

# Changing a Salary Admin Plan for a TEAMS/USPS Position

Use ePAF to change the salary plan for a staff position. Before you begin, you will need:

- Job Code
- New Salary Plan

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 **Update Position** link.
3. Enter the position number into the **Position Number** field.
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. Enter **Effective Date** (or use calendar icon to select using calendar).
9. Select **Change in Salary Plan**.
10. Enter the **Salary Plan** (or use the **Look up Salary Plan** button).
11. Click the **Next >>** button.
12. Enter **Position Action/Notes**.
13. Enter comments in the **Your Comment** field to assist the approval process.
14. Click the **Submit** button.
15. Click the **Yes** button.
16. 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 selecting the Salary Plan, see the Hiring Matrix located on the toolkit at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/hiring-and-additional-pay/>.

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 and Compensation at 352-392-2477.