PAY RATE CHANGE FOR NON-POSITIONED EMPLOYEE

The following instructions will explain how to process a pay rate change for a non-positioned employee.

You will need the following Security Role for ePAF actions:

- UF_EPAF_DepartmentAdmin
- 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 PAY RATE

1. Select Edit Existing Job.
2. Enter UFID and select Search.
3. Enter Effective Date.
4. Update Comp rate.

![Job Change Data](image-url)
5. Select **Next**.


7. Select Look-Up **Action Reason**.

8. Select **Submit** and **Yes** to confirm.

ADDITIONAL HELP
UF Computing Help Desk
352-392-HELP

Employment Operations and Records
352-273-1079