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
- 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).
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. For assistance with policies and directives, contact Classification and Compensation at 352-392-2477.