

Northwestern

## HRS203: myHR Salary Planning

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**Why Training?**

## Why Training?

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- Required for new salary planning users
  - Gain access to myHR pages
  - Learn how to navigate pages and new FY19 functionality
  - Review salary planning deadlines and resources

## New Users Request Access

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### 4. Access Roles

a. Select any **myHR Administration** access requested. Required training must be completed before access is provided.

Annual Salary Planning		
<input type="checkbox"/> Merit Increase Entry	Enter annual merit information, including bonuses and reappointments if applicable. → Select one or more population for access: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Research Staff <input type="checkbox"/> Research Faculty <input type="checkbox"/> Medical Faculty	HRS203
<input type="checkbox"/> Department Approver	Assign department-level approval for salary planning data entry.	
<input type="checkbox"/> School/Central Approver	Assign school or central administration approval for salary planning data entry.	

### 5. Department/Chartstring Security Access

a. Data Access: List all 6-digit HR DeptIDs that you need access to view/update data; list only the first 4 digits to receive access to all nodes in that DeptID. Attach additional sheet if necessary.

HR DeptID	Department Name	HR DeptID	Department Name

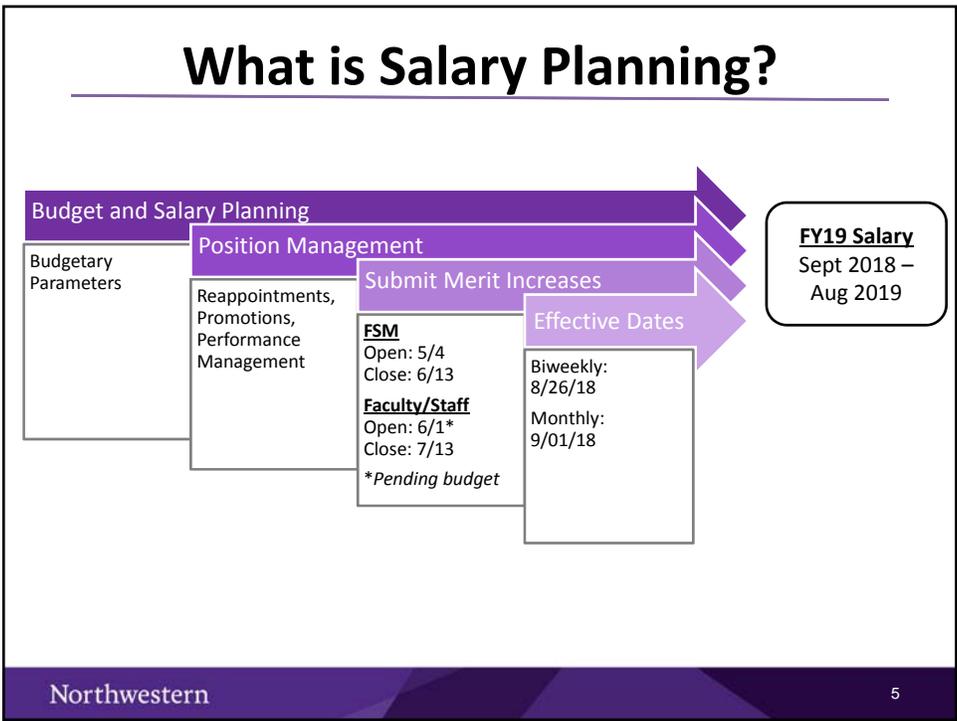
Graduate Student Record Access? Yes No Or, copy Data Access DeptIDs from this existing user: \_\_\_\_\_

### 6. Signatures & Approvals

I understand that any violation of this agreement is cause for immediate revocation of access, dismissal, or other disciplinary action.

Applicant's Signature:	Date:	<i>Internal Use Only</i>
Department/Unit Approver's Signature:	Date:	
Authorized School/Unit Administrator's Signature:	Date:	

# What is Salary Planning?



## What is Salary Planning?

- What is Salary Planning?
  - The annual compensation process to enter merit increases and/or discretionary increase for staff in myHR
  - Entry of annual faculty promotions and reappointments
- All entries are done in myHR Administration
  - Merit may be entered by SAU or by Employee

## What is Salary Planning?

- Entry is based on Salary Administration Unit (SAU)
  - The grouping of departments responsible for merit increases
- The Salary Administration Plan (Sal Plan) listed is based on the employee position type

Sal Plan	Description
NEX	Nonexempt Staff
EXS	Exempt Staff
ITS	Information Technology Staff
EXC	Executive Level Staff

Sal Plan	Description
FAC	Faculty
LIB	Librarians
ACS	Academic Faculty
RES	Research Staff
REF	Research Faculty

## What is Salary Planning?

- Employees entering or leaving the department:
  - Terminated/transferred employee will fall off your compensation list overnight
  - Incoming department of transferred employee should review merit increase entered by old department
  - Employee on an unpaid leave of absence will be excluded from the compensation planning process until they return to active and paid status

## Planning Dates and Approvers

## Salary Planning Dates

Planning deadlines and approvals are different for employee populations:

### Feinberg School of Medicine (FSM)

- **Final approval by Feinberg Administration**
  - Open: 5/4
  - Close: 6/13

## Salary Planning Dates

Planning deadlines and approvals are different for employee populations:

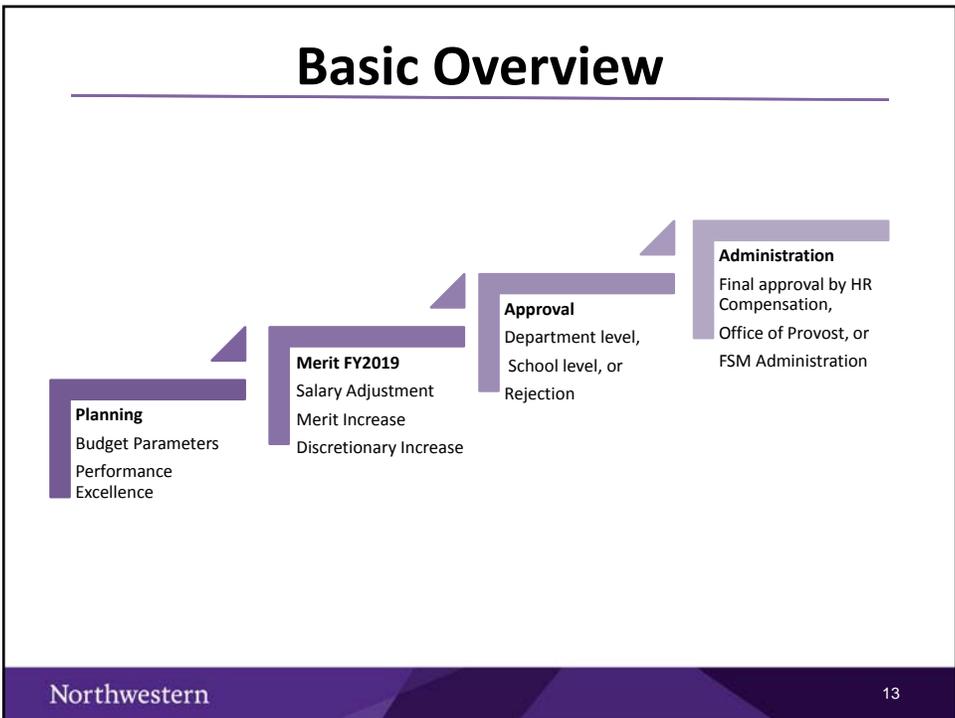
### Non-FSM Faculty and Librarians

- **Final approval by Office of the Provost**
  - 5/1 promotion & reappointments
  - Open: 6/1\*
  - Close: 7/13

### Staff (Including FSM Staff)

- **Final Approval by HR Compensation**
  - Open: 6/1\*
  - Close: 7/13

*\*Pending availability of budgets*



## myHR Examples

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1. [FSM Research Faculty & Staff Merit Increase](#) (Slide#15-38)
  - Merit by SAU – REF
  - Merit by SAU – RES
2. [Faculty with Salary Adjustment](#) (Slide #39-71)
  - Merit by SAU – Faculty
  - Reappointment – Faculty
  - Promotion – Faculty
3. [Staff with Discretionary Increase](#) (Slide #72-105)
  - Merit by SAU – Staff
  - Merit by Employee – Staff

## myHR Examples

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### 1. FSM Research Faculty & Staff

Merit by SAU – REF Faculty\*

Merit by SAU – RES Staff\*

*\*FSM users only*

On either the MERIT BY SAU – RES STAFF or MERIT BY SAU – RES FACULTY pages, enter a **Salary Admin Unit (SAU)** and click “Search”.  
 Note: Research (RES) pages are for FSM users only.

NW Salary Admin Unit	Dept Name	Salary Administration Plan
435500	MED-Breast	RES
435500	MED-Clinic	RES
435500	MED-Plasti	RES
435500	MED-Surg_O	RES
435500	MED-Thorac	RES
435500	MED-Trauma	RES

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: Results displayed are limited by myHR security access.

Favorites ▾ Main Menu ▾ Compensation ▾ Base Compensation ▾ Merit Increases ▾ Merit by SAU - Res Staff

Home Search Menu Refresh

New Window | Help

### NW Merit by SAU - Res Staff

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

NW Salary Admin Unit begins with

Salary Administration Plan begins with

Dept Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-6 of 6 Last

NW Salary Admin Unit	Dept Name	Salary Administration Plan
435500	MED-Breast	RES
435500	MED-Clinic	RES
435500	MED-Plasti	RES
435500	MED-Surg_O	RES
435500	MED_Thorac	RES
435500	MED_Trauma	RES

Select an SAU with the corresponding **Department Name** and **Salary Administration Plan (Salary Plan)**. *Note: Multiple Departments can be listed under the same SAU.*

Favorites ▾ Main Menu ▾ Compensation ▾ Base Compensation ▾ Merit Increases ▾ Merit by SAU - Res Staff

Home Search Menu Refresh

New Window | Help | Personalize Page

### Merit by SAU - Res Staff

SAU:  Sal Plan: RES

Total Current Salaries:  Total New Salaries:

Goal Merit % Increase:  Goal Merit Increase Amount:

Total % Increase:  Total Increase Amount:

Personalize | Find | View All | First 1-5 of 27 Last

	Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	% Incr	New Annl Rt	New FTE Sal	
1	<input type="text"/>						4114.95		49379.40		
2	<input type="text"/>						3957.00		47484.00		
3	<input type="text"/>						4177.60		50131.20		
4	<input type="text"/>						4583.34		55000.08		
5	<input type="text"/>						4377.60		52531.20		

Mass Merit Approval:  Approve

Save Return to Search Previous in List Next in List Notify

Enter the **merit value** for each employee in one of the five tabs. Only one merit value (% Increase, Dollar Amount, New Comp Rate, or New Annual Rate) is required; other fields will calculate automatically.

