# **One-Time Merit Payment Comment Template**

**INSTRUCTIONS:** This template is to be followed when submitting a “Request One-Time Payment” business process in Workday using one of the following reasons: *Merit > Merit Payment – Regular Budget Cycle* or *Merit > Merit Payment – Outside Budget Cycle.* Information about Merit may be found at <https://employees.tamu.edu/compensation/flexible-comp/merit-pay.html>.

*Starting below the line, please copy and paste the following information into the comment box of Workday when submitting a “Request One-Time Payment” business process intended to grant a One-Time Merit Payment.*

[**INSERT DEPARTMENT NAME HERE**] asserts that the following eligibility criteria has been met for a One-Time Merit Payment under [University Rule *31.01.08.M1, Merit Salary Increases*](https://rules-saps.tamu.edu/PDFs/31.01.08.M1.pdf):

-The employee has been employed by Texas A&M University for at least six (6) continuous months prior to the effective date of the Merit Salary Increase and

-The employee must not have received a Merit Salary Increase (Merit Raise and/or One-Time Merit Payment) within the past six (6) months prior to the effective date of the Merit Salary Increase.

- An employee receiving a Merit Salary Increase must have demonstrated meritorious performance evidenced by a “Meets Expectations” or higher overall rating the most recent Performance Review.

Additional justification for One-Time Merit Payment: