UNIVERSITY OF CENTRAL FLORIDA

TEACHING INCENTIVE PROGRAM (TIP)
DATA ACCESS INSTRUCTIONS
For Faculty

UNIVERSITY OF CENTRAL FLORIDA
October 16, 2012
Maintained by the Office of Faculty Relations
TEACHING INCENTIVE PROGRAM (TIP)
FACULTY INSTRUCTIONS

Log into myUCF https://my.ucf.edu/?promo_id=myUCF

Select “Staff Applications”

Enter the “Pegasus Mine Portal”
On the left-hand navigational menu, select “Faculty.” Here you will have the opportunity to view the “TIP Report.”

Select “Tip Report.”

An overview of the process appears with two tabs on the top left of the screen “by EmplId” and “FAQ.”

The “FAQ” section contains directions for printing detailed information and directions for refreshing data.

Select “EmplID” to display individual faculty data. Enter Employee id then click on the “View Report” button.
The data displayed will look like the following report:

The top section of the report—“Active Full-Time Faculty”—identifies the faculty by name, college and department. Eligibility status is indicated under “Faculty Eligible”. Faculty determined to be eligible will display “Eligible” and faculty not eligible this cycle will display “Ineligible”. The reason for ineligibility is detailed under “Ineligible Reason”.

The second section—“Tip Eligible Courses”—lists all undergraduate and graduate level courses deemed eligible for TIP. The “Total SCH” table shows the total eligible SCHs calculated for the “TIP” program.

The third section—“Courses Ineligible for TIP”—details all undergraduate and graduate level courses deemed not eligible for TIP and excluded from the “Total SCH” calculation.