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 provided 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.