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