



General Instructions (Staff)

Section I Complete all requested information for this section.

Section II Choose the appropriate selection for each category:

Plan Type: Administrative and Professional (A&P), Campus Security Assistant (CSA), Executive Service (ES), Law Enforcement Officer or (LEO)University Support Personnel System (USPS).

Budgeted Months: 12-Months (A&P, ES or USPS) or 10-Months (DRS USPS).

Appointment Type: Regular (Original), Change-in-Assignment, Demotion, Promotion, Rehire or Transfer.

Appointment Status: Interim A&P or USPS, Interim Executive Service, Permanent (USPS Only), Probationary (USPS Only), Regular (A&P Only), Regular (Executive Service) or Temporary (USPS Only).

Funding Source: Auxiliaries (Time- Limited), Contracts & Grants (C&G: Include Project Number (s) and Grant period), Dual Funding Source (See Comment Section), Education & General (E&G), and Foundation or Local Funds (Time-Limited) .

Section III Enter the appropriate information for each category:

Position Number: Enter the position number. The Budget Office or Sponsored Programs will assign the position number for all newly established positions depending on the funding source.

Job Title: Use the official university classification job title.

Job Code: Use the four-digit university classification job code.

Full Time Equivalency (FTE): Example, 1.00 for full-time, etc.

Salary Grade: Use assigned pay grade.

Pay Step: Use the appropriate step for law enforcement.

Section IV Enter the appropriate information for each category:

Annual Rate: Enter the annual salary amount including cents.

Biweekly Regular Rate: Annual salary divided by 26.1.

Salary Additive: A Pay Additive may include the following: Asbestos Related Duties, Lead Abatement Activities, Lead Worker (amount limited to 5% of annual base rate of pay), Shift Differential, Evening – 5% (5:00 p.m. – 12:00 a.m.), Night – 10% (12:01 a.m. – 7:00 a.m.), Rotating (Heating Plant only), On-Call Pay, Callback, (See applicable collective bargaining agreement), Field Training Officer Activities (See the Florida Police Benevolent Association Collective Bargaining Agreement).

Working Department Name: Enter the working department name.

Working Department Number: Enter the working department number.

Paying Department Number: Enter the department's account number.

Other: This category is used for other pay incentives (i.e., bonuses, lump sum payments, hiring incentives and supplemental pay. Hiring incentives must be approved by the University Controller and E&G funds cannot be used. Justification must be documented on form.

Section V This section is to be completed by the Office of Human Resources only.

Section VI Provide justification and effective date for employment action.

Provide justification and effective date for employment action. Split funding should include the source (E&G, C&G, etc.), Paying Department Number, Amount Funded and Percentage of FTE. If appointment includes hiring incentive(s), complete Section VII and provide justification. All salary increase requires a justification. The Special Pay Increase Categories Form may be found under Forms (Request for Special Pay/Other Increase) on the HR website.

Section VII Provide justification for hiring incentive(s). Include the appropriate funding source(s). Include the appropriate funding source (s); however, funding from E&G funds cannot be used.

Section VIII Secure all signatures required for approval of employment action.

The immediate supervisor's position number must be included. Budget manager must ensure E&G Funds are not used when funding any hiring incentive(s). The University Controller's Office signature is required in order to process any hiring incentive(s).