Web Merit

Compensation – September 2011
Log into EmployeeLink

https://www.act.ucsd.edu/cgi-bin/employeelink.pl/1/?

Select “Web Merit”
Sign on

Type your single sign-on Username and Password and Hit the “Sign On” button.
Select “Web Merit” from the Main Menu.
Merit Menu

Select “Merit Review/Input”
Select “99 MERIT 2011” and hit the “Open Roster” button.
Roster Department Selection

You will only see the department name that you have access to.

Select “This Dept”.

Once you click on “This Dept” it will take you to the department roster.
Select DOWN to see all of your departments
Preliminary Merit Roster

Check for errors on Preliminary Merit Roster, i.e. employee names on roster that shouldn’t be there, employee names not on roster that should be, etc.

Informational Links

1. Employee Name = Employee Detail ‘Snapshot’ of employee’s data from PPS

2. Title Code = Title Code Range / Grade Info

3. Perf Rating = Performance Rating Codes
Employee Name Link

This screen shows employee data taken from a PPS “snapshot”. This is a helpful tool if you want to see data on an employee without having to go back into the PPS Employee DataBase (EDB). It can also provide clues as to why this employee is showing up on the merit roster (whether it’s appropriate or not).
DO NOT TOUCH the “Delete” button unless you are certain that the employee is to excluded from the merit pool.
Deleting an Employee from a Roster

1. Click on the Employee’s Name.

2. The PPS “snapshot” and the “Comments” box will appear.

3. In the “Comments” box please indicate the purpose for deleting that specific employee. If the employee is separated, please indicate the date of separation. You must place a comment in this section.
4. Click “Save Comments.”

5. Click “Delete from Roster”

6. Click “Close.” You will return to the Roster.

7. You must select “Save Changes” at the bottom of the Roster for the deletion to occur.

Note: The employee being deleted from the Roster will be highlighted. You do not need to input anymore information for this employee. The employee has been deleted from the Roster.
Restoring an Employee to the Roster

1. Click on the Employee’s Name

2. The PPS “snapshot” and the “Comments” box will appear.

3. In the “Comments” box delete previous comments and indicate “Restore Employee to Roster.” **Note:** You must include a comment in the “Comments” box when restoring an employee back to the Roster.
4. Click “Save Comments”

5. Click “Restore to Roster.”

6. Click “Close.”
You will return to the Roster.

7. You must select “Save Changes” at the bottom of the Roster. The employee will be restored to the Roster and the employee will no longer be highlighted.
Title Code Link Salary Range/Grade Table

This informational pop-up box shows the salary range or grade rates—minimum, midpoint and maximum. The rates are shown as annual rates. Be aware that the system adheres strictly to the rate table and will not allow rates above the maximum of the range.

The system will accept a new rate that is below the range minimum. An error message will be displayed, but this is OK. After the merit process is complete the department needs to manually adjust the employee's rate to meet the new minimum.
Performance Rating Table

This informational pop-up box shows the code definitions for the performance ratings.

X=No Performance Evaluation Conducted (N)

1=Fails to Meet, Unsatisfactory (U)

2=Partially Meets, Improvement Needed (I)

3=Meets Expectation, Satisfactory (S)

4=Exceeds Expectation, More than Satisfactory (A)

5=Superior, Outstanding (E)
Entering Merit Data

1. Enter the month that the Performance Evaluation was done under “Eval Date”. The format is MM/YY (example, 07/11).

2. Enter the Performance Rating (“Perf Rating”). Ratings MUST be reported as a WHOLE number (1, 2, 3, 4) or the character ‘X’.

3. Enter the Percentage Increase (“Pct Incr”) OR the Annual Increase. Filling in one derives the other.

4. Note-salary rates are annualized.
Entering Merit Data

4. Press the “Calculate” button to derive the “New Salary/Rate”.

5. Press the “Save Changes” button BEFORE activating the “Cost Summary” button. Changes may be made as often as desired. Save work periodically throughout data entry process.

6. Verify that the total merit cost balances to the control % figure by pressing the “Cost Summary” button.
Final Merit Roster-Cost Summary

- Costing figures DO incorporate employees’ time percentages. The Current Salary Base is a calculation of total salary rates x appointments %.
**Process Complete**

The last “Save Changes” serves as the final submission of data. New salary rates will be updated in the PPS Employee DataBase (EDB) at the completion of the merit cycle. The “Next Salary Review Date” field will be updated to “1012”.
Printing Cost Summary
Reports & Merit Rosters
In order to print the “Cost Summary” for your Department Roster, click the “Cost Summary” button.

Once your “Cost Summary” appears on the screen, right mouse click and menu will pop up. Select “Print” to send your “Cost Summary” to the printer.
In order to print rosters select “Roster” in the drop down menu of your department roster and click “Go”
Click “Open”

Once you click “Open” the rosters will “Open” in Excel.
The rosters consist of 23 columns of data.
Format rosters to your specifications. Please note that the page breaks will need to be removed in order for your roster to print correctly.
To save your roster select “Save As”
The default file name will be the name of the Web Merit cycle followed by the word Audit.

Change the name of the file if you choose to do so.
**Downloading the “Deletes” Roster**

You will also have the capability to download a Roster that will only include employees that have been deleted from a Roster.

Click the drop down menu and choose **“Deletes”** and click **“Go”**.

Proceed to download “Deletes” roster as you would a regular roster. Refer back to the downloading of Rosters for complete instructions.
For assistance regarding Web Merit please contact:

Mary Coronado

X40281

mcoronado@ucsd.edu