The “Departmental Promotion Authorization” Form Transitioned to Electronic Submission

The electronic form is used by department heads to submit a request for authorization to “internally” promote an OPS, Support Staff or Administrative employee to a vacant position within their current department.

The form is accessible via the MyWings portal as follows:

1. Log into myWings at http://mywings.unf.edu
2. Select the Staff tab
3. Under My Applications click “Employee Online Forms”
4. In the Department dropdown list, select Human Resources, then under Employment click Departmental Promotion Authorization

5. Once the form has been completed, select the appropriate next approver in the workflow routing process.
6. The initiator and all workflow approvers will receive an email notification upon final approval of the request.

Questions should be directed to the Office of Human Resources x2903