

**Compensation Actions Checklist**
**Position #** \_\_\_\_\_

Below are the required documents for each Compensation action. Additional supporting documents may be required on a case-by-case basis. Contact your Compensation Consultant or Analyst for guidance.

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

| <b>Compensation Actions</b>                 | <b>Preliminary Analysis</b> | <b>Justification *</b>   | <b>Position Description **</b> | <b>Employee Application ***<br/>(filled positions only)</b> | <b>Org Chart</b>         |
|---|-----------------------------|--------------------------|--------------------------------|---|--------------------------|
| <b>Preliminary Analysis</b>                 |                             | <input type="checkbox"/> | <input type="checkbox"/>       |   | <input type="checkbox"/> |
| <b>Position Establishment</b>               | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>       |   | <input type="checkbox"/> |
| <b>Position Reclass/Conversion</b>          | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/>                                    | <input type="checkbox"/> |
| <b>Special Pay Increase</b>                 | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/>       |   |                          |
| <b>Out of Cycle Merit Increase</b>          |                             | <input type="checkbox"/> |                                |   |                          |
| <b>Temporary Pay Increase</b>               | <input type="checkbox"/>    | <input type="checkbox"/> |                                |   |                          |
| <b>FTE Change or Shift Differential</b>     |                             |                          | <input type="checkbox"/>       |   |                          |
| <b>Supervisor Change or Location Change</b> |                             |                          | <input type="checkbox"/>       |   | <input type="checkbox"/> |

**\*Justification:** Justification must be in memo format and attached to ePAF.

**\*\*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, please verify the job duties and update the position description accordingly, using the new form, before attaching to the ePAF.

**\*\*\*Employment Application:** May be required for additional Compensation actions on a case-by-case basis.

For details on how to complete the required documents, please visit the [Compensation Resources](#) section of the HR website.

For questions or concerns, please contact HR – Compensation at (407) 823 – 1497 or [comp@ucf.edu](mailto:comp@ucf.edu).

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## *Compensation Actions Definitions*

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

***Reclassification:*** Reclassification is a change in the primary duties of a position requiring a change in job classification.

***Pay Plan Conversion:*** Changing a position from one pay plan to another, i.e. USPS to A&P or vice versa.

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

***Temporary Pay Increase:*** A temporary pay increase that may be appropriate when an employee temporarily assumes full or partial duties of another position that are outside of their current assigned job duties. The new duties are to be performed for more than 22 days, but typically do not exceed six (6) months. An extension of the temporary pay increase beyond the initial (6) month approved end date, requires subsequent review, an ePAF, and approval by HR-Compensation.

***Full Time Equivalency (FTE) Change:*** The decimal equivalent of the number of hours per week normally worked by an employee (i.e. 40 hours/40 hours = 1.0; 30 hours/40 hours = 0.75).

***Shift Differential Pay (SDP):*** Eligible employees who work at least 4 hours of their regular 8-hour shift during the evening hours (i.e., hours between 6:00 p.m. and 12:00 a.m.) are provided a SDP equal to 5% of the pay range minimum of the employee's respective class for the total hours worked on the shift. Eligible employees who work at least 4 hours of their regular 8-hour shift during the night hours (i.e., hours between 12:00 a.m. and 6:00 a.m.) are provided a SDP equal to 10% of the pay range minimum of the employee's respective class for the total hours worked on the shift. Employees working on rotating shifts are not eligible for SDP. Only employees who are permanently assigned and work at least 4 hours during the evening or night shifts are eligible.

***Reports To Change:*** The change in the supervisor of a position. This includes the position number of the supervisor. The supervisor on the ePAF and the Position Description must match.

***Location Change:*** Where an employee physically works, i.e. UCF Main Campus, or a UCF Regional Campus.

***Home Department Change:*** The eight (8) digit number that identifies which department will process the employee's payroll. This is where the position appears for time recording and payroll purposes. This code uses a subset of the department numbers to designate a timekeeping/administrative area. This data is for biweekly payroll certification issues with no financial issues.

***Liability Department Change:*** The eight (8) digit number that identifies the department responsible for the budgeting/funding of the position, regardless of where the position may be paid from during the year. This code can be any department number eligible for salary expenditures.