Campus Merit 2017

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 2016-2017 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, 2017 and will be reflected on your August 1, 2017 paycheck.

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 2017

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 2016-2017 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 June 18, 2017 and will be reflected in your July 12, 2017 paycheck.

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 2017

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 2016-2017 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, 2017 and will be reflected on your August 1, 2017 paycheck.

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 2017

NO INCREASE DUE TO PERFORMANCE EMPLOYEE SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

Dear *Employee First Name*:

After reviewing your performance for the 2016-2017 merit period, your 2017 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