Pre / Post-Doc Fellowship Appointments

COM-HR, Graduate Programs Requirements:

- Establish UFID (Check for Duplicates)
- Confirm Registration Requirements
- Complete MOU [Microsoft Word - 2014 Fellowship Memorandum.docx (ufl.edu)](#)
- Coordinate Paperwork for NIH Grants through Lisa Yates: lyates@ufl.edu C&G forms will be returned for ePAF upload / processing
- Degree Confirmation (*Post-Doc Fellow only*)
- Complete page 1 of the "Four-in-One" [fourinone.pdf (ufl.edu)](#)
- Complete Direct Deposit [fa-ps-dda.pdf (ufl.edu)](#)
- Provide copy of SSC
- Emergency Contact https://hr.ufl.edu/wp-content/uploads/2018/03/emergency.pdf

*Fellows with an active Job Data Record (Student, GA, Fellow) will only need MOU attached to ePAF
*Pre-Post Doc Fellows DO NOT Complete GatorStart

Supplemental appointment – Typically used for Pre-Doc Fellows to make a student "whole" / Increase their stipend to equal what they earned as a GA. Contact Graduate Programs / Raina Carter raina78@ufl.edu for assistance with calculations as needed.

After Approved in Job Data

- Enter Department Budget Table / Payroll Distribution
- Enter LOA (tuition wavier) in MyUFL for Pre-Doc Fellows
- Issue Gator1Card as needed https://businessservices.ufl.edu/services/gator-1-card/
- Follow up on Health Insurance Options:
  - **United Healthcare** https://healthcompliance.shcc.ufl.edu/health-insurance-requirement/pre-post-doctoral-fellows/
  - **GatorGradCare Cobra** https://benefits.hr.ufl.edu/health/gatorgradcare/

Other Resources:
- [Checklist for New Hires](#)
- [Registration Requirements](#)

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RESOURCES:

Manual Calculation

Step 1: (total stipend, round up) divided by 26.1 (pay periods) = $____ (bi-weekly payments, earnings amount)

Step 2: Bi-weekly multiplied by # of pay periods &/**OR** number of days in partial pay period, weekdays only = $____ (one-time payment entered with initial appointment/Hire)

- Example: 4.9 (4 pay periods + 9 days in partial pay period) **OR** *.9 (# of days in partial pay period)*

Step 3: (total stipend) minus $____ (one-time payment) = $____ (goal amount to begin bi-weekly payments)

Hire ePAF: One-time payment (same amount entered for Earnings Amount & Goal Amount)

Additional Pay ePAF: Earnings Amount (bi-weekly) & Goal Amount (Supplement Stipend minus one-time payment)

NOTES: Hire date for supplement must match training grant effective date for ease of tracking. Must use current pay period effective date for ADD PAY. Retro dates are not allowable for ADD PAY.