*Note: Tabbing (vs. clicking) between fields allows values to calculate properly.*

SAU: [redacted] Sal Plan: RES

Total Current Salaries: [redacted] Total New Salaries: [redacted]

Goal Merit % Increase: [redacted] Goal Merit Increase Amount: [redacted]

Total % Increase: [redacted] Total Increase Amount: [redacted]

Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	% Incr	New Annl Rt	New FTE Sal
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4114.95	[redacted]	49379.40	[redacted]
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	3957.00	[redacted]	47484.00	[redacted]
3	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4177.60	[redacted]	50131.20	[redacted]
4	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4583.34	[redacted]	55000.08	[redacted]
5	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4377.60	[redacted]	52531.20	[redacted]

Mass Merit Approval: [dropdown] Approve

Save Return to Search Previous in List Next in List Notify

Note: Select "View All" to ensure all staff are visible. Also, data can be sorted by clicking the column header.

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SAU: [redacted] Sal Plan: RES

Total Current Salaries: [redacted] Total New Salaries: [redacted]

Goal Merit % Increase: [redacted] Goal Merit Increase Amount: [redacted]

Total % Increase: [redacted] Total Increase Amount: [redacted]

Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	\$ Incr	New Comp Rt	% Incr	New FTE Sal
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4114.95	[redacted]	49379.40	[redacted]	[redacted]
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	3957.00	[redacted]	47484.00	[redacted]	[redacted]
3	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4177.60	[redacted]	50131.20	[redacted]	[redacted]
4	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4583.34	[redacted]	55000.08	[redacted]	[redacted]
5	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4377.60	[redacted]	52531.20	[redacted]	[redacted]
6	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4055.25	[redacted]	48863.00	[redacted]	[redacted]
7	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	5250.00	[redacted]	63000.00	[redacted]	[redacted]
8	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4097.47	[redacted]	49169.64	[redacted]	[redacted]
9	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	4055.93	[redacted]	48671.16	[redacted]	[redacted]
10	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	3987.00	[redacted]	47844.00	[redacted]	[redacted]

Mass Merit Approval: [dropdown] Approve

Save Return to Search Previous in List Next in List Notify

Note: Select "View All" to ensure all staff are visible. Also, data can be sorted by clicking the column header.

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To assist planning, data can be downloaded at any time to Excel. Click **“Save”** to save myHR data before downloading. Click the **spreadsheet icon**.  
*Note: Ensure pop up blocker is off to download items.*

Select the downloaded item. Data downloaded to Excel appears as it does on merit increase pages. Click **“Enable Editing”** to manipulate data.  
*Note: Ensure pop up blocker is off to download items.*

[Favorites](#) > [Main Menu](#) > [Compensation](#) > [Base Compensation](#) > [Merit Increases](#) > [Merit by SAU - Res Staff](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

**Merit by SAU - Res Staff**

SAU:  Sal Plan: RES

Total Current Salaries:  Total New Salaries:

Goal Merit % Increase  Goal Merit Increase Amount

Total % Increase:  Total Increase Amount:

Personalize | Find | View All | First 1-5 of 27 Last

		% Increase	Dollar Amount	New Comp Rate	New Annual Rate	All Fields					
Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	% Incr	New Annl Rt	New FTE Sal		
1	<input type="text"/>	4114.95	49379.40	1.00	49873.20	<input type="text"/>	<input type="text"/>				
2	<input type="text"/>	3957.00	47484.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
3	<input type="text"/>	4177.60	50131.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
4	<input type="text"/>	4583.34	55000.08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
5	<input type="text"/>	4377.60	52531.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Mass Merit Approval:

**Percent Increase Tab**

Enter merit value by percentage in the **Merit % Increase** column and “tab” to update. The New Annual Rate will calculate automatically.

[Favorites](#) > [Main Menu](#) > [Compensation](#) > [Base Compensation](#) > [Merit Increases](#) > [Merit by SAU - Res Staff](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

**Merit by SAU - Res Staff**

SAU:  Sal Plan: RES

Total Current Salaries:  Total New Salaries:

Goal Merit % Increase  Goal Merit Increase Amount

Total % Increase:  Total Increase Amount:

Personalize | Find | View All | First 1-5 of 27 Last

		% Increase	Dollar Amount	New Comp Rate	New Annual Rate	All Fields					
Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	\$ Incr	New Comp Rt	% Incr	New FTE Sal	
1	<input type="text"/>	4114.95	49379.40	25.05	4140.00	0.61	<input type="text"/>				
2	<input type="text"/>	3957.00	47484.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
3	<input type="text"/>	4177.60	50131.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
4	<input type="text"/>	4583.34	55000.08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
5	<input type="text"/>	4377.60	52531.20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Mass Merit Approval:

**Dollar Amount Tab**

Enter merit value by dollar amount in the **Merit \$ Increase** column and “tab” to update. The New Compensation Rate and Percent Increase will calculate automatically.

[Favorites](#) > [Main Menu](#) > [Compensation](#) > [Base Compensation](#) > [Merit Increases](#) > [Merit by SAU - Res Staff](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

**Merit by SAU - Res Staff**

SAU: [ ] Sal Plan: RES

Total Current Salaries: [ ] Total New Salaries: [ ]

Goal Merit % Increase: [ ] Goal Merit Increase Amount: [ ]

Total % Increase: [ ] Total Increase Amount: [ ]

Personalize | Find | View All | First 1-5 of 27 Last

	% Increase	Dollar Amount	New Comp Rate	New Annual Rate	All Fields				
Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	New Comp Rt	% Incr	New FTE Sal	
1	[ ]	[ ]	[ ]	[ ]	[ ]	4114.95	4140.00	0.61	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]	3957.00	[ ]	[ ]	[ ]
3	[ ]	[ ]	[ ]	[ ]	[ ]	4177.60	[ ]	[ ]	[ ]
4	[ ]	[ ]	[ ]	[ ]	[ ]	4583.34	[ ]	[ ]	[ ]
5	[ ]	[ ]	[ ]	[ ]	[ ]	4377.60	[ ]	[ ]	[ ]

Mass Merit Approval: [ ] [Approve](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

**New Compensation Rate Tab**

Enter merit value by dollar amount in the **New Compensation Rate** column and “tab” to update. The Percent Increase will calculate automatically.

[Favorites](#) > [Main Menu](#) > [Compensation](#) > [Base Compensation](#) > [Merit Increases](#) > [Merit by SAU - Res Staff](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

**Merit by SAU - Res Staff**

SAU: [ ] Sal Plan: RES

Total Current Salaries: [ ] Total New Salaries: [ ]

Goal Merit % Increase: [ ] Goal Merit Increase Amount: [ ]

Total % Increase: [ ] Total Increase Amount: [ ]

Personalize | Find | View All | First 1-5 of 27 Last

	% Increase	Dollar Amount	New Comp Rate	New Annual Rate	All Fields				
Merit Approval	Dept ID	Name	ID	Grd	Annual Rate	New Annl Rt	% Incr	New FTE Sal	
1	[ ]	[ ]	[ ]	[ ]	[ ]	49379.40	50000.04	1.26	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]	47484.00	[ ]	[ ]	[ ]
3	[ ]	[ ]	[ ]	[ ]	[ ]	50131.20	[ ]	[ ]	[ ]
4	[ ]	[ ]	[ ]	[ ]	[ ]	55000.08	[ ]	[ ]	[ ]
5	[ ]	[ ]	[ ]	[ ]	[ ]	52531.20	[ ]	[ ]	[ ]

Mass Merit Approval: [ ] [Approve](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

**New Annual Rate Tab**

Submit merit value by dollar amount in the **New Annual Rate** column and “tab” to updated. The Percent Increase will calculate automatically.

Compensation > Base Compensation > Merit Increases > Merit by SAU - Res Staff

Merit by SAU - Res Staff

SAU: [ ] Sal Plan: RES

Total Current Salaries: [ ] Total New Salaries: [ ]

Goal Merit % Increase: [ ] Goal Merit Increase Amount: [ ]

Total % Increase: [ ] Total Increase Amount: [ ]

**More data available** →

% Increase		Dollar Amount		New Comp Rate		New Annual Rate		All Fields				
Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	% Incr	\$ Incr	Chg Amt	New Comp Rt	New Annl Rt	FTE
1	[ ]	[ ]	[ ]	[ ]	4114.95	49379.40	1.26	51.72	51 720 000	4,165.67	50,000.04	
2	[ ]	[ ]	[ ]	[ ]	3957.00	47484.00						
3	[ ]	[ ]	[ ]	[ ]	4177.60	50131.20						
4	[ ]	[ ]	[ ]	[ ]	4583.34	55000.08						
5	[ ]	[ ]	[ ]	[ ]	4377.60	52531.20						

Mass Merit Approval: [ ] Approve

Save Return to Search Previous in List Next in List Notify

**All Fields Tab**

Any merit value can be entered on the All Fields tab and more data is available to view (e.g. Percent full-time).

Message

New FTE is required for employees in this Salary Plan. (20003,38)

The new FTE field is required for employees in Salary Plans RES and REF. Please enter in the new FTE.

OK

**All Fields**

% Full Time
40.00
100.00
100.00
100.00
100.00

If merit values are entered, New FTE Salary is required and must be manually calculated.  $\text{New FTE Salary} = \text{New Annual Salary} / \text{New Full-time Percent}$ .  
 Note: % full time can be found on the "All Fields" tab.

[Favorites](#) > [Main Menu](#) > [Compensation](#) > [Base Compensation](#) > [Merit Increases](#) > [Merit by SAU - Res Staff](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

**Merit by SAU - Res Staff**

SAU: [ ] Sal Plan: RES

Total Current Salaries: [ ] Total New Salaries: [ ]

Goal Merit % Increase: [ ] Goal Merit Increase Amount: [ ]

Total % Increase: [ ] Total Increase Amount: [ ]

Personalize | Find | View All | First 1-5 of 16 Last

	% Increase	Dollar Amount	New Comp Rate	New Annual Rate	All Fields					
Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	% Incr	New Annl Rt	New FTE Sal	
1	[ ]	[ ]	[ ]	[ ]	[ ]	3957.00	47484.00	2.00	48433.68	[ ]
2	[ ]	[ ]	[ ]	[ ]	[ ]	3987.00	47844.00	1.00	48322.44	[ ]
3	[ ]	[ ]	[ ]	[ ]	[ ]	4055.25	48663.00	1.00	49149.60	[ ]
4	[ ]	[ ]	[ ]	[ ]	[ ]	4061.18	48734.16	[ ]	[ ]	[ ]
5	[ ]	[ ]	[ ]	[ ]	[ ]	4106.61	49279.32	[ ]	[ ]	[ ]

Mass Merit Approval: [ ]

If merit values are entered, New FTE Salary is required and must be manually calculated.  $\text{New FTE Salary} = \text{New Annual Salary} / \text{New Full-time Percent}$ .  
*Note: % full time can be found on the "All Fields" tab.*

Message

Warning -- Merit Approval code must be assigned if data entry has taken place (20003,30)

Please review the Merit Approval field. The value must be assigned if data entry has taken place.

