Adding an Administrative Supplement for a Faculty Position

Adding or removing an administrative title and administrative supplement can be initiated in Update Position ePAF. Before you initiate an action to add or remove an administrative title and administrative supplement, you will need the following information:

- Letter authorizing the title change with administrative supplement (or deletion of administrative supplement) approved by the appropriate administrator.
- Classification and Job Code
- Salary Admin Plan
- Salary
- Department
- FTE

You will need the following Security Role for ePAF actions:
- UF_EPAF_DepartmentAdmin
- UF_EPAF_Level 1 Approver

Procedure

To access this function, use the following navigation: Main Menu > UF Departmental Administration > ePAF Home Page

1. Click the Start a new ePAF link.
2. Click the Update Position link.
3. Enter the Position Number.
4. Click the Search button.
5. Click the Look up Position Action button.
6. Click the Look Up button.
7. Click the Add Admin Title & Supplement link.
8. Enter the Job Code.
9. Enter the compensation into the Comp Rate field. **NOTE:** This should indicate the administrative supplement included in the Letter of Offer for the faculty member.
10. Enter Union Code, Workgroup and Empl Class (use lookup button for each)
11. Click the Next >> button.
12. Enter any required updates for this section.
13. Click the Next >> button.
14. Enter the information into the Summary of Position Roles & Responsibilities field.
15. Click the Next >> button.
16. Enter comments in the Your Comment field to assist the approval process.
17. Click the Submit button.
18. Click the Yes button.
19. Notice the Form Status and Process Visualizer is shown on this page. This shows you the current status of the ePAF.
Note!  ePAF Document Fax Imaging
Any relevant and/or required documents must be faxed with the ePAF. For help with this, review the ePAF Document Fax Imaging instruction guide.

Additional Help

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For policies and directives, contact Academic Personnel at 352-392-2477.