MSS Action/Reasons Recommended Use Guide

MSS Transaction to Use	Action	Reason	Recommended Use	Documentation
Request Reporting Change	Data Change	Reports To Change	Used for Temporary employees.	N/A
Request Reporting Change	Position Change	Reports To Change	Used for Positioned employees.	N/A
Transfer Employee	Transfer	Salary Change	Used to transfer an employee from one position to another position without a recruitment and transfer an employee from one department to another department	Offer letter or Appointment Change Notification form
Transfer Employee	Transfer	Reassignment	Used to transfer an employee from one position to another position without a recruitment and transfer an employee from one department to another department	Offer letter or Appointment Change Notification form
Promote Employee	Promotion	Pay Increase / Same Department	Use when an employee's position # changes as a result of an internal promotion with a higher level classification in the Same Dept.	Class/Comp Request form, Offer letter or Appointment Change Notification form
Request Ad Hoc Salary Change	Pay Rate Change	Base Increase on Sabbatical	Use when increasing pay for Faculty on sabbatical.	*Faculty*: Out of Cycle Compensation Form
Request Ad Hoc Salary Change	Pay Rate Change	Base-Conversion(9 to 12 Month)	Use to increase faculty pay when going from a 9 month appointment to a 12 month appointment. **Please consult with your Central or Branch HR before using this action/reason.**	*Faculty*: Out of Cycle Compensation Form or updated Offer/Appt letter
Request Ad Hoc Salary Change	Pay Rate Change	Base-General Increase	Use for a general across the board pay increase.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Base-Incr Meet New Min	Use to bring pay to the State Minimum Wage or the minimum for a collective bargaining unit.	*Staff & Administration*: Class/Comp form, if employee is missed on upload *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Base-Market Equity	Use to increase pay for an employee to bring pay closer to the external market.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	FTE Change Decrease	Use when an employee's FTE is decreasing. Submit **Change Full/Part time or Hours Action** for the hours and **Request Ad Hoc Salary Change Action** for the salary change.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	FTE Change Increase	Use when an employee's FTE is increasing. Submit **Change Full/Part time or Hours Action** for the hours and **Request Ad Hoc Salary Change Action** for the salary change.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Merit/Special Achievement	Use for permanent increase to base pay for merit or special achievement.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Partial Furlough Ret-FTE Increase	Use when an employee's FTE is increasing back to previous pay and FTE after reduction due to furlough.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]

