Special Pay Increase

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

Security Roles
You will need the Security Role UF_EPAF_Department Admin or UF_EPAF_Level 1 Approver to carry out the job action. The roles can be obtained through the classes PST210 Hiring & Additional Pay and PST096 Introducing E-Verify.

Before you begin you will need:
- The Special Pay Increase effective date
- New compensation rate
- Reason for the SPI and the completed (and signed) Special Pay Increase form (located at http://www.hr.ufl.edu/forms/default.asp#s)

Note: If this pay increase follows an approved reclassification (position action), the job information in the ePAF will reflect the newly updated position information.

Procedure
1. Log on to myUFL. Click the Main Menu link.
2. Click the UF Departmental Administration link.
3. Click the ePAF Home Page link.
4. Click the Start a New ePAF link.
5. Click the Edit Existing Job link.
6. To select the employee you can use any of the search fields on this screen.
7. Click the Search button.
8. The Effective Date is always the date the VP for Human Resource Services signed the Special Pay Increase Form. You can enter the date or you can use the calendar to look up.
9. To enter the new salary, click in the Comp Rate field. Enter the new annual salary or hourly rate.
10. Click the Next button.
11. On page 2 of the ePAF you need to add the reason for the special pay increase. Click in the Action Reason field. You can enter the code if you know it, or use the magnifying glass to look up and select the appropriate reason code.
12. In the Your Comments field, enter comments to assist the approvers
13. Click the Submit button.
14. To submit for approval, click the Yes button.

You now need to fax the documents required for the ePAF. For help with this, the instruction guide: ePAF Document Fax Imaging is located at http://www.hr.ufl.edu/training/myUFL/toolkits/JobPositionActions.asp

Additional Help
If you need help with:
- Technical issues contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and directives, contact Classification & Compensation at 392-2477