

## How to Update an Online Application for Reclassifications and Special Pay Increases

To ensure fair and equitable pay, employees are required to update their online application for reclassification and special pay increase requests.

HR has created two (2) pool positions (#90001 for A&P and #90002 for Staff) accessible via URL link for employees to update their application. The employee must apply for the appropriate pool position to update their application.

Colleges/departments must request the pool position link from HR – Compensation. The pool position links are only accessible to employees upon college/department request from HR – Compensation.

### **To Request a Pool Position Link**

Colleges/departments:

- Email HR – Compensation (comp@ucf.edu) to request an A&P (#90001) or Staff (#90002) link
- Forward the A&P or Staff link to the employee for updating their application
- Contact HR – Compensation when the application has been updated

### **To Update an A&P or Staff Application**

Employees:

- Click on the pool position link provided by the college/department
- Access the appropriate reclassification pool
- Apply for the position (#90001 for A&P or #90002 for USPS)
  - If the employee has an existing online application in PeopleAdmin, the employee's previous information will automatically populate on the updated application
- Update the appropriate section(s)
- Certify and electronically sign the application

### **To Request a Revision to an Updated A&P or Staff Application**

Once the employee certifies and electronically signs their application, the employee cannot return to the application for additional updates.

Colleges/departments:

- Contact HR – Recruitment to request the application to be reactivated
- Advise the employee that they may revise their updated application
- Contact HR – Compensation when the updated application has been revised

### **To Revise an Updated Application**

To revise their updated application, the employee will follow the [Reactivated Application for Revision/Update \(For Applicants/Employees\)](#) procedures located on the [HR website](#).