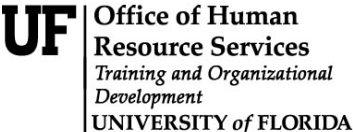




**Your Quick and Easy Guide to the UF Pro3 Series! Effective September 2011**

There are three certifications available under the university's Pro3 Series: Fiscal Management, HR/Payroll Management, and Academic Department Support. Use this guide to determine which courses must be taken to complete the certificate(s) of interest. Note: The required "Personal Excellence" workshops are the same for each certification and need only to be taken once. Visit [www.hr.ufl.edu/training](http://www.hr.ufl.edu/training) for more information ... 352.392.4626 ... training@ufl.edu

<b>Fiscal Management Certification</b>	<b>HR/Payroll Management Certification</b>	<b>Academic Department Support Certification</b>
<p>To complete the Fiscal Management certification, you must:</p> <ul style="list-style-type: none"> <li>Complete the five required <b>Fiscal Specialization</b> courses</li> <li>Complete the six required <b>Personal Excellence</b> courses</li> <li>Complete <b>two</b> Fiscal Specialization elective groupings:               <ul style="list-style-type: none"> <li>--One of these elective groupings must be a "<b>Completing Transactions</b>" grouping</li> <li>--The other elective grouping is your choice—it may be another "Completing Transactions" grouping or from a different grouping as listed below</li> </ul> </li> </ul> <p>Total requirement: Completion of 11 required courses and 2 elective groupings</p>	<p>To complete the HR/Payroll Management certification, you must:</p> <ul style="list-style-type: none"> <li>Complete the seven required <b>Hiring Specialization</b> courses</li> <li>Complete the six required <b>Personal Excellence</b> courses (same as under Fiscal Management certification)</li> <li>Complete 3 courses in <b>either</b>:               <ul style="list-style-type: none"> <li>--Payroll/Leave Grouping</li> <li><b>or</b></li> <li>--Other Personnel Actions Grouping</li> </ul> </li> </ul> <p>Total requirement: Completion of 13 required courses and 3 elective courses</p>	<p>To complete the Academic Department Support certification, you must:</p> <ul style="list-style-type: none"> <li>Complete the one required Privacy/FERPA Review course</li> <li>Complete the six required <b>Personal Excellence</b> courses (same as under Fiscal and HR/Payroll Management certification)</li> <li>Complete 4 Academic Department Support electives</li> </ul> <p>Total requirement: Completion of 7 required courses and 4 elective courses</p>
<b>Fiscal Specialization Required Courses</b>	<b>Hiring Specialization Required Courses</b>	<b>Academic Department Support Required Courses</b>
PRO302 The Color of Money: A Guide to How Moneys May Be Spent at UF PRO303 Internal Controls at UF PRO304 Basic Accounting Concepts for UF Administrators PST950 Budget and Commitment Control 9.1 PST130 Departmental Reconciliation	PST092 Posting GatorJobs PST210 Hiring and Additional Pay SCS040 Interviewing and Hiring PRO313 Guide to OPS Employment for UF Administrators PST220 Job/Position Actions PRO314 Classification and Compensation Foundations PST096 Introducing E-Verify	PRO331 Privacy/FERPA Review
<b>"Personal Excellence" Required Courses</b>	<b>"Personal Excellence" Required Courses</b>	<b>"Personal Excellence" Required Courses</b>
PRO301 UF 101: What Every Employee Should Know About the University of Florida PRO307 Problem Solving in the Workplace SCS060 Relationship Strategies SCS010 HR 101: A Practical Guide to Fair and Legal Supervision GET050 Achieving Results	PRO301 UF 101: What Every Employee Should Know About the University of Florida PRO307 Problem Solving in the Workplace SCS060 Relationship Strategies SCS010 HR 101: A Practical Guide to Fair and Legal Supervision GET050 Achieving Results	PRO301 UF 101: What Every Employee Should Know About the University of Florida PRO307 Problem Solving in the Workplace SCS060 Relationship Strategies SCS010 HR 101: A Practical Guide to Fair and Legal Supervision GET050 Achieving Results
<p><u>One</u> of the following Training and Organizational Development Business Communication courses:</p> <ul style="list-style-type: none"> <li>BCC010 Communication Confidence</li> <li>BCC020 Now Hear This: Listening, Comprehending, Communicating</li> <li>BCC030 Communicate Assertively</li> <li>BCC040 Power Writing</li> <li>BCC050 Punctuation Power</li> <li>BCC060 E-Mail Effectiveness</li> <li>BCC070 Grammar Game</li> <li>SCS090 Powerful Public Speaking</li> <li>BCC011 Body Language Communications</li> </ul>	<p><u>One</u> of the following Training and Organizational Development Business Communication courses:</p> <ul style="list-style-type: none"> <li>BCC010 Communication Confidence</li> <li>BCC020 Now Hear This: Listening, Comprehending, Communicating</li> <li>BCC030 Communicate Assertively</li> <li>BCC040 Power Writing</li> <li>BCC050 Punctuation Power</li> <li>BCC060 E-Mail Effectiveness</li> <li>BCC070 Grammar Game</li> <li>SCS090 Powerful Public Speaking</li> <li>BCC011 Body Language Communications</li> </ul>	<p><u>One</u> of the following Training and Organizational Development Business Communication courses:</p> <ul style="list-style-type: none"> <li>BCC010 Communication Confidence</li> <li>BCC020 Now Hear This: Listening, Comprehending, Communicating</li> <li>BCC030 Communicate Assertively</li> <li>BCC040 Power Writing</li> <li>BCC050 Punctuation Power</li> <li>BCC060 E-Mail Effectiveness</li> <li>BCC070 Grammar Game</li> <li>SCS090 Powerful Public Speaking</li> <li>BCC011 Body Language Communications</li> </ul>

