

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 2023-24 salary increase program and UF minimum wage increase. Under this program, the University has made funds available to provide merit and market based salary increases effective October 1, 2023.

**Beginning September 4,** departments and colleges will be provided access to an online list of current employees and their salaries to support the increases via the Raise Review File. **Designated departmental** staff or faculty will use this file to input any faculty and staff increases.

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



# **Recommended Eligibility Criteria for Salary Increases:**



## **Salary Plan**

Faculty and TEAMS employees hired on or before June 30, 2023, are eligible for the salary 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 or market-based salary increase if awarded by college/administrative area. The salary increases will be effective October 1, 2023.



# **Bargaining Units**

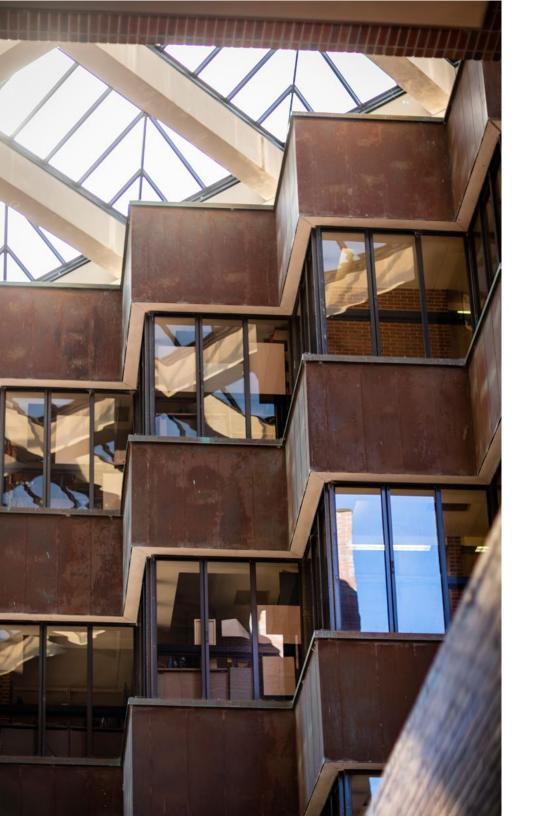
Eligible bargaining unit members may only receive an increase subject to union negotiations; therefore, additional information will be communicated when an agreement is reached.



## **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, 2023, 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 will be included in paychecks on October 20, 2023.

### **Procedure**

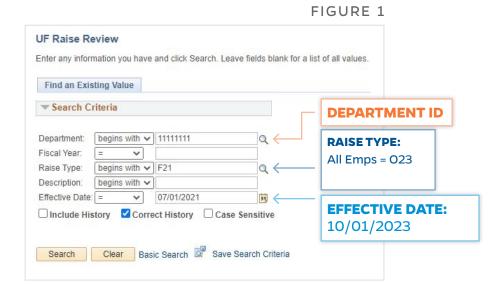
- (1) Log on to myUFL (my.ufl.edu) using your GatorLink username and password
- (2) Navigate to Workforce Administration > Job Information > UF Raise Review

#### **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 2: UF RAISE REVIEW SCREEN**

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



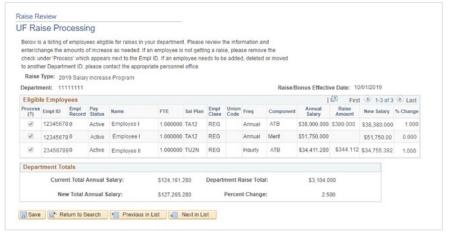


FIGURE 2

# **Special Notes**

### **Job/Position Actions and Special Pay Increases**

ePAFs that modify an employee's job data record and have an effective date after September 4, 2023, 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 September 04, 2023, please e-mail your request to **salaryincrease@ufl.edu**.

# **Timeline Review**

## September 4 - September 22, 2023:

Raise Review File available to campus

### October 2, 2023:

Increases viewable in myUFL

## October 20, 2023:

Salary increase reflected in employee paychecks



# **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 <a href="mailto:salaryincrease@ufl.edu">salaryincrease@ufl.edu</a>

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

For technical questions: Call the UF Help Desk at (352) 392-HELP or email <a href="mailto:helpdesk@ufl.edu">helpdesk@ufl.edu</a>