

PAY RATE CHANGE FOR NON-POSITIONED EMPLOYEE

The following instructions will explain how to process a pay rate change for a non-positioned employee.

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 PAY RATE

1. Select [Edit Existing Job](#).
2. Enter [UFID](#) and select [Search](#).
3. Enter [Effective Date](#).
4. Update [Comp rate](#).

The screenshot shows the 'Job Change Data' form with the following fields and values:

| | | | |
|------------------|-------------|-----------|-------------------------------|
| *Effective Date: | 10/09/2020 | eForm ID: | 1326225 |
| Position | | | |
| *Sal Plan | STAS | | Stu Ast, Stu Ast Non Clerical |
| *Job Code | 001482 | | STU AST- CLERICAL & ADMIN |
| *Department | 01000000 | | PR-OFFICE |
| FTE | 0.500000 | | |
| *Std Hrs/Wk | 20.00 | | |
| FICA EE | Exempt | | |
| *Empl Class | Regular | | |
| *County | ALACHUA | | |
| Tax Location | 00001 | | |
| Workgroup | OPNSTA | | |
| Comp Rate | \$15.000000 | | |
| *Supervisor ID | 12341234 | | Day, Sonny |

Reset Original Values

5. Select **Next**.
6. Select **Look-Up** beside Action Reason.

▼ **Personal Info**

| | | | |
|----------------|------------------------------------|---|----------|
| Name: | Non Position, Test | Empl ID: | 54935194 |
| Dept ID: | 01000000 PR-OFFICE | Empl Record: | 0 |
| Sal Plan: | STAS Stu Ast, Stu Ast Non Clerical | Personal Data Job Data Additional Pay | |
| Empl Class: | Regular | <input type="button" value="Documents"/> | |
| Email Address: | | | |

Action / Action Reason Information

eForm ID 1326225

Action Pay Rt Chg

*Action Reason

7. Select Look-Up **Action Reason**.

Look Up Action Reason
x

[Help](#)

Search Results

View 100 First ⏪ 1-3 of 3 ⏩ Last

| Reason Code | Description |
|-------------|-----------------------------|
| CPA | Correct Previous Rate Entry |
| OFC | Off-Cycle Increase |
| OTH | Other |

8. Select **Submit** and **Yes** to confirm.
9. Review Process Visualizer.

ADDITIONAL HELP

UF Computing Help Desk

352-392-HELP

Employment Operations and Records

352-273-1079