



USF GLOSSARY

The following list explains and defines words and terms that are commonly used at USF. Please add items to to this list that you come across in your work.

Term	Definition
Administration	One of four pay plans at USF, Administration is an overtime-exempt salaried category. Formerly called “A&P (Administrative and Professional).”
AFD/FAR	Assigned Faculty Duties/Faculty Activity Reporting done in the FAIR system to track faculty assignments.
AH	Academic History
ALT	Attendance and Leave Tracking. Located in GEMS Self-Service and used for employes to request leave time and for supervisors/managers to approve leave requests.
Banner Alum	An instance of OASIS used for tracking USF Foundation finances.
Blackboard	An academic portal used by faculty and students to post course content, grades, discussions, etc.
BOG	Board of Governors – governing body of the Florida State University System (SUS).
BOR	Board of Regents – formerly the state university governing body, before the formation of the BOG.
BOT	Board of Trustees – governing body of USF. Online: usf.edu/board
BPA	Budget and Policy Analysis Department for the USF System.
BSR	Business Systems Re-Engineering
Careers@USF	Online employment application system used to recruit and hire candidates.

Term	Definition
CAS	College of Arts and Sciences
CCBCS or BCS	College of Behavioral and Community Sciences
CERTS	Payroll certification – an online system for entering hours for pay.
CITF	Capital Improvement Trust Fund allocated to students at state universities.
CMS	College of Marine Science
COBA	College of Business Administration
COEDU	College of Education
CoE	College of Engineering
COM	College of Medicine
COPH	College of Public Health
CON	College of Nursing
COTA	College of The Arts
CTS	Classroom Technology Services – part of Educational Outreach. Supports classroom needs with AV services and resources. Services also available to USF departments on a fee basis.
CUTR	Center for Urban Transportation Research (College of Engineering)
DEO	Diversity and Equal Opportunity
DOE	Department of Education
DSO	A Direct Support Organization (DSO) is a separate, not-for-profit corporation organized and operated exclusively to assist the university to achieve excellence by providing supplemental resources from private gifts and bequests, and valuable educational support services.
DSR	Division of Sponsored Research
EAP	Employee Assistance Program
E&G	Educational and General, an entity of the SUS operating budget.
EH&S	Environmental Health and Safety – risk management, lab and fire safety programs at USF.
ETP	Employee Tuition Program – administered through HR.
FACT	Faculty Activity Credentials for Teaching – to edit or enter faculty activity credentials for teaching.
FAFSA	Financial Aid Federal Scholarship Application

Term	Definition
FAIR	Faculty Academic Information Reporting is used to input and track faculty assignments.
FAST	Financial Accounting System – the Oracle/PeopleSoft financials system at USF.
FERPA	Family Educational Rights and Privacy Act, a Federal law that protects the privacy of student education records.
FLSA	Fair Labor Standards Act
FMHI	Florida Mental Health Institute – now a part of the College of Behavioral and Community Sciences.
FMLA	Family Medical Leave Act
GBR	Grant Budget Release
GEMS	Global Employment System – USF's human resources and payroll management system that maintains information on employees, positions, appointments and payroll.
GEMS Self-Service	This online system allows USF employees to view and manage their employment data. View paychecks; request leave and training; change W4 information, direct deposit, phone numbers, contact information and home addresses.
HOT	Herd of Thunder – USF's marching band.
IAF	Instructional Activity File – file submitted to the State.
OASIS	Online Access Student Information System – USF's student information system (Banner software).
OPS	An out-of-use term – now known as Temporary, the term describes one of four pay plans at USF.
myUSF	Blackboard portal for students and faculty.
NSLDS	National Student Loan Data System
NRA	Non-Resident Alien
Oracle	Oracle/PeopleSoft organization – developer of USF's financial and HR systems – FAST and GEMS.
PATS	Parking and Transportation Services
PD	Position Description
PCard	Purchasing card
PECO	Public Education Capital Outlay – funding used to construct and renovate buildings for public universities, colleges. and public schools.
PeopleFirst	The state's self-service, secure, web-based personnel information system an enterprise-wide suite of human resource (HR) services.
PeopleSoft	PeopleSoft/Oracle – developer of USF's financial and HR systems, FAST and GEMS.

Term	Definition
PERT	Personnel Effort Reporting Tool – tracks effort expended by USF employees on Federal and State grants to certify that these sponsor-funded salaries and wages are consistent with the effort contributed.
PI	Principal Investigator – primary individual in charge of and accountable for research grant activities.
Portal	See “myUSF.”
Purchasing Services	Department that provides management and oversight in the acquisition of commodities, equipment, and contractual services while promoting fair and open competition in the public procurement process.
RFM	Research Financial Management – a division of the Office of Research.
RPS	Research Proposal Services - a division of the Office of Research.
SACS	Southern Association of Colleges and Schools – provides USF with accreditation to award degrees.
SASS	Student Academic Support System
SAVE	Scholarly Activity and Vita Entry – within the FAIR system, this module holds faculty publication lists and faculty vita.
SCDF	Salary Category Detail File – file submitted to the State by the Budget Office.
SDCF	Student Data Course File – file submitted to the State.
SEVIS	Student and Exchange Visitor Information System – International Affairs.
Share drive	Networked drive for staff access – each unit is assigned space on a server for file storage.
Staff	Formerly called “USPS (University Support Personnel Services),” this is one of four pay plans at USF.
Staff Reporting	The process of compiling and submitting to the State (BOG).
Sun Dome	DSO – a Direct Support Organization.
SUS	State University System
TAPS	Tracking Academic Progress of Students is a program that pulls information from SASS.
TERP	Temporary Employee Retirement Program
UBIT	Unrelated Business Income Tax
UBOT	University Board of Trustees
UCO	University Controller’s Office – includes Travel and Accounts Payable.
UP (or UPD)	University Police Department

