Workflow Guide for Additional Pay

Start Here

Is this individual already paid by UF? Review Manage Identity Information to determine.

NO

Input hire EPAF for payment as appropriate (If paying lump sum, use OPSE Salary plan and OPS Lump Sum Payment Job Code)

Use the earnings and reason codes that you believe most closely relate to the duties performed. Please be as specific as possible when describing the duties in the comments section of the EPAF

YES

Paid as hourly employee in current UF job

If additional duties are performed for another department, complete HR600 form and forward through Dean’s Office listserv at DOCOM-ADMINAFFAIRS-L@lists.ufl.edu for approvals BEFORE work begins so appropriate compensation can be determined

If additional duties are performed for another department of a TEAMS or USPS employee, complete HR 600 form and forward through Dean’s Office listserv at DOCOM-ADMINAFFAIRS-L@lists.ufl.edu for approval BEFORE work begins so appropriate compensation can be determined

If additional duties are in the primary department of a faculty member, the additional pay can be paid by attaching an EPAF for payment to the primary job record as additional pay for certain earnings codes. Review Earnings code Matrix for determination.

If additional duties are in the primary department, complete HR600 form and forward through Dean’s Office listserv at DOCOM-ADMINAFFAIRS-L@lists.ufl.edu for approval BEFORE work begins so appropriate compensation can be determined

Paid as exempt employee in current UF job

If additional duties are performed for another department, complete HR600 form and forward through Dean’s Office listserv at DOCOM-ADMINAFFAIRS-L@lists.ufl.edu for approvals BEFORE work begins so appropriate compensation can be determined

After HR600 form has final approval it will be returned to the department who can then move forward with inputting HIRE EPAF, attaching copy of the approved HR600 form OR An EPAF for additional pay attached to the primary job if instructed to do so.

*Student Assistants are often FICA exempt. Be sure to review earnings codes to ensure appropriate entry.

01/21/16