A one-time wage payments are single payment to employees outside of their regular salary. One-time wage payments typically are granted for:

- Pay for performance
- Negotiated through a collective bargaining agreement (CBA)
- USF-administered
- Legislatively-mandated

**One-Time Pay for Performance**

One-time pay for performance may be given to an employee to recognize superior performance and/or to compensate for a special project or interim assignment. Documented outcomes to support a one-time pay for performance are required. Pay for performance may be made in the form of a lump sum payment or a permanent increase to base pay. The information below pertains to recognition for short-term accomplishments and is usually paid as a lump sum.

The authority to approve pay for performance increases is covered in [Delegation of Authority for Pay Actions](#). Each vice presidential area or other area with delegated pay authority is responsible for further defining this program, such as identifying any specific performance criteria, required documentation, determining base increase vs. lump sum, and for amounts of increases to be granted.

One-time, lump sum pay for performance is usually used for short-term contributions such as the following:

- Short-term accomplishment
- Performance over a specific period of time or for a specific project/task
- Reaching a milestone in the accomplishment of a major goal or objective

Pay for performance requests are routed for approval according to delegated pay authority using the [One-Time Pay for Performance Form](#). Submit this form to Payroll Processing.

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

**Collective Bargaining Agreements**

USF and one of the collective bargaining agreements (CBA) may agree on a one-time wage payment to eligible employees. Such payments are typically given to groups of employees within a particular bargaining unit.

**USF-Administered**

The University of South Florida may approve a one-time wage payment for eligible employees. This type of wage payment is administered by the Division of Human Resources.

**Legislatively-Mandated**

The Florida legislature may mandate that all eligible state employees receive a one-time payment. This type of wage payment is administered by the Division of Human Resources.