UF Monthly Cheat Sheet

DATE TIPS
Current Hire Date: First day the student will work.
Last Work Date: Last day the student will work.
Termination Date: The last day of the last month student will work.
Teminate Job Record Section
Personnel Date: Last day the student will work.
UNSHADED ITEMS REFER TO CONTRACT DATES

Default Routing Queue
If you want to use the same routing queue for approving all electronic approval transactions in a particular approval category (for example, if you always want to use the same approval queue when hiring a student using state funds that needed to be approved by the Dean As well), you can establish that routing queue on the ePAF Default Routing Queue page.

When creating your Routing Queue and Default Routing be sure to select Tia Uitenham as your Superuser approval level [LVL_97]

Academic Pay Structure		
SEMESTER	**EFFECTIVE DATE**	**END DATE (END)**
SPRING	FEBRUARY 1 , 20XX	MAY 31, 20XX
SUMMER	JUNE 1, 20XX	AUGUST 31, 20XX
FALL	SEPTEMBER 1, 20XX	DECEMBER 31, 20XX

POSITION LOGIC
F/6-DIGIT ORGANIZATION CODE
EX: F44000
"F" REPRESENTS UNDERGRADUATE FLAT MONTHLY
POSITION TITLE
UF/DEPARTMENT
EX: UF/HUMAN RESOURCES

Hours per Week	FTE	Hours per Day
1	0.025	0.2
2	0.05	0.4
3	0.075	0.6
4	0.1	0.8
5	0.125	1
6	0.15	1.2
7	0.175	1.4
8	0.20	1.6
9	0.225	1.8
10	0.25	2
11	0.275	2.2
12	0.30	2.4
13	0.325	2.6
14	0.35	2.8
15	0.375	3
16	0.40	3.2
17	0.425	3.4
18	0.45	3.6
19	0.475	3.8
20	0.50	4