Once all merit data has been entered, data must be submitted using the appropriate **Merit Approval Code** to be routed for Administration approval. An error message will appear if entries do not have a Merit Approval Code assigned.

Enter the **Merit Approval Code** for each employee. Click the Merit Approval lookup icon or enter the approval letter directly. If an entry is not ready to finalize, work can be saved as “P” for planning. Click “Save” to save entries.

Enter the **Merit Approval Code** for each employee. Click the Merit Approval lookup icon or enter the approval letter directly. If an entry is not ready to finalize, work can be saved as “P” for planning. Click “Save” to save entries.

SAU: [ ] Sal Plan: RES

Total Current Salaries: [ ] Total New Salaries: [ ]

Goal Merit % Increase: [ ] Goal Merit Increase Amount: [ ]

Total % Increase: [ ] Total Increase Amount: [ ]

Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	\$ Incr	New Comp Rt	% Incr	New FTE Sal
P					4114.95	49379.40	41.15	4156.10	1.00	
P					3957.00	47484.00	39.57	3996.57	1.00	
P					4177.60	50131.20	41.78	4219.38	1.00	
P					4583.34	55000.08	45.83	4629.17	1.00	
P					4377.60	52531.20	43.78	4421.38	1.00	

Mass Merit Approval: Planning **Approve**

Save Return Department No Entry **Planning** Rejected Schools

To mass approve employees in the grid, click the lookup icon or enter the merit approval code in the **Mass Merit Approval** field. This field automatically populates the Merit Approval column for all employees in the SAU. Click **Approve** to update all staff and **Save** to save entries.

SAU: [ ] Sal Plan: RES

Total Current Salaries: [ ] Total New Salaries: [ ]

Goal Merit % Increase: [ ] Goal Merit Increase Amount: [ ]

Total % Increase: [ ] Total Increase Amount: [ ]

Merit Approval	Dept ID	Name	ID	Grd	Comp Rate	Annual Rate	\$ Incr	New Comp Rt	% Incr	New FTE Sal
P					4114.95	49379.40	41.15	4156.10	1.00	
P					3957.00	47484.00	39.57	3996.57	1.00	
P					4177.60	50131.20	41.78	4219.38	1.00	
P					4583.34	55000.08	45.83	4629.17	1.00	
P					4377.60	52531.20	43.78	4421.38	1.00	
P					4055.25	48663.00				
P					5250.00	63000.00				
P					4097.47	49169.64				
P					4055.93	48671.16				
P					3987.00	47844.00				

The **Mass Approval** feature automatically populates the **Merit Approval** column for all employees in the grid; not just those on the current view.  
 Note: Existing merit approval codes of "N" will not change; these codes must be updated individually.

## FSM Research Merit Approval

P	Planning	Entry has taken place or is in process
N	No Entry	No merit increase if employee is not active by 9/1
E	Evaluation Only (Staff only)	Merit not granted to entire SAU based on economic environment; performance evaluation is entered
Z	Zero (Staff only)	Merit not granted based upon performance
D	Dept Approval	Department level approval
S	School Approval	School level approval
R	Rejected	Merit has been rejected and must be re-evaluated
A	Administration	Final Approval from Administration

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Once planning data entry is complete, submit the “D” department level approval or “S” school level approval. Click **“Approve”** to update all employees and **“Save”**.

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Favorites > Main Menu > Compensation > Base Compensation > Merit Increases > Merit by SAU - Res Staff

Merit by SAU - Res Staff

SAU: [ ] Sal Plan: RES

Total Current Salaries: [ ] Total New Salaries: [ ]

Goal Merit % Increase: [ ] Goal Merit Increase Amount: [ ]

Total % Increase: [ ] Total Increase Amount: [ ]

Personalize | Find | View All | First 1-5 of 27 Last

	% Increase	Dollar Amount	New Comp Rate	New Annual Rate	All Fields				
1	D			4114.95	49379.40	1.00	49873.20	49873.20	+ -
2	D			3957.00	47484.00	1.00	47958.84	47958.84	+ -
3	D			4177.00	50131.20	1.00	50632.56	50632.56	+ -
4	D			4583.34	55000.08	1.00	55550.04	55550.04	+ -
5	D			4377.00	52531.20	1.00	53056.56	53056.56	+ -

Mass Merit Approval: Department [ ] Approve

Save Return to Search Notify

Once planning data entry is complete, submit the “D” department level approval or “S” school level approval. Click **“Approve”** to update all employees and **“Save”**.

## myHR Examples

### 2. Non-FSM Faculty

- Merit by SAU – Faculty
- Reappointment – Faculty
- Promotion - Faculty

Enter a **Salary Admin Unit (SAU)** and click “Search”. MERIT BY SAU pages can also be viewed by clicking “Advanced Search” to refine results.

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NW Salary Admin Unit	Dept Name	Salary Administration Plan
280000	Ed MS Prog	ACS
280000	Ed MS Prog	FAC
280000	Educ LOC	FAC
280000	Educ Proj	FAC
280000	Education	FAC

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: Results displayed are limited by myHR security access.*

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Favorites > Main Menu > Compensation > Base Compensation > Merit Increases > Merit by SAU - Faculty

**Self Service** New Window | Help

**NW Merit by SAU - Faculty**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

NW Salary Admin Unit | begins with | 280000  
 Salary Administration Plan | begins with |  
 Dept Name | begins with |

Case Sensitive

Search Results

View All | First | 1-5 of 5 | Last

NW Salary Admin Unit	Dept Name	Salary Administration Plan
280000	Ed MS Prog	ACS
280000	Ed MS Prog	FAC
280000	Educ LOC	FAC
280000	Educ Proj	FAC
280000	Education	FAC

Select an SAU with the corresponding **Department Name** and **Salary Administration Plan (Salary Plan)**. *Note: Multiple Departments can be listed under the same SAU.*

42

Favorites > Main Menu > Compensation > Base Compensation > Merit Increases > Merit by SAU - Faculty

**Self Service** New Window | Help | Personalize Page

**Merit by SAU - Faculty**

SAU:  Sal Plan: FAC

Total Current Salaries:  Total Adj Salaries:  Total Adjustment and Merit Change:

Goal Merit % Increase:  Total Adjustment Amount Change:  Total Adjustment % Change:

Goal Merit Increase Amount:  Total Merit Amount Change:  Total Merit % Change:

Personalize | Find | View 100 | First | 1-5 of 171 | Last

Position	Adjustment	Merit	Reappointment	Promotion	All Fields				
Empl ID	Empl Record	Name	Position Number	Position Type	Position Category	Position End Date	New Posn End Dt	Position Indefinite End	New Posn Indef End
1				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>
2				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>
3				FAC	VIS			<input type="checkbox"/>	<input type="checkbox"/>
4				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>
5				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>

Mass Adj Approval   Mass Merit Approval

Six tabs control the data displayed. Salary planning for non-FSM users allows information beyond merit to be submitted.

*Note: Tabbing (vs. clicking) between fields allows values to calculate properly.*

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Self Service > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position | Adjustment | Merit | Reappointment | Promotion | All Fields

Emp ID	Emp Record	Name	Position Number	Position Type	Position Category	Position End Date	New Posn End Dt	Position Indefinite End	New Posn Indef End
1				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>
2				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>
3				FAC	VIS			<input type="checkbox"/>	<input type="checkbox"/>
4				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>
5				FAC	REG			<input type="checkbox"/>	<input type="checkbox"/>

Mass Adj Approval  Approve Mass Merit Approval  Approve

Save Return to Search Previous in List Next in List Notify

Review the **Position Tab**. If necessary, enter the **New Position End Date** for each employee. Click **Save**.

Self Service > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position | Adjustment | Merit | Reappointment | Promotion | All Fields

Emp ID	Emp Record	Name	Adj Approval	Comp Rt	Annual Rt	Adj % Change	Adjust Dollar Change	Adj Comp Rate	Adj Annual Rate	Annual FTE Rt	Adj FTE Salary	% FT	Adj % FT
1			<input type="checkbox"/>	5,313.430000	63,761.16					63,761.00		100.00	
2			<input type="checkbox"/>	7,276.590000	87,319.08					87,319.00		100.00	
3			<input type="checkbox"/>	5,816.250000	69,795.00					69,795.00		100.00	
4			<input type="checkbox"/>	6,402.200000	76,826.40					76,826.00		100.00	
5			<input type="checkbox"/>	4,681.880000	56,182.56					56,183.00		100.00	

Mass Adj Approval  Approve Mass Merit Approval  Approve

Save Return to Search Previous in List Next in List Notify

Review the **Adjustment Tab**; **new for non-FSM users**. To be used in cases where salary must first be adjusted (usually due to a change in % full-time) before applying a merit increase.

*Note: Salary must be adjusted before merit increase can be applied.*

Comp Rt	Annual Rt	Adj % Change	Adjust Dollar Change	Adj Comp Rate	Adj Annual Rate	Annual FTE Rt	Adj FTE Salary	% FT	Adj % FT
5,313.430000	63,761.16	1	2	3	4	63,761.00		100.00	
7,276.590000	87,319.08	1.00	72.77	7,349.36	88,192.32	87,319.00		100.00	
5,816.250000	69,795.00	-1.00	-58.16	5,758.09	69,097.08	69,795.00		100.00	90.00
6,402.200000	76,826.40	0.23	14.47	6,416.67	77,000.04	76,826.00		100.00	90.00
4,681.880000	56,182.56	0.39	18.12	4,700.00	56,400.00	56,183.00		100.00	-10.00

If necessary, enter a salary adjustment change value (positive or negative), intended adjusted rate, and intended percent full-time for the applicable employees.  
 Note: Salary must be adjusted before merit increase can be applied.

