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.