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
<table>
<thead>
<tr>
<th><strong>FOR ADDITIONAL ASSISTANCE</strong></th>
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<tbody>
<tr>
<td><strong>Technical Issues</strong></td>
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<tr>
<td>The UF Computing Help Desk</td>
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<tr>
<td>352-392-HELP</td>
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<tr>
<td>helpdesk.ufl.edu</td>
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