

Purpose

This form is used to request a correction in an employment record in myUFL when the change **cannot be** completed via an ePAF.

Instructions

- Originator: Complete form and obtain appropriate signatures
- Level 1: Verify this action cannot be completed through ePAF
- Submit to Employment Operations & Records prior to the [HR deadline](#) by emailing the completed form to ufhr-employment@ufl.edu. **Typical turnaround timeframe is 3-5 business days.**

Requests submitted after the deadline will be completed for the following pay period.

Employment Record Information

Date of Request	
Department ID	
Employee's Name	
Employee's ID Number	
Employment Record	
Type of Error	

Request Details

- What specific job data information needs to be corrected and why?

- Why did this error occur and what steps will you take to prevent it from occurring again? (Lack of communication is not a sufficient response.)

Preparer's name and phone #: _____

Preparer's Signature: _____

Level 1 Approver: _____

Print Name & Sign