

Converting a Faculty Position from 9 to 12 Months

Conversions from 9 to 12 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 9 Mo to 12 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 - 12 Month** link.
11. Check **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.