Workflow Guide for Additional Pay

Start Here

Is this individual already paid by UF?

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

If additional duties are performed in the primary department this would typically be paid as overtime

If additional duties are performed for another department, complete HR600 form and forward through Dean's Office for approvals BEFORE work begins so appropriate compensation can be determined

After HR600 form is approved, move forward with inputting HIRE EPAF, attaching copy of the approved HR600 form

YES

Paid as hourly employee in current UF job

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 for approvals 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

If additional duties are in the primary department of a TEAMS or USPS employee, complete HR 600 and forward through Administrative Affairs for approval BEFORE work begins so appropriate compensation can be determined

After HR600 form is approved, move forward with inputting HIRE EPAF, attaching copy of the approved HR600 form

If additional duties are performed for another department, complete HR600 and forward through Dean's Office for approvals BEFORE work begins so appropriate compensation can be determined

*only shift for healthcare worker (faculty, PA, ARNP) can be paid without an approved HR600. However, shift payments also require pre-approval from the Administrative Affairs office and should be temporary in nature.

01/07/15