UF One-time Performance Payment File 2018-19: Pay Program for Faculty and Staff

The UF One-time Performance Payment (Raise Review) File is used to provide one-time performance payments that are being awarded by University of Florida administration. When these performance payments are to be awarded, department administrators are provided with access to the UF One-time Performance Payment (Raise Review) File. These payments 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 One-time Performance Payments in support of UF's 2018-19 pay program. Under this program, eligible faculty and staff will participate in a 4 percent one-time performance payment pool. Performance payments will be awarded based on criteria established by the colleges and units and will be included in December 21, 2018 paychecks. The One-time Performance Payment (Raise Review) File will be available to departments from Monday, November 5, 2018, through the end of business on Friday, November 16, 2018.

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 Performance Payments
The eligibility criteria for the performance payments are listed below:

1. **Salary Plan**
   Faculty, TEAMS, and USPS employees hired on or before June 30, 2018 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. OPS employees are not eligible for the salary increase program.

2. **One-Time Performance Payment Amount**
   Eligible faculty and staff will participate in a 4 percent one-time performance payment pool. Performance payments will be awarded based on criteria established by the colleges and units. The performance payments will be included in employee paychecks on December 21, 2018.

   As a reminder, these performance payments are discretionary and can be used to address merit and/or market considerations. Merit payments may take into account a range of issues based on the needs of the work unit including meaningful milestones, sustained superior performance, and completion of special assignments or projects. Compensation plans for employees in a bargaining

unit are subject to union negotiation. Participation in the payment pool for College of Medicine-Gainesville faculty will be in accordance with the college's faculty compensation plan.

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. Disciplinary Action, Layoff, and Non-Reappointment
Employees who have received notification of non-renewal or layoff are not eligible for a performance payment. Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2018, are also not eligible for a performance payment.

Paychecks
Performance payments will be included in paychecks on December 21, 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**

Figure 2: UF Performance Payment (Raise Review) screen

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

Figure 2

Special Notes

1. If changes to the One-Time Performance Payment (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 November 16, 2018.

3. **Funding**
   · The Office of Research, along with the Office of the General Counsel, has determined that one-time performance payments to employees cannot be charged to a research contract or grant.
   · Funds 211 and 212 may be used to provide the one-time performance payments, provided the individual is assigned to research.
   · Any distributions from the 211 and 212 funds must be proportional to the individual's assigned research.
   · Please see appendix 1 for additional guidance regarding employee distributions.

4. **Updating Employee distributions**
   · The one-time performance payments will be processed using the "BNS" earnings code.

- If an employee's Department Budget Table (distribution) in effect for the pay period ending December 13, 2018 reflects a distribution from a sponsored project, departments <u>must</u> edit or create a new budget table entry, adding BNS and the combination code(s) to charge.
- Departments may edit or create a distribution prior to the actual processing date.

Timeline Review

November 5, 2018 through November 16, 2018: One-time Performance Payment (Raise Review) File will be available to departments.

December 21, 2018: Performance payments included in employee paychecks.

Questions?

Departments with questions regarding faculty and staff salary increase program may contact Classification & Compensation or salaryincrease@ufl.edu.

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

Appendix 1

- The One-time performance payment **may not be charged to any Sponsored Projects** (Funds beginning with a "2", except for Funds 211 or 212 in proportion not to exceed the employee's assigned research effort.)
- If a department wants the one-time performance payment charged to the employee's existing distribution, no action is necessary. For example, the employee is normally distributed 100% to an E&G Fund, and the department wants the entire performance payment charged to the same E&G Fund. As a reminder, if a department chooses to leave a distribution as is, that any future changes (retros) will also impact the performance payment unless a separate line for BNS is entered.
- If the employee's Department Budget Table (distribution) in effect for the **pay period ending 12/13/18** reflects ANY percentage to a Sponsored Project, departments <u>must</u> edit or create a new Department Budget Table (distribution) entry, adding **BNS** and the Combination Code(s) to charge.
  - o Departments may edit or create a distribution prior to the actual processing date. Doing so at the earliest opportunity is preferred.
  - o Departments should use an **effective date of 11/30/18** for the BNS (See sample print screen below)
  - o Departments should use an effective date of **12/14/18** to return the distribution subsequent to the BNS.
- If a department wants the performance payment charged to a funding source(s) other than the employee's existing distribution, they may edit or create a distribution prior to the actual processing date. For example, the employee is normally distributed 100% to an E&G Fund, but the department wants the entire performance payment charged to an Auxiliary Fund.

- o Remember that all payments using the BNS earnings code given to an employee will use the distribution in effect for the corresponding time period. If the employee receives more than one payment using the BNS earnings code for the same time period, departments may prorate the BNS distribution percentages to achieve the necessary allocation to each funding source.