IFAS Shared Service Centers (SSC)
Payroll Change Instruction Guide

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center (McCarty or Fifield). Each email should have a subject line containing PAYROLL. (Example: Subject: Payroll for Smith)

**Step 1: Unit discovers the need to move an employee from one project/fund to another**
- All Faculty and Staff are responsible for following current regulations as specified in UF Payroll Directives and Procedures and UF Cost Accounting Guidelines & Policies.
- This instruction guide should be used when requesting any payroll funding changes.

**Step 2: Unit sends request to the SSC**
- An email with a subject line as described above should be sent to SSC (McCarty or Fifield), should include the name of the individual(s) being moved, and the project/fund to which they are being moved.
- If the request will create a retro transaction to a project (see UF Payroll Deadlines for a calendar of dates), please include the following information in the email (or attach a Payroll Cost Transfer Form):
  - Name of individual(s) being moved
  - What project the individual(s) is/are being moved to
  - Explanation why the payroll was originally charged to the grant/fund from which it is now being transferred
  - Justification of why the payroll should be transferred to the receiving project
- Please note that retro transactions are subject to a higher level of scrutiny and should be avoided whenever possible.
- Changes to payroll on a grant beyond 90 days will require additional justification and may be denied by UF Contracts and Grants.

**Step 3: The SSC receives and processes the request**
- SSC receives and analysis the request.
- If the request will create a retro, please note that these transactions can take up to two weeks for UF to process.

**Payroll quick tips and reminders**
- Be aware that a retro transaction which effects a closed effort period will reopen the record and require recertification for that period.
Helpful Links

- UF Payroll & Tax Services
- UF Contracts & Grants

For assistance with this process or anything else, please contact your Shared Service Center:

**McCarty**

Phone: 352-294-3199  
Email: mccarty-ssc@ufl.edu

**Fifield**

Phone: 352-273-4583  
Email: fifield-ssc@ufl.edu