
Change Department ID

This action is required when a position 'moves' within a large department or college.

Security Roles

You need the Originator or Approver security roles to perform the actions described in this guide:

The Originator Roles: **UF_HR Department Hiring and UF_HR View/Inquiry**

The Level 1 Approver Role: **UF_HR_Level 1 Approver, UF_HR_APPR_POSN1 and UF_HR View/Inquiry**

Before you begin, you will need the following:

- Effective Date
- Position number
- New Department ID & Location

Procedure

1. Log on to myUFL. Click the **Main Menu** link.
2. Click the **Organizational Development** link.
3. Click the **Position Management** link.
4. Click the **Maintain Positions/Budgets** link.
5. Click the **Add/Update Position Info** link.
6. Enter the **Position Number**.
7. Click the **Search** button.
8. Position details are contained in 'rows'. To change any details you need to add a row. Click the **plus + sign**.
9. To enter the **Effective Date**, you can add the date or use the calendar to look up. In selecting the Effective Date please remember that this will affect payroll distributions, which should be re-established upon changing the employee's Department ID.
10. To enter the Reason, click the **magnifying glass** to look up.
11. You can use any of the search fields on the **Look Up Reason** screen, or you can use Look Up to see all options available.
12. Select **CID: Change in Department ID**.
13. Click in the **Department ID** field.
14. Press **Delete**.
15. Enter the new **Department ID**.
16. The new Department ID shows as soon as you tab out of the field.
17. Verify that the **Standard Hours** are correct and change if necessary.
18. Click the **Specific Information** tab.
19. In order for the employee details to be carried forward, ensure both **Update Incumbents and Include Salary Plan** grade boxes are checked.
20. Click **Education and Government**.
21. Verify that the **FTE** is correct and change if necessary. The FTE should match the Standard Hours on the previous tab.
22. Click the **Save** button.
23. This alert message relates to the Reports To field. If you need to enter this information you can go back. If not, you can ignore and click the **OK** button.

The position action is now ready to be submitted for approval.

Initiate the approval process workflow for the position action

1. Use the navigation breadcrumb trail at the top of the page to select the **Position Management** link.
2. Click the **UF_HR_APPR_POSN_GBL** link.
3. Notice the **Position Number** has populated.
4. Click the **Search** button.
5. Click the text box in the **More Information** field. Here you can add comments to assist the
6. approval process.
7. Click the **Save** button.
8. Click the **OK** button.

You have completed the FTE Change for TEAMS, USPS and Faculty and the action is in workflow. You can view the action status at any time through this page. **Note that the effective year (in the effective date field) will be 9999 until the position action is approved. Following approval, the effective date will change to the current year.**

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 Classification & Compensation at 392-2477.