Self Service

Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Personalize | Find | View 100 | First 1-5 of 171

Position	Adjustment	Merit	Reappointment	Promotion	All Fields								
Empl ID	Empl Record	Name	Adj Approval	Comp Rt	Annual Rt	Adj % Change	Adjust Dollar Change	Adj Comp Rate	Adj Annual Rate	Annual FTE Rt	Adj FTE Salary	% FT	Adj % FT
1				5,313.430000	63,761.16					63,761.00		100.00	
2				7,276.590000	87,319.08					87,319.00		100.00	
3				5,816.250000	69,795.00					69,795.00		100.00	
4				6,402.200000	76,826.40					76,826.00		100.00	
5				4,681.880000	56,182.56					56,183.00		100.00	

Mass Adj Approval [ ] Approve [ ] Mass Merit Approval [ ] Approve [ ]

Save [ ] Return to Search [ ] Previous in List [ ] Next in List [ ] Notify [ ]

If an adjustment occurs, FTE Salary must be manually calculated. Adjusted FTE Salary = Adjusted Annual Rate / Adjusted Percent Full Time.  
 Note: Percent Full Time can be found on the "All Fields" tab.

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position	Adjustment	Merit	Reappointment	Promotion	All Fields								
Empl ID	Empl Record	Name	Adj Approval	Comp Rt	Annual Rt	Adj % Change	Adjust Dollar Change	Adj Comp Rate	Adj Annual Rate	Annual FTE Rt	Adj FTE Salary	% FT	Adj % FT
1			P	5.313.430000	63,761.16	1.63	66.57	5.400.00	64,800.00	63,761.00	58,320.00	100.00	90.00
2				7.276.590000	87,319.08					87,319.00		100.00	
3				5.816.250000	69,795.00					69,795.00		100.00	
4				6.402.200000	76,826.40					76,826.00		100.00	
5				4.681.880000	56,182.56					56,183.00		100.00	

Mass Adj Approval  Approve Mass Merit Approval  Approve

Enter the **Adjustment Approval Code** for each entry. Click the Adjustment Approval lookup icon or enter the approval letter directly. If an entry is not ready to finalize, work can be saved as "P" for planning. Click "Save".

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Lock Up Adj Approval

Select one of the following values:

- D Departments
- N No Entry
- P Planning
- R Rejected
- S Schools

Enter the **Adjustment Approval Code** for each entry. Click the Adjustment Approval lookup icon or enter the approval letter directly. If an entry is not ready to finalize, work can be saved as "P" for planning. Click "Save".

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SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position	Adjustment	Merit	Reappointment	Promotion	All Fields								
Empl ID	Empl Record	Name	Adj Approval	Comp Rt	Annual Rt	Adj % Change	Adjust Dollar Change	Adj Comp Rate	Adj Annual Rate	Annual FTE Rt	Adj FTE Salary	% FT	Adj % FT
1			P	5.313.430000	63,761.16	1.63	66.57	5,400.00	64,800.00	63,761.00	58,320.00	100.00	90.00
2			P	7,276.590000	87,319.08					87,319.00		100.00	
3			P	5,816.250000	69,795.00					69,795.00		100.00	
4			P	6,402.200000	76,826.40					76,826.00		100.00	
5			P	4,681.880000	56,182.56					56,183.00		100.00	

Mass Adj Approval [ ] Approve [ ] Mass Merit Approval [ ] Approve [ ]

Save [ ] Return to Search [ ] Previous in List [ ] Next in List [ ] Notify [ ]

To mass approve employees in the grid, click the lookup icon or enter the merit approval code in the **Mass Merit Approval** field. This field automatically populates the Merit Approval column for all employees in the SAU; not just those on current view. Click **Approve** to update and **Save**.

## Faculty Merit Approval

P	Planning	Entry has taken place or is in process
N	No Entry	No merit increase if employee is not active by 9/1
E	Evaluation Only (Staff only)	Merit not granted to entire SAU based on economic environment; performance evaluation is entered
Z	Zero (Staff only)	Merit not granted based upon performance
D	Dept Approval	Department level approval
S	School Approval	School level approval
R	Rejected	Merit has been rejected and must be re-evaluated
A	Administration	Final Approval from Administration

Self Service > Compensation > Base Compensation > Merit Increases > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Personalize | Find | View 100 | First 1-5 of 171

Position	Adjustment	Merit	Reappointment	Promotion	All Fields							
Empl ID	Empl Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pd
1			[ ]	5,313.430000	63,761.16							12
2			[ ]	7,276.590000	87,319.08							9
3			[ ]	5,816.250000	69,795.00							12
4			[ ]	6,402.200000	76,826.40							9
5			[ ]	4,681.880000	56,182.56							11

Mass Adj Approval [ ] Approve Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

Enter the merit value for each faculty on the **Merit Tab**. Only one merit value (% Increase, \$ Increase, New Compensation Rate, or New Annual Rate) needs to be entered; other fields will calculate automatically. Click **“Save”**.  
 Note: *Tabbing (vs. clicking) between fields allows values to calculate properly.*

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Self Service > Compensation > Base Compensation > Merit Increases > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Personalize | Find | View 100 | First 1-5 of 171

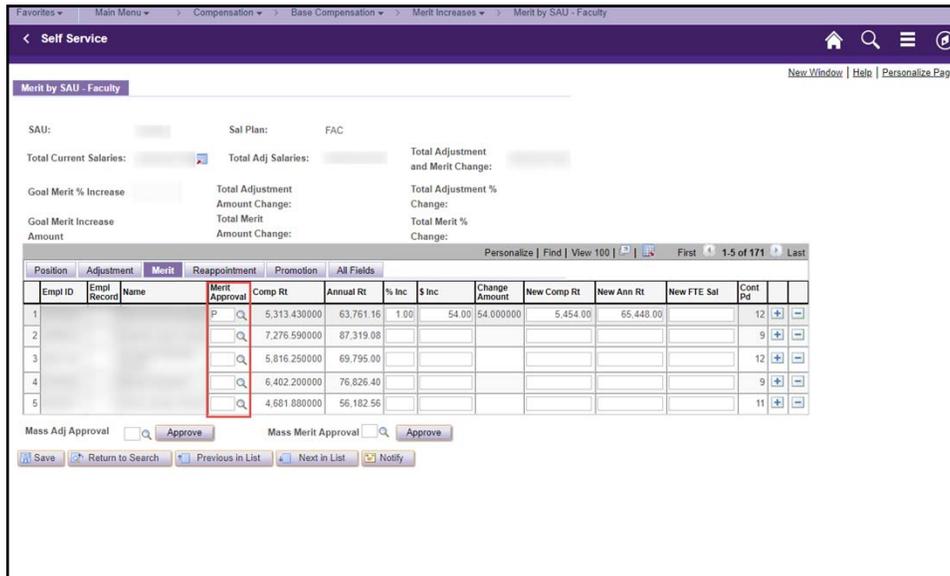
Position	Adjustment	Merit	Reappointment	Promotion	All Fields							
Empl ID	Empl Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pd
1			[ ]	5,313.430000	63,761.16							12
2			[ ]	7,276.590000	87,319.08							9
3			[ ]	5,816.250000	69,795.00							12
4			[ ]	6,402.200000	76,826.40							9
5			[ ]	4,681.880000	56,182.56							11

Mass Adj Approval [ ] Approve Mass Merit Approval [ ] Approve

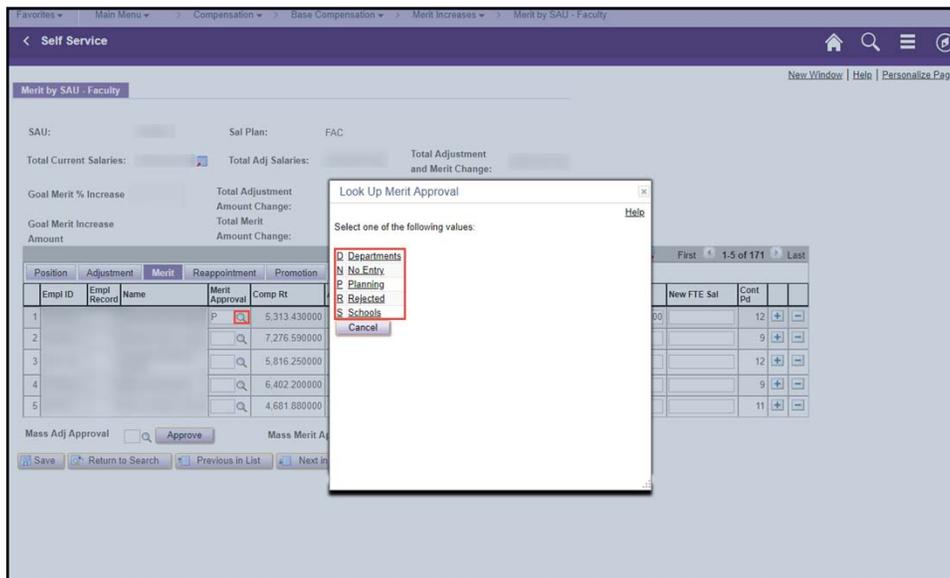
Save Return to Search Previous in List Next in List Notify

New FTE Salary is required for employees in Salary Plans ACS, FAC, and LIB with merit increases. Calculate and enter the **New Full-Time Equivalent (FTE) Salary**. New FTE Salary = New Annual Rate / Percent Full Time. Click **“Save”**.  
 Note: *Perfect full-time can be found on the “All Fields” tab.*

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Enter the **merit approval code** for each employee. Click the **Merit Approval** lookup icon or enter the letter directly. Click **“Save”**.



Enter the **merit approval code** for each employee. Click the **Merit Approval** lookup icon or enter the letter directly. Click **“Save”**.

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position	Adjustment	Merit	Reappointment	Promotion	All Fields
1	P	5,313.430000	63,761.16	1.00	\$ Inc 54.00, Change Amount 54,000,000, New Comp Rt 5,454.00, New Ann Rt 65,448.00, Cost Ptd 12
2	P	7,276.590000	87,319.08		
3	P	5,816.250000	69,795.00		
4	P	6,402.200000	76,826.40		
5	P	4,681.880000	56,182.56		

Mass Adj Approval  Approve  Mass Merit Approval  Approve

The **Mass Approval** feature automatically populates the **Merit Approval** column for all employees in the grid; not just those on the current view.  
 Note: Existing merit approval codes of "N" will not change; these codes must be updated individually.

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position	Adjustment	Merit	Reappointment	Promotion	All Fields
1			Reapp Appr [ ]	Appt End Dt 08/31/2018	New Appt End Dt [ ]
2			Reapp Appr [ ]	Appt End Dt 08/31/2020	New Appt End Dt [ ]
3			Reapp Appr [ ]	Appt End Dt 08/31/2019	New Appt End Dt [ ]
4			Reapp Appr [ ]	Appt End Dt 08/31/2018	New Appt End Dt [ ]
5			Reapp Appr [ ]	Appt End Dt 08/31/2018	New Appt End Dt [ ]

Mass Adj Approval  Approve  Mass Merit Approval  Approve

Review the **Reappointment Tab**; **view only for FSM users**. If necessary, enter the New Appointment End Date for each employee.  
 Note: The position end date may have to be extended; the position end date must be equal or greater than the appointment end date.

