

IFAS Shared Service Centers (SSC)

Providing Additional Pay/ Lump Sum Payments

To standardize processes for all departments, please email all documents to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [HR OTHER](#). (Example: **Subject: HR Other – Lump Sum Payment for Smith**). Please contact SSC first if the lump sum payment is to a foreign national.

Step 1: Individual or Unit determines that additional pay or lump sum payment is needed

Additional pay refers to earnings an employee receives *in addition* to regular pay. It can also refer to a lump sum payment, such as a one-time payment, to someone outside of UF. Use this instruction guide to provide additional pay to Faculty or TEAMS employees who have an active job and are *working within your Department*, or to pay a lump sum payment to someone *outside your Department*.

Step 2: Individual or Unit prepares request to be sent to the SSC

- Required materials include:
 - If this individual is an existing full-time UF employee who is receiving additional pay for extra hours, complete the [Request for Approval of Additional University Employment and State of Florida Employment \(HR-600\)](#) form. Please do not submit to UF HR Services as instructed on page one.
 - Project or fund to be used for payment in the “Remarks” section of the HR-600.
 - If you intend to break up the payment over several pay periods, please also indicate this in the “Remarks” section of the HR-600 form. *Example: If an employee is due an additional \$1000, indicate in the Remarks: “two payments of \$500 each pay period, until the goal amount of \$1000 is achieved”.*
 - For lump sum payments, complete the [Lump Sum Payment Authorization form](#).
- Scan all required forms and appropriate documentation as **.pdf** files.
- Prepare an email to be sent to the appropriate IFAS SSC ([McCarty](#) or [Fifield](#)); remember to include subject line as indicated above.
- Be sure image(s) is/are legible and attach to email.

Step 3: SSC receives and processes the request

- SSC reviews all documents.
- SSC obtains the proper IFAS VP/HR signatures and processes the request.
- When the job action has been approved, SSC will notify the Unit contact person of the approval and of the date the employee can expect payment of the approved lump sum.

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: ffifield@ufl.edu