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.	

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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 emplo 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 appointment. **Please consult with your Central or Branch HR before usin 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 receives a formal job offer or is activiely 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 correc (c)1.4 ()-1.3 (c)1.5 ((c)	

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Terminate Employee	Termination			