Accessing Salary Planning Online

To access myHR Administration, log in to www.northwestern.edu/myhr/ with your NetID and NetID Password:

- **myHR LOGIN** PRODUCTION: for real-time data access, data entry, and the myHR Reporting Dashboard.

After logging in:

1. Click ☀️ in the top right corner.
2. Select CLASSIC HOME or NAVIGATOR.
3. From the menu, follow the paths indicated below to use the MERIT INCREASES pages.

Staff Salary Planning Pages
Inchc includes employees in the Salary Administration Plans EXS, NEX, ITS, and EXC.

### Merit Increases Pages

**Merit by SAU - Staff**  To enter and mass approve multiple staff merit entries in a Salary Admin Unit.

*Note:* Click “View All” to ensure all staff are displayed and each entry is correct before saving approval.

**MAIN MENU > COMPENSATION > BASE COMPENSATION > MERIT INCREASES > MERIT BY SAU - STAFF**

**Merit by Employee - Staff**  To enter and approve individual staff merit entries.

**MAIN MENU > COMPENSATION > BASE COMPENSATION > MERIT INCREASES > MERIT BY EMPLOYEE - STAFF**

**Change SAU**  To view SAU by individual staff member. Administration approvers must select “Correct History” to edit.

**MAIN MENU > COMPENSATION > BASE COMPENSATION > MERIT INCREASES > SAU CHANGE**

**Merit Entry Tabs**  Four tabs control data displayed. Merit entry is required in only one tab; other fields calculate automatically.

- [% Increase](#)
- [Dollar Amount](#)
- [New Annual Rate](#)
- [All Fields](#)

**Merit Approval Codes**  To indicate merit entry status and to submit approval.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Planning, entry has taken place or is in process</td>
</tr>
<tr>
<td>N</td>
<td>No Entry, employee will not receive merit increase</td>
</tr>
<tr>
<td>E</td>
<td>Evaluation Only, merit not granted to entire SAU based on economic environment; performance evaluation is entered</td>
</tr>
<tr>
<td>Z</td>
<td>Zero, merit not granted based upon performance</td>
</tr>
<tr>
<td>D</td>
<td>Dept Approval, department level approval</td>
</tr>
<tr>
<td>S</td>
<td>School Approval, school level approval</td>
</tr>
<tr>
<td>R</td>
<td>Rejected, merit has been rejected and must be re-evaluated</td>
</tr>
<tr>
<td>A</td>
<td>Administration, final approval from HR Compensation</td>
</tr>
</tbody>
</table>
### Job Aid: Submit Staff Merit Entry

#### Merit Entry Procedures

**Merit by SAU - Staff Page**

**MAIN MENU > COMPENSATION > BASE COMPENSATION > MERIT INCREASES > MERIT BY SAU – STAFF**

1. Enter a **Salary Admin Unit (SAU)** and click <Search>. MERIT BY SAU pages can also be viewed by clicking “Advanced Search” to refine results.
   
   *Note: Multiple Dept Names can be listed under the same SAU.*

2. Select an SAU with the corresponding **Dept Name** and **Salary Administration Plan (Sal Plan)**. Top calculations and a grid of all staff in that SAU will display.
   
   *Note: Select “View All” to ensure all employees are visible. Results displayed are limited by myHR security access.*

3. The **Performance Evaluation** column will automatically populate performance rating from myHR Learn and is required to submit merit increases. The rating cannot be deleted or left blank; an error message will appear.
   
   *Note: If manual changes are entered, the nightly process will override data. Please update performance ratings directly in myHR Learn.*

4. Enter the merit value for each staff member in one of the four tabs, shown below. Only one merit value (% Increase, Dollar Amount, or New Annual Rate) is required; other fields will calculate automatically.

   ![Merit Entry Procedures Table](image)

5. If available in budget, discretionary increase values are available on the **All Fields** tab. Enter a new discretionary increase value in the appropriate **Discretionary** column for applicable staff.

   ![Discretionary Increase Table](image)

   *Note: A discretionary increase may be granted with or without a merit increase.*

6. If a discretionary increase is submitted, the **MERIT BY EMPLOYEE - STAFF** page must be updated with a reason for each applicable staff member.

   **MAIN MENU > COMPENSATION > BASE COMPENSATION > MERIT INCREASES > MERIT BY EMPLOYEE – STAFF**

   ![Discretionary Increase Page](image)

   **Comment:** Covered tasks for EE on leave

7. At any time, click the **ReCalculate** button to update the top calculation values. The “Total” fields will update to reflect the most current entries in the grid below.

   ![Top Calculation Grid](image)

   *Note: Budgeted fields are automatically populated by SAU.*
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>8.</strong> Enter the <strong>Merit Approval Code</strong> “D” or “S” for each staff member. Click the <strong>Merit Approval</strong> icon or enter the approval letter directly. If an entry is not ready to finalize, work can be saved as “P” for planning.</td>
<td></td>
</tr>
</tbody>
</table>
| **9.** To mass approve staff in the grid, enter the merit approval code “D” or “S” in the **Mass Merit Approval** field. This field automatically populates the **Merit Approval** column for all staff; not just those on the current view. Click “Approve” to update all entries.  

**Mass Merit Approval [ ] ▶️ Approve**  

*Note: Existing merit approval codes of “E”, “N”, or “Z” will not change; these codes must be updated individually.* |   |
| **10.** Select to save work at any time. |   |
| **11.** Salary data can be downloaded at any time to Excel. Click to save myHR data. Click the spreadsheet icon. Data downloaded to Excel appears as it does on the salary **MERIT BY SAU - STAFF** entry page.  

*Note: Ensure pop up blocker is off to download items.* |   |