

Providing Additional Pay Within 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 **Add Additional Pay** link.
3. Enter the employee ID in the **Empl ID** field.
4. Click the **Search** button.
5. Enter the **Effective Date**. Note: For additional pay, you must choose the first day of the pay period as the effective date.
6. Click the **Look up Earnings Code** button.
7. Click the **Look Up** button.
8. Select the appropriate **Earnings Code**.
9. Enter the **Earnings Amount**.

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.

10. Enter the **Goal Amount**.
11. 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.
12. Click the **Next >>** button.
13. Enter any relevant comments in the **Your Comment** field.
14. Select **Documents** if additional documents are required.
15. Click the **Submit** button.
16. Click the **Yes** button.
17. 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 <https://hr.ufl.edu/wp-content/uploads/2018/04/requestaddcomp.pdf>.

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.