

Instructions: Use this form to request a One-Time Pay for Performance for non-faculty employees.

- For one-time payments to faculty, submit the [Faculty Out-of-Cycle](#) form to the Office of the Provost.
- For Administration and Staff employees, the amount may not exceed the greater of 10% of the employee’s base salary or \$3,000 in a fiscal year, unless approved by applicable area Vice President or delegee.
- Email the completed form to classcomp@usf.edu, Health HR or Regional HR office.

REQUEST DETAILS	
Employee Name:	Effective Pay Period:
Employee ID:	Employee Record #:
Requested Amount:	Pay Group:
Job Title:	Supervisor’s Name:
Dept/Division:	Signature Authority Name:
Combo Code:	Contact Phone Number:
Chartfield:	

JUSTIFICATION
Provide written justification per Regulation 10.202 .
Select One Type of One-Time Payment:
<input type="checkbox"/> Pay for Performance <input type="checkbox"/> Retention <input type="checkbox"/> Sign-On/Recruitment <input type="checkbox"/> Contractual

REQUIRED APPROVALS			
Supervisor Approval		Delegated Salary Authority Approval	
Name		Name	
Date		Date	
	Signature		Signature
Central Human Resources Approval			
Decision: <input type="checkbox"/> Approved			
<input type="checkbox"/> Denied		Name	
<input type="checkbox"/> Different Amount:		Date	
			Signature