UF Raise Review File 2014:
Salary Increases for Faculty

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

This guide has been developed to assist in reviewing the UF Faculty Raise Review File in support of UF's 2014-2015 merit based salary increase program. Under this program, eligible faculty will participate in a 3.5 percent merit pool. Merit raises will be awarded based on criteria established by the colleges and units and will be effective July 1, 2014 for 12-month, August 7, 2014 for 10-month, and August 16, 2014 for 9-month employees. In addition, all eligible faculty and post doc associates with annualized incomes of $50,000.00 or less will receive a $500 one-time payment. A separate instructional guide has been prepared to discuss the processing of the one-time payment. The Raise Review File will be available to departments from August 4, 2014 through 12:00 PM on August 18, 2014.

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 salary increase is listed below:

1. **Salary Plan**
   All benefits-eligible Faculty salary plans are eligible except, post doc associates, house staff, and adjunct faculty. Faculty members in a collective bargaining unit will be governed by the terms of their respective contracts. Part-time faculty and faculty on leave of absence are eligible; however, faculty on leaves of absence without pay will have their pay increase delayed until they return to pay status. **A separate instructional guide has been prepared to discuss staff increases**.

2. **Raise Amount**
   Eligible faculty will participate in a 3.5 percent merit pool. Merit raises will be awarded based on criteria established by the colleges and units. The merit increases will be effective July 1, 2014 for 12-month faculty, August 7, 2014 for 10-month faculty, and August 16, 2014 for 9-month faculty.

3. **Hire Date**
   To be eligible for the salary increase, faculty must be hired on or before June 30, 2014.

4. **Bargaining Units**
   Eligible bargaining unit members may only receive an increase subject to union negotiations; therefore, additional information will be communicated when agreement is reached.

5. Performance

Employees with a performance appraisal of "minimally achieves" or higher are eligible to be considered for a merit increase. Employees with "below performance standards" or any below satisfactory performance designation or faculty who are currently on a "performance improvement plan" are not eligible for merit increases. In the absence of a current performance evaluation, employees will be considered to be at the "satisfactory" or "achieves" performance level. Any merit increases will be distributed on a pro-rated basis based on employee FTE.

6. Disciplinary Action, Layoff, and Non-Reappointment

Employees who have received notification of non-renewal or layoff are not eligible for a merit increase. Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2014, are also not eligible for a merit increase.

Paychecks
Salary increases will be included in paychecks on August 22, 2014.

Procedure
▶ Log on to myUFL using your GatorLink username and password
▶ Navigate to **Workforce Administration > Job Information > UF Raise Review**

Figure 1: Search screen
▶ At the **Find an Existing Value** tab, search for eligible employees
▶ Enter **Department ID**, Raise Type **F14**, and Effective Date
▶ Click **Search**

Figure 1

UF Raise Review

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300
Department: begins with ▼ 11111111 🔍
Description: begins with ▼
Fiscal Year: = ▼
Raise Type: begins with ▼ F14 🔍
Effective Date: = ▼ 07/01/2014 📅
☐ Case Sensitive

Search   Clear   Basic Search 💾 Save Search Criteria

Enter Department ID.
Enter F14 in the Raise Type field.
Enter Effective Date.
        12-month: 07/01/14
        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

Raise Review

UF Raise Processing

Below is a listing of employees eligible for raises in your department. Please review the information and enter/change the amounts of increase as needed. If an employee is not getting a raise, 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.

Raise Type: 2014 Faculty 2014 Merit Increase

Department: 13030000 FR-MUSIC   **Raise/Bonus Effective Date:** 07/01/2014

Eligible Employees
First 1-3 of 3 Last

Process (?)	Empl ID	Empl Record	Pay Status	Name	FTE	Sal Plan	Empl Class	Union Code	Freq	Component	Annual Salary	Raise Amount	New Salary	% Change
☑	40608406	0	Active	Employee 1	1.000000	FA12	REG	UFF	Annual	Merit	$65,908.830		$65,908.830	0
☑	34060650	0	Active	Employee 2	1.000000	FA12	REG	UFF	Annual	Merit	$104,011.250		$104,011.250	0
☑	85406406	0	Active	Employee 3	1.000000	FA12	REG	UFF	Annual	Merit	$137,058.950		$137,058.950	0

Department Totals

Current Total Annual Salary:	$306,979.030	Department Raise Total:	$0.00
New Total Annual Salary:	$306,979.030	Percent Change:	0

Save   Return to Search   Previous in List   Next in List

Special Notes

1. If changes to the Raise Review File are needed for employees (add, delete, or transfer an employee to a new department ID or change an FTE), please submit the request to 2014salaryincrease@ufl.edu.

2. All changes to the Raise Review File should be submitted by 12:00 p.m. on August 18, 2014.

3. Job/Position Actions and Special Pay Increases
    i. ePAFs that modify an employee's job data record and have an effective after June 30, 2014 can cause an error to occur when the raise file is executed on August 22, 2014. As a result, departments should minimize position actions that impact employee job data records.

    ii. For ePAFs requiring special consideration after June 30, 2014 please e-mail your request to 2014salaryincrease@ufl.edu.

Timeline Review
August 4, 2014 through 12:00 PM August 18, 2014: Raise Review File will be available to departments.
August 22, 2014: Raise Review File with salary increases will be loaded into myUFL
August 25, 2014: Staff increases available for review in my UFL
September 5, 2014: First paycheck with merit increases (retroactive to July 1 for 12 month employees

Questions?
Departments with questions regarding the 2014-2015 merit salary increases may contact Academic Personnel at (352) 392-2477 or email 2014salaryincrease@ufl.edu.

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