

Updated: January 7, 2021

Page 1 of 4

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

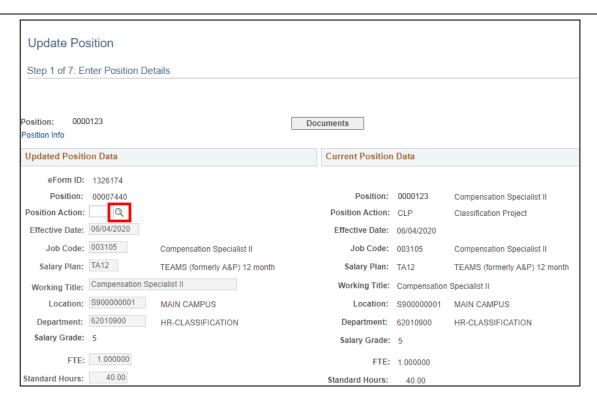
CHANGE FTE

- 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.

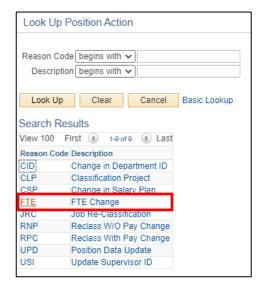


Updated: January 7, 2021

Page 2 of 4



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





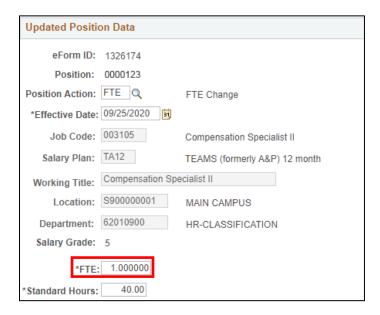
Updated: January 7, 2021

Page 3 of 4

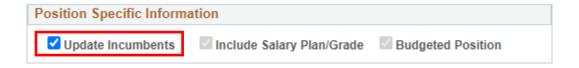
10. In the Effective Date field, enter the date (or use the Choose a date button).

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.



- 14. Click in the Standard Hours field.
- 15. Notice the Standard Hours field has automatically populated from the new FTE you entered.
- Determine impact on incumbent employee. Check or uncheck Update Incumbent Field as appropriate.



- 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.



Updated: January 7, 2021

Page 4 of 4

- 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 <u>FTE Match with Standard Hours</u>.

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.