[Unit Letterhead]

[Unit Name]

**MEMORANDUM**

[Date]

TO: LaTasha Robinson, Director, CAS Office of Human Resources and Faculty Affairs

VIA: [CAS HR Manager], HR Manager, CAS Office of Human Resources and Faculty Affairs

FROM: [Chair/Director Name], [Chair/Director Title], [Unit Name]

RE: Approval Requested to provide [Employee Name] with a Pay for Performance Increase

**Name and USCID:** [Name] (U00000000)

**Type of Action:** Pay for Performance (PFP)

**Title/Classification:** [State Classification] (Class Code)

**Current Salary:**

**Increase Percentage:**

**Proposed New Salary:**

**Funding Source:** [Full funding chart-string]

**Last PFP Awarded Date:**

**Last EPMS Review Date/Rating:**

**Reason for PFP:** (*highlight all that apply*)

* **Exceptional Customer Service**
* **Increased Productivity**
* **Process Improvement**
* **Realized Cost Savings**
* **Other Contributions**

**Justification:**