
UF Mass Additional Pay File 2014: \$500 One-Time Payment for Faculty, Staff, and Postdoctoral Associates

The UF Mass Additional Pay Review File is used to provide one-time payments that are being awarded by University of Florida administration or the Florida Legislature to a large UF population. When these one-time payments are to be awarded, department administrators are provided with access to the UF Mass Additional Pay Review File. These one-time payments are then automatically loaded into the myUFL system from this file.

This guide has been developed to assist in reviewing the UF Mass Additional Pay Review File. Under this program, all eligible faculty, staff, and post-doc associates with annualized incomes of \$50,000 or less will receive a \$500 one-time payment.

Security

The security roles needed to review the UF Raise Review File are:

UF_EPAF_Department Admin
UF_EPAF_Level 1 Approver

Eligibility Criteria for merit increase

The eligibility criteria for the \$500 one-time payment are listed below:

1. Salary Plan

Faculty, Staff and Post-doc associates hired on or before June 30, 2014 are eligible. Employees in a collective bargaining unit will be governed by the terms of their respective contracts. To receive the \$500 one-time payment, an employee must be currently employed at the time the payment is processed.

2. Payment Amount

Eligible employees will receive a \$500 one-time payment. These payments will be prorated based on the employee's FTE as of June 30, 2014 and processed according to the calendar below.

3. Hire Date

To be eligible for the one-time payment, employees must be hired on or before June 30, 2014 and be currently employed with the University at the time the payment is processed.

4. Bargaining Units

Eligible bargaining unit members may only receive the one-time payment subject to union negotiations; therefore, additional information will be communicated when agreement is reached.

Paychecks

The one-time payment will be included in 12 month employee paychecks on July 25, 2014. Ten month employees will receive the one-time payment in their August 22, 2014 paycheck. Nine month employees will receive the one-time payment in their September 5, 2014 paycheck.

Procedure

- ▶ Log on to myUFL using your GatorLink username and password
- ▶ Navigate to **Workforce Administration > Job Information > UF Mass Additional Pay Review**

Figure 1: Search screen

- ▶ At the **Find an Existing Value** tab, search for eligible employees
- ▶ Enter **Department ID** and Effective Date
 - 12 Month – July 7, 2014
 - 10 Month – August 7, 2014
 - 9 Month – August 16, 2014
- ▶ Click **Search**

Figure 1

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Department: begins with 11111111

Effective Date: = 07/01/2014

Earnings Code: begins with

Include History

Search Clear Basic Search Save Search Criteria

Enter Department ID.
Enter Effective Date.
12-month: 07/07/14
10-month: 08/07/14
9-month: 08/16/14

Figure 2: UF Raise Review screen

► All eligible employees in that department ID will be listed (see also **Special Notes** below).

Figure 2

Additional Pay Review

UF Mass Additional Pay

Below is a listing of employees eligible for additional pay in your department. Please review the information and enter/change the amounts as needed. If an employee is not eligible for the additional pay, please remove the check under 'Process' which appears next to the Empl ID. If an employee needs to be added, deleted or moved to another Department ID, please contact the appropriate personnel office.

Department 05190000 Addl Pay Eff Date: 07/07/2014

Personalize Find View All First 1-5 of 5 Last								
	Process	Empl ID	Empl Record	Name	Earnings Code	FTE	Earnings Amount	Goal Amount
1	<input checked="" type="checkbox"/>	07943092	0		LBN	1.000000	\$500.00	\$500.00
2	<input checked="" type="checkbox"/>	11790430	0		LBN	1.000000	\$500.00	\$500.00
3	<input checked="" type="checkbox"/>	26848020	0		LBN	1.000000	\$500.00	\$500.00
4	<input checked="" type="checkbox"/>	80385480	0		LBN	1.000000	\$500.00	\$500.00
5	<input checked="" type="checkbox"/>	92700010	0		LBN	1.000000	\$500.00	\$500.00

Department Totals

Department Addl Pay per Period: \$2,500.000

Department Addl Pay Total: \$2,500.000

Save
 Return to Search
 Previous in List
 Next in List
 Update/Display
 Include History

Special Notes

1. If changes to the UF Mass Additional Pay Review File are needed for employees, please submit the request to 2014salaryincrease@ufl.edu. Please see the following deadlines to make changes to the file.
 - 12 month employees – July 16, 2014
 - 10 month employees – August 13, 2014
 - 9 month employees – August 27, 2014

Timeline Review

July 7, 2014: UF Mass Additional Pay File loaded into myUFL

July 25, 2014: 12 month employees receive the one-time payment on their paycheck

August 22, 2014: 10 month employees receive the one-time payment on their paycheck

September 5, 2014: 9 month employees receive the one-time payment on their paycheck

Questions?

Departments with questions regarding this staff increase may contact Classification & Compensation at (352) 392-2477 or 2014salaryincrease@ufl.edu.

For technical questions: Call UF Help Desk at (352) 392-HELP or email helpdesk@ufl.edu