

**FY 2006 OPEN RANGE MERIT INCREASE TRANSMITTAL FORM
FOR EMPLOYEES HIRED AS OF AUGUST 27, 2006 AND
COMPLETING PROBATION AFTER AUGUST 26, 2007**

Administrative Unit _____ / _____
(Vice Chancellor) (Department)

College/Department Code _____

Employee's Name _____ **UIN#** _____
(Print/Type)

Classification _____
(Complete Title)

(Note - Employee must have been in the class as of August 27, 2006 and have completed the probationary period in the class on or after August 26, 2007 to be eligible for a merit increase.)

Proposed Merit Increase Percentage _____% **Effective Date*** _____

	Present Salary		Salary with Merit Increase	
	Hourly	Annual**	Hourly	Annual**
Appt. %				
Appt. 1	_____	_____	_____	_____
Appt. 2	_____	_____	_____	_____

* A merit increase can be granted only within 30 calendar days after probation is completed. (See Increase Schedule on back.)

** Compute annual by multiplying hourly rate times 1950 (37.5 hr. workweek) or 2080 (40 hr. workweek) times Appt. %.

If employee has more than two appointments or is funded by another department, submit additional Transmittal Forms.

Authorizations

Dean, Director, Department Head _____
or Chairperson: (Print or type name)

(Signature)

College/Administrative Unit: _____
(Expenditure confirmation) (Print or type name)

(Signature)

Human Resources Compensation will process the ECOS to effect approved increases.
Send completed forms by the due date identified on the Increase Schedule to:

Human Resources Compensation Section, 224 HRB, M/C 897