

Pre / Post-Doc Fellowship Appointments

COM-HR, Graduate Programs Requirements:

- Establish UFID as needed (Check for Duplicates)
- Confirm Registration Requirements
- Complete MOU <https://hr.ufl.edu/wp-content/uploads/2018/04/fellowshipmemo.pdf>
Coordinate Paperwork for NIH Training and Fellowship Grants through your Contracts and Grants Accounting Services Grants Accountant (GA listing can found via <https://research.ufl.edu/cg/teams.html>). The C&G Approval 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 & photo ID
- OIG Search Results
- 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 MyUFL

- Enter Department Budget Table / Payroll Distribution
- Enter LOA (tuition wavier) in MyUFL for Pre-Doc Fellows
- Follow up on Health Insurance Options: <https://healthcompliance.shcc.ufl.edu/health-insurance-requirement/pre-post-doctoral-fellows/>

*Need Training? **Contact:** Raina Carter (raina78@ufl.edu)

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RESOURCES:

Manual Calculation for Supplement:

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.

- [Checklist for New Hires - Fellowships](#)
- Appointment and Hiring Process - <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/the-appointment-hiring-process/>
- [Registration Requirements – Pre-Doc Fellows](#)