

Job Data Correction Request Form

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	

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