Updating a Position Description

The reasons why you may need to update a position description include special pay increases or a significant change in duties. Other reasons include updating a position to more closely match with job duties and/or entering a change in Supervisor.

You will need the following Security Role for ePAF actions:
UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

Procedure

To access this function, 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. Click the **Position Data Update** link.
8. Enter the **Effective Date**.
9. Click the **Next >>** button.

Note: The next pages show the **various sections to the Position Description**. Go through all sections carefully, making any changes as necessary for this update. The final section is **Position Change Action/Notes**. Make notes in this section as appropriate. (For example, your notes could be a summary of the update changes).

10. Click the **Next >>** button.
11. 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.
12. Enter any relevant comments in the **Your Comment** field to assist the approval process.
13. Click the **Submit** button.
14. Click the **Yes** button.
15. 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.