Providing Additional Pay Outside of a Department

Additional pay refers to earnings an employee receives in addition to regular pay. It can also refer to a lump sum payment, such as a one-time payment, to someone outside of UF.

Note: For lump sum payments to foreign nationals (NRAs), please contact UF Payroll & Tax Services.

You will need the following Security Role for ePAF actions:
- UF_EPAF_DepartmentAdmin
- UF_EPAF_Level 1 Approver

Procedure
To access this function, use the following navigation: Main Menu > UF Departmental Administration > ePAF Home Page.

1. Click the Start a new ePAF link.
2. Click the Hire an Employee link.
3. Enter the employee ID in the Empl ID field.
4. Click the Search button.
5. Click the Select Row button to select the employee.
6. Enter the Effective Date in the Effective Date field.
7. Confirm the information in fields provided. Enter necessary information where applicable (Email Address is required).
8. Click the Next >> button.
10. Click the Save & Next >> button.
11. Enter the Effective Date in the Effective Date field.
12. Enter the Salary Plan (or use the Look up Salary Plan button).
13. Select the Empl Class from the dropdown list.
14. Choose work county.
15. Click the Next >> button.
16. Enter the Job Code in the Job Code field.
17. Enter the Department ID (or use the Look up Department button).
18. Enter the hours per week in the Stnd Hrs/Wk field.
19. Click the Next >> button.
20. In the Earnings Code field, click the Look up Earnings Code button.
21. Click the Look Up button.
22. Select the appropriate Earnings Code.
23. Enter the Earnings Amount into the Earnings Amount field.

Note: If you intend for this payment to be a one-time lump sum, enter the same amount in the Earnings Amount field and the Goal Amount field. If you intend to break up the payment over several pay periods, enter the amount for each pay period in the Earnings Amount field and the total payment in the Goal Amount field.

24. Enter the Goal Amount in the Goal Amount field.
25. Choose the correct Reason in the drop down menu for the additional payment you are entering. These choices are tied directly to the Earnings Code.
• If the Earnings Code falls under the Affordable Care Act guidelines a separate box requiring the begin and end date, along with the estimate of the total hours worked for the project will appear under the Additional Information Required section.

26. Click the Next >> button.
27. Enter any relevant comments in the Your Comment field to assist the approval process.
28. Click the Submit button.
29. Click the Yes button.
30. Notice the Form and Approval Status is shown on this page. This shows you the current status of the ePAF.

Forms
If this individual is an existing full-time UF employee who is receiving additional pay for extra hours, complete an HR600 form.

Note! Uploading Documents to ePAFs
Any relevant and/or required documents must be scanned and uploaded to your ePAF. For help with this, review the Uploading Documents to ePAFs instruction guide.

Additional Help
For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Recruitment and Staffing at 352-392-2477.