

IFAS Shared Services Centers (SSC)

JOB ACTIONS – 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 OTHER (example: Subject: HR OTHER – Pay Increase). To make a new or re-hire, please see SSC instructions guide under HR New/Rehires.

EMPLOYER/PI CONTACT INFORMATION	
Last Name, First Name:	
Email:	Phone:
Dept ID:	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.

CURRENT EMPLOYEE INFORMATION	
Last Name, First Name:	Email:
UFID:	

JOB ACTION	FUNDING/DISTRIBUTION				
Termination:		Fund/Project	%	Begin	End
Last Day Worked	Salary/Wage				
Reason					
	Contingency				
GA TUITION WAIVER INFORMATION					
Change:	Waiver Requested				
Pay: New Amount	Remission Type				
Hrs/Wk: New #/wk	Waiver Funding	Fund/Project	%		
FTE: New FTE					
Other/Comments:					

Shared Service Center: