

# 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 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](https://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:**  
All Emps = O23

**EFFECTIVE DATE:**  
10/01/2023

**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

Eligible Employees												First  1-3 of 3  Last		
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 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](mailto: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 [salaryincrease@ufl.edu](mailto: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](mailto: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](mailto:helpdesk@ufl.edu)



