Instruction Guide



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
 - o 12 Month July 7, 2014
 - o 10 Month August 7, 2014
 - 9 Month August 16, 2014
- Click Search

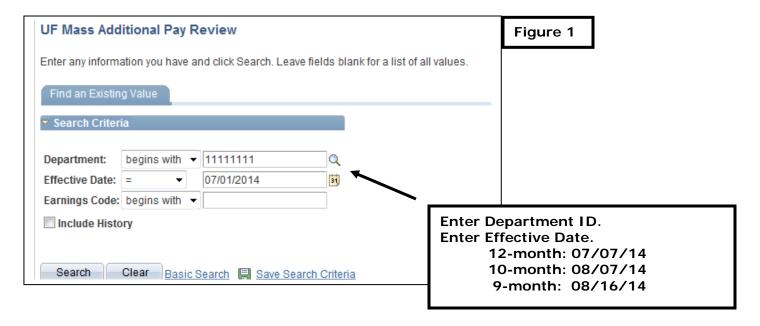
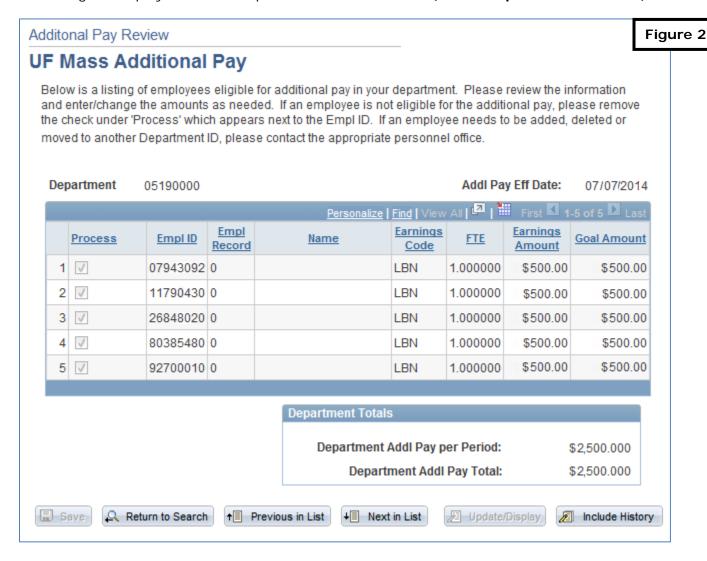


Figure 2: UF Raise Review screen

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



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