Approval Process Workflow
revised 07/15/20

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)

Balance Adjustment Request Form:
Unit > Bowman > DocuSign > Bogart / Angle > Bowman > unit

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 / Angle > Malphurs > unit

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

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

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

Faculty searches (posting):
Unit > LeCuyer > DocuSign > Dean w/ highest TRE > other Deans > Angle > LeCuyer > unit

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

FTE change, voluntary (staff and non-tenure track faculty):
unit > Bowman > DocuSign > Bogart > unit

FTE change, voluntary (tenure track faculty):
unit > Hudson > DocuSign > Bogart / Angle > Hudson > Provost > Hudson > unit

Hiring pause exception requests – faculty/postdocs:
Unit > LeCuyer > IFAS executive team > LeCuyer > Docusign > Bogart > Dean w/ highest TRE > Angle > Provost > LeCuyer > unit

Hiring pause exception requests – TEAMS/non-academic OPS
Unit > LeCuyer > IFAS executive team > LeCuyer > Docusign > Bogart > Mastrodicasa > Angle > main HR > LeCuyer > unit

Immigration Requests:
unit > Davison > foreign national > Davison > UFHR > Fragomen >< UFHR / Davison / foreign national > Fragomen > USDOL > Fragomen > USCIS > Fragomen > UFHR > Davison > foreign national

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

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

Outside Activities: Faculty
UFOLIO

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

Perquisite approval:
unit > Thomas > DocuSign > Bogart > UFHR / unit

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

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

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

Reclassifications:
ePAF > Davison > DocuSign > unit leader / Mastrodicasa / Bogart / Angle > Davison > ePAF

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

Special Pay Increase (faculty):
unit > Hudson > DocuSign > Bogart / Angle > Hudson > UFHR > Provost > UFHR > Hudson > unit

Special Pay Increase (staff):
unit > Bowman > DocuSign > Mastrodicasa / Bogart / Angle > Bowman > unit

Special Pay Increase removal (staff):
unit > Hudson > unit

Special Pay Increase, temporary (staff):
unit > Bowman > DocuSign > Bogart > Bowman > unit