

# Compensation Actions and Necessary Forms

*Other supporting documentation may be needed on a case-by-case basis.*

## **Establishing a Position**

1. Rate Allocation Form (RAF)
2. Position Description

## **Reclassifying a Position**

1. Rate Allocation Form
2. Position Description
3. Employment Application (if occupied)
4. Once approved in Compensation, PAF if occupied

## **Pay Plan Conversions**

1. Rate Allocation Form
2. Position Description
3. Employment Application (if occupied)
4. Once approved in Compensation, PAF if occupied.

## **Out-of-Cycle Increases A & P**

1. Rate Allocation Form
2. Position Description
3. Once approved in Compensation, PAF

## **New Hires / Appointments (A & P):**

[http://hr.ucf.edu/web/recruitment/APF\\_Search\\_Process.shtml](http://hr.ucf.edu/web/recruitment/APF_Search_Process.shtml)

## **Department Changes**

Required documents vary. Please follow this [link](#) for an easy-to-use reference chart. Department changes include:

- ↪ Home Department
- ↪ Liability
- ↪ Funding

## **Time Limited Appointments**

1. Rate Allocation Form
2. Once approved in Compensation, PAF

## **FTE Adjustments**

1. Rate Allocation Form
2. Once approved in Compensation, PAF if occupied

## **Special Pay Increases**

1. Rate Allocation Form
2. Position Description
3. Justification
4. Once approved in Compensation, PAF