

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

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Level 1 Approver Dept Lookup - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://hcmtest.bc.edu:8443/psp/HRDEV/EMPLOYEE/PT_LOCAL/c/BC_MERIT_REVIEW.BC_MERIT_LEVEL1.GBL?PORTALPARAM_PTCNAV=BC

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Menu

Search:

- Self Service
- Workforce Administration
- Benefits
- Payroll for North America
- Organizational Development
- Enterprise Learning
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- BC Custom
- BC Merit Review
 - BC Merit Review
 - Use
 - Level 1 Approver Dept Lookup
 - Merit Review - Dept Worksheet

Level 1 Approver Dept Lookup

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

Find an Existing Value

EmpID: ←

Name: ←

Fiscal Year: ←

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

↑

- 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.

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 - Level 1 Approver Dept Lookup
 - Merit Review - Dept Worksheet

Level 1 Approvers

Fiscal Year 2011 EmplID: 12121212 Smith, Mary

Level 1 Approver for these departments [Customize](#) 1 of 1

Sched ID	Description	VP Code	DeptID	Description	Status
ADM11	Administrative Staff 2011		12345		

Click on blue Dept ID to be taken directly to Dept Worksheet

[Return to Search](#) [Previous in List](#) [Next in List](#)

- Select the Department ID # you would like to input merit increases for.

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Merit Review Exempt/Nonexempt Approver List

Schedule ID: ADM11 Administrative Staff 2011
 VP Code: Status: Level 1 Pending
 Department: Approval Action
 Submit for Approval
 Deny No Action

Total Eligible Annual Salaries: \$123,323
 Total Dollars Available: \$3,083
 Total Dollars Remaining: \$3,083

Smith, Mary
 Calculate
 Total % Allocated
 0.000 Exempt
 0.000 Non Exempt

Employees Eligible for Merit
 Base Merit Data Entry Information

Name	FL SA	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
Doe, John	X	Manager	\$67,396	\$5,616.333				<input type="checkbox"/>	0.000	\$0	\$0		\$0.000
Doe, Jane	X	Manager	\$55,927	\$4,660.583				<input type="checkbox"/>	0.000	\$0	\$0		\$0.000

Save Return to Search Notify

Merit Review | Exempt/Nonexempt | Approver List

- 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.

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

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 Deny No Action

Total Eligible Annual Salaries:	Total Dollars Available:	Base Merit	Smith, Mary	Total % Allocated
\$123,323	Total Dollars Remaining:	\$3,083	Calculate	0.000 Exempt
		\$3,083		0.000 Non Exempt

Employees Eligible for Merit

Base Merit Data Entry | **Information** | [Help]

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
Doe, John	X	Manager	12345678	35.00	12.00	4.75	4.75	\$67,396	102	3RD	\$66,150	\$52,920	\$66,150	\$79,380
Doe, Jane	X	Manager	87654321	35.00	12.00	25.50	16.00	\$55,927	106	2ND	\$52,900	\$42,320	\$52,900	\$63,480

[Save](#) | [Return to Search](#) | [Notify](#)

[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:	\$123,323	Total Salaries:	\$0
Base		Base	
Merit %:	2.500	Merit %:	2.500
Total Available:	\$3,083	Total Available:	\$0
Total Remaining:	\$3,083	Total Remaining:	\$0
Increase Amount:	\$0	Increase Amount:	\$0
Proposed Salaries:	\$0	Proposed Salaries:	\$0
% of Increases:	0.000	% of Increases:	0.000

Save Return to Search 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 - Dept Worksheet - Microsoft Internet Explorer

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Go

PeopleSoft.

Home Worklist Help Sign Out

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

Merit Review Exempt/Nonexempt **Approver List**

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

Approvers for this department

Level 7:
Level 6:
Level 5:
Level 4:
Level 3:
Level 2:
Level 1:

Save Return to Search Next in List Previous in List

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

Done 24 of 24 - Clipboard Item collected.

- 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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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	

Save Return to Search 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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Merit Review - Dept Worksheet - Microsoft Internet Explorer

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[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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Smith, Mary
 Please hit SAVE button at bottom of page to complete submission process.

Total % Allocated
 2.500 Exempt
 0.000 Non Exempt

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Save Return to Search Notify

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.
- 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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