



Executive Vice Chancellor
And Provost
and
Vice Chancellor for
Finance and Administration

Holladay Hall
Raleigh, NC

MEMORANDUM

TO: Executive Officers, Deans, and Provosts

FROM: Warwick A. Arden
Provost and Executive Vice Chancellor

Scott R. Douglass
Vice Chancellor, Finance and Administration

SUBJECT: Update on the 2016-17 SHRA One-Time Merit Bonus

DATE: September 30, 2016

A University memorandum distributed September 19, 2016, provided details regarding the 2016-17 one-time across-the-board bonus and merit bonus for SHRA and EHRA employees. Further guidance has now been received from UNC General Administration on the amounts to be awarded to SHRA employees for the one-time merit bonus. SHRA employees who meet the eligibility guidelines identified in the September 19, 2016 memo will receive the following one-time merit bonuses:

- Eligible SHRA employees with performance ratings of “very good” or “good” (“4” or “3”) on their FY16 performance review will receive a \$475 one-time merit bonus payment.
- Eligible SHRA employees with a performance rating of “outstanding” (“5”) on their FY16 performance review will receive a \$700 one-time merit bonus payment.

SHRA employees with ratings of “below good” or less (“2” or “1”) based on their FY16 performance review or those with active disciplinary action(s) as of October 1, 2016 are not eligible. The September 19, 2016 memorandum with bonus eligibility guidelines can be viewed on Budget Central:

https://budget.ncsu.edu/budgetcentral/documents/16.09.19_EHRA_SHRA_CompensationUpdates_Bonuses.pdf

The one-time merit bonuses will be applied systematically following current salary distribution in the HR System and will be paid in the October payroll.

Please contact your budget analyst in the University Budget Office if you have budget related questions or your HRIM representative in the University Human Resources Office if you have questions about employee eligibility or bonuses.

cc: College and Unit Finance and HR Contacts