



HUMAN RESOURCES

The University of Alabama at Birmingham

HR Compensation
July 2024

FY25 Academic Compensation Process and Procedure Guidelines

Merit / Fixed Increment Payment (FIP) / Exceptional Performance Payment (EPP)

- Due to Fair Labor Standards Act (FLSA) changes effective 1/1/2025, ACT documents must be submitted and in complete status earlier than in previous years.
- All merits 5% or below will be processed using ACT documents and CRFs will not be required. Effective date for monthly is 10/1/2024 and biweekly is 9/22/2024. Please ensure normal processes, as published in the FY25 UAB Academic and Administrative Compensation Guidelines, are followed regarding merit increases.
 - Merit – ACT Document Reason **Merit Increase** with Component Reason of **Merit Increase**
 - ACT documents must be in the Compensation queue by:
 - **Exempt: 10/02/2024** (due to FLSA, ACT documents must be complete by 10/10/2024)
 - **Nonexempt: 9/24/2024** (due to FLSA, ACT documents must be complete by 10/2/2024)
- Submit ONLY merits above 5%, FIP and/or EPP requests using the format of the provided [template](#) by **8/30/2024**. All requests for faculty and staff can be submitted on one spreadsheet with one CRF type “**Other**”. Under **Compensation Request/Rationale/Justification for Change**, please write **FY25 Comp Plan**. The only other fields required are **School/Entity** and **Dept/Division/Org#** that must be selected using the dropdown. Attach the completed spreadsheet using the **Upload Attachment** portion of the CRF. Column Headings are as follows:
 - Org Code – nine-digit organizational code
 - Org Name – alpha organization name associated with the org code
 - Emp Type – Staff or Faculty
 - EE# – seven-digit employee ID
 - Full Name – employee legal name (last name, first name)
 - Job Code – employee’s job code
 - Job Title – employee’s official job title in Oracle
 - Grade – job grade
 - FLSA Status – exempt or nonexempt
 - FTE (%) – full-time equivalent
 - Pay Rate (\$) – pay rate per month (exempt) or per hour (nonexempt)
 - Payment Type – merit increase above 5%, EPP or FIP
 - Merit>5% (%) – total percentage requested
 - FIP (%) – percentage requested for FIP (if submitted in combination with merit, explain in Rationale)
 - EPP (\$) – dollar amount requested for EPP
 - Performance Evaluation Rating/Score – overall FY24 assessment rating/score
 - Rationale – explanation for the request

- Do not delete or reorder any columns on the spreadsheet. If you need to add extra columns for your own use, please add at the right end after ***Rationale***.
- The plans will be submitted to the Provost, SVPFA or their designee for approval. Once reviewed by Provost, SVPFA or their designee, the CRF will be approved/not approved.
- ACT documents must be submitted for all merit increases above 5%, FIPs and EPPs. The effective date for monthly is 10/1/2024 and for biweekly is 9/22/2024.
 - Merit – ACT Document Reason ***Merit Increase*** with Component Reason ***Merit Increase***
 - FIP – ACT Document Reason ***Nonrecurring Element*** with Element Name ***Fixed Increment Pay*** (enter approved CRF number in Comments section)
 - EPP – ACT Document Reason ***Nonrecurring Element*** with Element Name ***EPP Program*** (enter approved CRF number in Comments section)
 - ACT documents must be in the Compensation queue by:
 - **Exempt: 10/02/2024** (due to FLSA, ACT documents must be complete by 10/10/2024)
 - **Nonexempt: 9/24/2024** (due to FLSA, ACT documents must be complete by 10/2/2024)

Ongoing Requests

- For all staff requests throughout the year that require review and approval by the Provost, SVPFA or their designee, Compensation will continue to process and submit each Thursday. Typically, responses of approved/not approved are received by close of business on Monday. Faculty requests are submitted to Faculty Affairs through its intake process.