

# OFF-CYCLE MERIT INCREASE

***Discuss the request with Richard and Jerie in COM-T HR prior to submitting.***

**Submit the following to Richard and Jerie, who will review:**

1. Completed Off-Cycle Merit Request Form
2. Recent Career Conversation

**If the Off-Cycle Merit is Approved, then:**

- Submit a Job Change (Manager Self Service)
- Request MSS Transactions Tile
- Employment and Job
- Request Employment/Job Change
- Job Data Change
- New Request
- Select Modify Job Attributes).
- Include detailed comments

**Attachments Needed**

- Completed signed form
- Approval email

**Notes**

- If the request is for 10% or less, we can approve.
- If the request is above 10%, we will seek approval from Jenna Elmer and Compensation.
- The timeframe for an Off-Cycle Merit Increase is up to two weeks, depending on our workflow.

**Resources**

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