FAQ’s

2013-2014 USPS, Non-Unit A&P and Non-Unit Faculty
$600 Merit-based Bonus

Q. When will the employees see the bonus amount in their paychecks?

• The bonuses (less applicable taxes) will be loaded to the employees' May 16, 2014 paycheck by HR via an automated process. ePAF’s will not be required.

Q. Is there flexibility with the $600 bonus amount or can it be reduced so we are able to distribute a few more bonuses?

• The statute and appropriation set the dollar amount at $600. Therefore, the bonus for each employee selected will need to be exactly $600. However, you may notice that if the employee is less than 1.0 FTE – the bonus amount will automatically calculate accordingly and will still count as one of your allocations.

Q. What if we want to go over the funded (for E&G) and/or permitted (non-E&G) 35% that is allotted on the list?

• The appropriation strictly set the number of employees eligible at 35% of UCF’s E&G positions as of July 1, 2013.
• Simultaneously, UCF is permitting the departments to review non-E&G positions and use the same guidelines. The permitted amount equates to 35% of employees that fall under non-E&G funding. However, the merit-based bonuses for eligible contract and grant (C&G), local and auxiliary A&P, Faculty and USPS employees must be funded by the appropriate contract, grant, local or auxiliary revenues.

Q. I report to the Provost/Dean/VP. Why am I listed in my own spreadsheet and not in the Provost’s/Dean’s/VP’s spreadsheet?

• The spreadsheets are organized by VP-Org. Deans and various administrator positions fall in their own VP-Org by funding source, even though they may report to the Provost or have a reporting path outside of the VP-Org they belong to.

Q. Why are the numbers for the filled E&G/Non-E&G positions on the spreadsheet different than the number of current employees in the college/department?

• The funding provided for the bonus was calculated based on a review of UCF’s E&G funded positions as of March 25, 2014 as prescribed by the statute. Changes have occurred in your college/department from the date the data was provided to the current date. For example, employees have terminated, transferred, provided notice, or been hired into your college/department.
Q. Will HR be sending notifications to the employees who will receive the $600 bonus?

- No. After the spreadsheets are returned to HR-Compensation, a template will be sent to each VP-Org to use and communicate to the employees. It is much more meaningful and motivating to employees to receive a letter handed to them by the managers or supervisors with an explanation as to the reason why he or she was chosen for the bonus. It is beneficial for the manager to be given an opportunity to congratulate the employee and to encourage their continued good performance.