Self Service > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position Adjustment Merit **Reappointment** Promotion All Fields

Empl ID	Empl Record	Name	Reapp Appr	Appt End Dt	New Appt End Dt	Indef End	New Indef End	Tenure	Exp Tenure Begin Date	Appointment Indicator	Annual Renewable
1			[ ]	08/31/2018	[ ]	[ ]	[ ]				
2			[ ]	08/31/2020	[ ]	[ ]	[ ]	Non-tenure			
3			[ ]	08/31/2019	[ ]	[ ]	[ ]				
4			[ ]	08/31/2018	[ ]	[ ]	[ ]	Non-tenure			
5			[ ]	08/31/2018	[ ]	[ ]	[ ]				

Mass Adj Approval [ ] Approve Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

Enter the Reappointment Approval Code. Click the **Reappointment Approval** lookup icon or enter the approval letter directly. Click **Save**.

Self Service > Reappointment - Faculty

SAU: [ ] Sal Plan: FAC

Faculty Reappointment All Fields

Reapp Appr	ID	Name	Hcat	Appt End Dt	Indef End	New Appt End	New Indef End	Appt Indic	Annual Renewable	Acad Appt Type	JobTitle	Tenure	Exp Tenure Begin Dt	Dept ID	New Post Indef End	New Post End Dt
[ ]	1		0	08/31/2018	[ ]	[ ]	[ ]			Primary	Lecturer				[ ]	[ ]
[ ]	2		0	08/31/2020	[ ]	[ ]	[ ]			Primary	Senior Lec	N			[ ]	[ ]
[ ]	3		0	08/31/2019	[ ]	[ ]	[ ]			Primary	Volgt Asst				[ ]	[ ]
[ ]	4		0	08/31/2018	[ ]	[ ]	[ ]			Primary	Senior Lec	N			[ ]	[ ]
[ ]	5		0	08/31/2018	[ ]	[ ]	[ ]			Primary	Lecturer				[ ]	[ ]

Mass Reapp Approval: [ ] Approve

Save Return to Search Notify

Reappointment – Faculty page can also be used to submit Reappointments for all Faculty in an SAU.

Self Service > Compensation > Base Compensation > Merit Increases > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Personalize | Find | View 100 | First 1-5 of 171 Last

Position	Adjustment	Merit	Reappointment	Promotion	All Fields		
Empl ID	Empl Record	Name	Prom Appr	Job Cd	New Job Cd	Job Title	New Job Title
1	[ ]	[ ]	[ ]	100042	[ ]	Lecturer	[ ]
2	[ ]	[ ]	[ ]	100105	[ ]	Senior Lec	[ ]
3	[ ]	[ ]	[ ]	100057	[ ]	Vstg Asst	[ ]
4	[ ]	[ ]	[ ]	100105	[ ]	Senior Lec	[ ]
5	[ ]	[ ]	[ ]	100042	[ ]	Lecturer	[ ]

Mass Adj Approval [ ] Approve

Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

Review the **Promotion Tab**; **view only for FSM users**. If necessary, enter the 6-digit **New Job Code** linked to the promotion for each applicable employee. Click **“Save”**.  
*Note: Only promotions with change in compensation are updated on this page.*

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Self Service > Compensation > Base Compensation > Merit Increases > Promotion - Faculty

SAU: [ ] Sal Plan: FAC

Personalize | Find | View 100 | First 1-5 of 171 Last

Prom Appr	ID	Name	Rc#	Job Cd	JobTitle	New Job Cd	New JobTitle
1	[ ]	[ ]	0	100042	Lecturer	[ ]	[ ]
2	[ ]	[ ]	0	100105	Senior Lec	[ ]	[ ]
3	[ ]	[ ]	0	100057	Vstg Asst	[ ]	[ ]
4	[ ]	[ ]	0	100105	Senior Lec	[ ]	[ ]
5	[ ]	[ ]	0	100042	Lecturer	[ ]	[ ]

Mass Promotion Approval: [ ] Approve

Save Return to Search Notify

Promotion – Faculty page can also be used to submit promotions for all faculty in the SAU.

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Self Service > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Personalize | Find | View 100 | First 1-5 of 171 Last

Position Adjustment Merit Reappointment **Promotion** All Fields

Empl ID	Empl Record	Name	Prom Appr	Job Cd	New Job Cd	Job Title	New Job Title
1			[ ]	100042	[ ]	Lecturer	[ ]
2			[ ]	100105	[ ]	Senior Lec	[ ]
3			[ ]	100057	[ ]	Vstg Asst	[ ]
4			[ ]	100105	[ ]	Senior Lec	[ ]
5			[ ]	100042	[ ]	Lecturer	[ ]

Mass Adj Approval [ ] Approve Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

Enter the promotion approval code. Click **Promotion Approval** lookup icon or enter the letter directly. Click "Save".

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Self Service > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position Adjustment Merit Reappointment Promotion **All Fields**

Empl ID	Empl Record	Name	Grd	Dept ID	Dept Name	Std Hrs	Position Nbr	Position Type	Position Category	Position End Dt	New Posn End Dt	Posn Indef End	New Posn Indef End	Adj App	Comp
1						37.50	00038324	FAC	REG		[ ]	[ ]	[ ]	[ ]	[ ]
2						37.50	0003831	FAC	REG		[ ]	[ ]	[ ]	[ ]	[ ]
3						37.50	00073288	FAC	VIS		[ ]	[ ]	[ ]	[ ]	[ ]
4						37.50	00008698	FAC	REG		[ ]	[ ]	[ ]	[ ]	[ ]
5						37.50	00078838	FAC	REG		[ ]	[ ]	[ ]	[ ]	[ ]

Mass Adj Approval [ ] Approve Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

View, enter, and approve all merit values or other changes on the **All Fields** tab.  
 Note: Entries on any tab will not be submitted to administration until an approval code of "D" or "S" is saved.

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SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: 637.56 Total Merit % Change: 1.00

Position	Adjustment	Merit	Reappointment	Promotion	All Fields	Emp ID	Emp Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pct
1			P							5,313.430000	63,761.16	1.00	53.13	53,130000	5,366.56	64,398.72	64,398.72	12
2										7,276.590000	87,319.08							9
3										5,816.250000	69,795.00							12
4										6,402.200000	76,826.40							9
5										4,681.880000	56,182.56							11

Mass Adj Approval  Approve Mass Merit Approval  Approve

Save Return to Search Previous in List Next in List Notify

When entries are saved the top calculations will update to reflect the most current entries from the grid below.

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SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: 637.56 Total Merit % Change: 1.00

Position	Adjustment	Merit	Reappointment	Promotion	All Fields	Emp ID	Emp Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pct
1			P							5,313.430000	63,761.16	1.00	53.13	53,130000	5,366.56	64,398.72	64,398.72	12
2										7,276.590000	87,319.08							9
3										5,816.250000	69,795.00							12
4										6,402.200000	76,826.40							9
5										4,681.880000	56,182.56							11

Mass Adj Approval  Approve Mass Merit Approval  Approve

Save Return to Search Previous in List Next in List Notify

To assist planning, data can be downloaded at any time to Excel. Click **“Save”** to save myHR data before downloading. Click the **spreadsheet icon**.

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

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Favorites > Main Menu > Compensation > Base Compensation > Merit Increases > Merit by SAU - Faculty

**Self Service** New Window | Help | Personalize Page

**Merit by SAU - Faculty**

SAU:  Sal Plan: FAC

Total Current Salaries:  Total Adj Salaries:  Total Adjustment and Merit Change:

Goal Merit % Increase  Total Adjustment Amount Change:  Total Adjustment % Change:

Goal Merit Increase Amount  Total Merit Amount Change:  Total Merit % Change:

Personalize | Find | View 100 | First 1-5 of 171 Last

Position	Adjustment	Merit	Reappointment	Promotion	All Fields							
Empl ID	Empl Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pd
1			P	5,313.430000	63,761.16	1.00	53.13	53,130,000	5,366.56	64,398.72		12
2				7,276.590000	87,319.08							9
3				5,816.250000	69,795.00							12
4				6,402.200000	76,826.40							9
5				4,681.880000	56,182.56							11

Mass Adj Approval   Mass Merit Approval

ps.xls Show all X

Select the downloaded item.  
 Note: Ensure pop up blocker is off to download items.

66

ps [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Anna Chapman Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

A1 :

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Empl ID	Empl Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pd
1				P	5,313.43	63,761.16	1	53.13	53,130,000	5,366.56	64,398.72	64,398.72	12
2					7,276.59	87,319.08							9
3					5,816.25	69,795.00							12
4					6,402.20	76,826.40							9
5					4,681.88	56,182.56							11
6					5,958.76	71,505.12							11

Data downloaded to Excel appears as it does on merit increase pages. Click "Enable Editing" to manipulate data.

67

Self Service > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Personalize | Find View 100 | First 1-5 of 171 Last

Position	Adjustment	Merit	Reappointment	Promotion	All Fields							
Emp ID	Emp Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pd
1	1055395	0 Katz, Kyla Brundage	P	5.313.430000	63,761.16	1.00	53.13	53.130000	5,366.56	64,398.72		9
2	1058019	0 Rankin, Jane Louise		7.276.590000	87,319.08							12
3	2587148	0 Pusateri, Kimberly Brook		5.816.250000	69,795.00							9
4	1015535	0 Block, Frances K		6.402.200000	76,826.40							11
5	2532577	0 Chiu, Carolyn Grace		4.681.880000	56,182.56							11

Mass Adj Approval  Approve Mass Merit Approval  Approve

Save Return to Search Previous in List Next in List Notify

Note: Select "View All" or "View 100" to ensure all employees are visible. Also, data can be sorted by clicking the column header.

Self Service > Merit by SAU - Faculty

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Personalize | Find View 5 | First 1-100 of 171 Last

Position	Adjustment	Merit	Reappointment	Promotion	All Fields							
Emp ID	Emp Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pd
1				5.313.430000	63,761.16	1.00	53.13	53.130000	5,366.56	64,398.72	64,398.72	12
2				7.276.590000	87,319.08	1.00	72.77	72.770000	7,349.36	88,192.32	88,192.32	9
3				5.816.250000	69,795.00	1.00	58.16	58.160000	5,874.41	70,492.92	70,492.92	12
4				6.402.200000	76,826.40	1.00	64.02	64.020000	6,466.22	77,594.64	77,594.64	9
5				4.681.880000	56,182.56	1.00	46.82	46.820000	4,728.70	56,744.40	56,744.40	11
6				5.958.760000	71,505.12							11
7				6.167.380000	74,008.56							11

✓ Review all tabs to update necessary appointment and merit increase data on the MERIT BY SAU – FACULTY page. Submit approval codes for all entries. Click "Save".  
 Note: Select "View All" or "View 100" to ensure all employees are visible.

