

## Promoting, Demoting, & Changing Jobs within a Department

This guide gives the procedure to promote/demote/enter a job change, for an employee within your Department, using the Edit Existing Job ePAF.

### Security Roles

You will need one of the following security roles to perform the actions described in this guide:

The Originator security role: **UF\_EPAF\_Department Admin**

The Level 1 Approver security role: **UF\_EPAF\_Level 1 Approver**

You must attend the training: PST093: Creating a UF Appointment **and** PST920: Managing ePAF to obtain the security role.

### Procedure

Before you begin the ePAF, you will need the following employee details:

- Effective Date of Promotion/Demotion/Job Change
- New Position Number
- New Workgroup
- New Compensation Rate

### Navigation

1. Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
2. Navigate to **Nav Bar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page**
3. Click **Start a New ePAF**
4. Click **Edit Existing Job**

### Select an Employee

1. Enter the person's UFID into the **EmplID** field or last name into the **Last Name** field
2. Click **Search** to find the employee

**Note:** If your search does not return the person you are looking for, search again using different criteria. If you cannot find the person after multiple searches, the individual may not be in your department. To hire people who are not in your department, or to transfer between departments, you must use the Hire an Employee ePAF.

### Job Change Details screen

#### In the Personal Info Section:

1. To check that you have the correct employee, verify the personal details shown
2. Enter the day the person will start the new job in the **Effective Date** field by using the calendar or by typing in the date in the following format: MM/DD/YYYY
3. For:  
**FACULTY, TEAMS, or USPS**
  - i. Enter the new **Position** number (you can use the magnifying glass to look up)
  - ii. Verify all populated fields are correct
  - iii. Click **Next**

### OPS

- i. Enter the new **Job Code** (you can use the magnifying glass to look up)
4. If the salary admin plan has changed, enter the new **Sal Plan**
5. Verify the **Department**
6. If the FTE has changed, enter the new **FTE** between 0.0 and 1.0 (myUFL will calculate the **Std Hrs/Wk**). If you enter the **Std Hrs/Wk**, myUFL will calculate the **FTE**.
7. If the **Empl Class** has changed, select the new one from the drop-down list
8. Verify the **County**, and change if necessary (use all capital letters)
9. Enter the new **Workgroup** if applicable
10. Triple click the Comp Rate field to delete. Enter the compensation rate into the **Comp Rate** field. If the job is salaried, enter the annual salary into the field. If the job is hourly, enter the hourly rate.
11. Click **Next**
12. Enter comments in the **Your Comments** box. Enter any details that may assist the approval process.
13. Click **Submit**
14. Click **Yes**
15. Your ePAF has now been submitted for Level 1 Approval.

### ePAF Approval Process

HR Core Offices who provide Level 2 approval are Recruitment & Staffing, Student Employment and Academic Personnel. You will receive an email when Level 1 approves your ePAF, and then again when Level 2 approves it. The hire will not appear in Job Data until Level 2 approves the form. To check the status, you can view the form by going to **UF Departmental Administration > ePAF Home Page > View an ePAF > View a Hire ePAF**.

### Additional Help

Recruitment & Staffing (TEAMS, USPS, OPS Staff, Faculty, OPS Faculty, GA)	392-2477
Student Employment (Federal Work Study)	392-0296
Student Employment (Non-Federal Work Study)	392-2477
Tax Services (Foreign Nationals)	392-1324
UF Help Desk	392-HELP