



## FY24 Non-Represented Merit Increase Summary

October 2, 2023

### Overview

We are pleased to announce that the University has approved a salary pool of **3%** for this year’s merit program. This memo provides an overview of the Merit Increase for Non-Represented employee groups for Fiscal Year **2024**.

### KEY PROGRAM DATES

In order to be eligible for a merit award, employees must have been in an eligible Non-Represented position as of **August 1, 2023**.

To be eligible for a merit award, employees must have a current **2023** performance evaluation completed with a rating of at least “**Effective**”. For employees in an eligible non-represented position as of **August 1, 2023**, the completion of the annual performance review is a prerequisite to be included in the non-represented merit increase program. The deadline for submission of management performance reviews in Cornerstone Conversations is **October 30, 2023**.

Unit administrators may access and begin working in the **Wayne Salary Administration Module (WSAM)** on **October 30, 2023**. The deadline to enter merit awards, performance scores and complete second level reviews, into WSAM is **November 10, 2023**.

The merit increase effective date is **November 13, 2023**, for 12-month employees and **December 9, 2023**, for the 9-month employees. Twelve-month and nine-month employees will see their increases on the **December 6 paycheck**.

### Effective November 13, 2023

Group	E classes	Approved Merit Pool	Deadline for Performance Review	Access to WSAM	WSAM Form Completion Date	Increase Effective Date	Check Date
12 Month Employees	C2, D2, EX, F2, FA, R2, RN, MA, MN, N2, NE, NH, NN, NC	3.0%	<b>October 30</b> <i>(Manager review date)</i>	<b>October 30</b>	<b>November 10</b>	<b>November 13</b>	<b>December 6</b>
9 Month Employees	C9, D9, F1, F9, R9	3.0%	<b>October 30</b> <i>(Manager review date)</i>	<b>October 30</b>	<b>November 10</b>	<b>December 9*</b>	<b>December 6</b>

*\* Service period for 9-month employees is December 9 – December 22 for the December 6 pay date*

*Additional communication to Business Affairs Officers and WSAM system administrators with detailed instructions on the WSAM process will be provided October 16th.*