

Reclassifying a Vacant TEAMS/USPS Position

The action to reclassify a position is executed through ePAF when job duties change significantly.

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 **Search** button.
5. Click the **Look up Position Action** button.
6. Click the **Look Up** button.
7. Select the appropriate Action. Note: There are three options for reclassification. As this is a vacant position, select **JRC (Job Re-Classification)**.
8. Because this position is vacant, changing the **Effective Date** is not necessary.
9. Enter the **Job Code**.
10. Click the **Next >>** button.
11. Make any necessary updates to the section for **Health Assessment and Criminal Background Check Requirements**.
12. Click the **Next >>** button.
13. Make any necessary updates in any or all of the **position description** fields.
14. Click the **Next >>** button.
15. 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.
16. Enter any relevant comments in the **Your Comment** field to assist the approval process.
17. Click the **Submit** button.
18. Click the **Yes** button.
19. 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.