



WAYNE STATE
UNIVERSITY
Human Resources

MEMORANDUM

To: Executive Officers and Deans
From: Lila Asante-Appiah, Interim Associate Vice President, Office of Human Resources
Subject: FY18 Non-Represented Merit Increase Program
Date: February 19, 2018

Overview

We are pleased to announce that University leadership has approved a merit pool of 2.0% for this year's merit program. This memo provides an overview of the merit increase program for Non-Represented employee groups for fiscal year 2018 (FY18).

Key Program Dates

In order to be eligible for a merit award, employees must have been in an eligible non-represented position as of **December 31, 2017**. For employees in an eligible non-represented position as of **July 1, 2017**, the completion of the annual performance review with an "Effective" rating or higher is a prerequisite to be eligible to receive a merit increase. The deadline for submission of performance reviews is **March 16, 2018**.

Unit administrators may access and begin working with the **Wayne Salary Administration Module (WSAM)** on **February 26, 2018**.

March 16, 2018 is the deadline for merit increases to be entered into WSAM. All second level reviews of merit increases should be completed before this date.

The merit increase effective date is March 26, 2018 for 12-month employees and April 9, 2018 for 9-month employees. Twelve month and nine month employees will see their increases on the **pay date of April 18, 2018**.

If you have any questions, please contact Daryl Bowen in the Office of Human Resources at aa5595@wayne.edu.