

**University of Florida Foundation, Inc. (UFF)
Payroll Deduction Gifts**

Policy #: 3.13
Effective Date: December 3, 2018
Responsible Department: Gifts and Records

1. PURPOSE

This policy provides guidelines for gifts to be made by employees of UF or its affiliates through payroll deduction.

2. APPLICABILITY

All employees of UF or its affiliates.

3. POLICY

Employees of UF or its affiliates may make charitable contributions to any active UFF fund through payroll deduction. To initiate a payroll deduction, a completed Faculty-Staff Payroll Deduction Gift Authorization Form ([link to UFF-R](#)) should be submitted to UFF.

The total amount to be deducted biweekly and the fund number or name of the program being supported must be stated. UF payroll deductions are made from 24 pay periods, and Shands deductions are for 26 pay periods. State OPS employees are not eligible for payroll deductions.

Payroll deductions will continue until employment terminates or until UFF is notified, in writing, of the donor's desire to cease the deduction. The donor's UFID Number or Shands ID Number must be included on all correspondence regarding payroll deductions.

4. CLARIFICATION

Requests for clarification of this policy should be sent to giftsandrecords@uff.ufl.edu.

Approved on December 3, 2018.



Karen Rice, Associate Vice President

Revision history: Original version
Revised December 3, 2018