

Lump sum payments are to be used for a one-time task and should not be used for an on-going employment relationship and must meet Fair Labor Standard Act guidelines.

Name: _____ UFID: _____

College: _____ Department: _____

Contact Name: _____ Contact Phone: _____

Is payee a current or new UF employee? Current New

If a current employee, what is the current salary admin plan? _____

For **current employees**, a Request for Approval of Additional University Compensation (HR 600) may be required. For more information, visit http://www.hr.ufl.edu/class_comp/forms/requestaddcomp.pdf or call Classification and Compensation at 352.392.2477.

Is payment one-time or recurring? One Recurring

Is payee a US Citizen or Permanent Resident? Yes No

If the payee is a **foreign national** and both the department and payee agree there is no employee/employer relationship you must complete additional requirements for payments and obtain approval from University Tax Services at 352.392.1231.

Please provide justification for payment below:

Department Signature: _____ Date: _____

Additional Signature*: _____ Date: _____

(If applicable for College or Department)

*Approval by Level 1 (Dean/VP Office) and by Level 2 (Core Office) will be tracked through ePAF workflow.