

Updated: November 9, 2020

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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 or UF_EPAF_Level 1 Approver

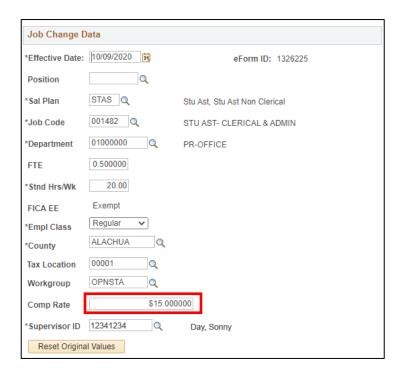
Navigation

1. Log into myUFL, then navigate to:

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

CHANGE PAY RATE

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



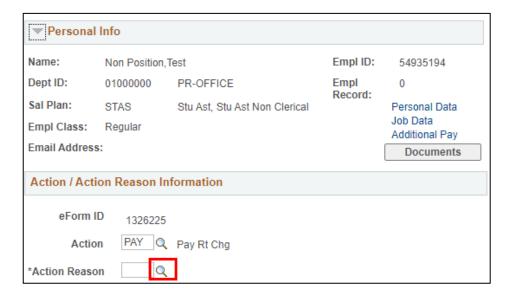


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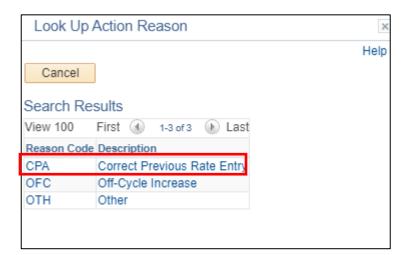
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- 5. Select Next.
- 6. Select Look-Up beside Action Reason.



7. Select Look-Up Action Reason.



- 8. Select **Submit** and **Yes** to confirm.
- 9. Review Process Visualizer.



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ADDITIONAL HELP

UF Computing Help Desk 352-392-HELP

Employment Operations and Records 352-273-1079