



## Lump Sum Payment Authorization

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](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:

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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.