

HRIS Queries for Merit Letters

MCD_MERIT_LETTERS_BIWEEKLY

MCD_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 8/13/09.

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 (Word 2007 version)

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

Click the Select Recipients icon to the right of the Start Mail Merge icon. Choose Use Existing List. Search for your saved NEX merit increase Excel file and click open. The Edit Recipient List icon will appear to the right of Select Recipients icon. This allows you to edit your merit increase spreadsheet. If the list is correct, click Insert Merge Field and insert the following merge fields:

1. Highlight the First_Name text in the sample letter > click Insert Merge Fields > choose First_Name > Insert > Ok.
2. Highlight Last in the sample letter > click Insert Merge Fields > choose Last > Insert > Ok.
3. Highlight Job_Title in the sample letter > click Insert Merge Fields > choose Job_Title > Insert > OK.
4. Highlight Dept_Name in the sample letter > click Insert Merge Fields > choose Dept_Name > Insert > OK.
5. Highlight First_Name in the sample letter (in salutation line) > click Insert Merge Fields > choose First_Name > Insert > Ok.
6. Highlight MinHour in the sample letter > click Insert Merge Fields > choose Min/Hour > Insert > OK.
7. Highlight MidptHour in the sample letter > click Insert Merge Fields > choose Midpt/Hour > Insert > OK.
8. Highlight MaxHour in the sample letter > click Insert Merge Fields > choose Max/Hour > Insert > OK.
9. Highlight New_Comp_Rate in the sample letter > click Insert Merge Fields > choose New_Comp_Rate > Insert > OK.
10. Highlight New_Ann_Rate in the sample letter > click Insert Merge Fields > choose New_Ann_Rate > Insert > OK.
11. 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.
12. Highlight the entire letter. Click on the font and select Times New Roman and 12.
11. After all merge fields are entered, click Finish and Merge in Toolbar. Then click on Edit Individual Documents.
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.