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Request Ad Hoc Salary Change	Pay Rate Change	Partial Furlough-FTE Decrease	Use when an employee's FTE is decreasing due to a partial furlough.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Pay for Performance	Use for permanent increase to base pay for performance due to an employee's contributions, productivity, and outcomes.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Reduction in Pay-Other	Used for miscellaneous reductions in salary.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Reduction in Pay-Transfer	Use for pay decreases that don't involve a Promotion or Demotion.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation
Request Ad Hoc Salary Change	Pay Rate Change	Reduction-Convsn 12 to 9 Month	Use to decrease faculty pay when going from a 12 month appointment to a 9 month appointment. **Please consult with your Central or Branch HR before using this action/reason.**	*Faculty*: Out of Cycle Compensation Form or updated Offer/Appt letter
Request Ad Hoc Salary Change	Pay Rate Change	Reduction-Remove Adm Stipend	Use to remove temporary stipend.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form
Request Ad Hoc Salary Change	Pay Rate Change	SPI-Counter Offer/Retention	Use for permanent increase to base pay when a high-performing, valuable employee receives a formal job offer or is activitely looking for a job outside of USF.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form
Request Ad Hoc Salary Change	Pay Rate Change	SPI-Corr Internal Sal Inequity	Use for permanent increase to base pay to correct salary inequity with other employees.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form
Request Ad Hoc Salary Change	Pay Rate Change	SPI-Market Adjustment	Use for permanent increase to base pay for an employee who is paid significantly below the external market.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form *OPS/Temporary*: Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.)]
Request Ad Hoc Salary Change	Pay Rate Change	Salary Correction Decrease	Used to correct errors in salary.	Original or updated appointment documentation
Request Ad Hoc Salary Change	Pay Rate Change	Salary Correction Increase	Used to correct errors in salary.	Original or updated appointment documentation
Request Ad Hoc Salary Change	Pay Rate Change	Stip/SPI-Addl High Duties-Perm	Use for permanent increase to base pay for additional, higher level duties. Also used in conjunction with position reclassification actions to a higher level that require greater skills, new knowledge, a greater level of authority and responsibility, or other changes in duties that enhance the value of a position.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form
Request Ad Hoc Salary Change	Pay Rate Change	Stip/SPI-Temp Higher Duties	Use for temporary increase to base pay for additional, higher level duties lasting less than a year.	*Staff & Administration*: Class/Comp form *Faculty*: Out of Cycle Compensation Form
Change Full/Part Time or Hours	Status Change	FTE Change Decrease	Use when an employee's FTE is decreasing. Can be used for Positioned or Temporary employees. Submit **Change Full/Part time or Hours Action** for the hours and **Request Ad Hoc Salary Change Action** for the salary change.	*With Salary Change*: Appointment Change Notification form or signed approval from the Unit Approver *Without Salary Change*: Documentation is optional or Appointment Change Notification form
Change Full/Part Time or Hours	Status Change	FTE Change Increase	Use when an employee's FTE is increasing. Can be used for Positioned or Temporary employees. Submit **Change Full/Part time or Hours Action** for the hours and **Request Ad Hoc Salary Change Action** for the salary change.	*With Salary Change*: Appointment Change Notification form or signed approval from the Unit Approver *Without Salary Change*: Documentation is optional or Appointment Change Notification form
Retire Employee	Retirement	Retirement - 9 Month Faculty	Used for retirements of 9 month Faculty only	Letter of retirement
Retire Employee	Retirement	Retirement	Used for retirements of Administration or Staff	Letter of retirement
Terminate Employee	Termination	Abandonment	Used for terminations due to job abandonment.	*Faculty, Staff, Administration*: Notice of termination
Terminate Employee	Termination	Death	Used for terminations due to employee's death.	Death certificate or notification of death, if available

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Terminate Employee	Termination	Death in Line of Duty	Used for terminations due to employee's death while on duty.	Death certificate or notification of death, if available
Terminate Employee	Termination	End of Appointment	Use when OPS/Temporary employees employment has ended	Resignation letter, Notice of termination
Terminate Employee	Termination	End of Funding	Use when an employee terminates due to end of funding	Notice of end of funding
Terminate Employee	Termination	Involuntary Separation	Used to enter any involuntary termination when a more specific termination reason is not applicable.	*Faculty, Staff, Administration*: Notice of termination
Terminate Employee	Termination	Layoff	Used only for layoff's due to work shortage	*Staff*: Layoff letter
Terminate Employee	Termination	Non-Reappointment	Used to terminate Administration employees when the cause does not include dismissal for cause or a disciplinary action.	*Administration*: Non-Reappointment letter
Terminate Employee	Termination	Separation during Probation Pd	Used when a first-time appionted Staff employee is terminated prior to completing probation period	*Staff*: Notice of termination
Terminate Employee	Termination	Termination 9 Month Faculty	Used to terminate 9 month Faculty employees only.	*Faculty*: Resignation letter, Notice of termination
Terminate Employee	Termination	Voluntary Separation - Position	Use to terminate Faculty, Staff, or Administration that are terminating voluntarily.	*Faculty, Staff, Administration*: Letter of resignation
Demote Employee	Demotion	Decrease in Pay - Involuntary	Use ONLY when reduction in grade AND pay is involuntary	Class/Comp Request form, Offer letter or Appointment Change Notification form
Demote Employee	Demotion	Decrease in Pay - Voluntary	Use ONLY when reduction in grade AND pay is voluntary	Class/Comp Request form, Offer letter or Appointment Change Notification form
Update Job Details for Group	Data Change	Job Data Update	Used to change a group of employees department, work location,or supervisor.	Documentation is optional or Appointment Change Notification form