UAB The University of Alabama at Birmingham

Human Resources

FY27 Academic Compensation Process & Procedure Guidelines

Produced by HR Compensation, November 2026

1 | Important Dates

Payroll Schedule	Merit Effective Date	Pay Date	ACT Doc Deadline (in Compensation Queue)
Monthly	01/01/2027	01/29/2027	01/10/2027
Biweekly	12/27/2026	01/15/2027	12/30/2026

2 | Which Process Should I Use?

Request Type	How to Submit	Deadline
Merit increase of 5% or less	Submit an ACT document. A CRF is not required.	See 2027 Financial Affairs Calendar
Merit increase greater than 5%	CRF Required. See below.	11/23/2026
Fixed Increment Payment (FIP)	CRF Required. See below.	11/23/2026
Exceptional Performance Payment (EPP)	CRF Required. See below.	11/23/2026

3 | Merit Increases of 5% or Less

Process these increases through an ACT document. Follow the normal processes outlined in the updated FY27 UAB Academic and Administrative Compensation Guidelines.

- ACT Document Reason: Merit Increase
- Component Reason: Merit Increase
- Deadline: See 2027 Financial Affairs Calendar

4 | Merit Increases Over 5%, FIP, and EPP Requests

Submit these requests to HR Compensation using the FY27 Merit/FIP/EPP Request spreadsheet template by November 23, 2026.

- Include faculty and staff requests on the same spreadsheet.
- Submit one spreadsheet per school or central department.
- Submit one CRF with CRF Type: "Other."
- Enter "FY27 Comp Plan" in the CRF Description Box.
- Attach the completed spreadsheet to the CRF using Upload Attachment.

5 | Completing the Spreadsheet Template

Keep all existing columns in their original order. Do not delete or rearrange columns. If you need to add information, insert new columns to the right of the Rationale column.

Column Heading	What to Enter
Org Code	Nine-digit organizational code
Org Name	Organization name associated with the org code
Employee Type	Staff or Faculty
Employee Number	Seven-digit employee ID
Employee Name	Legal name (last name, first name)
Job Code	Employee's job code
Job Title	Official job title in Oracle
Pay Grade	Job grade
FLSA Status	Exempt or Nonexempt
FTE (%)	Full-time equivalent percentage
Pay Rate ($)	Annual rate for exempt employees; hourly rate for non-exempt employees
Performance Evaluation	Most recent performance evaluation score (1–5)
Total Merit Increase (%)	Employee's total merit increase percentage
Payment Type	Merit >5%, FIP, Partial Merit/FIP, or EPP
FIPs – Adjusted Merit Increase %	Merit Increase % to max of grade
FIPs – FIP %	FIP percentage
FIPs – FIP $	FIP dollar amount
EPP Only (Total $)	Total dollar amount requested as an EPP
Rationale	Explanation supporting the request

6 | Review & Approval Process

HR Compensation will submit the requests to the Provost, Vice President-Finance and/or Vice President-Administration, or their designees for review and approval. After review, the CRF will be approved or not approved.

7 | ACT Documents After Approval

An ACT document is required for every approved merit increase greater than 5%, Fixed Increment Payment (FIP), and Exceptional Performance Payment (EPP). Use the following document and component/element selections:

Payment	ACT Document Reason	Component Reason / Element Name
Merit >5%	Merit Increase	Merit Increase*
FIP	Nonrecurring Element	Fixed Increment Pay*
EPP	Nonrecurring Element	EPP Program*

**Enter the approved CRF number in the ACT document Comments section.*

8 | Ongoing Requests

Staff Request: HR Compensation will continue to process requests requiring Provost, Vice President-Finance, Vice President-Administration or their designee review and approval each Thursday. Responses are typically received by close of business Monday, although timing may vary.

Faculty Request: Submit requests to Faculty Affairs through its established intake process.