<b>Fiscal Management Certification</b>	<b>HR/Payroll Management Certification</b>	<b>Academic Department Support Certification</b>
<p>Complete <b>two</b> Fiscal Specialization elective groupings, which take into account the myUFL system upgrade to financials 9.1</p> <ul style="list-style-type: none"> <li>One must be a "Completing Transactions" elective grouping.</li> <li>Most of the electives are grouped; you need to take all of the courses within a grouping in order to get one elective credit for that grouping.</li> </ul> <p>If you complete two groupings under "Completing Transactions," then you will have fulfilled your Fiscal Specialization elective requirement</p>	<p>Complete <b>three</b> elective courses chosen from <b>either</b>:</p> <ul style="list-style-type: none"> <li>Payroll/Leave Grouping</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Other Personnel Actions Grouping</li> </ul> <p>The three elective courses must be from the same grouping.</p>	<p>Complete the <b>required</b> Privacy/FERPA Review workshop noted above and your choice of <b>four</b> elective courses</p>
<b>Completing Transactions Elective Groupings</b>	<b>Payroll/Leave Grouping</b>	<b>Choose Four of the Following</b>
<p><b>"Purchasing" elective grouping—1 elective credit</b>  --PRO305 Purchasing Policy - Purchasing 101 <b>and</b>  --PST073 Intro to Purchasing in myUF Market</p>	PST110 Time and Labor	PRO324 Supporting Tenure and Promotion (T&P) Activities in Your Department
<p><b>"Travel and expense" elective grouping—1 elective credit</b>  --PRO306 UF Travel Directives Workshop <b>and</b>  --PST930 Travel and Expense 9.1</p>	PST111 Time and Labor 2 (no longer offered but still counts toward certification if taken previously)	PRO325 Immigration 101: Student Regulations
<p><b>"Accounts payable" elective grouping—1 elective credit</b>  --PRO335 Accounts Payable 101 <b>and</b>  --PST971 Paying Vendors 9.1 <b>and</b>  --PST956 Online Journal Entry 9.1</p>	PRO315 Advanced Topics in Payroll and Leave	RSH200 Effort Reporting
<p><b>"Making deposits" elective grouping—1 elective credit</b>  --PST021 Making Deposits in myUFL <b>and</b>  --PST956 Online Journal Entry 9.1</p>	PST081 Payroll Distributions	PRO327 Grade-A-Gator
<p><b>"Assets" elective grouping—1 elective credit</b>  --PST120 Asset Management <b>and</b>  --PST922 Receiving Goods and Assets 9.1</p>	PRO320 UF Leave Policy	PRO328 Course Scheduling PRO329 Managing the Scholarship Process
<p>If you only completed one elective grouping/credit under the "Completing Transactions" groupings listed above, please choose another elective grouping from below.</p>	<b>Other Personnel Actions Grouping</b>	PRO330 Guide to Graduate Education
<p><b>"Reporting" elective grouping (1 elective credit)</b>  --PST910 Reporting: Basics <b>and</b>  --PST117 Reporting: PowerPlay <b>and</b>  --PST912 Reporting: Query Studio</p>	PRO316 Nonresident Alien Training/University Tax Services	PRO333 Grades Anytime (offered fall 2008/spring 2009 only)
<p><b>"Excel" (Spreadsheet) Elective Grouping (1 elective credit)</b>  Choose <b>two</b> of the three Excel workshops:  --CCH060 MS Excel – Basic <b>and/or</b>  --CCH061 MS Excel – Intermediate <b>and/or</b>  --CCH062 MS Excel – Advanced</p>	PRO317 An International Affair: Sponsorship of Foreign Nationals for Employment-Based Immigration Statuses	
<p><b>Research administration elective grouping (1 elective credit)</b>  --PRO323 Post Award Overview <b>and</b>  --PRO334 Budget Management for Sponsored Programs</p>	PRO318 Hiring Graduate Assistants and Fellows	
	PRO319 Guide to Faculty Appointments, Recruitment, and Hiring for UF Administrators	
	PRO321 Workers' Compensation and Other HR Issues	