

# Instructional Guide for the Payroll/Personnel System Web Based Merit Entry System

07/2014

# The Web Merit Process

The Web Based Merit Entry (Web Merit) system is designed to provide a flexible, easy to use roster program that generates employee rosters according to a set of campus established criteria. Access to the Web Merit data files is limited to authorized users through DACSS.

Key roles are essential to the Web Merit process. While these roles exist now for the manual merit process, the Web Merit process changes how the functions relate and interact.

## Access to Web Merit Security

Access to the Web Merit process is granted through the campus PPS Application Resource Security Management (ARSM) rules.

## Entry into the Web Merit System

[Web Merit](#) can be accessed from the PPS Online Web Inquiry menu. The user will select Web Merit from the web applications available on the Online PPS Main Menu. Users may also access Web Merit via the [CHR portal](#).

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### Web Applications

A number of web applications are available to departmental Personnel Payroll System (PPS) users. In addition, At Your Service Online is available to all University employees and GLACIER® can be used by all foreign visitors. Each is described below along with a link for more information. Access Requirements that apply to each of the PPS web applications are listed below the list of applications. To access the login page for each application, click on Go below the name of the application:

Web Application	Description
<b>Document Direct</b>	A report viewing application provided by AIS as the primary source for the review of Personnel/Payroll reports. <a href="#">More...</a>
<b>Web EDB Application</b>	The Web EDB Application is an enhancement to the Personnel/Payroll System (PPS) EDB bundle processes. The web-based entry process offers the EDB Preparer the ability to update personnel actions with several enhanced features in order to streamline the personnel data entry process. All personnel actions entered in the Web EDB Application will immediately update into the current PPS system. <a href="#">More...</a>
<b>Online Financial System Reports (OFSR)</b>	The Payroll Reports available on the OFSR include the following: <ul style="list-style-type: none"> <li>• Distribution of Payroll Expense Report</li> </ul>

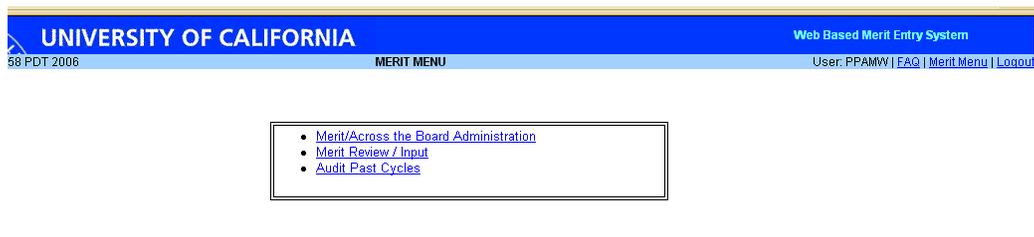
Access to the Online Web PPS is granted to authorized users through the single sign-on and password screen.



The image shows the UCLA LOGON sign-in interface. At the top, there is a blue header with the text "UCLA LOGON". Below this is a white box containing the "Sign In" section. The section includes a label "UCLA Logon ID" with a link "(Get a Logon ID)" and an empty text input field. Below that is a label "Password" with a link "(Reset your password)" and an empty password input field. At the bottom of the sign-in box is a blue button labeled "Sign In >" and a link "Help". Below the sign-in box, there is a footer with the text "Privacy, Security & Legal | Loaded: Thu, 08 Sep 2011 09:13:45 -0700".

### **Main Menu**

Once logged in, the user is presented with the main navigational screen and should select the option Merit Review/Input to access employee rosters.



The image shows the University of California Merit Menu. At the top, there is a blue header with the text "UNIVERSITY OF CALIFORNIA" on the left and "Web Based Merit Entry System" on the right. Below the header, there is a light blue bar with the text "58 PDT 2006" on the left, "MERIT MENU" in the center, and "User: PPAMW | [FAQ](#) | [Merit Menu](#) | [Logout](#)" on the right. Below the header bar, there is a white box containing a list of links: "Merit/Across the Board Administration", "Merit Review / Input", and "Audit Past Cycles".

A user will see several options but will be able to access only the part of the application they have rights to. If a user tries to access an option they do not have rights to the following message is displayed:

“PAYMRV does not have permission to Administrative screens.”

# Employee Rosters

Users at the Departmental and Control Point level users will have access to rosters based upon authority established in the ARSM tables. The user can access a specific roster from the main Roster Cycle Selection page.

## Roster Selection

Web Merit System - Roster Cycle Selection List - Microsoft Internet Explorer

Address: <http://pps1edbqa.ais.ucla.edu/webmerit/ControllerServlet?action=CYCLELIST&mode=ROSTER>

UNIVERSITY OF CALIFORNIA Web Based Merit Entry System

Wed Aug 23 08:53:32 PDT 2006 MERIT ROSTER SELECTION User: PPAMW | [FAQ](#) | [Merit Menu](#) | [Logout](#)

Select	CycleID	CBUC	Description	Status	BW Effect Date	MO Effect Date
<input type="radio"/>	<a href="#">EX-2006ATB-3</a>	EX	EX-2006ATB-3	U	08/27/2006	09/01/2006
<input type="radio"/>	<a href="#">GN-TESTDATA</a>	99	TEST DATA FOR TRAINING	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">GN-TESTDATA-MSP</a>	N/A	MSP TEST DATA FOR TRAINING	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">MD-MSP-2006MERIT</a>	N/A	MD-MSP2006MERIT-1	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">MD-MSP2006</a>	N/A	HEALTHCARE-2006 MSP MERIT	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">MD-PSS-2006MERIT</a>	EXT	MD-PSS 2006MERIT-1	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">MG-MSP2006</a>	N/A	UCMERCED-2006 MSP MERIT	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">MG-PSS2006</a>	EXT	UCMERCED-2006 PSS MERIT	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">MPS992006</a>	EXT	99	R	10/02/2006	10/01/2006
<input type="radio"/>	<a href="#">NXJAN2006</a>	NX	JAN2006 NX ATB	U	01/01/2006	01/01/2006
<input type="radio"/>	<a href="#">OP-MSP2006</a>	N/A	UCOP-2006 MSP MERIT	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">PCS-PSS-OP-2</a>	99	2006 MERIT PROCESS	O	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">PSS-PROUC</a>	EXT	OCT2006	H	09/24/2006	10/01/2006
<input type="radio"/>	<a href="#">TESTRECORD</a>	ALL	TEST1	U		07/01/2006

