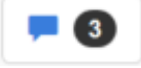










Employee Merit – Summary Screen Informational Column Icon Explanations

These icons may display on the left side of the merit screen next to the employee name.

<p>Comment(s)</p> 	<p>Used to enter comments and displays the number of comments entered. Some changes require comments, such as when someone is removed from the merit pool. The overnight update process will add a comment for any changes that impact merit which occur after the screens have been created.</p>
<p>Over Maximum</p> 	<p>Annual rate is at or over the maximum.</p> <ul style="list-style-type: none"> • No action required. • EM System will not increase the employee’s EM annual rate. • EM System will move the portion of the Merit Increase that is over the maximum to a Merit Supplement.
<p>Below Minimum</p> 	<p>Annual rate is under the minimum</p> <ul style="list-style-type: none"> • Enter the employee’s merit increase. If it is still under the minimum (icon still appears), complete an EM JED to bring up to minimum. • If the merit increase brings the person to the minimum or above, the icon will disappear.
<p>40 Hour Employee</p> 	<p>Employee is listed as working 40 hrs/week. Minimum salaries are different for 40 hr/week vs 37.5 hr/week positions.</p>
<p>Retired</p> 	<p>Retired and \$ removed from merit pool; overnight update process will add a comment in addition to this icon for someone who retires after the merit screens were created.</p>
<p>Terminated</p> 	<p>Terminated and \$ removed from merit pool; overnight update process will add a comment in addition to this icon for someone who terminates after the merit screens were created.</p>
<p>Partial Year</p> 	<p>Partial year (9-, 10-, and 11-month) employee; annual rate reflects the rate earned over the contract period. The merit system will calculate the 12-month annual salary when determining if minimum salary is met or if salary is over the maximum; min and max are based on 12-month annual rate.</p>
<p>Old Annual Rate Adjustment</p> 	<p>This will be added by the overnight update process when the old annual rate has changed; this will adjust the EM annual rate.</p>
<p>Variable Contract</p> 	<p>Variable Contract</p> <ul style="list-style-type: none"> • This is informational only; merit system will not update the job record for these employees • JED will need to be done to renew contract and apply merit increase upon contract renewal date (varies by employee)