Deleting an Administrative Supplement for a Faculty Position

This instruction guide gives the procedure for deleting an administrative supplement. This action is carried out through ePAF and before you begin you will need the following:

- Job Code
- New Department ID
- New compensation rate

You will need the following Security Role for ePAF actions:

- UF_EPAF_DepartmentAdmin
- 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 here to scroll down the page.
3. Click the Update Position link.
4. Enter the Position Number in the Position Number field.
5. Click the Search button.
6. Click the Look up Position Action button.
7. Click the Look Up button.
8. Click the Delete Adm Title & Supplement link.
9. Enter the Job Code (or use the Look up Job Code button).

**Note:** When deleting an administrative supplement, a title change will occur which results in a Department ID changing to the faculty Department ID.

10. Enter the Department ID (or use the Look Up Department Field).
11. Check the Update Incumbents box and click in the Comp Rate field.
12. Enter the new compensation in the Comp Rate field.
13. Click the Next >> button.
14. Enter information into the Summary of Position Roles & Responsibilities field.
15. Click the Next >> button.
16. 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.
17. Enter comments in the Your Comment field to assist the approval process.
18. Click the Submit button.
19. Click the Yes button.
20. 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.