

Approval Process Workflow

Additional University Compensation (HR600):

unit > Malphurs > Budget (if applicable) / DocuSign > Turner (if applicable) > UFHR > Malphurs > unit

Alternate/Remote Work Location Agreements:

unit > On Base > Hudson > UFHR > employee

Alternate/Remote Work Location Agreements Abroad:

unit > Hudson > review with IIST > DocuSign > unit leader / Long > UF Global Services > Davison > unit

Balance Adjustment Request Form:

unit > Malphurs > DocuSign > Long / SVP > Malphurs > unit

Employment of Relatives (faculty, postdoctoral associates, graduate assistants):

unit > Malphurs > DocuSign > Long > Malphurs > UFHR > Provost > Malphurs > unit

Employment of Relatives (staff):

unit > Malphurs > DocuSign > Long > Malphurs > UFHR > Malphurs > unit

Extended Leave of Absence (faculty / medical):

unit > Malphurs > DocuSign > Long / SVP > Malphurs > unit

Extended Leave of Absence (faculty / personal):

unit > Malphurs > DocuSign > Long / SVP > Malphurs > Provost > Malphurs > unit

Extended Leave of Absence (staff / medical):

unit > Malphurs > DocuSign > Long > Malphurs > unit

Extension of Tenure/PS Probation:

unit > Hudson > DocuSign > SVP > Hudson > Provost > unit/UFHR

Faculty offer letters:

unit > Hudson > Budget / deans(s) > DocuSign > unit leader / lead dean(s) / candidate > unit

Faculty searches (posting):

unit > LeCuyer > DocuSign > Lead Dean > other Deans > SVP > LeCuyer > Budget > unit

FEO Award Applications:

unit > Hudson > IFAS committee > Hudson > DocuSign > lead dean / Budget > Provost

FTE change, voluntary (staff and non-tenure track faculty):

unit > Tsai > DocuSign > Budget / Long > unit

FTE change, voluntary (tenure track faculty):

unit > Hudson > Budget > DocuSign > Long / Deans(s) > Hudson > Provost > Hudson > unit

Immigration Requests:

unit > Bowman > foreign national > Bowman > UFHR > Fragomen > UFHR / Bowman / foreign national > Fragomen > USDOL > Fragomen > USCIS > Fragomen > UFHR > Bowman > foreign national

Job Data Correction:

unit > Malphurs > UFHR > Malphurs > unit

Outside Activities: Faculty and selected staff

UFOLIO

Outside Activities: Staff

unit > Hudson > DocuSign > associate deans / Mastrodicasa > unit

Perquisite approval:

unit > Sellers > DocuSign > Long > UFHR > Sellers > unit

Postdoctoral Associates extension:

unit > Hudson > DocuSign > Long / Dean(s) > Hudson > Provost > Hudson > unit / Office of Postdoctoral Affairs

Postdoctoral Associates salary increase:

unit > Tsai > DocuSign > Budget / Long > unit

Professional Development Leave:

unit > Hudson > IFAS committee > Hudson > DocuSign > Deans / SVP > Hudson > unit / Budget

Reclassifications:

ePAF > Bowman > DocuSign > unit leader / Budget / Long / Mastrodicasa / SVP > Bowman > ePAF

Retroactive Pay and/or FTE Request:

unit > Malphurs > DocuSign > Long/ SVP > Malphurs > UFHR > Malphurs > unit

Special Pay Increase (faculty):

unit > Hudson > Budget / Deans > Hudson > DocuSign > Long / SVP > Hudson > UFHR > Provost > Hudson > unit

Special Pay Increase (staff):

unit > Tsai > DocuSign > Budget / Bowman / Mastrodicasa / Long / SVP > Tsai > unit

Special Pay Increase removal (staff):

unit > Tsai > Budget > unit

Special Pay Increase, temporary (staff):

unit > Tsai > DocuSign > Budget / Long > Tsai > unit