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.  

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