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 or
UF_EPAF_Level 1 Approver

Procedure

To access this function, use the following navigation: **Nav Bar** > **Main Menu** > **Human Resources** > **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.
9. Confirm employee identity information.
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 country.
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. Enter **Supervisor ID**.
20. Click the **Next >>** button.
21. In the Earnings Code field, click the **Look up Earnings Code** button.
22. Click the **Look Up** button.
23. Select the appropriate **Earnings Code**.
24. 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.

25. Enter the Goal Amount in the **Goal Amount** field.
26. Enter **Work County**.
27. Enter **Tax Location**.

28. 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.
29. Click the **Next >>** button.
30. Enter any relevant comments in the **Your Comment** field to assist the approval process.
31. Click the **Submit** button.
32. Click the **Yes** button.
33. 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 located at http://www.clas.ufl.edu/forms/SSC/HR-600.

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.