Hiring from within UF:
When to terminate old job or edit existing job

To Change Job within Department
(to use table, follow arrow direction e.g. TEAMS moving to Stu Asst = A)

→	TEAMS	FACULTY	OPS GENERAL	OPS FACULTY	GRAD ASST	STU ASST	POST DOC ASSOC
TEAMS	C	C	A	A	A	A	-
FACULTY	C	C	A	A	A	-	-
OPS GENERAL	C	C	C	C	C	C	C
OPS FACULTY	C	C	C	C	C	-	C
GRAD ASST	C	C	A	A	C	A	C
STU ASST	C	C	C	C	C	C	C
POST DOC ASSOCIATE	C	C	C	C	C	C	-

A.
- ▸ Use Change Employment Status ePAF to effect termination
- ▸ When Level 2 approval received, initiate Hire an Employee ePAF for new position

C.
- ▸ Use Edit Existing Job ePAF and enter new details

Special Note
If a student does not work over the course of a semester:
- ▸ Terminate using Change Employment Status ePAF as soon as you know they will not be returning
- ▸ Rehire with new start date using Hire an Employee ePAF

Hiring from within UF:
When to terminate old job or edit existing job

To Transfer in from another Department
(to use table, follow arrow direction e.g. TEAMS moving to Stu Asst = A)

→	TEAMS	FACULTY	OPS GENERAL	OPS FACULTY	GRAD ASST	STU ASST	POST DOC ASSOC
TEAMS	B	B	A	A	A	A	-
FACULTY	B	B	A	A	-	-	-
OPS GENERAL	B	B	B	B	B	B	B
OPS FACULTY	B	B	B	B	B	-	B
GRAD ASST	A	A	A	A	B	A	B
STU ASST	B	B	B	B	B	B	B
POST DOC ASSOCIATE	C	C	C	C	C	C	-

A.
- ▸ Use Change Employment Status ePAF to terminate **(old department)**
- ▸ When Level 2 approval received, initiate Hire an Employee ePAF for new position **(new department)**

B.
- ▸ Complete Hire an Employee ePAF and checkbox 'Leaving Another Job' to terminate previous position **(new department)**
- ▸ No action required **(old department)**

Special Note
If a student does not work over the course of a semester:
- ▸ Terminate using Change Employment Status ePAF as soon as you know they will not be returning
- ▸ Rehire with new start date using Hire an Employee ePAF