

FAR Department Chair User Guide

Accessing Chair Approval Form

1. Login into MyWings using your UNF ID and password.
2. Click “Employee” under My Resources.



3. Click on the “Banner Self-Service” tile.



4. Click on “UNF Administrative Applications”.



Employee Services

[Benefits and Deductions](#)

Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions;

[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](#) [Parent Portal](#) [Personal Information](#)

UNF Administrative Applications

[Catalog Schedule](#)
[Course Enrollment](#)
[Faculty Information](#)
[Human Resources](#)
[Information Technology Services](#)
[Key Request](#)
[Online Forms](#)
[Online Form Approvals](#)
[Parent Accounts](#)
[SIS Control and Setup](#)
[SIS Reports](#)
[Student Information](#)
[Student Maintenance](#)
[UNF Job Catalog](#)

6. Click on “Faculty Activity Reporting-Chair Approval”.

[Employee Services](#) [Faculty Services](#) [Finance Information](#) [Parent Portal](#) [Personal Information](#)

Faculty Information

[Faculty Activity Reporting-Chair Approval](#)
[Syllabus: Departmental Upload](#)
[Syllabus: By Department](#)
[Syllabus: Missing by Department](#)

7. Select the Term you would like to view/approve from the drop-down menu and click ‘Submit’.

[Employee Services](#) [Finance Information](#) [Personal Information](#) [Student Services](#)

[SITE MAP](#) [HELP](#)

Faculty Activity Reporting - Chair Approval

Select a **Term** from the dropdown box. Select the **Submit** button to see a list of faculty in your department.

The Chair is not able to make changes to the selected Faculty Activity Report.

Select the **Approve** button to approve the selected Faculty Activity Report. Only Faculty Activity Reports approved by the faculty (or their designee) can be approved by the Chair.

Note: Access to update data is only open for a specified period of time for each term. Once the period has ended, the data will be view only.

Need help completing your FAR Report? Please [click here](#) to access the Institutional Research FAR Webpage where you can find answers to FAQs.

Term:

Viewing & Approving FARs

Once a Term is selected, a list of faculty will be displayed. Only faculty approved FARs can be approved by the Chair. A faculty approved FAR is indicated by 'Y' in the Faculty Approved column. A FAR that has not been approved at the faculty level ('N' in the Faculty Approved column) can still be viewed at the Chair level.

To view/approve a FAR, click the UNF ID.

[Employee Services](#) [Finance Information](#) [Personal Information](#) [Student Services](#) [SITE MAP](#) [HELP](#)

Faculty Activity Reporting - Chair Approval

Select a **Term** from the dropdown box. Select the **Submit** button to see a list of faculty in your department.

The Chair is not able to make changes to the selected Faculty Activity Report.

Select the **Approve** button to approve the selected Faculty Activity Report. Only Faculty Activity Reports approved by the faculty (or their designee) can be approved by the Chair.

Note: Access to update data is only open for a specified period of time for each term. Once the period has ended, the data will be view only.

Need help completing your FAR Report? Please [click here](#) to access the Institutional Research FAR Webpage where you can find answers to FAQs.

Term:

UNF ID	Name	Position	Faculty Approved	Chair Approved
N00174645	Barnes, Amber	22-31877000-Assistant Professor	N	N
N00174807	Barr, Elissa	22-33158000-Professor	N	N
N00174807	Barr, Elissa	SP-990000F6-Supplemental Pay	N	N