

RECOMMENDATION FOR STAFF MERIT INCREASE ABOVE 5% - FY 2018

Prior to completing, read the **STAFF MERIT GUIDELINES - FISCAL YEAR 2018**. Please complete this form by electronically entering all information in the required areas. In order to be eligible for a merit salary increase, the staff employee must meet all merit pay guidelines. ***A form must be completed for all greater than 5% recommendations for staff merit.***

EMPLOYEE NAME:	EMPL ID #:
ORG DEPT:	SUPERVISOR:
DEPARTMENT HEAD:	DIVISION VICE PRESIDENT:
DATE OF PERFORMANCE REVIEW:	ALPHA RATING (ex. good):

1. Describe how this employee has exceeded performance expectations and contributed to the accomplishment of departmental goals in support of University strategic goals AND additional justification for greater than 5% merit.

2. Specify the percentage and salary increase requested (ex. 5.2%, \$1,250):

Requested percentage merit & salary increase:

Approval for greater than 5% increase:

Department Head/Dean Signature	Date

Denied: If denied, percentage merit and dollar amount of salary increase approved by V.P.:

Approved:

Division Vice President Signature	Date
President Signature	Date

3. In addition to completing this form, you must update the Excel spreadsheet provided to you. (see FY 2018 merit guidelines memo)

4. Routing instructions: If the requested percentage is:

Greater than 5%	Forward to Division Vice President who will forward to President, then Budget Office
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****** After the recommendations have been approved & applied, no changes can be made except for documented errors.