![UCF Human Resources logo]

One Time Performance Payment Procedures
for USPS and Out-of-Unit A&P

Colleges and departments may request a One Time Performance Payment (OTPP) for an employee separate from any university announced salary increases in accordance with the eligibility and implementation guidelines below. An OTPP would be appropriate when the department wants to reward an employee for the successful completion of a special project or assignment, which is in addition to the employee's regular assigned duties, or a documented significant increase in productivity or productivity goal achievement, including a group incentive program. On the other hand, an increase to the employee's base salary would be appropriate when there is evidence of sustained exemplary performance in their current position and duties.

Employee Eligibility Criteria

To recognize the completion of a special project or a specific achievement, the employee must have a "satisfactory" rating (for A&P) or an "effective" rating (for USPS) on the prior year's performance appraisal on file with UCF Human Resources.

Budget Requirements

The college or department must fund the OTPP from their budget, following the approval process in accordance with their respective division and college procedures.

Approval and Processing Guidelines

1. The OTPP may be requested to recognize successful completion of a special project or assignment, a specific achievement, or a documented productivity goal achievement.

2. OTPP shall be considered non-recurring compensation and the amount will not be included in the compensation upon which State retirement benefits are calculated.

3. OTPP are subject to tax and FICA withholding as required by law.

4. The OTPP request must receive approval from the appropriate division head; the president, provost, or vice president (or their respective designee).

5. The OTPP shall not exceed $5000, unless approved by the President (or designee).

6. OTPP payments will be submitted as a supplemental payment. The department should use the form on the HR website: Salary Supplement Request Form On the form,

departments should mark the box "One-Time Performance Payment". Written justification is also required to be submitted with the salary supplement request form.

7. The salary supplement request form along with the written justification should be submitted by the HR Business Center to HR-Compensation (include the OTPP/Salary Supplement Request form and written justification as an attachment to the request) first for appropriate review and procedural approval. After HR-Compensation has approved the action, they will forward the form to HR Payroll for processing.

College or Department Justification

1. Written justification in memorandum format must be submitted by the requesting college or department at the time of the request. Such justification will address the issues outlined in the following HR-Compensation Review section.

2. The salary supplement request form along with the written justification should be submitted by the HR Business Center to HR-Compensation (include the OTPP/Salary Supplement Request form and written justification as an attachment to the request) first for appropriate review and procedural approval. After HR-Compensation has approved the action, they will forward the form to HR Payroll for processing.

HR-Compensation Review

1. HR-Compensation will confirm that the employee's recent performance ratings meet the employee eligibility criteria.

2. The HR-Compensation review encompasses item one above but does not include an assessment of the employee's performance achievement or the specific amount of the OTPP as these qualitative judgments are reserved to the appropriate division head; the president, provost, or vice president (or their respective designee).

3. HR-Compensation will ensure the required approval of the appropriate division head; the president, provost, or vice president (or their respective designee), is received and all other guidelines are met

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