

Job Data Correction Request Form

Fill out the below information when you need a change made to an employee's job data that you are unable to do via ePAF. Once completed and signed by the appropriate parties, please submit to Processing & Records via email at: employment@ufl.edu. **Normal turnaround timeframe is 3-5 business days.** If you have any questions, please contact Processing & Records at 352-392-2477.

Please note: Your request will only be processed if this cannot be corrected or completed through an ePAF.

Date of Request: _____

Department ID: _____

Employee's Name: _____

Employee's ID #: _____

Empl Rcd #: _____

Please answer the following questions:

1. What job data correction needs to be made (please include effective date and be specific)?

2. Why did this error occur? (Lack of communication is not a sufficient response.)

Preparer's name and phone #: _____

Preparer's Signature: _____

Level 1 Approver: _____

Print Name & Sign

(by signing you confirm this cannot be completed via ePAF submission)