Changing FTE for OPS

This instruction guide covers the procedure for changing the FTE (full-time equivalency) for an OPS Salary Plan.

This action is carried out through ePAF and before you begin you will need:

- 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, use the following navigation: **Main Menu > UF Departmental Administration > ePAF Home Page.**

1. Click the **Start a new ePAF** link.
2. Click the **Edit Existing Job** link.
3. Enter the employee ID into the **Empl ID** field.
4. Click the **Search** button.
5. Choose the appropriate Empl Record from the Search Results if there are more than one.
6. 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.
7. Click in the **FTE** field.
8. Press **[Delete]**.
9. Enter the new **FTE**.
10. Click in the **Standard Hours** field. Notice the Standard Hours field has automatically populated from the new FTE that was entered.
11. Click the **Next >>** button.
12. Enter comments in the **Your Comment** field to assist the approval process.
13. Click the **Submit** button.
14. Click the **Yes** button.
15. Notice the **Form and Approval Status** is shown on this page. This shows you the current status of the ePAF.

**Note:** For an OPS FTE change, no forms are required. Therefore you do not need to use the ePAF Document Fax Imaging process for this action.
Note! Uploading Documents to ePAFs
Any relevant and/or required documents must be scanned and uploaded to your ePAF. For help with this, review the Uploading Documents to ePAFs instruction guide.

Additional Help

For help with checking Standard Hours against FTE, see the handout “FTE Match with Standard Hours” located at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/.

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.