FAR Administrative User Guide
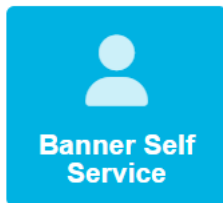
1. Login into MyWings using your UNF ID and password.

2. Click on "Employee" under My Resources.

My Resources

💼 **Employee**

3. Click on the "Banner Self-Service" tile.

👤 **Banner Self Service**

4. Click on "UNF Administrative Applications".

Employee Services | **Faculty Services** | **Finance Information** | **Personal Information**
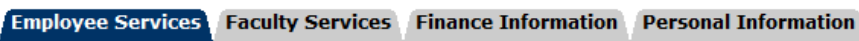
Employee Services

Benefits and Deductions
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscella

Current and Past Jobs

Employee Education Program - Employee Request

Employee Education Program - Supervisor Decision

Tuition Scholarship Program - Employee Request

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms
Change W-4 information; View your W-2 Form or T4 Form.

Time Off Current Balances and History

Time Sheet

UNF Administrative Applications

5. Click on "Faculty Information".

Employee Services | **Faculty Services** | **Finance Information** | **Personal Information**

UNF Administrative Applications

Catalog Schedule
Course Enrollment
Faculty Information
Human Resources
Information Technology Services
Key Request
Online Forms
Online Form Approvals
Scholarship Management System
SMS Reports
SIS Control and Setup
SIS Reports
Student Information
UNF Job Catalog

6. Click on "Faculty Activity Reporting".

Employee Services | **Faculty Services** | **Finance Information** | **Personal Information**

Faculty Information

Faculty Activity Reporting

7. Select the Term, Faculty Member, and Position you would like to view/edit from the drop-down menus, and then click "Show FAR Report". Please note, all positions need to be completed for each individual. If someone is missing from the drop-down list, please contact oir@unf.edu.

Faculty Activity Reporting

Select the **Term**, **Faculty**, and **Position** to view/update the Faculty Activity Report for the

Select the **Show FAR Report** button to view the FAR.

Percent of Effort can be updated for each activity category.

After all changes have been made, select the **Update** button to save the data.

Select the **Approve** button to approve a Faculty Activity Report.

Once a Faculty Activity Report has been Approved, then no changes are allowed.

Note: Access to update data is only open for a specified period of time for each term. Once

Need help completing your FAR Report? Please click here to access the Institutio

Term: None ▼ **Faculty:** None ▼ **Position:** None ▼

Show FAR Report   Clear

Editing FARs

The FAR data is pre-populated but needs to be verified for accuracy. If any faculty member believes that a standard percent of effort shown for any given activity does not reflect the percentage of their effort, he/she may adjust it as long as he/she stays within some general parameters and the chair approves. Please refer to the Faculty Activity Reporting webpage for more information.

Be sure to click "Update" to save any changes if you would like to come back and work on the FAR another time. Once the reporting window closes, editing capabilities are no longer available. Users will only be able to view the data previously entered.

Adjusting Percent of Effort

Percent of Effort for all categories can be edited by adjusting the number in the 'Percent of Effort' column. To save changes, click 'Update' at the bottom of the form.

Course Activity

Course Title	Course Prefix	Course Number	Reference Number	XList	Section Type	Activity Type	Percent of Effort
Analysis of Structures	CES	3100	81258		C	Upper	26
Matrix Structural Analysis	CES	4102	83592	CV	C	Upper	11
Matrix Structural Analysis	CES	6144	83268	CV	C	Grad Classroom	16
Statics	EGN	3311	80165		C	Upper	21
Total Course Activities:							**74**

Adding Activity

To add Instruction-Related Activity and Non-Instruction-Related Activity, choose the activity you would like to add from the drop-down menu, input the appropriate number in the 'Percent of Effort' column, and click 'Update' at the bottom of the form to save the changes:

Non-Instruction-Related Activity

Activity Category	Percent of Effort	Delete
Departmental Research	15	☐
Public Service	2	☐
University Governance	2	☐

None
- None
- Departmental Research
- Public Service
- Clinical Public Service
- K-12 Public Service
- Auxiliary Effort
- Academic Administration
- University Governance
- Leave of Absence
- Release Time

Related Activities: 19

		Cost Share	Grant Salary	Per

Contact Institutional Research (oir@unf.edu) if course or ORSP data needs to be added.

Deleting Activity

To delete Instruction-Related Activity and Non-Instruction-Related Activity, check the 'Delete' box and click 'Update' at the bottom of the form:

Non-Instruction-Related Activity

Activity Category	Percent of Effort	Delete
Departmental Research	15	☑
Public Service	2	☐
University Governance	2	☐
None		
Total Non-Instruction-Related Activities:	**19**	

Contact Institutional Research (oir@unf.edu) if course or ORSP data needs to be deleted.

Approving FAR

It is strongly recommended that faculty review and approve their individual FARs. Administrative Users should only approve a FAR after obtaining faculty authorization. It is recommended that Administrative Users have the faculty member sign a printed copy of the FAR prior to approving the FAR in the system. If changes are made to the FAR you must click 'Update' before clicking 'Approve', otherwise the changes will not be submitted.

By clicking the Approve button, you agree that all data on the above faculty activity report is accurate. If the total Percent of Effort does not equal 100%, you agree IR reserves the right to adjust all Percent of Effort values proportionally to equal 100% before reporting this data to the state.

Update Approve