Submitting a Special Pay Increase

A Special Pay Increase (SPI) is awarded for reasons including increased job responsibilities, counteroffer, and market equity.

The action is carried out through ePAF. Before you begin, you will need the following:

- Effective Date (see no. 5 below)
- New compensation rate
- Reason for SPI

You will need the following Security Role for ePAF actions:
UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

Procedure

To access this function, use the following navigation: NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page.

1. Click the Start a new ePAF link.
2. Click the Edit Existing Job link.
3. Enter the employee ID in the Empl ID field.
4. Click the Search button.
5. Enter the Effective Date. Note: For the effective date, please choose the first day in a pay period.
6. Click in the Comp Rate field.
7. Press [Backspace].
8. Enter the new compensation into the Comp Rate field.
9. Click the Next >> button.
10. Click the Look up Action Reason button.
11. Select the appropriate Action Reason.
12. Click the Next >> button.
13. If there are documents pertaining to the sabbatical, click on the Document button and follow the directions according to the Uploading Documents to ePAFs instruction guide.
14. Enter any relevant comments in the Your Comment field to assist the approval process.
15. Click the Submit button.
16. Click the Yes button.
17. Notice the Form and Approval Status is shown on this page. This shows you the current status of the ePAF.

Note:
Complete and submit the TEAMS and USPS Special Pay Increase Request Form with your ePAF.
Additional Help

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with special pay increases for TEAMS/USPS, contact Classification & Compensation at 352-392-2477.

For assistance with special pay increases for OPS/Faculty, contact Recruitment and Staffing at 352-392-2477.