

# IFAS Shared Service Centers (SSC)

## Payroll Change Instruction Guide

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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](mailto:mccarty-ssc@ufl.edu)

**Fifield**

**Phone:** 352-273-4583

**Email:** [fifield-ssc@ufl.edu](mailto:fifield-ssc@ufl.edu)