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## MERIT ROSTER PROCESSING INSTRUCTIONS

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Incorrect on-line coding and failure to enter the codes can result in names of eligible employees being omitted from the merit roster and names of ineligible employees being listed on the merit roster**.**

The information below will assist you in:  1) processing merit recommendations on the roster; 2) processing merits when names are omitted from the roster; 3) deleting ineligible names from the roster; and 4) processing merit increases on-line for employees impacted by merit roster errors.

## INFORMATION ENTERED ON THE MERIT ROSTERS

A.  All entries made on the merit rosters must be eligible and formatted in the same manner you would enter the information on-line on the EDB.

**NO COMMAS (,)**
**NO DOLLAR SIGNS ($)**
**NO FRACTIONS (1/2)**

B.  To minimize keypunch errors, post **ONLY** requested information in the designated columns on the merit roster as follows:

1.  Write the new monthly or hourly salary and the corresponding step **(consistent with the format of the old salary and step)** in the column labeled "New-Salary Step."  **The resultant salary must be consistent with the step and must always be within the salary range of the classification.  Refer to the Title and Pay Plan for salary information.**  When an employee is paid from multiple accounts and funds, the new salary should be entered for **each** account and fund listed.  The new salary rate must also be entered for each eligible distribution that is in "suspense" **(RES)** as well as "regular" **(REG)** distributions.

2.  An **asterisk (*)** may be pre-printed next to the distribution number on the merit roster to identify distributions that expired or will expire prior to the merit effective date.  Delete distributions that expire prior to the effective date of the merit increase by drawing a line through the data.

Note: EDB changes processed on-line after the September 14, 2005 are <u>not </u>reflected on the merit rosters.   .

## ELIGIBLE EMPLOYEES THAT DID NOT APPEAR ON THE MERIT ROSTER

If an employee is eligible for the merit increase, and their name did not appear on the roster, follow the directions below to process the merit and to correct information on EDB:

1. On the bottom of the merit roster, add the name and all associated information (including the new salary), enter an asterisk at the far right end of that information; then, directly below the information you have written add a note such as "*will process changes and merit increase on-line."* This will serve as a footnote and be informational to reviewing offices. (**Please do not add names between the listed pre-printed names appearing on the roster.)**

2. Enter the new salary information directly on line using the SMRT bundle **between** October 28 and November 9.

3. Make the necessary corrections on-line so that the employee's name will appear on the next merit roster (see page 3: PROCESSING MERIT INCREASES ON-LINE FOR EMPLOYEES IMPACTED BY ROSTER ERRORS)

## DELETING INELIGIBLE NAMES FROM THE MERIT ROSTER

Follow the instructions below when deleting names from the roster

1. Delete the names of ineligible employees by lining out their names and related data.

2. Enter an asterisk (*) at the far right end of each row of lined-out information.

3. At the bottom of the roster, provide the reason why the employee is not eligible. For example: *"employee separated prior to effective date of merit,"(please provide date of separation); "employee's salary is at the maximum rate;" "employee did not meet eligibility requirements;" "salary review date incorrectly coded on ED;" "employee not eligible due to poor performance, documentaion on file,"* etc. (Again, this will serve as a footnote and be informational to reviewing offices.)

4. For employees who are **not eligible** for the current merit, but will be eligible on a different salary review date, determine their appropriate salary review date and process the correction on-line via the EPER screen

## PROCESSING MERIT INCREASES ON-LINE FOR EMPLOYEES IMPACTED BY ROSTER ERRORS

**EDB On-Line Processing:**

A. Refer to the EDB User Manual, Section D.8, SMRT - Staff Merit/Six Month Increase Bundle for detailed instructions on how to process the merit increase.

B. For employees **not eligible** for a merit increase because their salaries are already at the maximum rate, enter asterisks (\*\*\*) in the Next Salary Review Date field and "5" in the Type field on the EPER screen.

C. The comment section of the ASAP notification should include the reason for processing the merit increase on-line. For example, ***"name was not listed on merit roster***" or ***"account/fund number incorrectly listed on merit roster."*** Please construct your comments to provide detailed information that explains why the merit increase is being processed on-line and not on the merit roster.

D. Changes made on-line in the EDB during the merit-processing period should be exercised with care with particular attention to the impact the changes may have on time reporting rosters. Please refer to the **Payroll Time Reporting (PTR) manual**, **Section C1-3** for detailed information. Also refer to the **"Schedule for Updating PPS On-Line"** for deadlines.

*PLEASE NOTE*: *PTR Preparers are responsible for processing retroactive adjustments (if any) through the PTR system for those employees whose merit increases are processed on-line and not on the merit rosters. Therefore, changes made on-line in the EDB should be made as soon as possible and processed on schedules that will produce payments to these employees on the same projected paychecks as those employees whose merit increases are processed from using the merit rosters.*