Converting a Faculty Position from 12 to 9 Months

Conversions from 12 to 9 month appointments are initiated through ePAF.

Before you begin this action you will need:

- Position number
- New compensation rate

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
4. Click the Search button.
5. Click the Look up Position Action button.
6. Click the Look Up button.
7. Click the Change from 12 Mo to 9 Mo link.
8. In the Salary Plan field, click the Look up Salary Plan button.
9. Click the Look Up button.
10. Click the Salaried Faculty - 9 Month link.
11. Check the Update Incumbants box. In the Comp Rate field, enter the new compensation rate.
12. Click the Next >> button.
13. Make any changes in the Health Assessment section
14. Click the Next >> button.
15. Enter information into the Summary of Position Roles & Responsibilities field.
16. Click the Next >> button.
17. 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.
18. Enter comments in the Your Comment field to assist the approval process.
19. Click the Submit button.
20. Click the Yes button.
21. Notice the Form and Approval Status 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 & Compensation at 352-392-2477.