

IFAS Shared Services Centers (SSC)

NEW/REHIRE – OPS, Student Assistant, Graduate Assistant

To standardize processes for all departments, please email all documents, either scanned or electronic copies, to the appropriate IFAS Shared Services Center (TBD). Each email should have a subject line containing HR HIRE (example: Subject: HR Hire). For other Job Actions, please see SSC instructions guide under HR Other.

Shared Service Center: Choose an item.

SUBMIT VIA
EMAIL

CLEAR
FORM

EMPLOYER/PI CONTACT INFORMATION	
Last Name, First Name:	
Email:	Phone:
Dept ID: Choose an item.	Dept Approval:

NOTE! No one can begin employment without signed payroll paperwork. This is a federal law. Once HR Shared Services has verification of appropriate paperwork, the actual start date will be confirmed via email to both the employee and the employer.

POTENTIAL/CURRENT EMPLOYEE INFORMATION	
Last Name, First Name:	Email:
UFID (if employee has one):	Date of Birth:
Have you ever been employed by UF before? Choose an item.	US Citizen? Choose an item.
If UF student, how many hours enrolled?	

TYPE OF APPOINTMENT/WAGES	FUNDING/DISTRIBUTION				
<input type="checkbox"/> OPS: Choose an item.		Fund/Project	%	Begin	End
Hours/week	Salary/Wage				
Hourly wage					
Est. Start Date					
Est. End Date	Contingency				
<input type="checkbox"/> Grad Assistant: Choose an item.	GA TUITION WAIVER INFORMATION				
FTE:	Waiver Requested	Choose an item.			
Annual Pay:	Remission Type	Choose an item.			
Semester Start Date	Waiver Funding	Fund/Project		%	
Est. Semester End Date					
Other/Comments:					