# Faculty Merit Approval

P	Planning	Entry has taken place or is in process
N	No Entry	No merit increase if employee is not active by 9/1
E	Evaluation Only (Staff only)	Merit not granted to entire SAU based on economic environment; performance evaluation is entered
Z	Zero (Staff only)	Merit not granted based upon performance
D	Dept Approval	Department level approval
S	School Approval	School level approval
R	Rejected	Merit has been rejected and must be re-evaluated
A	Administration	Final Approval from Administration

70

SAU: [ ] Sal Plan: FAC

Total Current Salaries: [ ] Total Adj Salaries: [ ] Total Adjustment and Merit Change: [ ]

Goal Merit % Increase [ ] Total Adjustment Amount Change: [ ] Total Adjustment % Change: [ ]

Goal Merit Increase Amount [ ] Total Merit Amount Change: [ ] Total Merit % Change: [ ]

Position	Adjustment	Merit	Reappointment	Promotion	All Fields							
Empl ID	Empl Record	Name	Merit Approval	Comp Rt	Annual Rt	% Inc	\$ Inc	Change Amount	New Comp Rt	New Ann Rt	New FTE Sal	Cont Pd
3			D	5.816 250000	69.795 00	1.00	58.16	58.160000	5.874 41	70.492 92		12
4			D	6.402 200000	78.826 40	1.00	64.02	64.020000	6.466 22	77.594 64		9
5			D	4.681 880000	56.182 56	1.00	46.82	46.820000	4.728 70	56.744 40		11
6			D	5.958 760000	71.505 12	1.00	59.59	59.590000	6.018 35	72.220 20		11
7			D	6.167 380000	74.008 56	1.00	61.67	61.670000	6.229 05	74.748 68	67.273 74	11

Mass Adj Approval  Approve

Mass Merit Approval  Approve

Once planning data entry is complete, submit the "D" department level approval or "S" school level approval. Click "Save".

71

## myHR Examples

### 3. Staff with Discretionary Increase

Merit by SAU – Staff

Merit by Employee – Staff

The screenshot shows a web browser window with a breadcrumb trail: Favorites > Main Menu > Compensation > Base Compensation > Merit Increases > Merit by SAU - Staff. The page title is 'Self Service' and the main heading is 'NW Merit by SAU - Staff'. Below the heading, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section includes three dropdown menus: 'NW Salary Admin Unit begins with', 'Salary Administration Plan begins with', and 'Dept Name begins with'. There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Enter a **Salary Admin Unit (SAU)** and click “Search”. MERIT BY SAU pages can also be viewed by clicking “Advanced Search” to refine results.

**Self Service**

**NW Merit by SAU - Staff**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

NW Salary Admin Unit begins with

Salary Administration Plan begins with

Dept Name begins with

Case Sensitive

**Search Results**

View All First 1-8 of 8 Last

NW Salary Admin Unit	Dept Name	Salary Administration Plan
442000	MED-Buehler	EXS
442000	MED-Ctr He	EXS
442000	MED-Humani	EXS
442000	MED-IPHM	EXS
442000	Med-CtrGlo	EXS
442000	MED-Buehler	NEX
442000	MED-Ctr He	NEX
442000	MED-IPHM	NEX

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: Results displayed are limited by myHR security access.*

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**Self Service**

**NW Merit by SAU - Staff**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

NW Salary Admin Unit begins with

Salary Administration Plan begins with

Dept Name begins with

Case Sensitive

**Search Results**

View All First 1-8 of 8 Last

NW Salary Admin Unit	Dept Name	Salary Administration Plan
442000	MED-Buehler	EXS
442000	MED-Ctr He	EXS
442000	MED-Humani	EXS
442000	MED-IPHM	EXS
442000	Med-CtrGlo	EXS
442000	MED-Buehler	NEX
442000	MED-Ctr He	NEX
442000	MED-IPHM	NEX

Select an SAU with the corresponding **Department Name** and **Salary Administration Plan (Salary Plan)**. *Note: Multiple Departments can be listed under the same SAU.*

75

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate Salary Planning Instructions

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: [ ] %

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: [ ]

Personalize | Find | View All | First 1-5 of 59 Last

% Increase Dollar Amount New Annual Rate All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr
1			ProgAss2					22.120000	43,299.90	Achieving	Activated	
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	
4			ProgAss2					21.290000	41,675.18	Achieving	Activated	
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	

Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

Top calculations and a grid of all staff in that SAU will display. New for FY19, the **Performance Evaluation** column will automatically populate the Performance Excellence rating nightly from myHR Learn.

76

Self Service > Merit by Employee - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate Salary Planning Instructions

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00 %

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: [ ]

Personalize | Find | View All | First 1-5 of 59 Last

% Increase Dollar Amount New Annual Rate All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr
1			ProgAss2					22.120000	43,299.90	Achieving	Activated	
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	
4			ProgAss2					21.290000	41,675.18	Achieving	Activated	
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	

Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

Message

Performance Evaluation Cannot be Blank

The PeopleCode program executed an Error statement, which has produced this message.

OK

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

77

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate Salary Planning Instructions

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: [ ] %

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

% Increase Dollar Amount New Annual Rate All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated	
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	

Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

Enter the **merit value** for each staff member in one of the four tabs. Only one merit value (% Increase, Dollar Amount, or New Annual Rate) is required; other fields will calculate automatically.  
*Note: Tabbing (vs. clicking) between fields allows values to calculate properly.*

78

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate Salary Planning Instructions

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: [ ] %

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

% Increase Dollar Amount New Annual Rate All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated	
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	

Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

**% Increase Tab:**  
 Enter merit value by percentage in the **Merit % Increase** column and "Tab" to update.

79

Self Service > Compensation > Base Compensation > Merit Increases > Merit by SAU - Staff

Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate Salary Planning Instructions

Budgeted Merit % Incr: [ ]% Budgeted Discretionary %: [ ]% Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: [ ]%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr	Merit Annl Rt	New Annl Rt	New FTE Salary
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	2.00	44,161.20	44,161.20	44,161.20
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	1.50	58,213.44	58,213.44	54,575.10
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated				
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated				
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated				

Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

**% Increase Tab:**

Enter merit value by percentage in the **Merit % Increase** column and "Tab" to update. New annual rate will calculate automatically. Click "Save".

80

Self Service > Compensation > Base Compensation > Merit Increases > Merit by SAU - Staff

Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate Salary Planning Instructions

Budgeted Merit % Incr: [ ]% Budgeted Discretionary %: [ ]% Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated	
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	

Mass Merit Approval [ ] Approve

Save Return to Search Previous in List Next in List Notify

**Dollar Amount Tab:**

Enter merit value by dollar amount in the **Merit \$ Increase** column and "Tab" to update.

81

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ReCalculate] Salary Planning Instructions

Budgeted Merit % Incr: [ ]% Budgeted Discretionary %: [ ]% Total Current Salaries: [ ]  
 Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]  
 Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%  
 Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00  
 Total \$ Increase: 0.00  
 Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quantile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr	Merit Comp Rt	Merit % Incr	New Comp Rate	New FTE Salary
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	0.44	22.56	2.00	22.56	44,161.20
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	0.53	28.00	1.93	28.00	54,810.00
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated					
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated					
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated					

Mass Merit Approval [ ] Approve

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

**Dollar Amount Tab:**

Enter merit value by dollar amount in the **Merit \$ Increase** column and "Tab" to update. New compensation rate will calculate automatically. Click "Save".

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ReCalculate] Salary Planning Instructions

Budgeted Merit % Incr: [ ]% Budgeted Discretionary %: [ ]% Total Current Salaries: [ ]  
 Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]  
 Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%  
 Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00  
 Total \$ Increase: 0.00  
 Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quantile	Annl Rt	Perf Eval	Perf Eval Status	Merit Annl Rate	Merit Pct Incr
1			ProgAsst2					43,299.90	Achieving	Activated		
2			TeshSupSpe					57,357.36	Achieving	Activated		
3			AdmnAsst3					43,994.16	Achieving	Activated		
4			ProgAsst2					41,675.18	Achieving	Activated		
5			TeshSupSpe					47,957.18	Achieving	Activated		

Mass Merit Approval [ ] Approve

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

**New Annual Rate Tab:**

Enter merit value by dollar amount in the **Merit Annual Rate** column and "Tab" to update.

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate [ ] Salary Planning Instructions

Budgeted Merit % Incr: [ ] Budgeted Discretionary %: [ ] Total Current Salaries: [ ]  
 Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]  
 Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: [ ]  
 Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00  
 Total \$ Increase: 0.00  
 Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

% Increase Dollar Amount **New Annual Rate** All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	AnnI Rt	Perf Eval	Perf Eval Status	Merit AnnI Rate	Merit Pct Incr	New AnnI Rt	New FTE Salary
1			ProgAsst2					43,299.90	Achieving	Activated	44,161.20	2.00	44,161.20	44,161.20
2			TeshSupSpe					57,357.36	Achieving	Activated	58,000.00	1.12	58,004.64	54,379.35
3			AdmnAsst3					43,994.16	Achieving	Activated				
4			ProgAsst2					41,675.18	Achieving	Activated				
5			TeshSupSpe					47,957.18	Achieving	Activated				

Mass Merit Approval  Approve

Save Return to Search Previous in List Next in List Notify

**New Annual Rate Tab:**

Enter merit value by dollar amount in the **Merit Annual Rate** column and “Tab” to update. New annual rate will calculate automatically. Click “Save”.

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate [ ] Salary Planning Instructions

Budgeted Merit % Incr: [ ] Budgeted Discretionary %: [ ] Total Current Salaries: [ ]  
 Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]  
 Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: [ ]  
 Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00  
 Total \$ Increase: 0.00  
 Total Budget \$ Remaining: 0.00

Personalize | Find | View All | First 1-5 of 59 Last

% Increase Dollar Amount **New Annual Rate** All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	AnnI Rt	Perf Eval	Perf Eval Status	Merit AnnI Rate	Merit Pct Incr	New AnnI Rt	New FTE Salary
1			ProgAsst2					43,299.90	Achieving	Activated	44,161.20	2.00	44,161.20	44,161.20
2			TeshSupSpe					57,357.36	Achieving	Activated	58,000.00	1.12	58,004.64	54,379.35
3			AdmnAsst3					43,994.16	Achieving	Activated				
4			ProgAsst2					41,675.18	Achieving	Activated				
5			TeshSupSpe					47,957.18	Achieving	Activated				

Mass Merit Approval  Approve

Save Return to Search Previous in List Next in List Notify

**New Annual Rate Tab:**

Note: New annual rate will automatically round to a number that can be paid biweekly or monthly.

