

UF RAISE REVIEW FILE

SALARY INCREASES FOR FACULTY & 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 2021-22 salary increase program and UF minimum wage increase. Under this program, the University has created an aggregate increase pool of 3 percent to be used for merit-based salary increases effective July 1 for 12-month; July 30 for 10-month; and August 16 for 9-month employees.

In order to accommodate the varying needs of the university, UFHR will provide two implementation windows for colleges or vice presidential areas to select from. The first implementation window, June 14 through June 30, will allow units to implement the salary increase without the need for retroactive payroll adjustments. Twelve-month employees in units that select this implementation window will see the increase in their July 16 paycheck.

The second implementation window, August 2 – August 20, provides additional time for colleges or vice presidential areas to determine merit increases, but results in retroactive payroll actions and delays employees from receiving the increase until their September 10 paycheck.

While college and administrative units may select the implementation window that best meets their needs, units cannot participate in both implementation windows. All faculty and staff merit increases must be entered into the implementation window chosen by the dean or vice president.

Compensation plans and salary 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:



Salary Plan

Faculty and TEAMS employees hired on or before March 1, 2021, are eligible for the merit increase, assuming other eligibility criteria are met. 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.



Raise Amount

Eligible faculty and staff are eligible for a merit increase if awarded by college/administrative area. The merit increase will be effective July 1, 2021 for 12-month; July 30 for 10-month; and August 16 for 9-month employees.



Bargaining Units

Eligible bargaining unit members may only receive an increase subject to union negotiations; therefore, additional information will be communicated when an agreement is reached.



Disciplinary Action, Layoff, and Non-Reappointment

Employees who have received notification of non-renewal or layoff are not eligible for the salary increase. Employees who have received discipline in the form of a written reprimand or who have been suspended since January 1, 2021, are also not eligible for a merit increase.

Faculty and staff who are currently on a performance improvement plan are not eligible for the salary increase.



Paychecks

Salary increases for units that select implementation window A will be included in paychecks on July 16, 2021, for 12-month employees.

Salary increases for units that select implementation window B will be included in paychecks on **September 10, 2021.**

Procedure

- (1) Log on to myUFL (my.ufl.edu) using your GatorLink username and password
- (2) Navigate to **Workforce Administration > Job Information > UF Raise Review**

FIGURE 1: SEARCH SCREEN

- (3) At the **Find an Existing Value** tab, search for eligible employees
- (4) Enter **Department ID**, **Raise Type**, and **Effective Date**
- (5) Click **Search**

FIGURE 1

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
 Fiscal Year: =
 Raise Type: begins with F21
 Description: begins with
 Effective Date: = 07/01/2021

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

DEPARTMENT ID

RAISE TYPE:
WINDOW A = M21
WINDOW B = A21

EFFECTIVE DATE:
12 Mo. = 07/01/2021
10 Mo. = 07/30/2021
9 Mo. = 08/16/2021

FIGURE 2: UF RAISE REVIEW SCREEN

- (6) All eligible employees in that department ID will be listed (see also Special Notes on the following page).

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

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"/>	12345678 0		Active	Employee I	1.000000	TA12	REG		Annual	ATB	\$38,000.000	\$380.000	\$38,380.000	1.000
<input checked="" type="checkbox"/>	12345678 0		Active	Employee I	1.000000	TA12	REG		Annual	Merit	\$51,750.000		\$51,750.00	0.000
<input checked="" type="checkbox"/>	23456789 0		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

Job/Position Actions and Special Pay Increases

ePAFs that modify an employee's job data record and have an effective date after June 14, 2021, 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.

For ePAFs requiring special consideration after June 14, 2021, please e-mail your request to salaryincrease@ufl.edu.

Timeline Review

Implementation Window A

June 14 - June 30, 2021:

Raise Review File available to campus

July 6, 2021:

Staff increases available for review in my UFL

July 16, 2021:

First paycheck with salary increases for 12-month employees

Implementation Window B

August 2 - August 20, 2021:

Raise Review File available to campus

August 30, 2021:

Staff increases available for review in my UFL

September 10, 2021:

First paycheck with salary increases for 12-month employees



Questions?

Your college or department human resources representative is available to assist with college or administrative area guidance and recommendations.

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

UFHR Employee Relations is available to assist managers in addressing performance or behavioral concerns. The Employee Relations team can be contacted at employeerelations@hr.ufl.edu or by visiting <https://hr.ufl.edu/manager-resources/employee-relations/contact-us/>

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

