**Compensation Actions Checklist**  
ePAF # __________  Position # __________

Below are the required documents for each Compensation action. Additional supporting document may be required on a case-by-case basis.

*Note:* All documents are to be *attached to the ePAF*. Paper documents are not required.

<table>
<thead>
<tr>
<th>Required Documents by Compensation Action</th>
<th>Establishing a Position</th>
<th>FTE Change</th>
<th>Liability/Home Department Change</th>
<th>Out of Cycle Merit Increase</th>
<th>Reclassification/ Pay Plan Conversion</th>
<th>Reports To/ Location Change</th>
<th>Shift Differential Pay</th>
<th>Special Pay Increase</th>
<th>Temporary Pay Increase</th>
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<tbody>
<tr>
<td>Detailed Justification (in Comments Box or as attached document)</td>
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<td>Employment Application* (if occupied)</td>
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<td>Position Change ePAF (if vacant)</td>
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<td>Position Description**</td>
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<td>VP/Dean or Designee Written Approval (email, memo, etc.)</td>
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*Employment Application:* May be required for additional Compensation actions on a case-by-case basis.

**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.

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 – 2771 or comp@ucf.edu.
Compensation Actions

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

**FTE (Full Time Equivalency) 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).

**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. Liability and funding (paying) departments may be different; however, it is recommended that the liability department be of the same budget entity as the funding department.

**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.

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

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

**Reclassification/Upgrade:** A position upgrade is the reclassification of an employee’s current position (same position #) or of a vacant position to a higher level classification with a higher pay grade or salary range as a result of a significant expansion of the position’s primary job duties, responsibility, accountability, and task complexity that has occurred over time and exceeds the employee’s current class specification.

**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.

**Shift Differential Pay:** One of the various pay additives provided to employees. 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.

**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 salary increase of a temporary nature that may be appropriate when an employee temporarily assumes full or partial duties of another position that are outside of their current assigned job and at a higher level of classification. Typically, this occurs when an employee is assuming the duties of a higher level vacant position or of an employee on a leave of absence. The duties must be of a higher level classification than their current one. 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.