

Department Guidelines for Submitting SFPs

Note: The Office of Personnel and Financial Services under Teaching and Technology will only process SFP payments and HR600s for those departments directly under the Teaching and Technology umbrella.

Information and Paperwork Gathering

1. Fill out and obtain all signatures on the HR600 (if applicable).
 - a. HR600s are required for employees with a 1.0 FTE or higher, combination of all appointment.
 - b. Note in the description/comments section of the HR600s the following, "This is a self-funded program being paid on 143 funds."
 - c. Send completed HR600 forms to UF HR Class and Comp (HR600Request@ad.ufl.edu).
2. Gather all the appropriate information needed to process the SFP in the Additional Pay ePAF system.
 - a. You will need the following information to process a payment and the distribution:
 - Employee name and UFID
 - Service start and end dates
 - Total hours worked
 - Secondary supervisor's name and UFID
 - Services provided
 - HR600 if applicable
 - HRAC
 - Total to be paid
 - Payment authorization signature (i.e. SFP Request form or email)
 - b. Departments must attach a signed SFP Request Form or email authorizing payment from an appropriate supervisor or chair/dean as backup to the ePAF.

Processing the Hire/Additional Pay ePAF

1. Services must be rendered prior to the ePAF being entered.
2. We recommend setting up an OF12 or OPSE lump sum appointment to process Additional Payments. If your department elects to process Additional Payments on the employee's primary record, distributions must be considered.
3. Use the earnings code, "SFP" and reason, "Self-Funded Payment".
4. The comment section of the ePAF should state the duties that were performed, FLEX account, who authorized payment, and whether or not an HR600 is required.
5. When entering the effective date, pay close attention to the HR deadlines, timing for the approval process, and distribution deadlines.

Backup Documentation

- Attach the corresponding HR600, if applicable.
- Documentation stating services have been rendered and payment is approved. This can be the SFP form or an email of approval. Document must be signed or email from the supervisor, chair, or dean.