

Pre / Post-Doc Fellowship Appointments

COM-HR, Graduate Programs Requirements:

- Establish UFID as needed (Check for Duplicates)
- Confirm Registration Requirements
- Complete MOU [Microsoft Word - 2014 Fellowship Memorandum.docx \(ufl.edu\)](#)
- Coordinate Paperwork for federally funded grants through Contracts and Grants
 - Contracts and Grants Approval forms
- Degree Confirmation (*Post-Doc Fellow only*)
- Complete Notarized [Loyalty Oath & Intellectual Property Agreement](#)
- Complete Direct Deposit [fa-ps-dda.pdf \(ufl.edu\)](#)
- Provide copy of SSC & photo ID
- OIG Search Results
<https://exclusions.oig.hhs.gov/default.aspx?AspxAutoDetectCookieSupport=1>
- Emergency Contact <https://hr.ufl.edu/wp-content/uploads/2018/03/emergency.pdf>

Foreign Nationals should also include:

- [Hiring a Foreign Nationals](#)
 - [FNIS](#) Information Form
- Visa Work Authorization
- I-94 and I-94 Travel History
- Passport
- [OFAC Sanctions List Search](#)

**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 non-federally funded supplemental calculations.

After Approved in MyUFL

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

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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.

For information on Requirements – Click [HERE](#)

*Need Training?

Contact: Raina Carter (raina78@ufl.edu)

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