Changing a Salary Admin Plan for a TEAMS/USPS Position

Use ePAF to change the salary plan for a staff position. Before you begin, you will need:

- Job Code
- New Salary Plan

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 into the Position Number field.
4. Click the Search button.
5. Click the Look up Position Action button.
6. Click the Look Up button.
7. Select Change in Salary Plan.
8. Enter the Salary Plan (or use the Look up Salary Plan button).
9. Click the Next >> button.
10. Enter comments in the Your Comment field to assist the approval process.
11. Click the Submit button.
12. Click the Yes button.
13. 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 selecting the Salary Plan, see the Hiring Matrix located on the toolkit at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/hiring-and-additional-pay/.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu. For assistance with policies and directives related to TEAMS/USPS, contact Classification & Compensation at 392-392-2477. For assistance with policies and directives related to faculty, contact Academic Personnel at 352-392-2477.