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### 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
- New FTE (and Standard Hours)

You will need the following Security Role for ePAF actions:

**UF\_EPAF\_DepartmentAdmin** or  
**UF\_EPAF\_Level 1 Approver**

### NAVIGATION

1. Log into myUFL, then navigate to:

**Nav Bar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page > Start a New ePAF**

### CHANGE FTE

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.

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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: 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 <https://learn-and-grow.hr.ufl.edu/wp-content/uploads/sites/5/2018/06/FTE-match-with-standard-hours.pdf>.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For assistance with policies and directives, contact Employment Operations & Records at 352-273-1079.