

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. Determine impact on incumbent employee. Check or uncheck **Update Incumbent** field as appropriate.
12. Click the **Next >>** button.
13. Enter any relevant comments in the **Your Comment** field to assist the approval process.
14. Update **Position Change Action/Notes**.
15. Click the **Submit** button.
16. Click the **Yes** button.
17. 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.