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate [ ] Salary Planning Instructions [ ]

Budgeted Merit % Incr: [ ]% Budgeted Discretionary %: [ ] Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: [ ] Total Discretionary % Spent: [ ] Total % Salary Increase: [ ]

Total Merit \$ Spent: [ ] Total Discretionary \$ Spent: [ ] Total Budget: [ ]

Total \$ Increase: [ ] Total Budget \$ Remaining: [ ]

Personalize | Find | View All | [ ] | [ ] | First | 1-6 of 59 | Last

% Increase | Dollar Amount | New Annual Rate | All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr	Merit \$ Incr	Merit Comp Rt	Merit Annual Rate	Discretionary \$
1			ProgAss2					22.120000	43,299.90	Achieving	Activated					
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated					
3			AdmnAss3					21.070000	43,894.16	Achieving	Activated					
4			ProgAss2					21.290000	41,675.18	Achieving	Activated					
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated					

Mass Merit Approval [ ] Approve [ ]

Save [ ] Return to Search [ ] Previous in List [ ] Next in List [ ] Notify [ ]

**All Fields Tab:**

View and enter all merit values on the "All Fields" tab. If available in budget, discretionary increase values are available on this tab. Enter a new discretionary value in the appropriate Discretionary column.

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Self Service > Merit by SAU - Staff

New Window | Help | Personalize Page

Perf Eval Status	Merit % Incr	Merit \$ Incr	Merit Comp Rt	Merit Annual Rate	Discretionary \$	Total % Incr	Total \$ Incr	New Comp Rt	Annual Chg Amt	New Annl Rt	FTE Sal	New FTE Sal	% FT	Sid Hrs	Updated By
Activated	2.00	0.44	22.56	44,161.20		2.00	0.440000	22.56	861.30	44,161.20	43,299.90	44,161.20		37.50	Chapman,Anna K
Activated	1.12	0.31	27.78	58,000.00	0.22	1.93	0.530000	28.00	1106.64	58,464.00	53,772.53	54,810.00		40.00	Chapman,Anna K
Activated											41,244.53			40.00	
Activated											41,675.18			37.50	
Activated											56,199.83			32.00	

**All Fields Tab:**

Note: Non-exempt staff can only receive discretionary dollar amount to be added to hourly rate.

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[Favorites](#) > [Main Menu](#) > [Compensation](#) > [Base Compensation](#) > [Merit Increases](#) > [Merit by SAU - Staff](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Perf Eval Status	Merit % Incr	Merit \$ Incr	Merit Comp Rt	Merit Annual Rate	Discretionary % Incr	Discr Lump Sum \$	Total % Incr	Total \$ Incr	New Comp Rt	Annual Chg Amt	New Annl Rt	FTE Sal	New FTE Sal	% FT	Std Hrs	Updated By
Activated	1.00	39.56	3,995.90	47,950.00	0.25		1.25	49,450.850	4005.79	593.40	48,069.48	47,476.08	48,069.48	100.00	37.50	Chapman,Anna K
Activated	1.04	42.22	4,083.33	48,000.00		1000.00	1.04	42,220.000	4083.33	506.64	48,999.96	48,493.32	48,999.96	100.00	37.50	Chapman,Anna K
Activated												48,500.04		100.00	37.50	
Activated												48,916.44		100.00	37.50	
Activated												49,152.00		100.00	37.50	

**All Fields Tab:**

Note: Exempt staff can receive discretionary percentage to be added to merit increase total or discretionary lump sum, which is a one time payment.

[Favorites](#) > [Main Menu](#) > [Compensation](#) > [Base Compensation](#) > [Merit Increases](#) > [Merit by SAU - Staff](#)

[Self Service](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Perf Eval Status	Merit % Incr	Merit \$ Incr	Merit Comp Rt	Merit Annual Rate	Discretionary % Incr	Discr Lump Sum \$	Total % Incr	Total \$ Incr	New Comp Rt	Annual Chg Amt	New Annl Rt	FTE Sal	New FTE Sal	% FT	Std Hrs	Updated By
Activated									3556.34		47,476.08	47,476.08	47,476.08	100.00	37.50	Chapman,Anna K
Activated									4041.11		48,493.32	48,493.32	48,493.32	100.00	37.50	Chapman,Anna K
Activated												48,500.04		100.00	37.50	
Activated												48,916.44		100.00	37.50	
Activated												49,152.00		100.00	37.50	

**All Fields Tab:**

More data columns are available in the "All Fields" tab and can be helpful during the planning process.

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

The MERIT BY EMPLOYEE - STAFF page displays individual employee information. The **Comment** field must be completed to apply a discretionary increase.

**Self Service** New Window | Help | Personalize Page

**Merit by Employee - Staff**

ID: [redacted] Name: [redacted] SAU: [redacted]  
 Std Hrs: [redacted] Grid: [redacted] **Salary Planning Instructions**  
 Dept ID: [redacted] Dept Name: [redacted] Posn End Dt: [redacted]  Posn Indef End  
 Pos #: [redacted] Type: STF Catg: NEX New Posn End Dt: [redacted]  New Posn Indef End

**Merit Increase**

Merit Appr: [redacted] Perf Eval: Achieving Perf Eval Status: Activated  
 % FT: [redacted] Merit % Incr: 2.50 Discretionary \$: 0.16 Total % Incr: 3.06  
 Comp Rt: 29.110000 Merit \$ Incr: 0.73 Discretionary % Incr: 0.55 Annual Chg Amt: 1,742.17  
 Annl Rt: 56,982.83 Merit Comp Rt: 29.84 New Comp Rt: 30.00  
 FTE Sal: 56,982.83 Merit Annl Rt: 58411.80 New Annl Rt: 58,725.00  
 Quartile: 4 Comment: Covered tasks for EE on leave New FTE Sal: 58,725.00

**Reappointment**

Reap Appr:  Appt End Dt: [redacted]  Indef End Tenure: [redacted]  
 New Appt End: [redacted]  New Indef End Cont Per: 0

**Promotion**

Prom Appr: [redacted] Job Cd: [redacted] Job Title: [redacted]  
 New Job Cd: [redacted] New Job Title: [redacted]

**Audit**

Updated By: [redacted] Update Date/Time: [redacted]  
 Perf Eval Last Updated by: **BATCH** Perf Eval Last Update Date Time: **03/21/2018 2:30:46PM**

Note: The MERIT BY EMPLOYEE – STAFF page allows users to see when the Performance Excellence rating was last updated. The Performance Excellence rating is uploaded automatically from myHR Learn; batches are uploaded nightly.

**Self Service** New Window | Help

**NW Merit by SAU - Staff**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

NW Salary Admin Unit: begins with [redacted]  
 Salary Administration Plan: begins with [redacted]  
 Dept Name: begins with [redacted]

Case Sensitive

Return to the MERIT BY SAU - STAFF page. Enter the **Salary Admin Unit (SAU)** and click "Search".

**Merit by SAU - Staff**

SAU: [ ] Sal Pin: NEX **ReCalculate** Salary Planning Instructions

Budgeted Merit % Incr: [ ]% Budgeted Discretionary %: [ ]% Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.26% Total Discretionary % Spent: 0.02% Total % Salary Increase: 0.28%

Total Merit \$ Spent: [ ] Total Discretionary \$ Spent: [ ] Total Budget: [ ]

Total \$ Increase: [ ]

Total Budget \$ Remaining: [ ]

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr
8			FinAsst					22.160000	43,378.20	Achieving	Activated	0.28
9			AdmnAsst2					21.620000	42,321.15	Achieving	Activated	0.16
10			AcctCordSr					38.140000	74,659.05	Achieving	Activated	0.10
11			ProdEquipSp					26.300000	54,914.40	Achieving	Activated	0.39
12			AcctSpecSr					23.020000	24,032.88	Achieving	Activated	0.48

Mass Merit Approval  **Approve**

**Save** **Return to Search** **Previous in List** **Next in List** **Notify**

At any time, click the **“Recalculate”** button to update the top calculations. The **“Total”** fields will update to reflect the most current entries from the grid below.  
*Note: The “Recalculate” button does not save entries.*

**Merit by SAU - Staff**

SAU: [ ] Sal Pin: NEX **ReCalculate** Salary Planning Instructions

Budgeted Merit % Incr: [ ]% Budgeted Discretionary %: [ ]% Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: [ ]

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr	Merit \$ Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated		
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated		
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated		
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated		
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated		

Mass Merit Approval  **Approve**

**Save** **Return to Search** **Previous in List** **Next in List** **Notify**

To assist salary planning, data can be downloaded at any time to Excel. Click **“Save”** to save myHR data before downloading. Click the **spreadsheet icon**.  
*Note: Ensure pop up blocker is off to download items.*

Self Service > Merit by SAU - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate [ ] Salary Planning Instructions [ ]

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] 0.00 Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: [ ]

Personalize | Find | View All | First 1-5 of 99 Last

% Increase | Dollar Amount | New Annual Rate | All Fields

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit % Incr	Merit \$ Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated		
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated		
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated		
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated		
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated		

Mass Merit Approval [ ] Approve [ ]

Save [ ] Return to Search [ ] Previous in List [ ] Next in List [ ] Notify [ ]

ps (3).xls [ ] Show all [ ]

Select the downloaded item.  
 Note: Ensure pop up blocker is off to download items.

ps (4) [Protected View] - Excel

PROTECTED VIEW: Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing]

Merit Appr

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr	Merit Comp Rt	Merit % Incr
2				ProgAsst2					22.12	43,299.90	Achieving	Activated	0.44	22.56	2
3				TeshSupSpe					27.47	57,357.36	Achieving	Activated	0.31	27.78	1.12
4				AdmnAsst3					21.07	43,994.16	Achieving	Activated	0.26	21.33	1.25
5				ProgAsst2					21.29	41,675.18	Achieving	Activated			
6				TeshSupSpe					28.71	47,957.18	Achieving	Activated	0.36	29.07	1.25
7				ProgAsst4					23	45,022.50	Achieving	Activated	0.29	23.29	1.25
8				AdminAsst4					29.11	56,982.83	Achieving	Activated	0.29	29.4	1
9				FinAsst					22.16	43,378.20	Achieving	Activated	0.28	22.44	1.25
10				AdmnAsst2					21.62	42,321.15	Achieving	Activated	0.16	21.78	0.75
11				AcctCordSfr					38.14	74,659.05	Achieving	Activated	0.1	38.24	0.25

Data downloaded to Excel appears as it does on merit increase pages. Click "Enable Editing" to manipulate data.

