Converting a Faculty Position from 9 to 12 Months

Conversions from 9 to 12 month appointments are initiated through ePAF.

Before you begin this action you will need:

- Position number
- New compensation rate

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. Click the Look up Position Action button.
6. Click the Look Up button.
7. Click the Change from 9 Mo to 12 Mo link.
8. In the Salary Plan field, click the Look up Salary Plan button.
9. Click the Look Up button.
10. Click the Salaried Faculty - 12 Month link.
11. Check Update Incumbants box. In the Comp Rate field, enter the new compensation rate.
12. Click the Next >> button.
13. Make any changes in the Health Assessment section
14. Click the Next >> button.
15. Enter information into the Summary of Position Roles & Responsibilities field.
16. Click the Next >> button.
17. Enter comments in the Your Comment field to assist the approval process.
18. Click the Submit button.
19. Click the Yes button.
20. Notice the Form and Approval Status 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 technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For policies and directives, contact Academic Personnel at 352-392-2477.