

Instructions for Navigating the Online Annual Merit Review System (for Division & School Administrators)



March 2010



Merit Review - Dept Worksheet - Mozilla Firefox

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https://hcmtest.bc.edu:8443/psp/HRDEV/EMPLOYEE/PT_LOCAL/c/BC_MERIT_REVIEW.BC_MERIT_REVIEW2.GBL?PORTALPARAM_PTCNAV=B

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Merit Review - Dept Worksheet

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

Find an Existing Value

Fiscal Year: =

Schedule ID: begins with

VP Code: =

Department: begins with

Description: begins with

[Basic Search](#) [Save Search Criteria](#)

- Sign into PeoplesoftHR and follow the path: Home>BcMeritReview>BCMeritReview>Use>MeritReview - Dept Worksheet.
- Input the Fiscal Year, Schedule ID, VP Code, and/or the Department # you would like to input/review merit increases for and click on the search button.
- You can use the magnifying glasses to search for the appropriate values.

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Merit Review - Dept Worksheet - Mozilla Firefox

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Merit Review Exempt/Nonexempt Approver List

Schedule ID: ADM11 Administrative Staff 2011
 VP Code: Status: Level 4 Pending
 Department: Approval Action
 Submit for Approval
 Deny No Action

Total Eligible Annual Salaries:	Total Dollars Available:	Base Merit	Holdback Merit	Jones, Paul	Total % Allocated
\$244,823	Total Dollars Remaining:	\$6,121	\$1,224	<input type="button" value="Calculate"/>	2.500 Exempt
		\$0	\$1,224		0.000 Non Exempt

Employees Eligible for Merit

Base Merit Data Entry Holdback Data Entry Information

Name	FLSA	Position Title	Current Annual Salary	Current Comprate	Adjustment to Min	Revised Annual Salary	Revised Comprate	Zero Percent	Proposed Base Merit % Increase	Proposed Base Merit \$ Increase	Proposed Annual Salary	Proposed Comprate	Start Date
Smith, Mary	X	Director	\$121,500	\$10,125.000				<input type="checkbox"/>	2.500	\$3,038	\$124,538	\$10,378.167	
Doe, John	X	Manager	\$67,396	\$5,616.333				<input type="checkbox"/>	2.500	\$1,685	\$69,081	\$5,756.750	
Doe, Jane	X	Manager	\$55,927	\$4,660.583				<input type="checkbox"/>	2.500	\$1,398	\$57,325	\$4,777.083	

Transfer to Merit Summary View

Save Return to Search Previous in List Next in List Notify

Merit Review | Exempt/Nonexempt | Approver List

- Once you enter the worksheet you may input /review recommendations on the “Base Merit Data Entry” tab.
- Once the calculate button has been clicked the “Total Dollars Remaining” will update! You will need to save 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.

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Merit Review | **Exempt/Nonexempt** | Approver List

Schedule ID: ADM11 Administrative Staff 2011
 VP Code: Status: Level 4 Pending
 Department: Approval Action

Submit for Approval
 Deny No Action

Total Eligible Annual Salaries:	Total Dollars Available:	Base Merit	Holdback Merit	Jones, Paul	Total % Allocated
\$244,823		\$6,121	\$1,224	Calculate	2.500 Exempt
	Total Dollars Remaining:	\$0	\$1,224		0.000 Non Exempt

Employees Eligible for Merit

[Base Merit Data Entry](#) | **[Holdback Data Entry](#)** | [Information](#) | [Feedback](#)

Name	FLSA	Position Title	Current Annual Salary	Current Comprate	Proposed Base Merit % Increase	Proposed Base Merit \$ Increase	Proposed Annual Salary	Proposed Comprate	Holdback \$ Increase	Total % Increase	Total \$ Increase	Final Proposed Annual Salary	Final Proposed Comprate	Comments
Smith, Mary	X	Director	\$121,500	\$10,125.000	2.500	\$3,038	\$124,538	\$10,378.167	<input type="text"/>	2.500	\$3,038	\$124,538	\$10,378.167	
Doe, John	X	Manager	\$67,396	\$5,616.333	2.500	\$1,685	\$69,081	\$5,756.750	<input type="text"/>	2.500	\$1,685	\$69,081	\$5,756.750	
Doe, Jane	X	Manager	\$55,927	\$4,660.583	2.500	\$1,398	\$57,325	\$4,777.083	<input type="text"/>	2.500	\$1,398	\$57,325	\$4,777.083	

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[Merit Review](#) | [Exempt/Nonexempt](#) | [Approver List](#)

- If your VP/Dean has decided that there will be a percentage of the overall merit budget held back for outstanding performers, you will notice a dollar value in the “Total Dollars Available” section under “Holdback Merit”.
- You may enter a \$ increase on the “Holdback Data Entry” tab in the “Holdback \$ Increase” field.
- **Remember to save your work before moving on!**

