

Submitting a Special Pay Increase

A Special Pay Increase (SPI) is awarded for reasons including increased job responsibilities, counter offer, 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 for Recurring SPI

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: Effective date will be adjusted to the date of approval by the VP for UF Human Resources.
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 SPI, 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](#) or [Faculty Special Pay Increase Request Form](#) with your ePAF.

Procedure for Nonrecurring SPI

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

1. Click the **Start a new ePAF** link.
2. Click the **Add Additional Pay** link.
3. Enter the employee ID in the **Empl ID** field.
4. Click the **Search** button.
5. Enter the **Effective Date**. Note: For additional pay, you must choose the first day of the pay period as the effective date.
6. Click the **Look up Earnings Code** button.
7. Click the **Look Up** button.
8. Select the appropriate **Earnings Code**.
9. Enter the **Earnings Amount**.

Note: If you intend for this payment to be a one-time lump sum, enter the same amount in the Earnings Amount field and the Goal Amount field. If you intend to break up the payment over several pay periods, enter the amount for each pay period in the Earnings Amount field and the total payment in the Goal Amount field.

10. Enter the **Goal Amount**.
11. Choose the correct Reason in the drop down menu for the additional payment you are entering. These choices are tied directly to the Earnings Code
 - If the Earnings Code falls under the Affordable Care Act guidelines a separate box requiring the begin and end date, along with the estimate of the total hours worked for the project will appear under the Additional Information Required section.
12. Click the **Next >>** button.
13. If there are documents pertaining to the SPI, 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.
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.

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 352-273-2842.

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