Updating a Position Description

The reasons why you may need to update a position description include special pay increases or a significant change in duties. Other reasons include updating a position to more closely match with job duties and/or entering a change in Supervisor.

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

Procedure
To access this function, 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. Click the Position Data Update link.
8. Enter the Effective Date.
9. Click the Next >> button.

Note: The next pages show the various sections to the Position Description. Go through all sections carefully, making any changes as necessary for this update. The final section is Position Change Action/Notes. Make notes in this section as appropriate. (For example, your notes could be a summary of the update changes).

10. Click the Next >> button.
11. 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.
12. Enter any relevant comments in the Your Comment field to assist the approval process.
13. Click the Submit button.
14. Click the Yes button.
15. 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.