

**University of Florida CAS Correction Form
Due to using an Incorrect Job Code**

The purpose of this form is to provide a mechanism for departments to notify the Division of Sponsored Research (DSR) that an incorrect clerical or administrative Job Code was used when making the appointment of an individual on a federally funded award when in fact the actual nature of the duties performed were not clerical or administrative but rather technical.

The majority of these errors involve the following Job Codes:

Appointed as Student Assistant Job Code 001482 instead of
Student Assistant Non-Clerical/Admin Job Code 001483

Appointed as OPS Hourly Secretary/Clerical Job Code 001480 instead of
OPS Hourly Non-Secretary/Clerk 001479

This form shall be completed and submitted to DSR for review, and, if approved, recorded in the grant or contract file. DSR will submit a copy of the approved form to Cost Analysis in Tigert Hall for necessary input allowing the identified charges to be removed from the CAS Violations Report.

Questions regarding this form may be directed to Cost Analysis at (352) 392-5778 or to the Division of Sponsored Research at (352) 392-3516. Completed Forms may be delivered to Brian Prindle at DSR by fax at 846-1839 or e-mail to prindle@ufl.edu

Please complete the following information:

1. Project#: _____ Short Title: _____

	UFID	Employee Name	Hire Date
2. (Check one)			
used Job Code 001482 in error:	_____	_____	_____
used Job Code 001480 in error:	_____	_____	_____
used Job Code _____ in error:	_____	_____	_____

(Please provide the position # for this third option: _____)

3. (Check one)

Employee is still active and we have corrected the Job Code effective: _____ (Date)

Employee is no longer active in this capacity and/or is no longer distributed to this project.

4. By my signature below I certify that the incorrect clerical or administrative Job Code was used when making the appointment of the individual on this a federally funded project when in fact the actual nature of the duties performed by the employee were not clerical or administrative but rather technical.

PI Signature: _____ Phone: _____

Printed Name: _____ Date: _____

5. DSR Approval: _____ Date: _____