

# Instructions for Completing the HR-600 Form

USPS, TEAMS, and Faculty are considered benefit eligible salary plans and appointing an employee to more than one of these salary plans is not permitted. Primary employment to USPS, TEAMS, or Faculty can only be combined with secondary appointments in the OPSN, OPSE, OF12, or OF09 salary plans.

The secondary employer is responsible for ensuring that the form is complete and accurate. Assignments/payments will not be authorized until the form has been approved and signed by the appropriate offices.

1. The employee and primary employer must complete and sign the “Employee Signature” and “Primary Employer” portions of this form.
2. The completed form must be submitted to the appropriate personnel office for final approval.

## **For appointments/payments to TEAMS, USPS, and OPS:**

Human Resource Services  
PO Box 115002, 903 West University Avenue  
Gainesville, FL 32611-5001  
(352) 392-2477

## **For appointments/payments to Academic Personnel and house staff:**

Academic Personnel Office  
PO Box 113005, 903 West University Avenue  
Gainesville, FL 32611  
(352) 392-2477

Please note that this form does not accomplish payment. It simply provides authorization for payment from the University of Florida only. For more information about processing and payment, please visit our web site at [www.hr.ufl.edu](http://www.hr.ufl.edu) or contact one of the above offices.

