

HRIS Queries for Merit Letters

SAU_MERIT_LETTERS_BIWEEKLY

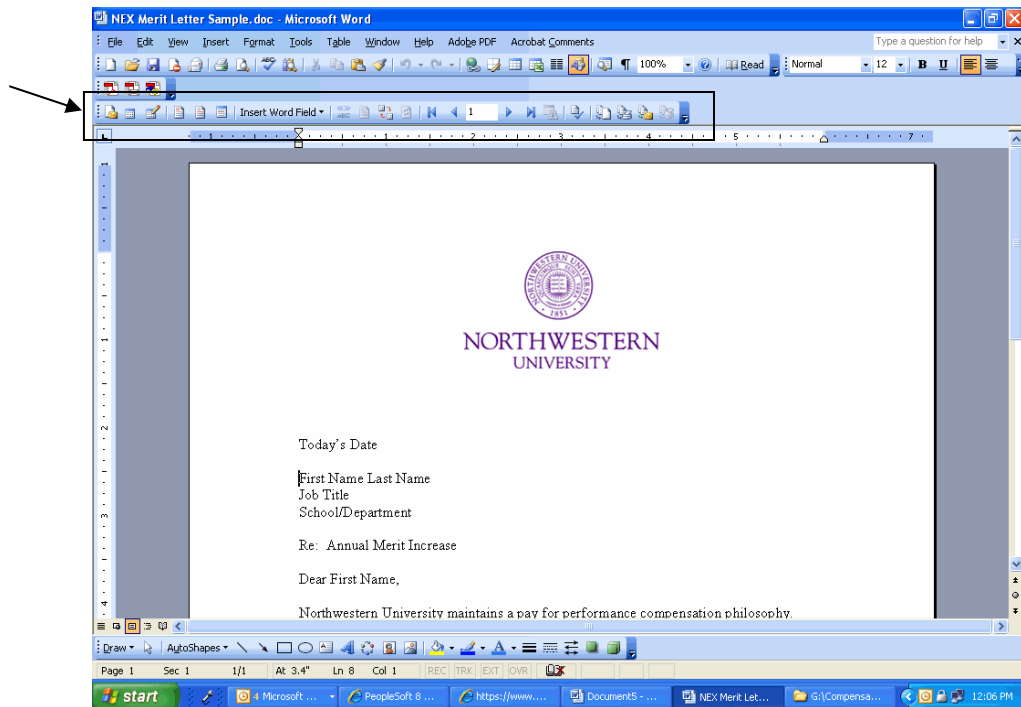
SAU_MERIT_LETTERS_MONTHLY

Public queries in HRIS REPT database. You can only successfully run your queries after the HRIS load takes place, which is scheduled for 8/13/08.

There are two queries, one for NEX and one for EXS (and ITS). There are two sample merit letters, one for NEX and one for EXS (and ITS). Both queries hold specific information for the different salary plans. Be sure to use the correct query with the corresponding letter. The queries contain confidential salary information, save files in secure location. Once saved, open Excel files and delete 1st row so that the headers are in row 1. Look at columns with currency amounts and make sure that 2 decimal places are showing.

Creating Merit Letters using Mail Merge

Open MS Word and open NEX Merit Letter Sample. We are using the NEX letter for this exercise. Click Tools > Letters and Mailings > Show Mail Merge Toolbar.



The 1st icon is Main Document Setup > choose Letters.

The 2nd icon is Open Data Source > find saved Excel file; NEX merit data download from HRIS query. Click OK when Select Table box opens.

The 3rd icon is Mail Merge Recipients, this allows you to check your data and exclude anyone if they won't be getting a merit letter.

The 6th icon is Insert Merge Fields:

1. Highlight the First Name text in the sample letter > click Insert Merge Fields > choose First Name > Insert > Ok.
2. Highlight Last Name in sample letter > click Insert Merge Fields > choose Last Name > Insert > Ok.
3. Highlight Job Title in sample letter > click Insert Merge Fields > choose Title > Insert > OK.
4. Highlight School/Department in sample letter > click Insert Merge Fields > choose Dept Title > Insert > OK.
5. Highlight First Name in sample letter (in salutation line) > click Insert Merge Fields > choose First Name > Insert > Ok.
6. Click right after the \$ sign for Minimum > click Insert Merge Fields > choose Min/Hour > Insert > OK.
7. Click right after the \$ sign for Midpoint > click Insert Merge Fields > choose Mid/Hour > Insert > OK.
8. Click right after the \$ sign for Maximum > click Insert Merge Fields > choose Max/Hour > Insert > OK.
9. Click after the last \$ sign for the new hourly rate > click Insert Merge Fields > choose New Comp Rate > Insert > OK.
10. Type in today's date at the top of the letter. The signature area should be signed by the Department Administrator, or you can type his/her name in if there are a large number of letters.
11. After all merge fields are entered, click Merge to New Document in Toolbar (4th from end). Choose All Records > Ok.
12. Scroll down to view all merged letters. You can save and/or print. You should look over all letters and have them looked over by the Department Administrator to make sure information is correct and that there are no missing staff.

The EXS (and ITS) letter mail merge is completed the same way, the only difference is there are different fields since exempt staff are given annual amounts. Match the fields in the Excel document with the fields in the EXS Sample Letter. You can only successfully run your queries after the HRIS load takes place, which is scheduled for 8/13/08.