Merit by Employee - Staff

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate [ ] Salary Planning Instructions [ ]

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget & Remaining: [ ]

Personalize | Find | View All | First 1-5 of 59 Last

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr
1			ProgAsst2								Activated	0.44
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	0.31
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated	
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	

Mass Merit Approval [ ] Approve [ ]

Save [ ] Return to Search [ ] Previous in List [ ] Next in List [ ] Notify [ ]

Note: Select "View All" to ensure all staff are visible. Also, data can be sorted by clicking the column header.

Self Service

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate [ ] Salary Planning Instructions [ ]

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget & Remaining: [ ]

Personalize | Find | View 5 | First 1-59 of 59 Last

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grd	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr	Merit Comp Rt	Merit % Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	0.44	22.56	2.00
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	0.31	27.78	1.12
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	0.26	21.33	1.25
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated	0.27	21.58	1.25
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	0.36	29.07	1.25
6			ProgAsst4					23.000000	45,022.50	Achieving	Activated	0.29	23.29	1.25
7			AdminAsst4					29.110000	56,982.83	Achieving	Activated	0.29	29.40	1.00
8			FinAsst					22.160000	43,378.20	Achieving	Activated	0.28	22.44	1.25
9			AdmnAsst2					21.620000	42,321.15	Achieving	Activated	0.16	21.78	0.75
10			AcctCordSr					38.140000	74,659.05	Achieving	Activated	0.10	38.24	0.25
11			ProdEquipSp					26.300000	54,914.40	Achieving	Activated	0.39	26.69	1.50
12			AcctSpecSr					23.020000	24,032.88	Achieving	Activated	0.46	23.48	2.00

✓ Enter the merit value for each staff member in one of the four tabs on the MERIT BY SAU – STAFF page. Click "Save" to save all entries.

SAU: [ ] Sal Pin: [ ] NEX [ ] ReCalculate [ ] Salary Planning Instructions [ ]

Budgeted Merit % Incr: [ ] % Budgeted Discretionary %: [ ] % Total Current Salaries: [ ]

Budgeted Merit \$ Incr: [ ] Budgeted Discretionary \$: [ ] Total New Salaries: [ ]

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining: [ ]

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr
P			ProgAsst2					22.120000	43,299.90	Achieving	Activated	0.44
P			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	0.31
			AdminAsst3					21.070000	43,994.16	Achieving	Activated	0.21
			ProgAsst2					21.290000	41,675.18	Achieving	Activated	0.21
			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	0.36

Mass Merit Approval [ ] Approve [ ]

Save [ ] Return to Search [ ] Notify [ ]

Enter the **Merit Approval Code** for each staff member. Click the Merit Approval lookup icon or enter the approval letter directly. If an entry is not ready to finalize, work can be saved as "P" for planning. Click **"Save"**.

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Look Up Merit Appr

Select one of the following values:

- D Departments
- E Perf Evaluation Only
- N No Entry
- P Planning
- R Rejected
- S Schools
- Z Zero

Cancel [ ]

Enter the **Merit Approval Code** for each staff member. Click the Merit Approval lookup icon or enter the approval letter directly. If an entry is not ready to finalize, work can be saved as "P" for planning. Click **"Save"**.

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SAU:  Sal Pin:  NEX  [Salary Planning Instructions](#)

Budgeted Merit % Incr:  % Budgeted Discretionary %:  % Total Current Salaries:

Budgeted Merit \$ Incr:  Budgeted Discretionary \$:  Total New Salaries:

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining:

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	0.44
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	0.31
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	0.21
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated	0.21
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	0.36

Mass Merit Approval

To mass approve staff in the grid, click the lookup icon or enter the merit approval code in the **Mass Merit Approval** field. This field automatically populates the Merit Approval column for all staff in the SAU. Click **“Approve”** to update and **“Save”**.

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SAU:  Sal Pin:  NEX  [Salary Planning Instructions](#)

Budgeted Merit % Incr:  % Budgeted Discretionary %:  % Total Current Salaries:

Budgeted Merit \$ Incr:  Budgeted Discretionary \$:  Total New Salaries:

Total Merit % Spent: 0.00% Total Discretionary % Spent: 0.00% Total % Salary Increase: 0.00%

Total Merit \$ Spent: 0.00 Total Discretionary \$ Spent: 0.00 Total Budget: 0.00

Total \$ Increase: 0.00

Total Budget \$ Remaining:

Merit Appr	Dept ID	Dept Name	Job Title	ID	Name	Grid	Quartile	Comp Rt	Annl Rt	Perf Eval	Perf Eval Status	Merit \$ Incr
1			ProgAsst2					22.120000	43,299.90	Achieving	Activated	0.44
2			TeshSupSpe					27.470000	57,357.36	Achieving	Activated	0.31
3			AdmnAsst3					21.070000	43,994.16	Achieving	Activated	0.21
4			ProgAsst2					21.290000	41,675.18	Achieving	Activated	0.21
5			TeshSupSpe					28.710000	47,957.18	Achieving	Activated	0.36
6			ProgAsst4					23.000000	45,022.50	Achieving	Activated	0.29
7			AdminAsst4					29.110000	56,982.83	Achieving	Activated	0.29
8			FinAsst					22.160000	43,378.20	Achieving	Activated	0.28
9			AdmnAsst2					21.620000	42,321.15	Achieving	Activated	0.16
10			AcctCordSr					38.140000	74,659.05	Achieving	Activated	0.10

The **Mass Approval** feature automatically populates the **Merit Approval** column for all staff in the grid; not just those on the current view.  
*Note: Existing merit approval codes of “E”, “N”, or “Z” will not change; these codes must be updated individually.*

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## Staff Merit Approval

P	Planning	Entry has taken place or is in process
N	No Entry	No merit increase if employee <u>not active by 9/1</u>
E	Evaluation Only (Staff only)	Merit not granted to entire SAU based on economic environment; only performance rating is entered
Z	Zero (Staff only)	Merit not granted <u>based upon performance</u>
D	Dept Approval	Department level approval
S	School Approval	School level approval
R	Rejected	Merit has been rejected and must be re-evaluated
A	Administration	Final Approval by Administration

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Once salary planning data entry is complete, submit the “D” department level approval or “S” school level approval. Click **“Approve”** to update all staff members and **“Save”**.

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## FY19 Considerations

### FY19 Faculty New Functionality

- All (NU & FSM) faculty planners have the ability to adjust salary
  - New **Salary Adjustment** feature in myHR
  - Salaries must be adjusted before merit increases are applied
    - Typically due to a change in % full-time
- Some pages are “view only” for FSM users
  - Position, Reappointment, Promotion
  - These planning tasks are completed by FSM Administration

## FY19 Faculty Considerations

---

- **Faculty Salary Adjustment Example:**
  - Faculty Member Smith has an administrative appointment which carries 10% FTE
  - This administrative appointment is ending and their primary appointment FTE has to first be changed to 100%
  - The salary then needs to be adjusted accordingly
    - Must be adjusted before merit increase can be applied
    - Negative or positive adjustments or full intended rates can be entered

## FY19 Staff Considerations

---

- **New: Performance ratings uploaded automatically from myHR Learn**
  - Uploaded nightly; will override any manually entered rating in the system
  - Performance Excellence and review discussions for staff will continue beyond merit deadlines
- **Performance rating cannot be deleted and/or merit increase cannot be submitted without performance rating**
  - Error message will appear

## FY19 Staff Considerations

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### Determining Merit Increases:

1. Merit Pool
  - Merit Pool assigned to each Salary Administration Unit (SAU) by budgetary parameters
2. Individual Performance
  - Year-end ratings on Performance Excellence evaluations
3. Current Pay Rate
  - Consider where the employee falls in the salary grade

## FY19 Staff Considerations

---

- Discretionary increases
  - An additional discretionary amount may be available to recognize key contributors; dependent upon the budgetary parameters
  - A discretionary increase may be granted with or without a merit increase
  - Justification must be provided by using the MERIT BY EMPLOYEE – STAFF page
  - HR Compensation maintains final approval
- Exempt Staff: Paid as a lump sum or added to annual rate
- Non-Exempt Staff: Added into hourly rate

## FY19 Deadlines

---

- **Feinberg deadlines**  
Open: 5/4  
Close: 6/13
- **Faculty deadlines**  
5/1 reappointment and promotion  
Open: 6/1\*  
Close: 7/13
- **Staff deadlines**  
Open: 6/1\*  
Close: 7/13

*\*Pending availability of budgets*

Resources

## Next Steps

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1. New users must submit General Security Access Form to: [myhr-security@northwestern.edu](mailto:myhr-security@northwestern.edu)
  - New users will receive a confirmation email once access is granted
2. Review annual performance excellence and salary planning materials online on the [Compensation](#) webpage
3. Log into myHR to enter merit and salary details

## Open Lab Sessions

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### **Chicago Open Labs:**

Tarry Research, 300 E Superior St  
Weinberg Lab 7-131

- Tues 5/15
- Tues 6/5
- Wed 6/13
- Tues 7/10

### **Evanston Open Labs:**

Rebecca Crown Center, 633 Clark St  
G593 Computer Lab

- Thurs 5/17
- Wed 6/6
- Thurs 6/14
- Wed 7/11

# Additional Resources

## Annual Salary Planning

Below is a basic overview of the salary planning process. The salary planning tool may be accessed via myHR.



### Timing for Salary Planning

- May 1: Faculty promotions and reassignments
- May 4 - June 13: Feinberg (Faculty & Staff)
- June 17 - July 13: Health and Staff (excluding Feinberg)
- View the [Full Calendar of Salary Dates](#)
- Link to updated on more dates are available
- View Performance Excellence [tools\\_and\\_guides](#)

\*pending availability of budgets

### Training

- All new users must attend training before access will be given to the salary planning tool
- Training is provided in live sessions both in Chicago and Evanston, as well as via webinars
- New Hire year: Open table to come and ask questions specific to your planning needs
- View the full [SALPLN\\_GUIDE](#) and register on [SALPLN\\_LOGIN](#) (search for Salary Planning)
- For additional reference use the quick reference guides:
  - [Health Salary Planning Quick Guide](#)
  - [F2018 Research Salary Planning Quick Guide](#)
  - [Staff Salary Planning Quick Guide](#)

### Resources and Materials

- Performance Excellence [tools\\_and\\_guides](#)
- Staff performance is determined by the supervisor through the Performance Excellence process and captured in the [myHR\\_LOGIN](#)
- [Salary Planning Contacts](#)
- List of contacts available for questions during planning
- [Salary Planning Queries](#)

- Calendar
- Tools and Guides
- Staff Excel Templates
- [Salary Planning Queries](#)
- [Contacts List](#)

Questions?