

FY26 Academic Compensation Process & Procedure Guidelines

*Produced by HR Compensation,
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Merit Increase Effective Dates

Monthly Paid Employees
Effective: 01/01/2026
Pay Date: 01/30/2026

Biweekly Paid Employees
Effective: 12/28/2025
Pay Date: 01/16/2026

Merit/Fixed Increment Payment (FIP)/Exceptional Performance Payment (EPP)

All merits 5% or below will be processed using ACT documents and CRFs will not be required. Please ensure normal processes, as published in the updated [FY26 UAB Academic and Administrative Compensation Guidelines](#) are followed regarding merit increases.

- Merit — ACT Document Reason **Merit Increase** with Component Reason **Merit Increase**
- ACT documents must be in the HR Compensation queue by:
 - » Monthly: 1/14/2026
 - » Biweekly: 1/6/2026

Submit ONLY merits above 5%, FIP and/or EPP requests using the format of the provided [template](#) to HR Compensation by 12/15/2025. All requests for faculty and staff can be submitted on one spreadsheet with one CRF type "Other." Under **Compensation Request/Rationale/Justification for Change**, please write "FY26 Comp Plan." The only other fields required are **School/Entity** and **Dept/Division/Org#**.

- Do not delete or change the order of any columns on the spreadsheet. If you need to add extra columns for your own use, please add at the right end after **Rationale**.
- Attach the completed spreadsheet using the **Upload Attachment** portion of the CRF.
- Column headings are as follows:
 - » **Org Code:** Nine-digit organizational code
 - » **Org Name:** Alpha organization name associated with the org code
 - » **Emp Type:** Staff or Faculty
 - » **EE#:** Seven-digit employee ID
 - » **Full Name:** Employee legal name (last name, first name)
 - » **Job Code:** Employee's job code
 - » **Job Title:** Employee's official job title in Oracle
 - » **Grade:** Job grade
 - » **FLSA Status:** Exempt or nonexempt
 - » **FTE (%):** Full-time equivalent
 - » **Pay Rate (\$):** Pay rate per month (exempt) or per hour (nonexempt)
 - » **Payment Type:** Merit increase above 5%, EPP or FIP
 - » **Merit>5% (%):** Total percentage requested
 - » **FIP (%):** Percentage requested for FIP (if submitted in combination with merit, explain in Rationale)
 - » **EPP (\$):** Dollar amount requested for EPP
 - » **Performance Evaluation Rating/Score:** Overall FY25 assessment rating/score
 - » **Rationale:** Explanation for the request

The plans attached to the CRFs will be submitted to the Provost, Vice President-Finance and/or Vice President-Administration, or their designees for approval. Once reviewed by Provost, Vice President-Finance and/or Vice President-Administration, or their designees, the CRF will be approved/not approved.

ACT documents must be submitted for all merit increases above 5%, FIPs and EPPs. The effective date for monthly is 1/1/2026 and for biweekly is 12/28/2025.

- Merit — ACT Document Reason **Merit Increase** with Component Reason **Merit Increase**
- FIP — ACT Document Reason **Nonrecurring Element** with Element Name **Fixed Increment Pay** (enter approved CRF number in comments section)
- EPP — ACT Document Reason **Nonrecurring Element** with Element Name **EPP Program** (enter approved CRF number in comments section)
- ACT documents must be in the HR Compensation queue by:
 - » Monthly: 1/14/2026
 - » Biweekly: 1/6/2026

Ongoing Requests

For all staff requests throughout the year that require review and approval by the Provost, Vice President - Finance and Vice President - Administration or their designee. Compensation will continue to process and submit each Thursday. Typically, responses of approved/not approved are received by close of business on Monday. Faculty requests are submitted to Faculty Affairs through its intake process.

