UF OPS ON TARGET FILE 2018

CLASSIFICATION CHANGES FOR OPS EMPLOYEES

The UF On Target File is used to provide changes to OPS job classifications. These changes are then automatically loaded into the myUFL system from this file.

The UF OPS On Target File is designed to support the implementation of the new job codes for OPS by providing a system by which managers and supervisors can map current OPS to the new job code classifications.

The UF OPS On Target File will be available to departments from **Monday, May 21**, through the end of business on **Friday, June 8.**

SECURITY

The security roles needed to review the UF On Target Review File are:

1. **UF_EPAF_Department Admin**
2. **UF_EPAF_Level 1 Approver**

PROCEDURE

1. Log on to myUFL using your **GatorLink username** and **password**
2. Click the **Navbar**
3. Click **Main Menu**
4. Click **Human Resources**
5. Click **Workforce Administration**
6. Click **UF On Target**

Figure 1: UF On Target Search Screen

On the **Find an Existing Value** tab search for departmental employees by:

1. Enter **2018** in the **Calendar Year** field

2. Enter your **Department ID** in the **Department** field

3. Click the **Search** button

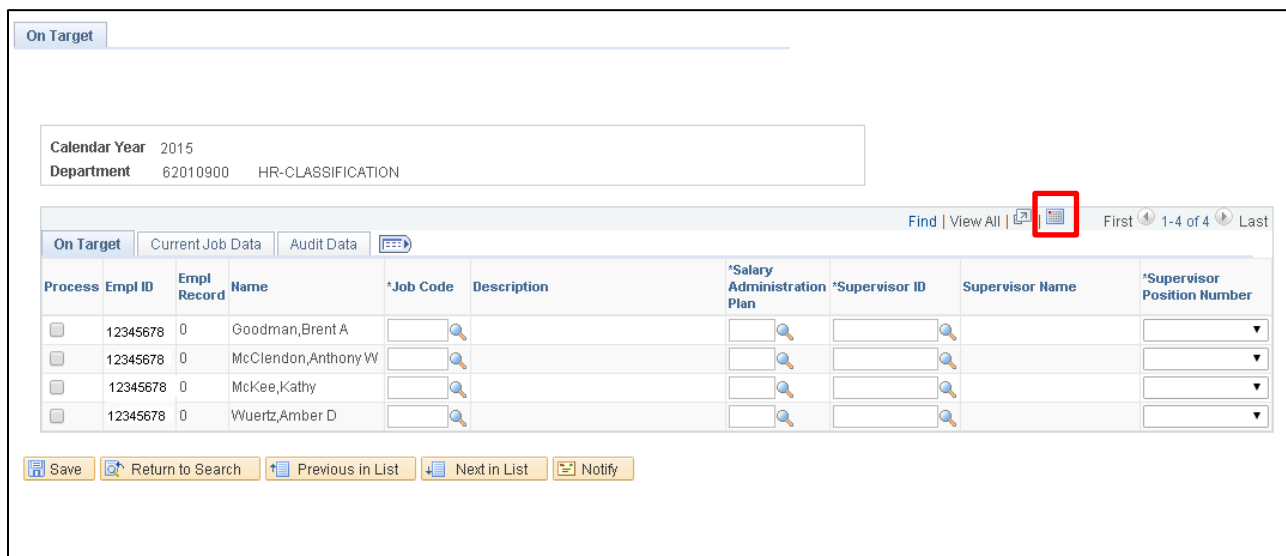**Figure 2:** UF On Target Entry Screen

After completing the search, all employees with that department ID will be listed (see also **Special Notes** below).
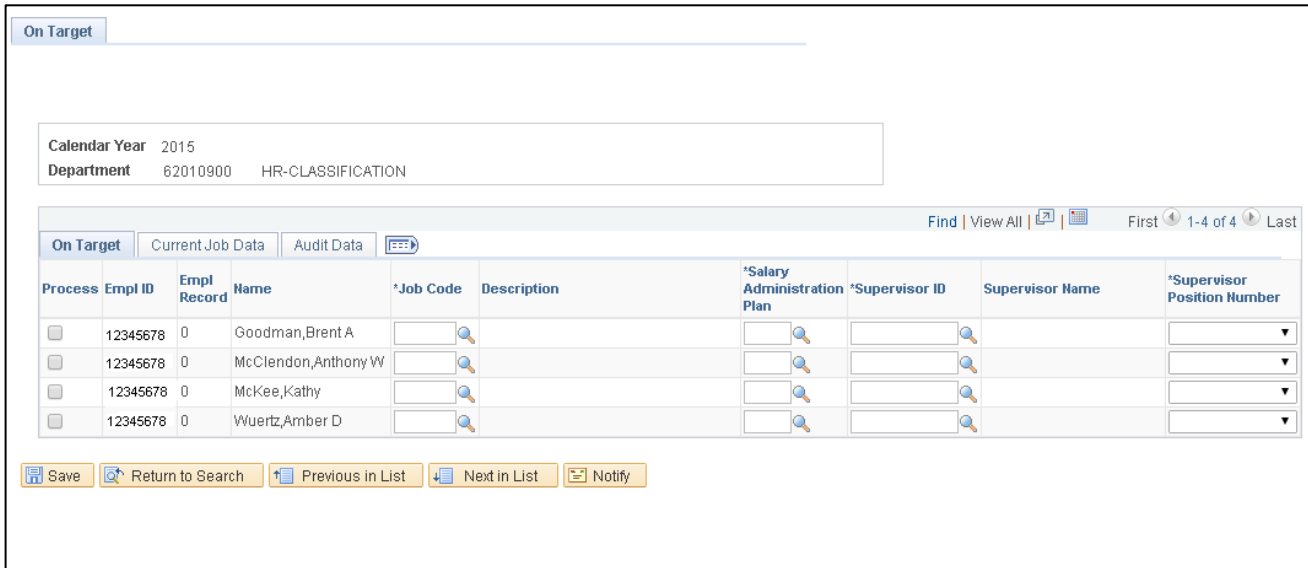
Figure 3: UF On Target Entry Screen – Exporting to Excel

In order to complete the UF On Target File, colleges and departments will need to collect the **new job code** and **supervisor UFID**. The UF On Target File can be exported to an Excel file to aid in data collection.

1. Download the UF On Target File by clicking the **grid icon**
2. Once the download is complete, **Save** the file to your computer

Figure 4: UF On Target Entry Screen – Entering Data

Once you have received the appropriate approval from unit/college administrators, you may begin to enter the new job codes into the On Target File in myUFL.

1. Enter the **New Job Code** and **Supervisor UFID** for each employee
2. Once complete, click **Save**

Figure 5: UF On Target Entry Screen – Auto-populated Data

NOTE: Several fields of the review screen will auto-populate based your entries. In cases where the supervisor has more than one position number, departments will have to select the position number the employee reports to.

- **Description** and **Salary Administration Plan** will auto-populate based on job code entered
- **Supervisor Name** and **Position Number** will auto-populate based on the UFID entered

Human Resources
UNIVERSITY *of* FLORIDA

Special Notes

- If changes to the UF On Target File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to compensation@ufl.edu.

- All changes to the On Target File should be submitted by end of business on **June 8, 2018.**

Timeline Review

- **May 21, 2018 – June 8, 2018**: UF On Target File will be available to departments.

FOR ADDITIONAL ASSISTANCE

Technical Issues	Questions regarding the UF OPS On Target file
The UF Computing Help Desk	Classification & Compensation
352-392-HELP	352-273-2842
helpdesk.ufl.edu	compensation@ufl.edu.