

Reviewing an Approved Position

When the ePAF for a new Position has been approved by Level 2, you will receive a notification email. For any new position that has received approval, the notification email will display the Position Number as 00000000. For an *existing* position update, the position number will display.

Following ePAF approval, you can view the ePAF and new position in Organizational Development.

This instruction guide shows the procedure for reviewing an approved position.

Procedure

1. In the notification email, click the provided URL.
2. The screen that appears shows the approved ePAF for the new position.
3. Click **Position Info** to view the position in Organizational Development.
4. Click the **UF Position Description Detail** tab.
5. This screen shows the detailed position description fields that were entered on the ePAF.

To download a Word document version of the detailed position description, click the **View/Download Detailed Position Description** link.

NOTE: To override popup blockers on certain browsers, you may need to hold down the **Ctrl** key on your keyboard when clicking this link.

6. If prompted, click the **Internet Explorer security bar**.
7. Click the **Download File** option.
8. Click the **Open** button.

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 related to TEAMS/USPS, contact Classification & Compensation at 392-392-2477.

For assistance with policies and directives related to faculty, contact Academic Personnel at 352-392-2477.