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.
8. Click the **Look Up** button.
9. Click the **FTE Change** link.
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.
16. 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.
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.