



Authorization for Payment of Personal Services

University of Central Florida
Human Resources, Payroll Services

May not be used for payments more than once per month per employee

Check One (If neither applies, contact Purchasing for payment using Purchase Order):

Dual Comp (Attach Request for UCF Dual Compensation form)

- Employed at UCF and this employment constitutes more than 1.00 FTE.
- Paid from Salary funds at UCF. (USPS, A&P, Faculty)

Not Dual Comp, however:

- Employed at UCF and this employment does not constitute employment greater than 1.00 FTE.
- Not currently employed at UCF but this payment is compensation for work performed in employee/employer relationship. To determine if a hire or rehire packet is needed to accompany this request please check the Human Resources website under the Records section.

Payee Name:		Employee ID#:	
Department Name:		Funding Account #:	
Home Department:		Rehired FRS Retiree? YES NO	
Primary Employment C&G Funded: YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employment Date(s) [mm/dd/yyyy]:		THRU	
FTE:	If UCF student, number of credit hours enrolled as: Graduate _____ Undergraduate _____		
Amount of Payment: \$		Number of hours worked:	
Description of Duties / Services:			

Preparer Signature _____ Date _____ Phone _____

I certify that the duties/services as specified above (and on the Request for UCF Dual Compensation form if attached) have been rendered and payment as indicated is due. If payee is a UCF student, the payee is enrolled as described above.

Payee Signature _____ Date _____

Dean or Director _____ Date _____

FOR PAYROLL USE ONLY			
Job Code: _____	FICA Status (circle one):	<u>E</u>	<u>N</u>
		Student	Non-student
		Svc DOH <04/01/86	FRS Retiree
			Svc DOH => 04/01/86
PPE Date:	Prepared by:		

Please return the completed form with original signatures to Human Resources, Payroll Services, +2912.