Changing FTE for a Position

This instruction guide covers the procedure for changing the FTE (full-time equivalency) for a position. Note that for FTE changes to OPS, you should use the instruction guide, Changing FTE for OPS.

This action is initiated in ePAF and before you begin, you will need:

- Position Number
- Effective Date (see No. 5 below)
- New FTE (and Standard Hours)

You will need the following Security Role for ePAF actions:

UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

Procedure

To access this function, you would 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. If there are documents pertaining to the FTE or position change, click on the **Document** button and follow the directions according to the Uploading Documents to ePAFs instruction guide.
6. Click in the **Position Action** field.
7. Click the **Look Up Position Action** button.
8. Click the **Look Up** button.
9. Click the **FTE Change** link.
10. In the **Effective Date** field, enter the date (or use the **Choose a date** button).
    
    **Note:** It is recommended that the effective date is the first day of the next pay period. If you change the FTE in the middle of a pay period, you must enter the time up through the last day of the current FTE. Then you would begin a new week with the effective date of the new FTE.
11. Enter Union Code if field is blank (use Union Code Look Up Button).
12. Click in the **FTE** field.
13. Press **[Delete]**.
14. Enter the new **FTE** into the field.
15. Click in the **Standard Hours** field.
16. Notice the Standard Hours field has automatically populated from the new FTE you entered.
17. If the position is vacant, uncheck the **Update Incumbents** field.
18. Click the **Next >>** button.
19. Enter comments in the **Your Comment** field to assist the approval process.
20. Click the **Submit** button.
21. Click the **Yes** button.
22. Notice the **Form Status and Process Visualizer** is shown on this page. This shows you the current status of the ePAF.
Additional Help

For help with checking Standard Hours against FTE, see the handout FTE Match with Standard Hours.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.
For assistance with policies and directives, contact Classification & Compensation at 392-392-2477.