

CHANGE FTE FOR A POSITION

This instruction guide covers the procedure for changing the FTE (full-time equivalency) for a position. Note that for FTE changes to OPS, you should use the instruction guide, **Changing FTE for OPS**.

This action is initiated in ePAF and before you begin, you will need:

- Position Number
- 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

NAVIGATION

1. Log into myUFL, then navigate to:

Nav Bar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page > Start a New ePAF

CHANGE FTE

1. Select **Start a new ePAF**.
2. Select **Update Position**.
3. Enter **Position Number**.
4. Select **Search**.
5. If there are documents pertaining to the FTE or position change, click on the **Document** button and follow the directions according to the [Uploading Documents to ePAFs](#) instruction guide.
6. Click in the **Position Action** field.
7. Click the **Look Up Position Action** button.

Update Position

Step 1 of 7: Enter Position Details

Position: 0000123 Documents

Position Info

Updated Position Data	Current Position Data
eForm ID: 1326174	
Position: 00007440	Position: 0000123 Compensation Specialist II
Position Action: <input type="text" value=""/> <input type="button" value="Q"/>	Position Action: CLP Classification Project
Effective Date: 06/04/2020	Effective Date: 06/04/2020
Job Code: 003105 Compensation Specialist II	Job Code: 003105 Compensation Specialist II
Salary Plan: TA12 TEAMS (formerly A&P) 12 month	Salary Plan: TA12 TEAMS (formerly A&P) 12 month
Working Title: Compensation Specialist II	Working Title: Compensation Specialist II
Location: S900000001 MAIN CAMPUS	Location: S900000001 MAIN CAMPUS
Department: 62010900 HR-CLASSIFICATION	Department: 62010900 HR-CLASSIFICATION
Salary Grade: 5	Salary Grade: 5
FTE: 1.000000	FTE: 1.000000
Standard Hours: 40.00	Standard Hours: 40.00

8. Click the **Look Up** button.
9. Click the **FTE Change** link.

Look Up Position Action

Reason Code

Description

[Basic Lookup](#)

Search Results

View 100 First 1-9 of 9 Last

Reason Code	Description
CID	Change in Department ID
CLP	Classification Project
CSP	Change in Salary Plan
FTE	FTE Change
JRC	Job Re-Classification
RNP	Reclass W/O Pay Change
RPC	Reclass With Pay Change
UPD	Position Data Update
USI	Update Supervisor ID

10. 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.

11. Click in the **FTE** field.

12. Press [**Delete**].

13. Enter the new **FTE** into the field.

Updated Position Data

eForm ID: 1326174
Position: 0000123
Position Action: FTE FTE Change
*Effective Date: 09/25/2020
Job Code: 003105 Compensation Specialist II
Salary Plan: TA12 TEAMS (formerly A&P) 12 month
Working Title: Compensation Specialist II
Location: S900000001 MAIN CAMPUS
Department: 62010900 HR-CLASSIFICATION
Salary Grade: 5
***FTE: 1.000000**
*Standard Hours: 40.00

14. Click in the **Standard Hours** field.

15. Notice the Standard Hours field has automatically populated from the new FTE you entered.

16. Determine impact on incumbent employee. Check or uncheck **Update Incumbent Field** as appropriate.

Position Specific Information

Update Incumbents Include Salary Plan/Grade Budgeted Position

17. Enter **Comp Rate** if FTE change impacts incumbent employee.

18. Click the **Next >>** button.

19. Enter **Position Change Action/Notes**.

20. Enter comments in the **Your Comment** field to assist the approval process.

21. Click the **Submit** button.
22. Click the **Yes** button.
23. Notice the **Form Status and Process Visualizer** is shown on this page. This shows you the current status of the ePAF.

ADDITIONAL HELP

For help with checking Standard Hours against FTE, see the handout [FTE Match with Standard Hours](#).

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 Employment Operations and Records at 352-273-1079.