

Compensation Actions and Necessary Forms

Other supporting documentation may be needed on a case-by-case basis.

Establishing a Position

1. Position Change ePAF
2. Position Description

Reclassifying a Position

1. Edit Existing Job ePAF (if occupied) or Position Change ePAF (if vacant)
2. Detailed justification in comments section of ePAF
3. Position Description
4. Employment Application (if occupied)

Pay Plan Conversions

1. Edit Existing Job ePAF (if occupied) or Position Change ePAF (if vacant)
2. Detailed justification in comments section of ePAF
3. Position Description
4. Employment Application (if occupied)

Special Pay Increases

1. Edit Existing Job ePAF
2. Detailed justification in comments section of ePAF
3. Position Description

Temporary Pay Increases

1. Edit Existing Job ePAF
2. Detailed justification in comments section of ePAF (include anticipated end date)

Shift Differential Pay

1. Edit Existing Job ePAF
2. Detailed justification in comments section of ePAF
3. Position Description

FTE Changes

1. Edit Existing Job ePAF (if occupied) or Position Change ePAF (if vacant)
2. Position Description

Liability, Home Department Changes

1. Edit Existing Job ePAF (if occupied) or Position Change ePAF (if vacant)

Reports To or Location Changes

1. Edit Existing Job ePAF (if occupied) or Position Change ePAF (if vacant)
2. Position Description

New Hires / Appointments (A & P):

http://hr.ucf.edu/web/recruitment/APF_Search_Process.shtml