

SUBMITTING PAY RATE CHANGE FOR FACULTY PROMOTIONS

Submitting a pay rate change for faculty promotions can be initiated in an **Update Position ePAF**. Before you initiate an action to request the pay rate change, you will need the following information:

- Position Number
- Letter authorizing faculty promotion

SECURITY ROLES

UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

NAVIGATION

1. Login to [myUFL](#)
2. Click the [NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page](#)
3. Click the [Start a new ePAF](#) link
4. Next, click the [Update Position](#) link
5. Enter the [Position Number](#)
6. Click the [Search](#) button
7. 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
8. Under the [Position Action](#) field, select "FPP (Faculty Promotion w/Pay Change)"
9. Enter [Effective Date](#) as indicated below
 - 9-month faculty—[08/16/2020](#)
 - 10-month faculty—[08/01/2020](#)
 - 12-month faculty—[07/01/2020](#)
10. Enter new [Job Code](#) ("Prop Title" on UFF spreadsheet)
11. Enter [Union Code](#) if field is blank (use Union Code Look Up button)
12. Check the [Update Incumbents](#) field
13. Enter the new [Comp Rate](#) ("Salary with 9% increase" on UFF spreadsheet)
14. Next, click the [Next >>](#) button
15. Enter any relevant comments in the [Your Comment](#) field to assist the approval process
16. Click the [Submit](#) button
17. Click the [Yes](#) button
18. Notice the [Form Status and Process Visualizer](#) shown on this page; provides the current status of the ePAF

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu

Policies and Directives

Classification & Compensation

352-273-2842

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