

Reclassifying a TEAMS/USPS Position

The action to reclassify a position is executed through ePAF when job duties change significantly. Before you begin, you will need the following:

- Position number
- Reason for reclassification
- Effective date (see no. 7 below)

You will need the following Security Role for ePAF actions:

UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

Procedure

To access this function, you would use the following navigation: **NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page.**

1. Click the **Start a new ePAF** link.
2. Click the **Update Position** link.
3. Enter the **Position Number**.
4. Click the **Look up Position Action** button.
5. Click the **Look Up** button.
6. Select the appropriate Action. Note: There are four options for reclassification:
 - **JRC (Job Re-Classification)**: A reclassification of a vacant position
 - **RNP (Reclass W/O Pay Change)**: Reclassification of a filled position with no pay change
 - **RPC (Reclass With Pay Change)**: Reclassification of a filled position with pay change
 - **CLP (Classification Project)**: Reclassification due to mandatory change to OnTarget title; to be used only with prior authorization from Classification & Compensation
7. Enter the **Effective Date**. Approved reclassifications are made effective at the beginning of the pay period following their approval by Classification and Compensation.
8. Enter the **Job Code**.
9. Enter the compensation rate into the **Comp Rate** field.
10. Determine impact on incumbent employee. Check or uncheck **Update Incumbent** field as appropriate.
11. Click the **Next >>** button.
12. Make any necessary updates to the section for **Health Assessment and Criminal Background Check Requirements**.
13. Click the **Next >>** button.
14. Click here to scroll down the page.
15. Make any necessary updates in any or all of the **position description** fields.
16. Click the **Next >>** button.
17. If there are documents pertaining to the position, click on the **Document** button and follow the directions according to the [Uploading Documents to ePAFs](#) instruction guide.
18. Enter any relevant comments in the **Your Comment** field to assist the approval process.
19. Update **Position Change Action/Notes**.
20. Click the **Submit** button.
21. Click the **Yes** button.
22. Notice the **Form and Approval Status** is shown on this page. This shows you the current status of the ePAF

Additional Help

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 Classification & Compensation at 392-392-2477.