Change FTE for OPS

Changes to FTE for all categories of OPS employees, are made through UF Departmental Administration, Edit Existing Job ePAF.

The categories for OPS employees are:
Faculty OPS: (Adjunct Faculty= 41 Job Codes), (Graduate Assistant= Job Codes 00536-00542), (Residents= Job Code 00532)
General OPS: (Job Codes 001479 through 001481)
Student OPS: (Job Codes 001482 through 001485).

Security Roles
You will need the Security Role UF_EPAF_Department Admin or UF_EPAF_Level 1 Approver to carry out the job action. The roles can be obtained through the classes PST210 Hiring & Additional Pay and PST096 Introducing E-Verify.

Before you begin you will need:
- Job Code
- New FTE
- Compensation Rate

Procedure
1. Log on to myUFL. Click the Main Menu link.
2. Click the UF Departmental Administration link.
3. Click the ePAF Home Page link.
4. Click the Start a New ePAF link.
5. Click the Edit Existing Job link.
6. You can use any of the fields to search for the employee.
7. Click the Search button.
8. The job details for the employee can be viewed on the screen.
9. You can enter the Effective Date, or you can use the calendar to look up. Note that as FTE relates to pay, a best practice is to choose an Effective Date that is the first day of a pay period.
10. In the FTE field, enter the new FTE.
11. Press tab. You can see the Standard Hours has changed to reflect the new FTE.
12. Click the Next button.
13. In the Your Comments field, add notes to assist the approval process.
14. Click the Submit button.
15. To submit the ePAF for approval, click the Yes button.

You now need to fax any documents required for the ePAF. An instruction guide: ePAF Document Fax Imaging is available at www.hr.ufl.edu/training/myUFL/toolkits/JobPositionActions.asp

Additional Help
If you need help with:
- Technical issues contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.
- Policies and directives, contact Recruitment & Staffing at 392-2477.