

## UCF COMPENSATION ACTIONS CHECKLIST

Below are the required documents for each Compensation action. Additional supporting documents may be required as determined by Compensation. Contact your Compensation Partner for guidance.

Compensation Actions	Justification	Position Description	Organizational Chart
<b>Position Review</b>	Required	Required	Required
<b>New Hire</b>	n/a	Required	Required
<b>Position Establishment or Reclass/Conversion</b>	Required	Required	Required
<b>Special Pay Increase</b>	Required	Required	n/a
<b>Out of Cycle Merit Increase</b>	Required	n/a	n/a
<b>Temporary Pay Increase</b>	Required	n/a	n/a
<b>FTE Change or Shift Differential/Pay Additive</b>	n/a	Required	n/a
<b>Home Department Change</b>	Required	n/a	n/a
<b>Reports To Change or Location Change</b>	n/a	Required	Required
<b>Salary Supplement – including One Time Performance Payment</b>	Required	n/a	n/a

**Note:** All attached documents must be in PDF format.

**Justification:** Formal justification must be in memo format, from the Manager and include Manager's digital signature. Attach signed justification memo.

**Position Description:** Please ensure that the latest version of the A&P or USPS position description form is used. Additionally, if the position description is over two (2) years old, verify the job duties and update the position description, accordingly, using the appropriate form, before attaching.

**Employment Application:** May be required as determined by Compensation.

For the current Compensation pay practices and guidelines, please visit the Salary Administration Guidelines on the HR website. For questions or concerns, please contact HR – Compensation at (407) 823 – 1497 or Comp@ucf.edu.

**See next page for Compensation Actions Definitions.**

**Compensation Actions Definitions**

**Preliminary Analysis:** In place of a preliminary analysis, Colleges and departments may request a consultation with the Compensation Analyst for any compensation action prior to the formal request.

**Formal Request:** Submission of an ePAF or New Hire.

**Position Review:** A request to review a position's duties to align with current market and internal pay practices, either fill or vacant.

**Establishing Position:** The creation of a new A&P or USPS position in a department or college.

**Reclassification:** A change in the primary duties or FLSA status (e.g. exempt to non-exempt) of a position, requiring a change in job classification.

**Pay Plan Conversion:** A position change from one pay plan to another (e.g. USPS to A&P).

**Special Pay Increase (SPI):** A salary increase provided to employee for reasons outside both the typical compensation actions and/or the annual in-cycle salary increase mechanism.

**Out of Cycle Merit Increase:** A salary increase provided to employee in recognition of performance, based on a set of criteria set by the University. This is outside of the university-wide, in-cycle merit increase.

**Temporary Pay Increase:** May be appropriate when an employee temporarily assumes full or partial duties of another position that are outside of current assigned job duties, for a period greater than six months.

**Full Time Equivalency (FTE) Change:** The decimal equivalent of the number of hours per week scheduled based on a 40-hour workweek standard (e.g. 40 hours/40 hours = 1.0; 30 hours/40 hours = 0.75).

**Shift Differential Pay (SDP):** A pay additive provided to employees who are scheduled to work outside of a traditional workday and are classified in a shift differential pay (SDP) designated positions. This is in addition to base pay and is not considered a permanent pay increase.

**Reports To Change:** A change in the position's supervisor

**Location Change:** A change in the employee's physical work location, (e.g. Main Campus to UCF Downtown).

**Home Department Change:** A change in the eight (8) digit number that identifies the department responsible for employee's time recording and payroll processing.

**Liability Code Change:** A change in the eight (8) digit number that identifies the department responsible for the budgeting of position and determines budget entity. This code must be eligible for salary expenditures.

**One Time Performance Payment:** A One Time Performance Payment (OTPP) is a separate from any university announced salary increases in accordance with the eligibility and implementation guidelines. An OTPP is appropriate when the department would like to reward an employee for the successful completion of a special project or assignment.