Changing a Department ID

Changing a department ID is necessary when a position moves within a large department or college. This action is initiated in ePAF and before you begin, you will need:

- Position Number
- New Department ID & Location

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

Procedure
To access this function, use the following navigation: NavBar icon > Main Menu > Human Resources > 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 position, click on the Document button and follow the directions according to the Uploading Documents to ePAFs instruction guide.
6. Click the Look up Position Action button.
7. Click the Look Up button.
8. Click the Change in Department ID link.
9. Note: As you chose Change in Department ID as the Position Action, only the Location, Department, and Union Code fields become editable on this screen.
10. Enter the new Department ID (or use the Look up Department button).
11. If the position is vacant, uncheck the Update Incumbents option.
12. Click the Next >> button.
13. Enter any relevant comments in the Your Comment field to assist the approval process.
14. Click the Submit button.
15. Click the Yes button.
16. 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 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.