

One-time lump sum payments are single payments to employees outside of their regular salary. One-time lump sum payments may be granted for performance, recruitment and retention.

**One-Time Pay for Performance**

Pay for performance may be made in the form of a lump sum payment or a [permanent increase to base](#) pay. One-time lump sum pay for performance is usually used for short-term contributions such as the following:

- Documented work performance involving increased duties and/or responsibilities
- Successful completion of a special project
- Attainment of established goals, superior performance, or special achievements or assignments of significance

**One-Time Pay for Recruitment**

One-time lump sum payments made for the purpose of recruitment may be made for candidates:

- With desirable specialized skills
- With exceptional experience
- Where market conditions or departmental structure merit a one-time payment

**One-Time Pay for Retention**

One-time lump sum payments for retention may be made to address:

- Verified offers of competing employment
- To address market conditions which are significantly higher than the current salary
- To ameliorate salary compression or inversion
- To acknowledge successful completion of career development, training or certification programs that are in the best interests of the university

One-time payments may also be negotiated through a collective bargaining agreement (CBA), USF-administered, or legislatively-mandated. These payments are administered by Central Human Resources

**Process**

One-time payment requests are routed for approval according to delegated pay authority using the [One-Time Payment Form](#). Submit this completed form to [Classcomp@usf.edu](mailto:Classcomp@usf.edu) (CHR), Health HR or the appropriate regional HR Office for review.

Requests for Faculty pay for performance or awards should be submitted using the [Faculty Out-of Cycle Compensation Request for Approval](#) form.

The authority to approve pay for performance increases is covered by [Hiring and Pay Action Authority](#). All requests must comply with [USF Regulation 10.202 \(Staff and Administration\)](#) or [USF Regulation 10.103 Compensation \(Faculty\)](#).