

## Adding a Position

Adding a position is necessary if there is a new position within the department that requires assigning a position number. This action is created in ePAF and before you begin you will need:

- Job Code
- Position Description & Position Requirements
- Standard Hours (FTE)

You will need the following Security Role for ePAF actions:

**UF\_EPAF\_DepartmentAdmin** or **UF\_EPAF\_Level 1 Approver**

### Procedure

To access this function, you would 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 **Add New Position** link.
3. 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.
4. Enter the **Effective Date**.
5. Enter the **Job Code**. Note that selecting the job code automatically populates additional fields on the form.
6. Enter the **Department ID** (or use the **Department Look Up** button). Note that selecting Department ID automatically populates the Location field.
7. Enter the **FTE**.
8. Click in the **Standard Hours** field. Note that the **Standard Hours** field populates automatically based on the **FTE**. For help with calculating Standard Hours against FTE, see the handout [FTE Match with Standard Hours](#).
9. Click the **Next >>** button.
10. Enter all job duties requiring a **Health Assessment**.
11. Select the appropriate criminal background check requirements. By default, **Criminal Background Check** is already selected.
12. Click the **Next >>** button.

**Note:** There now follows the various sections of the position description you need to complete in order to submit the new position for approval. **Please note that all sections are required.** You can download and complete the [Position Description Form](#) and use the Word document to cut and paste the sections into the ePAF. If entering Faculty position, please skip to line 21.

13. Click the **Next >>** button.
14. Click the **Look up Supervisor ID** button.
15. You can search using any field.
16. Click the **Look Up** button.
17. Select the appropriate **Supervisor ID**.
18. Click the **Look up Reviewer ID** button.

19. You can search using any field.
20. Select the appropriate **Reviewer ID**.
21. Enter any relevant comments in the **Your Comment** field to assist the approval process.
22. Click the **Submit** button.
23. Click the **Yes** button.
24. Notice the **Form Status and Process Visualizer** 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](mailto:helpdesk@ufl.edu).

For assistance with policies and directives, contact Classification & Compensation at 392-392-2477.