The S&W guidelines were distributed last week. We have received a couple of questions related to those guidelines so I wanted to provide the following clarification:

1. Are 0% increases allowed? **YES.** We did not intend in the S&W principles to suggest an annual increase was mandated. If an annual increase is recommended for an employee it can be no less than .05% (with the exceptions outlined in the S&W principles.)

2. Can the minimum associated with Graduate Assistantships be rounded? **YES** Departments are not required to pay at the minimum. It is always appropriate to round up.

I have attached the following documents that are used for processing and included the S&W guidelines so you have everything in one document:

- **MU Processing Instructions**
- **Schedule of Processing Salary Increases**
- **Spreadsheet for Lump Sum Awards (Exceptional Performance)**
- **Spreadsheet for Lump Sum Awards (EEs at or above the max)**
- **S&W Guidelines**

ASIA is now open. We recommend **July 10th as the earliest date** for you to create your data sheets. This will allow the HR/Payroll database (i.e., Peoplesoft job records) to be as up-to-date as possible.

Please feel free to send me questions or comments. I use your feedback to improve the document for the following year.

Please distribute these documents within your divisions and departments as appropriate.

Thanks for all your help. Jatha B. Sadowski