



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.

Table with 5 columns: Compensation Actions, Preliminary Analysis*, Justification**, Position Description***, Org Chart. Rows include Position Review, Position Establishment or Reclass/Conversion, Position Reclass/Conversion, Special Pay Increase, Out of Cycle Merit Increase, Temporary Pay Increase, FTE Change or Shift Differential, Supervisor Change or Location Change, and One Time Performance Payment.

*Preliminary Analysis: Email request to Comp@ucf.edu.

**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 appropriate form, before attaching to the ePAF.

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

For the current Compensation pay practices, procedures and guidelines, please visit the Compensation Practices and Procedures section of the HR website or follow appropriate hyperlink.

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



Compensation Actions Definitions

For the current Compensation pay practices, procedures and guidelines, please visit the [Compensation Practices and Procedures](#) section of the HR website or follow appropriate hyperlink.

Preliminary Analysis: Colleges and departments request a preliminary analysis for any compensation action prior to the formal request. A preliminary analysis allows for a quicker turnaround time for formal compensation action requests for both ePAFs and new hires (PeopleAdmin).

Position Review: A request to review a position, either filled or vacant.

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 or FLSA status (i.e. exempt to non-exempt) 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 is appropriate when an employee temporarily assumes full or partial duties of another position that are outside of their current assigned job duties.

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): A pay additive provided to employees who are in shift differential pay (SDP) designated positions. SDP is a designated percentage provided to employees in addition to their base pay and is not considered a permanent pay increase.

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, (e.g. 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 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.

One Time Performance Payment: A One Time Performance Payment (OTPP) is 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.