Campus Merit 2018

MONTHLY EMPLOYEE SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

Dear *Employee First Name*:

I am pleased to inform you that you have been awarded a performance based merit increase for your contributions to the organization during the 2017-2018 merit period.

Details of your increase are as follows:

Current Salary: $ *enter annual amount for exempt*

Merit Level:

Merit increase %:

New Salary: $ *enter annual amount for exempt*

Your new salary will be effective July 1, 2018 and will be reflected on your October 1, 2018 paycheck. Retroactive payment for the period between July 1, 2018 and August 31, 2018 will distributed on October 5, 2018.

Thank you for your continuing contributions to the *School or Division Name* and UCI. I appreciate your ongoing commitment to our team’s success.

If you have any concerns or feedback regarding the merit program, please submit them to [merit@uci.edu](mailto:merit@uci.edu).

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

cc: Employee Personnel File

Campus Merit 2018

BIWEEKLY EMPLOYEE SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

Dear *Employee First Name*:

I am pleased to inform you that you have been awarded a performance based merit increase for your contributions to the organization during the 2017-2018 merit period.

Details of your increase are as follows:

Current Salary: $ *enter hourly for non-exempt employees*

Merit Level:

Merit Increase %:

New Salary: $ *enter hourly for non-exempt employees*

Your new salary will be effective July 1, 2018 and will be reflected in your September 19, 2018 paycheck. Retroactive payment for the period between July 1, 2018 and August 25, 2018 will distributed on October 5, 2018.

Thank you for your continuing contributions to the *School or Division Name* and UCI. I appreciate your ongoing commitment to our team’s success.

If you have any concerns or feedback regarding the merit program, please submit them to [merit@uci.edu](mailto:merit@uci.edu).

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

cc: Employee Personnel File

Campus Merit 2018

LUMP SUM EMPLOYEE SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

Dear *Employee First Name*:

I am pleased to inform you that you have been awarded a performance based merit increase for your contributions to the organization during the 2017-2018 merit period.

Details of your increase are as follows:

Current Salary: $ *enter annual amount for exempt*

Merit Level:

Merit increase %:

Adjusted Merit Increase %: *to grade range maximum*

New Salary: $ *enter annual amount for exempt*

Lump Sum Payment: $ *enter annual amount for exempt*

With the provided merit increase, your salary exceeded the current maximum of *MSP or PSS Grade* range($ *grade maximum*). As a result, you will receive the difference (*$ difference*) as a lump sum payment and your new salary will be set at *$ enter annual amount for exempt*.

Your new salary will be effective July 1, 2018 and will be reflected on your October 1, 2018 paycheck. Retroactive payment for the period between July 1, 2018 and August 31, 2018 will distributed on October 5, 2018.

Thank you for your continuing contributions to the *School or Division Name* and UCI. I appreciate your ongoing commitment to our team’s success.

If you have any concerns or feedback regarding the merit program, please submit them to [merit@uci.edu](mailto:merit@uci.edu).

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

cc: Employee Personnel File

Campus Merit 2018

NO INCREASE DUE TO PERFORMANCE EMPLOYEE SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

Dear *Employee First Name*:

After reviewing your performance for the 2017-2018 merit period, your 2018 salary will remain unchanged.

Your supervisor is committed to working with you to help you enhance your performance in ways that will allow you to fully contribute to our team’s success. The *School or Division Name* and UCI look forward to your future contributions to the organization.

If you have any concerns or feedback regarding the merit program, please submit them to [merit@uci.edu](mailto:merit@uci.edu).

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

cc: Employee Personnel File