Campus Merit 2022 – Lump Sum Payment

BI-WEEKLY PAID SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

SUBJECT: Pay increase for Policy-Covered Employees

Dear *Employee 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 4.5% effective June 26, 2022.

Since your salary is at or near the pay range maximum for your position, your salary will be increased to maximum and then the portion of the increase that exceeds maximum will be paid out as a non-base building payment (will not be added to base salary).

Details of your increase are as follows:

Current Salary: $ *enter current hourly rate*

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

New Salary, if applicable: $ *enter new hourly rate*

Annual Lump Sum Payment: *$ enter lump sum payment amount*

Your new salary will be reflected in your July 20, 2022 paycheck, and your lump sum will be paid in your July 20 paycheck as well.

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

For questions or concerns, please contact your departmental HR professional or your Human Resources Business Partner.

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

1Due to rounding, actual percentage may differ slightly.

cc: Employee Personnel File

Campus Merit 2022 – Lump Sum Payment

MONTHLY PAID SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

SUBJECT: Pay Increase for Policy-Covered Employees

Dear *Employee 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 4.5% effective July 1, 2022.

Since your salary is at or near the pay range maximum for your position, your salary will be increased to maximum and then the portion of the increase that exceeds maximum will be paid out as a non-base building payment (will not be added to base salary).

Details of your increase are as follows:

Current Salary: $ *enter annual salary amount*

Salary increase %1: *enter % increase to base salary, if applicable*

New Salary, if applicable: $ *enter annual salary amount*

Annual Lump Sum Payment: *$ enter lump sum payment amount*

Your new salary will be reflected in your August 1, 2022 paycheck, and your lump sum will be paid in your August 1 paycheck as well.

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

For questions or concerns, please contact your departmental HR professional or your Human Resources Business Partner.

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

1Due to rounding, actual percentage may differ slightly.

cc: Employee Personnel File

Campus Merit 2022

BI-WEEKLY EXEMPT PAID SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

SUBJECT: Pay Increase

Dear *Employee 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 4.5% effective June 26, 2022.

Details of your increase are as follows:

Current Salary: $ *enter annual amount for exempt (at full-time equivalent)*

Salary increase %1: 4.5

New Salary: $ *enter annual amount for exempt (at full-time equivalent)*

Your new salary will be reflected on your July 20, 2022 paycheck.

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

For questions or concerns, please contact your departmental HR professional or your Human Resources Business Partner.

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

1Due to rounding, actual percentage may differ slightly.

cc: Employee Personnel File

Campus Merit 2022

BI-WEEKLY NON-EXEMPT PAID SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

SUBJECT: Pay Increase

Dear *Employee 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 4.5% effective June 26, 2022.

Details of your increase are as follows:

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

Salary increase %1: 4.5

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

Your new salary will be reflected on your July 20, 2022 paycheck.

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

For questions or concerns, please contact your departmental HR professional or your Human Resources Business Partner.

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

1Due to rounding, actual percentage may differ slightly.

cc: Employee Personnel File

Campus Merit 2022

MONTHLY PAID SAMPLE LETTER

*Date*

*Employee Full Name*

*Address*

SUBJECT: Pay Increase

Dear *Employee 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 4.5% effective July 1, 2022.

Details of your increase are as follows:

Current Salary: $ *enter annual amount for exempt (at full-time equivalent)*

Salary increase %1: 4.5

New Salary: $ *enter annual amount for exempt (at full-time equivalent)*

Your new salary will be reflected on your August 1, 2022 paycheck.

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

For questions or concerns, please contact your departmental HR professional or your Human Resources Business Partner.

Sincerely,

*Leader Name*

*Dean or Vice Chancellor Title*

1Due to rounding, actual percentage may differ slightly.

cc: Employee Personnel File