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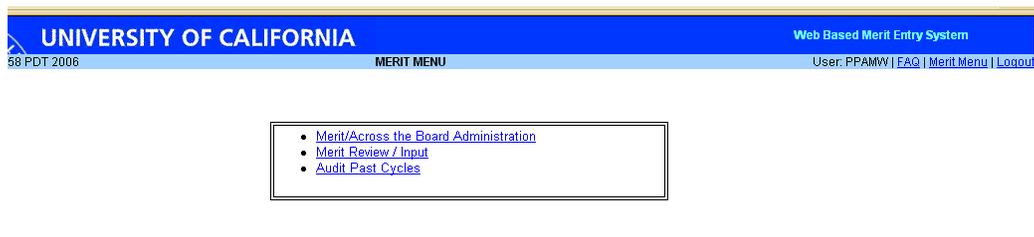
Access to the Online Web PPS is granted to authorized users through the single sign-on and password screen.

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.

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

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

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:

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,CHILL E
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:

[Save Comments] [Delete from Roster] [Close]