



Human Resources

UF RAISE REVIEW FILE

SALARY INCREASES FOR FACULTY & STAFF

V4.0 - 08/25

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 2025-26 salary increase program. Under this program, the University has made funds available to provide merit and market-based salary increases effective October 1, 2025.

Beginning September 2, 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



Eligibility Criteria for Salary Increases:



Salary Plan

Faculty and TEAMS employees hired on or before June 30, 2025, 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. Visiting Faculty and OPS employees are ineligible. Visiting Faculty and OPS employees are ineligible



Raise Amount

Eligible faculty and staff are eligible for a merit or market-based salary increase if awarded by college/administrative area. Employees must be active at the time salary increases are awarded. The salary increases will be effective October 1, 2025.



Bargaining Units

Eligible faculty must have, at a minimum, a satisfactory evaluation and been employed by the University for at least one (1) semester. Faculty merit increases must be determined using existing criteria which have been established by the faculty, chair, and dean of each unit, and for in-unit faculty, consistent with the terms and provisions of the Collective Bargaining Agreement. Faculty who have announced their retirement, but have not yet retired, remain eligible for a salary increase until the effective date of the impending retirement. 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, 2025, 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 17, 2025.**

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

DEPARTMENT ID
RAISE TYPE:
FACULTY = F25
STAFF = S25
EFFECTIVE DATE:
10/01/2025

Search **Clear** Basic Search **Save Search Criteria**

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												<div> <div>First</div> <div>1-3 of 3</div> <div>Last</div> </div>		
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 2, 2025, 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 2, 2025, please e-mail your request to salaryincrease@ufl.edu.

Timeline Review

September 2 - September 19, 2025:

Raise Review File available to campus

September 29, 2025:

Increases viewable in myUFL

October 17, 2025:

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

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://admin.hr.ufl.edu/compliance/employee-relations-and-ethics/>

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

