Approval Process Workflow

Additional University Compensation (HR600):
unit > Malphurs > DocuSign > Turner (if applicable) > UFHR > Malphurs > unit

Alternate Work Location Agreements:
unit > Hudson > DocuSign > Bogart > unit (copy to UFHR)

Employment of Relatives (faculty, postdoctoral associates, graduate assistants):
unit > Malphurs > DocuSign > Bogart > Malphurs > UFHR > Provost > Malphurs > unit

Employment of Relatives (staff):
unit > Malphurs > DocuSign > Bogart > Malphurs > UFHR > Malphurs > unit

Extended Leave of Absence (faculty / medical):
unit > Malphurs > DocuSign > Bogart / Payne > Malphurs > unit

Extended Leave of Absence (faculty / personal):
unit > Malphurs > DocuSign > Bogart / Payne > Malphurs > Provost > Malphurs > unit

Extended Leave of Absence (staff / medical):
unit > Malphurs > DocuSign > Bogart > Malphurs > unit

Extension of Tenure/PS Probation:
unit > Hudson > DocuSign > Payne > Hudson > Provost > unit

Faculty SPI:
unit > Hudson > DocuSign > Bogart / Payne > Hudson > UFHR > Provost > UFHR > Hudson > unit

FEO Award Applications:
unit > Hudson > IFAS committee > Hudson > DocuSign > lead dean > Provost

Job Data Correction:
unit > Malphurs > UFHR > Malphurs > unit

Offer letters:
unit > Hudson > DocuSign > unit leader / lead dean(s) / candidate > unit

Outside Activities:
unit > Hudson > DocuSign > associate deans / Mastrodicasa > unit

Will be done through UFOLIO.
Perquisites or Sale of Goods and Services:
unit > Thomas > DocuSign > Bogart > UFHR / unit

Postdoctoral Associates extension:
unit > Hudson > DocuSign > Bogart / Payne > Hudson > Provost > Hudson > unit
Office of Postdoctoral Affairs

Postdoctoral Associates salary increase:
unit > Hudson > DocuSign > Bogart > unit

Professional Development Leave:
unit > Hudson > IFAS committee > Hudson > DocuSign > Deans / Payne > Hudson > unit

Reclassifications:
ePAF > Hudson > DocuSign > unit leader / Mastrodicasa / Bogart / Payne > Hudson > ePAF

Retroactive Pay and/or FTE Request:
unit > Malphurs > DocuSign > Bogart > Malphurs > UFHR > Malphurs > unit

Special Pay Increase removal:
unit > Hudson > unit

Special Pay Increase:
unit > Hudson > DocuSign > Mastrodicasa / Bogart / Payne > Hudson > unit

Temporary SPI:
unit > Hudson > DocuSign > Bogart > Hudson > unit

Voluntary FTE change (staff and non-tenure track faculty):
unit > Hudson > DocuSign > Bogart > unit

Voluntary FTE change (tenure track faculty):
unit > Hudson > DocuSign > Bogart / Payne > Hudson > Provost > Hudson > unit