

UF Raise Review File 2019-20: 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 2019-20 salary increase program and UF minimum wage increase. Under this program, the University will implement a 1 percent across-the-board (ATB) salary increase for all eligible employees and has created an aggregate increase pool of 2 percent to be used for market and merit salary increases effective October 1, 2019. In addition, TEAMS employees earning less than \$14 per hour will receive an increase to the UF minimum wage of \$14 per hour effective October 1, 2019.

Compensation plans and minimum wage increases for employees in a bargaining unit are subject to union negotiation, and we are committed to working with the union to reach agreement for covered employees.

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 Salary Increases

The eligibility criteria for the salary increase are listed below:

1. Salary Plan

Faculty and TEAMS employees hired on or before June 30, 2019 are eligible for the 1 percent ATB and market/merit increase, 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.

TEAMS employees earning less than \$14 per hour will receive an increase to the new minimum wage. TEAMS employees whose pay will be affected by the minimum wage increase will receive the 1 percent ATB adjustment, if eligible, or an increase to the new minimum wage, whichever results in the highest hourly rate.

For example, an employee earning \$13.50, a 1 percent ATB increase would result in a new hourly rate of \$13.65. Since the new hourly rate is less than \$14.00, the employee would receive an increase to \$14.00. Whereas for an employee earning \$13.99, a 1 percent ATB increase would result in a new hourly rate of \$14.14. Since the new hourly rate is greater than \$14.00, the employee would receive the 1 percent ATB.

All TEAMS employees are eligible for the minimum wage increase. The hire date, disciplinary action, layoff, and non-reappointment exclusions does not apply.

2. Raise Amount

Eligible faculty and staff will receive a 1 percent ATB and merit/market salary increase if awarded by college/administrative area. The ATB and market/merit increases will be effective October 1, 2019.

All employees earning less than \$14 per hour will receive an increase to the new UF minimum wage of \$14 per hour.

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 merit/market increase. Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2019, are also not eligible for a merit/market increase.

Faculty who are currently on a performance improvement plan are not eligible for the merit/market increase.

The disciplinary, layoff, and non-reappointment criteria will not apply to the minimum wage increase. All TEAMS employees that are active at the time the raises are applied will be considered eligible for the minimum wage increase.

Paychecks

Salary increases will be included in paychecks on October 11, 2019.

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 1

Enter Department ID.
Enter the Raise Type field.
Faculty = F20
Staff = S20

Enter Effective Date = 10/01/2019

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: 2019 Salary Increase Program
 Department: 11111111 Raise/Bonus Effective Date: 10/01/2019

Eligible Employees														
Process (?)	Empl ID	Empl Record	Pay Status	Name	FTE	Sal Plan	Empl Class	Union Code	Freq	Component	Annual Salary	Raise Amount	New Salary	% Change
<input checked="" type="checkbox"/>	123456780		Active	Employee I	1.000000	TA12	REG		Annual	ATB	\$38,000.000	\$380.000	\$38,380.000	1.000
<input checked="" type="checkbox"/>	123456780		Active	Employee I	1.000000	TA12	REG		Annual	Merit	\$51,750.000		\$51,750.00	0.000
<input checked="" type="checkbox"/>	234567890		Active	Employee II	1.000000	TU2N	REG		Hourly	ATB	\$34,411.280	\$344.112	\$34,755.392	1.000

Department Totals			
Current Total Annual Salary:	\$124,161.280	Department Raise Total:	\$3,104.000
New Total Annual Salary:	\$127,265.280	Percent Change:	2.500

Save Return to Search Previous in List Next in List

Figure 2

Special Notes

1. Job/Position Actions and Special Pay Increases
 - i. ePAFs that modify an employee's job data record and have an effective date after September 2, 2019, can cause an error to occur when the raise file is executed. As a result, departments should minimize job and position actions that impact employee job data records.
 - ii. Special Pay Increases received after September 2, 2019, may be effective date no earlier than October 1, 2019.
 - iii. For ePAFs requiring special consideration after September 2, 2019, please e-mail your request to salaryincrease@ufl.edu.

Timeline Review

September 2, 2019 - September 13, 2019: Raise Review File available to campus

September 24, 2019: Staff increases available for review in my UFL

October 11, 2019: First paycheck with salary increases.

Questions?

Departments with questions regarding faculty and staff salary increase program may contact Classification & Compensation (352) 273-2842 or salaryincrease@ufl.edu.

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