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Merit Review Exempt/Nonexempt Approver List

Schedule ID: ADM11 Administrative Staff 2011
 VP Code: Status: Level 4 Pending
 Department: Approval Action
 Submit for Approval
 Deny No Action

Total Eligible	Base Merit	Holdback Merit	Jones, Paul	Total % Allocated
Annual Salaries: Total Dollars Available: \$244,823	\$6,121	\$1,224	Calculate	2.500 Exempt
Total Dollars Remaining:	\$0	\$1,224		0.000 Non Exempt

Employees Eligible for Merit Customize Find 1-3 of 3

Base Merit Data Entry Holdback Data Entry **Information**

Name	FLSA	Position Title	EmpID	Std Hours	Pds/Year	Years @ BC	Yrs in Classification or Grade	Current Annual Salary	Compa Ratio	Grade/Band	MRP	Range Min	Range Mid	Range Max
Smith, Mary	X	Director	62360043	35.00	12.00	38.67	9.00	\$121,500	106	4TH	\$115,000	\$92,000	\$115,000	\$138,000
Doe, John	X	Manager	66504475	35.00	12.00	4.75	4.75	\$67,396	102	3RD	\$66,150	\$52,920	\$66,150	\$79,380
Doe, Jane	X	Manager	70802561	35.00	12.00	25.50	16.00	\$55,927	106	2ND	\$52,900	\$42,320	\$52,900	\$63,480

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Merit Review Exempt/Nonexempt Approver List

- The "Information" tab will provide you with position and employee data. This will assist you in making your merit/holdback increase recommendations.

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Merit Review **Exempt/Nonexempt** Approver List

Schedule ID: ADM11 Administrative Staff 2011
VP Code:
Department:

Exempt Employees			Nonexempt Employees		
	Total Salaries:			Total Salaries:	
	\$244,823			\$0	
	Base	Holdback		Base	Holdback
Merit %:	2.500	0.500	Merit %:	2.500	0.500
Total Available:	\$6,121	\$1,224	Total Available:	\$0	\$0
Total Remaining:	\$0	\$1,224	Total Remaining:	\$0	\$0
Increase Amount:	\$6,121	\$0	Increase Amount:	\$0	\$0
Proposed Salaries:	\$250,944	\$250,944	Proposed Salaries:	\$0	\$0
% of Increases:	2.500	0.500	% of Increases:	0.000	0.500

Save Return to Search Previous in List Next in List Notify

[Merit Review](#) | [Exempt/Nonexempt](#) | [Approver List](#)

- 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.

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Merit Review Exempt/Nonexempt **Approver List**

Schedule ID: ADM11 Administrative Staff 2011
VP Code:
Department:

Approvers for this department

Level 7:	Johnson, Bill
Level 6:	Jones, Paul
Level 5:	Jones, Paul
Level 4:	Jones, Paul
Level 3:	Smith, Mary
Level 2:	Smith, Mary
Level 1:	Smith, Mary

Save Return to Search Previous in List Next in List Notify

[Merit Review](#) | [Exempt/Nonexempt](#) | [Approver List](#)

- 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.

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Merit Review | Exempt/Nonexempt | Approver List

Schedule ID: ADM11 Administrative Staff 2011
VP Code: Status: Level 4 Pending
Department:

Approval Action
 Submit for Approval
 Deny No Action

Total Eligible Annual Salaries: \$244,823	Total Dollars Available:	\$6,121	Base Merit	Holdback Merit	Jones, Paul	Total % Allocated
	Total Dollars Remaining:	\$0			Calculate	2.500 Exempt
						0.000 Non Exempt

Employees Eligible for Merit
Base Merit Data Entry | Holdback Data Entry | Information

Name	FLSA	Position Title	Current Annual Salary	Current Comprate	Adjustment to Min	Revised Annual Salary	Revised Comprate	Zero Percent	Proposed Base Merit % Increase	Proposed Base Merit \$ Increase	Proposed Annual Salary	Proposed Comprate	Start Date	Stop
Smith, Mary	X	Director	\$121,500	\$10,125.000				<input type="checkbox"/>	2.500	\$3,038	\$124,538	\$10,378.167		
Doe, John	X	Manager	\$67,396	\$5,616.333				<input type="checkbox"/>	2.500	\$1,685	\$69,081	\$5,756.750		
Doe, Jane	X	Manager	\$55,927	\$4,660.583				<input type="checkbox"/>	2.500	\$1,398	\$57,325	\$4,777.083		

[Transfer to Merit Summary View](#)
Save | Return to Search | Previous in List | Next in List | Notify

Merit Review | Exempt/Nonexempt | Approver List

- **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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Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://www6.bc.edu/servlets/jclientervlet/HR83DEV/?cmd=start&> Go

PeopleSoft.

