**Campus General Increase 2024 – Lump Sum Payment**

**SAMPLE LETTER**

Click or tap to enter a date.

*Employee Lived First & Last Name*

*Payroll Title*

SUBJECT: Pay Increase for Policy-Covered Employees

Dear *Employee Lived First Name*:

In appreciation for all your efforts to advance UCI’s mission of education, research and public service, I am pleased to inform you that you will receive a pay increase of 4.2%1 effective Choose an item.

Since your salary is at or near the pay range maximum for your position, your salary will be increased to the [FY 2024-25](https://www.hr.uci.edu/partnership/careertracks/files/UCI-Career-Tracks-2024-Approved-Salary-Structure-Effective.pdf) range maximum, and then the portion of the increase that exceeds the range maximum will be paid as a non-base building, one-time, lump sum payment, and will not be added to your base salary.

Details of your increase are as follows:

Current Salary: $ *enter current rate* Choose an item.

Salary increase %1: *enter % increase to rate*

New Salary, if applicable: $ *enter new rate* Choose an item.

One-Time Lump Sum Payment: *$ enter lump sum payment amount*

If applicable, your new salary will be reflected in your Choose an item. Your one-time lump sum will be paid on the same date.

I appreciate your ongoing commitment to our team’s success. Thank you for your continuing contributions to Choose an item. and UCI.

For questions or concerns, please contact your departmental HR professional or your [Human Resources Business Partner](https://hr.uci.edu/campus/files/Campus-HR-Client-Assignments.pdf).

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

1Due to rounding, actual percentage may differ slightly.