

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.