Changing FTE for OPS

This instruction guide covers the procedure for changing the FTE (full-time equivalency) for an OPS Salary Plan.

This action is carried out through ePAF and before you begin you will need:

- Effective Date (see No. 5 below)
- New FTE (and Standard Hours)

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 Edit Existing Job link.
3. Enter the employee ID into the Empl ID field.
4. Click the Search button.
5. Choose the appropriate Empl Record from the Search Results if there are more than one.
6. In the Effective Date field, enter the date (or use the Choose a date button).
   Note: It is recommended that the effective date is the first day of the next pay period. If you change the FTE in the middle of a pay period, you must enter the time up through the last day of the current FTE. Then you would begin a new week with the effective date of the new FTE.
7. Click in the FTE field.
8. Press [Delete].
9. Enter the new FTE.
10. Click in the Standard Hours field. Notice the Standard Hours field has automatically populated from the new FTE that was entered.
11. Click the Next >> button.
12. Enter comments in the Your Comment field to assist the approval process.
13. Click the Submit button.
14. Click the Yes button.
15. Notice the Form and Approval Status is shown on this page. This shows you the current status of the ePAF.

Note! Uploading Documents to ePAFs
Any relevant and/or required documents must be scanned and uploaded to your ePAF. For help with this, review the Uploading Documents to ePAFs instruction guide.
Additional Help

For help with checking Standard Hours against FTE, see the handout “FTE Match with Standard Hours” located at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/job-and-position-actions/.

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 Recruitment & Staffing at 392-392-2477.