- Select one merit cycle to process or review
- Clicking on the Cycle ID will link to Eligibility Criteria

After the roster has been selected, the user is presented with a list departmental rosters in order of FS code.

Web Merit System - Roster Dept. Selection List - Microsoft Internet Explorer

Address: http://pps1edbqa.ais.ucla.edu/webmerit/ControllerServlet?action=DEPTLIST&mode=ROSTER

UNIVERSITY OF CALIFORNIA Web Based Merit Entry System

Wed Aug 23 10:59:31 PDT 2006 User: PPAMW | [FAQ](#) | [Merit Menu](#) | [Logout](#)

MERIT ROSTER SELECTION

Roster Department Selection List  
Cycle ID : GN-TESTDATA  
Cycle Type : Merit - Open Range

Department No.	Department Name	Rule	Select
000000	UNIVERSITY ELEMENTARY SCHOOL	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>
012500	BIOENGINEERING DEPARTMENT	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>
013500	CIVIL & ENVIRONMENTAL ENGINEER	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>
014300	CTR FOR EMBEDDED NETWORKED SEN	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>
014500	COMPUTER SCIENCE	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>
015000	INSTL FOR CELL MIMETIC SPACE	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>
016000	ELECTRICAL ENGINEERING	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>
019000	MATERIALS SCIENCE & ENGR	MERITDPT	<a href="#">This Dept</a>   <a href="#">Get All</a>   <a href="#">Down</a>

### Range Based Merit Roster

The roster displays an employee's current title, salary and grade. Should the user need more detailed pay information, to add comments about the employee, or to delete the employee from the merit roster they must click on the employee's name to get to detailed distribution information or options to delete the employee from the roster. The roster also includes the option to view the results of an increase recommendation before the data is submitted.

### Sample Roster:

UNIVERSITY OF CALIFORNIA Web Based Merit Entry System

Wed Aug 23 09:18:01 PDT 2006 User: PPAMW | [FAQ](#) | [Merit Menu](#) | [Logout](#)

MERIT ROSTER SELECTION

RANGE BASED MERIT ROSTER  
GN-TESTDATA

Name/ Employee ID	Title Code/Dept./Title Dept Desc.	Pay Sched/ Time%	Current Ann. Salary/ Rate	Grade	Eval Date (MM/YY)	Perf Rating	Annual Increase	Pct Incr.	New Annual Salary/ Rate
<a href="#">POPPINS, MARY</a> 302501070	7243 / 012500 BIOENGINEERING DEPARTMENT	MO 1.00	47424 3952.00	2	04/06	X	1659.84	3.50	49084 4090.32
<a href="#">WATLIN, BELLE</a> 103248615	7278 / 012500 BIOENGINEERING DEPARTMENT	MO 0.30	38292 3191.00						
<a href="#">WILKES, ASHELY</a> 001602104	4353 / 012500 BIOENGINEERING DEPARTMENT	MO 1.00	53160 4430.00	2	04/06	1	1329.00	2.50	54489 4540.75
<a href="#">WILLY, CHILLE</a> 800932390	7514 / 012500 BIOENGINEERING DEPARTMENT	MO 1.00	54288 4524.00	4	06/06	5	8143.20	15.00	62431 5202.60

Save Changes | Reset | Calculate | Cost Summary | Download Roster

## Roster Update

As this is a “Merit” increase, departments will need to:

1. Verify the employees eligibility
2. Remove any ineligible employees
3. Make note of any missing employees for manual processing

## Deleting Employees from the Roster

Select the **Employee Name**. The user is then taken to a screen showing detailed employee data. The user can delete the appointment from the roster if it has been determined the employee is ineligible for the increase. When deleting an employee, the program prompts the user for comments to insure an audit trail of the reason for the deletion. The deleted employee’s line of data will be highlighted when the user returns to the roster page and it will no longer be possible to make changes to that employee’s data.

**RANGE BASED ROSTER  
EMPLOYEE DETAIL**

Employee ID : 800932390  
Name : WILLY,CHILLE  
Cycle : GN-TESTDATA

Home Department Code : 012500      Next Merit Review Date : 10/06  
Home Department : BIOENGINEERING DEPARTMENT      Next Merit Review Code : 2.  
Most Recent Hire Date : 09/15/1997      Probationary Period End Date : 03/15/1998

**Appointment 30 BIOENGINEERING DEPARTMENT**

Title Code : 7514      Title : MGMT SERV OFF II - SUPERVISOR  
Appointment Begin : 01/01/2004      TUC/Appt Rep : 99 / S  
Appointment End : Indefinite      Rate Code : A      Pay Schedule: MO

Dist#	FAU Translation	DOS	Pct	Old Annual Salary / Old Rate	New Annual Salary / New Rate	% Incr.	Incr. Amount	Begin Date	End Date	Cost	FY Cost
31	44026102A 19900 1 ENGR/BIOENGR-OPER/ADMIN	REG	1.00	54288.00 4524.00	62431.20 5202.60	15.00	8143.20	10/01/2005	Indefinite	8143.20	6107.40

Comments: