

UF Raise Review File 2017-18: Salary Increases for Faculty and Staff

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 and Staff Raise Review Files in support of UF's 2017-18 increase program. Under this program, eligible faculty and staff will participate in a 3 percent salary increase pool. Salary increases will be awarded based on criteria established by the colleges and units and will be effective January 1, 2018. The Raise Review File will be available to departments from Monday, November 27, 2017, through the end of business on Friday, December 15, 2017.

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 are listed below:

1. Salary Plan

Faculty, TEAMS, and USPS employees hired on or before June 30, 2017 are eligible, assuming other eligibility criteria are met. Faculty and staff covered by a collective bargaining agreement (CBA) will be governed by the terms of their respective contracts. Part-time employees, probationary employees, and employees on leaves of absence are eligible; however, employees on leaves of absence without pay will have their pay increase delayed until they return to pay status.

2. Raise Amount

Eligible faculty and staff will participate in a 3 percent salary increase pool. Salary increases will be awarded based on criteria established by the colleges and units. The salary increases will be effective January 1, 2018.

3. 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.

4. 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.

5. Disciplinary Action, Layoff, and Non-Reappointment

Employees who have received notification of non-renewal or layoff are not eligible for a salary increase. Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2017, are also not eligible for a salary increase.

Paychecks

Salary increases will be included in paychecks on January 19, 2018.

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, and Effective Date
- ▶ Click **Search**

UF Raise Review

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 x 🔍

Description: begins with ▼

Fiscal Year: = ▼

Raise Type: begins with ▼ S18 🔍

Effective Date: = ▼ 01/01/2018 📅

Include History Correct History Case Sensitive

Figure 1

Enter Department ID.
Enter the Raise Type field.
 Staff = S18
 Faculty = F18
Enter Effective Date = 01/01/2018

Figure 2: UF Raise Review screen

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

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: 2015 University Minimum and Merit Increase
Department: 11111111 ANY DEPARTMENT Raise/Bonus Effective Date: 01/01/2016

Eligible Employees														
Process	Empl ID	Empl Rcd#	Status	Name	FTE	Sal Plan	Empl Class	Union Code	Freq	Component	Annual Salary	Raise Amount	New Salary	% Change
<input checked="" type="checkbox"/>	12345678	0	Active	Person, One	1.000000	TA12	REG		Annual	Across The Board	\$31,006,800	\$930,204	\$31,937,004	3.000
<input checked="" type="checkbox"/>	98765432	0	Active	Person, Two	1.000000	TA12	REG		Annual	Across The Board	\$41,600,000	\$1,248,000	\$42,848,000	3.000
<input checked="" type="checkbox"/>	87654321	0	Active	Person, Three	1.000000	TU2N	REG		Hourly	Across The Board	\$37,312,560	\$1,119,377	\$38,431,937	3.000

Department Totals			
Current Total Annual Salary:	\$109,919,360	Department Raise Total:	\$3,297,581
New Total Annual Salary:	\$113,216,941	Percent Change:	2.500

Figure 2

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 salaryincrease@ufl.edu.
2. All changes to the Raise Review File should be submitted by end of business on December 15, 2017.
3. Job/Position Actions and Special Pay Increases
 - i. ePAFs that modify an employee’s job data record and have an effective date after November 27, 2017, can cause an error to occur when the raise file is executed. As a result, departments should minimize position actions that impact employee job data records.
 - ii. Special Pay Increases received after November 27, 2017, may be effective no earlier than January 2, 2018.
 - iii. For ePAFs requiring special consideration after November 27, 2017, please e-mail your request to salaryincrease@ufl.edu.

Timeline Review

November 27, 2017 through December 15, 2017: Raise Review File will be available to departments.
 January 2, 2018: Staff increases available for review in my UFL.
 January 19, 2018: First paycheck with salary increases.

Questions?

Departments with questions regarding faculty and staff salary increase program may contact Classification & Compensation or Academic Personnel at (352) 392-2477 or salaryincrease@ufl.edu.

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