

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.	<p>Staff & Administration Class/Comp form</p> <p>Faculty Out of Cycle Compensation Form</p> <p>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.)]</p>
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.	<p>Staff & Administration Class/Comp form</p> <p>Faculty Out of Cycle Compensation Form</p> <p>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.)]</p>
Request Ad Hoc Salary Change	Pay Rate Change	Reduction in Pay-Other	Used for miscellaneous reductions in salary.	<p>Staff & Administration Class/Comp form</p> <p>Faculty Out of Cycle Compensation Form</p> <p>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.)]</p>
Request Ad Hoc Salary Change	Pay Rate Change	Reduction in Pay-Transfer	Use for pay decreases that don't involve a Promotion or Demotion.	<p>Staff & Administration Class/Comp form</p> <p>Faculty Out of Cycle Compensation Form</p> <p>OPS/Temporary Appointment Change Notification form or internal department documentation</p>
Request Ad Hoc Salary Change	Pay Rate Change	Reduction-Convsn 12 to 9 Months	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.	<p>Faculty Out of Cycle Compensation Form or updated Offer/Appt letter</p>
Request Ad Hoc Salary Change	Pay Rate Change	Reduction-Remove Adm Stipend	Use to remove temporary stipend.	<p>Staff & Administration Class/Comp form</p> <p>Faculty Out of Cycle Compensation Form</p>
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 actively looking for a job outside of USF.	<p>Staff & Administration Class/Comp form</p> <p>Faculty Out of Cycle Compensation Form</p>
Request Ad Hoc Salary Change	Pay Rate Change	SPI-Corr Internal Sal Inequity	Use for permanent increase to base pay to correct internal salary inequity.	

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0612 terminate employee	Termination			