

# Reclassifying a TEAMS/USPS Position

The action to reclassify a position is executed through ePAF when job duties change significantly.

Before you begin, you will need the following:

- Position number
- Reason for reclassification
- Effective date (see no. 7 below)

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 **Look up Position Action** button.
5. Click the **Look Up** button.
6. Select the appropriate Action. Note: There are three options for reclassification:
  - **JRC (Job Re-Classification)**: A reclassification of a vacant position
  - **RNP (Reclass W/O Pay Change)**: Reclassification of a filled position with no pay change
  - **RPC (Reclass With Pay Change)**: Reclassification of a filled position with pay change
7. Enter the Effective Date. Approved reclassifications are made effective at the beginning of the pay period following their approval by Classification and Compensation.
8. Enter the **Job Code**.
9. Enter the compensation rate into the **Comp Rate** field.
10. Click the **Next >>** button.
11. Make any necessary updates to the section for **Health Assessment and Criminal Background Check Requirements**.
12. Click the **Next >>** button.
13. Click here to scroll down the page.
14. Make any necessary updates in any or all of the **position description** fields.
15. Click the **Next >>** button.
  1. Enter any relevant comments in the **Your Comment** field to assist the approval process.
  2. Click the **Submit** button.
  3. Click the **Yes** button.
  4. Notice the **Form and Approval Status** is shown on this page. This shows you the current status of the ePAF.

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## **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](mailto:helpdesk@ufl.edu).

For assistance with policies and directives, contact Classification & Compensation at 392-392-2477.