

IFAS Shared Service Centers (SSC)

Submitting a Special Pay Increase (SPI)

To standardize processes for all departments, please email all documents to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [HR OTHER](#). (Example: **Subject: HR Other – SPI for Smith**)

Special Pay Increases (SPIs) provide an increase to an employee's salary in his/her current position and classification.

Step 1: Individual or Unit verifies eligibility of employee

SPIs can be requested for the following three circumstances:

- Increased job responsibilities – when additional duties or responsibilities are assigned to the position and pay increase is justified based on those increased responsibilities.
- Confirmed counter offers – counter offers may be actual or anticipated by the department.
- Market equity – increases to base pay driven by either the external market value of a job or by comparing several factors – including knowledge, skills, experience, relevant training and performance – to those of their peers.

Step 2: Individual or Unit prepares request to be sent to the SSC

- Required materials include:
 - Updated Job Description if appropriate.
 - [Special Pay Increase form](#) with signatures. *NOTE: Please reiterate to employee the disclaimer to which he/she is signing.*
 - Project or fund to be used for increase
- Scan all required forms and appropriate documentation as **.pdf** files.
- Prepare an email to be sent to the appropriate IFAS SSC ([McCarty](#) or [Fifield](#)); remember to include subject line as indicated above.
- Be sure image(s) is/are legible and attach to email.

Step 3: SSC receives and processes the request

- SSC reviews all documents.
- SSC obtains the proper IFAS VP/HR signatures and processes the request.
- Please note and explain to employee that UF HR determines beginning date of all SPI requests.
- When the SPI has been approved at all UF levels, the SSC will notify the unit contact person.

For assistance with this process or anything else, please contact your Shared Service Center:

McCarty

Phone: 352-294-3199

Email: mccarty-ssc@ufl.edu

Fifield

Phone: 352-273-4583

Email: ffifield@ufl.edu