

# Preliminary Analyses

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## For All A&P and USPS Compensation Actions

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

1. Benefits of Requesting a Preliminary Analysis –
  - Up front knowledge of the classification and salary for an employee or candidate
  - Faster approval for formal requests
  - Questions or concerns are discussed before the formal request is submitted
  
2. Preliminary Analysis Process –
  - Department emails Compensation requesting a preliminary analysis
  - Compensation Analyst completes preliminary analysis and emails analysis to department
    - Any questions or concerns relating to the request are handled at this time
  - Department completes ePAF or Hire Packet based on HR's recommendation
  - Compensation Analyst approves ePAF or Hire Packet
  
3. Requesting a Preliminary Analysis –
  - Email request to [comp@ucf.edu](mailto:comp@ucf.edu)
  - In Subject line indicate –
    - Preliminary Analysis Request – Employee Name and Position Number
  - Attach any required documents as outlined on the [Compensation Actions Checklist](#)
    - *Note:* An updated employment application is only required for a formal request. However, an updated employment application may be required for a preliminary analysis on a case-by-case basis.