

## **OPS APPOINTMENT PROCEDURES**

### **PHYSICIANS AND GENERAL OPS**

1. Submit a PAF request to [paf.request@jax.ufl.edu](mailto:paf.request@jax.ufl.edu) requesting a new appointment for an OPS employee along with a letter addressed to the Dean requesting approval of the position. Please also include a copy of the CV. Indicate on the PAF the FTE and hourly rate. \*Please be sure when scanning and emailing the PAF to put your department name in the email subject line—this helps us properly route the form.
2. Once the PAF request is received, Administrative Affairs will acknowledge the receipt by a reply email and prepare an offer letter and send it to the requester for the collection of signatures. For all offer letters that require the Dean’s signature, please route back to Administrative Affairs.
3. Once the offer letter is signed by the Chair and the Dean, the letter can be mailed to the candidate.
4. Once a copy of the signed letter is received from the candidate, please send a copy to Administrative Affairs. This will allow Administrative Affairs to update the database to show this person as being “expected.”
5. Also, once the department receives a signed letter from the candidate, a hire checklist and related forms should be sent immediately for completion. Both OPS-General and OPS-Physician hire checklist are available on-line under the New Hire Checklist link on the Administrative Affairs website.
6. Once the hire checklist and related forms are complete, please forward to Administrative Affairs for processing. Hire packets should be submitted to Administrative Affairs well in advance of the anticipated hire date—this will allow plenty of time for processing.

\*\*Remember, Once OPS employees are hired and on payroll, you will need to generate and submit a timecard every pay period in order for them to be paid. Timecards are available on the website under the frequently used forms link. The department should scan and email timecards to [opstimecards@jax.ufl.edu](mailto:opstimecards@jax.ufl.edu) for processing on payroll.