

UPDATING A SUPERVISOR IDENTIFICATION

Supervisor may be defined as the person directly responsible for providing oversight for or directing the work of another UF faculty or staff member. This typically includes clarifying performance and assignment expectations; providing feedback; approving vacation requests and time worked; and completing the faculty or staff member's performance evaluation. Updating the supervisor ID is initiated in ePAF and before you begin, you will need:

- Employee UFID
- Supervisor UFID

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. Click the [Edit Existing Job](#) link
5. Enter the [Empl ID](#)
6. Click the [Search](#) button
7. Under Job Change Date, enter [Effective Date](#)
8. Enter the new [Supervisor ID](#) (or use the [Look up Supervisor ID](#) icon)
9. Click the [Next >>](#) button
10. Enter any relevant comments in the [Your Comment](#) field to assist the approval process
11. Click the [Submit](#) button
12. Click the [Yes](#) button
13. 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
compensation@ufl.edu