

Division of Human Resources - Retroactive Pay Process

The University of South Florida System's Office of Human Resources has the final approving authority for all staff and administration pay changes including one-time payments. This authority may be delegated to the separately accredited USF institution (St. Petersburg) or regional campus HR Office.

An increase in compensation resulting from the exercise of discretionary administrative authority will be effective on the first day of the pay period in which the appropriate human resources office receives the signed written request from the authorized VP or designee with salary delegation authority. Generally, the effective date for pay changes will not be retroactive.

Increases, bonuses, or any other type of employment action, should be communicated to employees only upon final approval from human resources. This includes notification to the employee that a request was/will be submitted. Once it has been approved, the department will receive official notification from the HR Office and then should communicate the change, including the effective date, to the employee. Supervisors may communicate this information using the approved University format which can be found at <http://usfweb2.usf.edu/human-resources/pdfs/employment-center/change-appointment-fte-notification.doc>.

There may be cases where additional administrative approval is required (e.g. actions that must be approved by the President). In these situations, the action will be effective the first day of the pay period in which the HR Office receives the signed action from the President. Presidential approval shall be communicated once final approval from Human Resources is received.