

## Self-Funded Payment Lump Sum Payment (LSP) Checklist

- Veronica Bousquet and Peggy Latner from the Office of Assoc. Provost for Teaching & Technology processes these. Veronica is the primary person who handles these now. We call them DOCE payments (Distance & Continuing Education)
- [vbousquet@ufl.edu](mailto:vbousquet@ufl.edu) Phone: 352-294-0839
- [platner@dce.ufl.edu](mailto:platner@dce.ufl.edu) Phone: 352-294-0867
- **Address:** PO Box 113172 (Campus) **Fax:** 352-392-7049

Last Name	First Name	UF ID
-----------	------------	-------

Steps	Date	Explanation
<input type="checkbox"/> You will be notified to process the payment via someone in you unit		
<input type="checkbox"/> If needed complete the Request for Approval of Additional University Employment and State of Florida Employment ( <b>HR-600</b> ) Location: <a href="http://hr.ufl.edu/manager-resources/forms/">http://hr.ufl.edu/manager-resources/forms/</a>		<ul style="list-style-type: none"> <li>• Use the Job and Employment Data screen to help you complete this.</li> <li>• OPS do not have a position number</li> <li>• The period of employment for the Primary Dept is the beginning of the academic year through the end. (8/16/XX -8/15/XX)</li> <li>• Complete the duties section</li> </ul>
<input type="checkbox"/> Obtain signatures from the employee, employee's <b>Primary Department, and Dean.</b>		
<input type="checkbox"/> Send <b>HR600 if applicable</b> to Dean's Office HR <ul style="list-style-type: none"> <li>• The HR Generalist will send this to Veronica Bousquet and copy Peggy Latner (via email or by fax if a new hire packet has to be sent)</li> <li>• If a new hire packet need to be completed you will complete the entire packet and Veronica will process.</li> </ul>		<ul style="list-style-type: none"> <li>• No need for Central HR's signature on the HR600. DCE director is the last signature.</li> </ul>
<input type="checkbox"/> Complete the <b>Self-Funded Payment Form after the work is completed</b> and route via DocuSign. Include Dean's Office HR as a view so they will receive a copy of the form.  The HR Generalist will send this to Veronica and copy Peggy. (via email or by fax if a new hire packet has to be sent)		
<input type="checkbox"/> <b>Veronica</b> will handle the process from here. They will enter all information. (LSP, distribution, etc.)		
<input type="checkbox"/> Veronica or Peggy emailed to say it has been processed and for what date. <input type="checkbox"/> Check the Review Paycheck		Check issue date _____ Check # _____
<input type="checkbox"/> Scan and file		

Notes: