**M E M O R A N D U M**

TO: Employee Name, Title

 Department

FROM: Appointing Authority, Title

 Area/College

DATE: DATE

SUBJECT: 1% Across-the-Board Increase

The state of Washington provided funding for a 1% general salary increase for eligible Administrative Professional employees. The details of your salary increase are outlined below.

EFFECTIVE DATE: January 1, 2018

MONTHLY SALARY: $Salary

The configuration of your position is unchanged per your most recent offer letter, Personnel Action Form, or any other written modifications to your current appointment.

If you have questions regarding this matter, please contact your immediate supervisor OR Area Finance Officer, Name, Title.

Thank you for your commitment to Area/College and your continued contributions to Washington State University.

cc: Appropriate CCs

 Department Personnel File

 HRS Personnel File