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

09/2011
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 merit 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
The Merit Access link has been added to the PPS Online Web Inquiry menu. Users may access the Merit function from this pathway or via the CHR portal. Access to the Online Web PPS is granted authorized users through the sign on and password screen.
The user is then presented with the Online PPS Main Menu, from which the *Web Merit* application can be selected.

**Main Merit Menu**

The user is presented with the main merit navigational screen and should select the option Merit Review/Input to access 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.
Merit Rosters

Departmental, Control Point and the Merit Administrator users access merit rosters based on authority established in the ARSM tables. The user can access a specific merit roster from the main Merit Cycle Selection page by selecting an open Merit Roster to review/update.

Roster Selection
The user can click on the **CycleID** link and view the criteria determined by the Administrator to set up the merit cycle.

After the cycle has been selected the user is presented with a list of rosters according to assigned access rights. For example, the following screen reflects the various departments reporting under a control unit.
Range Based Merit Roster

The Range based rosters allow the user access to departments. The user accesses the merit roster from the Merit Cycle Selection screen and then selects the appropriate roster for review and update. 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. The roster allows a calculation option to view the results of an increase recommendation before the data is submitted.

Sample Roster:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John</td>
<td>7421</td>
<td>01/2010</td>
<td>BENG/ENGINEERING DEPARTMENT</td>
<td>MO</td>
<td>1.00</td>
<td>47424</td>
<td>3562.00</td>
<td>2</td>
<td>0</td>
<td>1159.84</td>
<td>150</td>
</tr>
<tr>
<td>Vashon, Jennifer</td>
<td>7272</td>
<td>01/2010</td>
<td>BENG/ENGINEERING DEPARTMENT</td>
<td>NO</td>
<td>0.30</td>
<td>3622</td>
<td>31.91</td>
<td>0</td>
<td>4</td>
<td>1129.01</td>
<td>150</td>
</tr>
<tr>
<td>Williams, Michael</td>
<td>5752</td>
<td>01/2010</td>
<td>BENG/ENGINEERING DEPARTMENT</td>
<td>NO</td>
<td>1.00</td>
<td>5316</td>
<td>4330.00</td>
<td>2</td>
<td>0</td>
<td>1129.01</td>
<td>150</td>
</tr>
</tbody>
</table>

Roster Update

For each employee listed the user will input the date of the last employee performance evaluation, the performance rating, the new recommended annual increase amount or the percent value of increase. The system will not allow an increase to be entered which will take the salary rate above the established maximum for the title code. When the user enters an increase that will exceed the established maximum, the system will display the message: “Max: new rate set to maximum rate available in TCT” for the employee record.

- There are links on the roster to aid the user in determining appropriate performance ratings according to the criteria set up by the Campus Merit Administrator. By clicking on the 'Perf Rating' header, the user is presented with the performance evaluation codes established for that merit cycle.

Performance Evaluation Codes

<table>
<thead>
<tr>
<th>Local Code</th>
<th>Description</th>
<th>Min</th>
<th>Max</th>
<th>Req.</th>
<th>Rec.</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>No Performance Evaluation Conducted</td>
<td>0.00</td>
<td>15.00</td>
<td>Rec.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1 Falls to Meet, Unsatisfactory</td>
<td>0.00</td>
<td>15.00</td>
<td>Rec.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2 Partially Meets, Improvement Needed</td>
<td>0.00</td>
<td>15.00</td>
<td>Rec.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3 Meets Expectation, Satisfactory</td>
<td>0.00</td>
<td>15.00</td>
<td>Rec.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4 Exceeds Expectations, More than Satisfactory</td>
<td>0.00</td>
<td>15.00</td>
<td>Rec.</td>
<td></td>
</tr>
</tbody>
</table>
• The title code also provides a link to salary scale information to aid the user in determining increase possibilities for the employee’s salary. If the title is established with a grade value and the grade appears in EDB, the following display is presented showing the grade as well as the minimum, mid-point, and maximum from the salary grade table.

![Salary Grade Table](image)

• If the title has been established as merit based but the salary range is specific to the title, this is the rate display that will be shown:

![Rate Display](image)
• By clicking on the Employee Name the user is taken to a detail screen showing the employee’s distribution data for the selected appointment. On this page the user can delete the appointment from the roster if it has been determined the entry is in error. The user can also record comments regarding the action. 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. If the user is only adding comments to the employee’s record, after typing text, they only need to click the save button.

Costing
After the user has completed entry of merit recommendations the Costing Summary feature can be utilized. It calculates the current and new salary base by fund source, the annual cost, whether the roster is over or under the Control Percent and by what dollar amount. The program also determines the fiscal year cost calculated by the number of months from the Merit Effective Date to June 30.

Note that if an employee has been ‘deleted’ from the merit process, the salary for that employee is not included in the ‘Current Salary Base’ calculation and will therefore not generate merit allocation dollars.
EDB Update
It is critical that all employee information be current and accurate so that the program can offer accurate results. Once the process is near completion, the increase, as well as the performance evaluation information will be updated into EDB.