



Compensation Team


- Sarah Lovel – Compensation Manager
 - Team management, salary surveys, planning and consultation, special projects
- Tony Fappiano – Senior Compensation Analyst
 - Compensation analysis, salary surveys, planning and consultation
- Julie Needham – Senior Compensation Analyst
 - Compensation analysis, salary surveys, planning and consultation
- Dannette Johnson – Compensation Analyst
 - Compensation analysis, department requests
- Stephanie Sager – Comp & Class Project Manager
 - Comp & Class Project
- Robin Long – Compensation Project Analyst
 - Comp & Class Project
- Kay West – Senior HR Representative
 - Position data management, position descriptions, position number requests

Agenda

- The Role of Compensation
- Types of Compensation Actions
- Compensation Analysis
- A&P New Hires
- USPS New Hires
- ePAFs
- Position Management
- Position Descriptions
- Employment Applications
- Tips and Tricks


The Role of Compensation

- UCF Compensation Strategy
- Compensation and Classification Structure
- Classification and Salary Recommendations
- College and Division Compensation Planning
- Collective Bargaining
- External Compliance
- Position Data Management
- Position Descriptions
- Perquisite Approval




Types of Compensation Actions

- Position Establishments
- Reclassifications and Conversions
- New Hires (A&P/USPS)
- Market Reviews
- Special Pay Increases
- Temporary Pay Increases
- Shift Differential
- Liability and Home Department Changes




Compensation Analysis

- Classification Analysis
- Candidate/Employee Credentials
- Current Market Data
- Internal Hierarchy
- Proposed Pay Grade
- Internal Comparables
- Salary and/or Classification Recommendation




A&P New Hires

- When Compensation Review is not required
- Department Requests a Preliminary Analysis
- HR-Compensation Completes Analysis
- HR-Compensation Emails Preliminary Analysis to Department
- Department Attaches Preliminary Analysis to Hire Packet in PeopleAdmin
- HR-Compensation Confirms Start Date with Department
- Department Makes Offer of Employment
- Selected Candidate Approved for Hire
- Agreement Processed and Signed by HR or Department
- Agreement Signed by Employee and Submitted to HR-Records within Three (3) Days of Hire




USPS New Hires

- When Compensation Review is not Required
- Department Requests a Preliminary Analysis
- HR-Compensation Completes Analysis
- Preliminary Analysis Emailed to Department
- Department Attaches Preliminary Analysis to Hire Packet in PeopleAdmin
- HR-Recruitment Processes USPS New Hires




ePAFs

- Preliminary Requests
- Effective Date
- HR Liaison Review and Submission
- Supporting Documents
- Compensation Analysis
- ePAF Approved
- A&P Agreement Completed (if appropriate)
- HR Liaison Receives Approved ePAF Email
- ePAF Processing Tips




Position Management

- Position Number Stream
- Budget Entity Definitions
- Department Definitions
- Job Codes
- Position Number Requests
- Faculty/Staff Position & OPS Employee Reports




Position Descriptions

- Compensation Approves A&P and USPS
- Forms Located on HR Website
- Attached to ePAF or Emailed to Compensation
- Department and HR Maintenance
- Two (2) Year Recommendation
- Class Specifications vs. Position Descriptions




Employment Applications

- New Hires, Filled Reclassifications and Case-by-Case Basis
- Determines Candidate/Employee Credentials for Salary
- HR Liaison Reviews for Accuracy
- Employment Dates, Hours Worked and Job Description
- Updated Applications and Pool Postings
- Department and HR Maintenance



Tips and Tricks

- Preliminary Analysis
- Review all ePAFs before Submission
- Review all Documents Thoroughly
- Compensation Actions Checklist
- HR-Compensation Website and Resources
- Email or Call with Questions
- Request a Consultation



Compensation Contacts

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