Instructions for Navigating the Online Annual Merit Review System
(for Level 1 Approvers)

March 2010
• Sign into PeoplesoftHR and follow the path:
Home>BcMeritReview>BCMeritReview>Use>Level 1 Approver Dept Lookup
• Input your employee ID and the fiscal year the merit increases will be effective in (i.e. merit increases are effective June, 2010; enter in fiscal year 2011). Then click on the search button.
• You can use the magnifying glasses to search for the appropriate values.
• Select the Department ID # you would like to input merit increases for.
Once you enter the worksheet you may input your recommendations in the "Proposed Base Merit % Increase" column.

Once the calculate button has been clicked the "Total Dollars Remaining" will update! You will need to click the calculate button early and often!

If you are a member of this department you will not show up on the worksheet. The next person along the approval path will be responsible for inputting your merit increase recommendation.

<table>
<thead>
<tr>
<th>Name</th>
<th>FLA</th>
<th>Position Title</th>
<th>Current Annual Salary</th>
<th>Current Comparable</th>
<th>Adjustment to Min</th>
<th>Revised Annual Salary</th>
<th>Revised Comparable</th>
<th>Zero Percent</th>
<th>Proposed Base Merit % Increase</th>
<th>Proposed Base Merit $ Increase</th>
<th>Proposed Annual Salary</th>
<th>Proposed Comparable</th>
<th>Start Date</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John</td>
<td>X</td>
<td>Manager</td>
<td>$67,306</td>
<td>$55,150.333</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, Jane</td>
<td>X</td>
<td>Manager</td>
<td>$55,027</td>
<td>$4,050.083</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
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<td></td>
</tr>
</tbody>
</table>

Data has been modified to maintain confidentiality
The “Information” tab will provide you with position and employee data. This will assist you in making your merit/holdback increase recommendations.
Once you have saved your work, you will be able to see your overall allocation of the merit budget between exempt and nonexempt employees using the “Exempt/Nonexempt” Tab.

This will allow you to ensure relative parity between the two groups.
- The “Approver List” will show the path this department must follow in order to obtain the appropriate approvals.

- The approval path has been pre-determined by the head of your division or school.

- Approver names for each level will be present in the actual worksheet.

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• **IMPORTANT** – There are three steps you must take in order to execute your approval in the system.

• The first of the three steps is to click the “Submit for Approval” button on the top right of the department worksheet.

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• The second step of the approval process is to read the above directions carefully and click the “yes” button to move on.
The third step is to click the save button at the bottom left of the page. This will send the worksheet to the next person along the approval path, notifying them through email that the worksheet requires their immediate attention.

The “status” level will update when the worksheet has officially been sent.

Each worksheet is “owned” by the current level approver - only the owner may make changes. However, all levels may view the worksheet at any time. If you feel a change is needed, you should contact the current owner and discuss the change to be made.

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