staff.html>

One.UF. This is the portal that students access to register, view their schedule, check for holds, etc. Staff and faculty can also use it to view the schedule of courses, news, and upcoming events, and approve time worked / leave for the employees they supervise.

<https://one.uf.edu/>

People First. This is the site for employee State benefits. (UF benefits can be reviewed in myUFL.) You will enter your People First user ID and password to access a summary of your current benefits and to make changes during open enrollment.

[https://peoplefirst.myflorida.com/peoplefirst\(bD1lbiZiPTIzMA==\)/logon.htm](https://peoplefirst.myflorida.com/peoplefirst(bD1lbiZiPTIzMA==)/logon.htm)

Registrar. <http://www.registrar.ufl.edu/>

Student Tuition Calculator. Great tool for students to use to determine how much they will owe and for faculty when preparing their budgets for grants.

<http://www.fa.ufl.edu/bursar/current-students/>

Textbook Adoption. <http://www.textadoption.ufl.edu/>

Transportation & Parking. <http://parking.ufl.edu/>

UF Faculty Recruitment Toolkit. <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/faculty-search-committee/>

UF GatorLink. <http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/>

UF GatorPerks (Employee Discounts). <http://hr.ufl.edu/benefits/other-benefits/gatorperks/>

Union Contracts – Our collective bargaining agreements can be found at <http://hr.ufl.edu/manager-resources/employee-relations/union-contracts/>.

University's Finance & Accounting Directives and Procedures.
<http://www.fa.ufl.edu/directives-and-procedures/>