

Adding an Administrative Supplement for a Faculty Position

Adding or removing an administrative title and administrative supplement can be initiated in **Update Position ePAF**. Before you initiate an action to add or remove an administrative title and administrative supplement, you will need the following information:

- Letter authorizing the title change with administrative supplement (or deletion of administrative supplement) approved by the appropriate administrator.
- Classification and Job Code
- Salary Admin Plan
- Salary
- Department
- 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, 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. 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.
6. Click the **Look up Position Action** button.
7. Click the **Look Up** button.
8. Click the **Add Admin Title & Supplement** link.
9. Enter the **Job Code**.
10. Enter the compensation into the **Comp Rate** field. **NOTE:** This should indicate the administrative supplement included in the Letter of Offer for the faculty member.
11. Enter Workgroup and Empl Class (use lookup button for each)
12. Click the **Next >>** button.
13. Enter any required updates for this section.
14. Click the **Next >>** button.
15. Enter the information into the **Summary of Position Roles & Responsibilities** field.
16. Click the **Next >>** button.
17. Enter comments in the **Your Comment** field to assist the approval process.
18. Click the **Submit** button.
19. Click the **Yes** button.
20. 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 policies and directives, contact Classification and Compensation at 352-392-2477.