[Providing Additional Pay for Cell Phones and Other Wireless Devices]

Additional pay refers to the earnings an employee receives in addition to regular pay—in this case, to pay for service plans or devices in keeping with the university’s cell phone and other wireless device directive. Use this guide to provide an employee in your area (faculty, TEAMS, USPS, or OPS) with both the biweekly service plan allowance as well as payment of the periodic device allowance (to pay for the cell phone, for example). You will need the following security roles to perform the actions described in this guide:

- UF_EPAF_Department Admin
- UF_HR View/Inquiry
  or
- UF_EPAF_Level 1 Approver
- UF_HR View/Inquiry

Navigate to the Additional Pay ePAF form:
- Log in to myUFL (http://my.ufl.edu) using your GatorLink username and password
- Navigate to UF Departmental Administration > ePAF Home Page
- Click the Start a New ePAF link
- Click the Add Additional Pay link to start the process

Select an Employee
- Search for the employee by entering:
  - The last name in the Last Name field, or
  - UFID in the EmplID field
  - Click on the Search button
  - This will take you to the Add Additional Pay form

Note: If you receive a “No Matching Values Were Found” message, either the search fields have the wrong name or UFID, or the person you are searching for is not in your department.

Personal Info Section
- On the Add Additional Pay page, check the Personal Info section at the top
  - Make sure all the information displayed is correct and you have selected the right employee
  - If you do not see anything displayed, click on the next to the words Personal Info in the blue stripe at the top to display that section

Form Data Section
- In the Form Data section,
  - Enter the Effective Date. The effective date for additional pay should fall within the pay period in which you want the payment disbursed
Click on the magnifying glass next to the Earnings Code field to view a list of Earnings Codes. Click on the one you need to select it.

1. For the biweekly Service Plan Allowance, use one of the following:
   i. WDA—Wireless Device Allowance
   ii. WA8—Wireless Device Allowance-NRA 18 (Teachers/Researchers)
   iii. WA9—Wireless Device Allowance-NRA 19 (Study/Training)

2. For the Periodic Device Allowance, use one of the following:
   i. WDP—Wireless Device Purchase
   ii. WD8—Wireless Device Purchase-NRA 18 (Teachers/Researchers)
   iii. WD9—Wireless Device Purchase-NRA 19 (Study/Training)

For the Service Plan Allowance, enter the biweekly payment dollar amount in the Earnings Amount field, then enter the annual amount in the Goal Amount field.

The Periodic Device Allowance should be entered no more than every two years. Enter the amount of the device allowance in both Earnings Amount and Goal Amount. This will result in a one-time payment.

Enter details in the Comments field – this is important. Please be thorough.

Make a note of the eForm ID number. This will make it easier to find later if needed.

Click the Submit button.

At the confirmation page, click the Yes button to confirm and send form to approvers.

When your ePAF is approved by Level 2, set up the payroll distribution (see Payroll Distributions instruction guide).

Additional Help
You can request a new Earnings Account Code using the ChartField Request form on the Finance and Accounting website at http://fa.ufl.edu/forms.

Recruitment & Staffing: 392-2477 (TEAMS, USPS, Non-student OPS)
Academic Personnel: 392-2477 (Faculty, Fellowships, Grad Students)
Student Employment: 392-0296 (Students)
Tax Services: 392-1324 (Foreign Nationals)
UF Help Desk: 392-HELP