Reclassifying a Vacant TEAMS/USPS Position

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

You will need the following Security Role for ePAF actions:
- UF_EPAF_DepartmentAdmin
- UF_EPAF_Level 1 Approver

Procedure

To access this function, you would 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 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. Select the appropriate Action. Note: There are three options for reclassification. As this is a vacant position, select JRC (Job Re-Classification).
8. Because this position is vacant, changing the Effective Date is not necessary.
9. Enter the Job Code.
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. Make any necessary updates in any or all of the position description fields.
14. Click the Next >> button.
15. 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.
16. Enter any relevant comments in the Your Comment field to assist the approval process.
17. Click the Submit button.
18. Click the Yes button.
19. 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 assistance with policies and directives, contact Classification & Compensation at 392-392-2477.