*Insert Date*

**MEMORANDUM**

**TO:** Dr. Jack G. Baldauf

 Vice President for Research

**THROUGH:** College Dean

**THROUGH:**  Department Head/Director

**FROM:** Principal Investigator/Supervisor

**SUBJECT:** Request for Out-of-Cycle Merit Increase for {*Name-UIN*}

In accordance with University Rule 31.01.08.M1 an out-of-cycle merit increase is requested for …

Memo must include:

* Employee Name, Title, Title Code, PIN, Department
* Current and proposed monthly salary/hourly rate
* Percent increase of proposed rate
* Source of funding (account number with function code 15)
* Concise and factual justification statement including:
	+ a description of the employee’s meritorious performance,
	+ the overall rating on his/her last performance evaluation,
	+ that the employee has not received a merit increase in the past six months, and
	+ the reason the increase should not be delayed until the next budget cycle (making it effective on September 1)
* Proposed effective date

cc: Personnel File