

Deleting an Administrative Supplement for a Faculty Position

This instruction guide gives the procedure for deleting an administrative supplement. This action is carried out through ePAF and before you begin you will need the following:

- Job Code
- New Department ID
- 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, use the following navigation: **NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page.**

1. Click the **Start a new ePAF** link.
2. Click here to scroll down the page.
3. Click the **Update Position** link.
4. Enter the Position Number in the **Position Number** field.
5. Click the **Search** button.
6. Click the **Look up Position Action** button.
7. Click the **Look Up** button.
8. Click the **Delete Adm Title & Supplement** link.
9. Enter the Job Code (or use the **Look up Job Code** button).

Note: When deleting an administrative supplement, a title change will occur which results in a Department ID changing to the faculty Department ID.

10. Enter the Department ID (or use the **Look Up Department Field**).
11. Check the **Update Incumbents** box and click in the **Comp Rate** field.
12. Enter the new compensation in the **Comp Rate** field.
13. Click the **Next >>** button.
14. Enter information into the **Summary of Position Roles & Responsibilities** field.
15. Click the **Next >>** button.
16. 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.
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.

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 Classification & Compensation at 352-392-2477.