Home Worklist Help Sign Out

[Home](#) > [Bc Merit Review](#) > [BC Merit Review](#) > [Use](#) > **Merit Review - Dept Worksheet** [New Window](#)

You are submitting this worksheet for Approval. Are you sure? (20005,220)

By submitting this worksheet for Approval, it will no longer be available to you for editing.

If you are ready to submit for approval, click the Yes button. Then go to the bottom of the worksheet page and select the Save button there.

Done Internet

- The second step of the approval process is to read the above directions carefully and click the “yes” button to move on.

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Merit Review | Exempt/Nonexempt | Approver List

Schedule ID: ADM11 Administrative Staff 2011
VP Code: Status: Level 4 Pending
Department: Approval Action
 Submit for Approval
 Deny No Action

Total Eligible Annual Salaries: **\$244,823**
Total Dollars Available: \$6,121
Total Dollars Remaining: \$0

Base Merit \$1,224
Holdback Merit \$1,224

Jones, Paul
Total % Allocated 2.500 Exempt
0.000 Non Exempt

Please hit SAVE button at bottom of page to complete submission process.

Employees Eligible for Merit

Base Merit Data Entry | Holdback Data Entry | Information |

Name	FLSA	Position Title	Current Annual Salary	Current Comprate	Adjustment to Min	Revised Annual Salary	Revised Comprate	Zero Percent	Proposed Base Merit % Increase	Proposed Base Merit \$ Increase	Proposed Annual Salary	Proposed Comprate	Start Date	Sto
Doe, Jane	X	Director	\$121,500	\$10,125.000				<input type="checkbox"/>	2.500	\$3,038	\$124,538	\$10,378.167		
Smith, Mary	X	Manager	\$67,396	\$5,616.333				<input type="checkbox"/>	2.500	\$1,685	\$69,081	\$5,756.750		
Doe, John	X	Manager	\$55,927	\$4,660.583				<input type="checkbox"/>	2.500	\$1,398	\$57,325	\$4,777.083		

[Transfer to Merit Summary View](#)

Merit Review | Exempt/Nonexempt | Approver List

- 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.
- Please note that VPs, Deans and the Provost are not notified through email when each individual department is completed. The HR Liaison should inform the VP, Dean or Provost when the whole division is ready for their approval.
- 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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Merit Summary View - Mozilla Firefox

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Totals by Division/School **Totals by Deptid** EE Detail for Division/School Exempt Totals by Deptid

Schedule ID: ADM11 Administrative Staff 2011 Approval All Departments
VP Code:

All Employees

Dept	Dept Name	Merit Status	Annl Pre-Merit Sal	Annl Adj to Min	Annl Pre-Merit Sal w/Adj	Annl Post-Merit Sal w/Adj	Merit \$ Allocated w/o Holdback	Merit % Allocated w/o Holdback	Holdback \$ Allocated	Holdback % Allocated	Total Merit \$ Allocated	Total M Alloca
Level 4 Pending			\$423,103	\$0	\$423,103	\$433,680	\$10,577	2.500	\$0	0.000	\$10,577	
Level 4 Pending			\$257,773	\$0	\$257,773	\$264,218	\$6,445	2.500	\$0	0.000	\$6,445	
Level 4 Pending			\$1,118,849	\$0	\$1,118,849	\$1,146,821	\$27,972	2.500	\$0	0.000	\$27,972	
Level 4 Pending			\$308,797	\$0	\$308,797	\$316,517	\$7,720	2.500	\$0	0.000	\$7,720	
Level 4 Pending			\$244,823	\$0	\$244,823	\$250,944	\$6,121	2.500	\$0	0.000	\$6,121	

Adjustments to Minimum Customize | Find | First 1 of 1 Last

Dept	Dept Name	Name	Adjustment Amount
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Transfer to EVP Summary View

Save Return to Search Previous in List Next in List Notify

Totals by Division/School | Totals by Deptid | EE Detail for Division/School | Exempt Totals by Deptid | Non Exempt Totals by Deptid

- HR Liaisons, Vice Provosts, Deans, and Vice Presidents will have the capability of looking across their division or school by accessing this summary page.
Home>BcMeritReview>BCMeritReview>Inquire>Merit Summary View
- This view will show the status of each individual department, how the merit budget was allocated, and whether or not each department came in within budget.
- Vice Provosts, Deans, and Vice Presidents can view and adjust each individual merit increase on the “EE Detail for Division/School” tab.
- Vice Provosts, Deans, and Vice Presidents must approve the school or division from this page by checking off the box to “Approve All Departments” on the Totals By Deptid tab.
- **Click the Save button** (located on bottom left side of screen).

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