

Employee Merit System

Contract Changer Instructions

May 2015

Employee Merit (EM)

- Web based system
- Distributes annual salary and other increases for the upcoming fiscal or academic year
- Released in May to “Owners” who control the process within their units
- EM website includes essential information for current year

www.udel.edu/prm/EM/index.html

Employee Merit (EM) Instructions

- [Information](#)
- [Screen Navigation Aids](#)
- [Tutorial](#)
- [Owners and Final Approvers](#)
- [System Login](#)
- [Minimum Wage Guide](#)

Employee Merit Roles:

Owner

- Receives EM System first; drives the process
- May enter EM for groups/personnel categories
- May route groups/categories to Editors Contract Changers
- Routes to Final Approver when EM entry is complete

Editor

- Enters EM for groups/categories sent by Owner/other Editors
- Routes groups/categories to other Editors, Contract Changers, and Approvers

Contract Changer (new this year)

- Updates faculty contract information
- No access to EM pages unless they have additional roles

Approver

- Approves screens once EM has been entered and routes the HR Office

Viewer

- Makes no changes to EM – view only
- Typically financial personnel and business administrators

Contract Changer - Entering Faculty Contract Information

1. Email from EM System lets you know a Group/Category has been routed to you
 - Log-in to EM System
2. Groups page – select which Groups/Categories to work with
3. Summary page – update faculty contract information as needed
 - Save changes
4. Route Groups/Categories back to the Owner when you have finished

Contract Changer:
Steps for Updating Faculty Contracts

Contract Changer Steps for Faculty Contracts: **Step #1- Login to EM System**

After receiving email that EM Groups/Categories were routed to you, log-in to the EM System.

Employee Merit

User: McGonagall, Minerva

Menu

If you have questions, refer to the [Employee Merit Documentation](#) for help, or contact the IT Support Center at (302) 831-6000.

Symbol key: * Required information, ▲ Error

Current

- [15-16 Employee Merit Increase](#)

Select **current** link to enter this year's merit increases

Or view a **previous** year

Previous

- [14-15 Employee Merit Increase](#) CLOSED
- [12-13 Employee Merit Increase](#)
- [12-13 Employee Merit Increase](#) CLOSED

Contract Changer Steps for Faculty Contracts: **Step #2 – Select Groups**

Groups page:

There are three ways to select the **Groups** and/or **Categories** of employee with which to work:

- Click on one of the **Group** names to select all categories for one group
- Click one of the **Category** buttons to select one category of employees for all groups
- Click the **Choose groups & categories** button (details on next slide)

Group is often the same name as a department and is typically comprised of the same individuals from that department. A Group could also be all of the Managers in a unit or Chairs in a college.

Category is the employee type, such as exempt or fulltime faculty.

15-16 > Groups Summary Routing **Choose groups & categories**

User: McGonagall, Minerva

Groups

If you have questions, refer to the [Employee Merit Documentation](#) for help, or contact the IT Support Center at (302)

Search:

a [View all groups](#)

b [View exempt](#) [View non-exempt](#) [View FT faculty](#) [View PT faculty](#) [View post doc. / limit term](#) [View chair](#)

Group	Total	Used	Balance	Exempt	Non-exempt	FT faculty	PT faculty	Post doc. / Limit term	Chair	Current holder
SPELLS & POTIONS (00004)	37,723	0	37,723	1,026					36,697	McGonagall, Minerva
HOGWARTS CHAIRS (00001)	21,670	0	21,670	17,748	3,922				0	McGonagall, Minerva
ASTROLOGICAL STUDIES (00002)	3,773	0	3,773			3,773				McGonagall, Minerva
MAGICAL CREATURES (00003)	4,092	0	4,092	3,717	375					McGonagall, Minerva
HOGWARTS HISTORY (00005)	9,087	0	9,087	541	412	8,134				McGonagall, Minerva

Contract Changer Steps for Faculty Contracts: **Step #3 – Update contract info**

- Update faculty contract information as needed
- If you have additional roles, the full EM Summary Screen will display and/or be editable
- Click **Save changes** button when finished

Groups [FT faculty](#) [PT faculty](#)

ASTROLOGICAL STUDIES (00002)

Full-time faculty

Employee	Contract type	Contract terms	Contract period	Contract begin	Contract end
Filch, Argus (800000001)	Academic (A)	Tenured (5)	9	09/01/1988	
Pomfrey, Poppy (800000013)	Academic (A)	Renew-Term (6)	9	09/01/2014	08/31/2019
Pince, Irma (800000027)	Academic (A)	Renew-Term (6)	9	09/01/2013	08/31/2015
Hagrid, Rubeus (800000999)	Academic (A)	Tenured (5)	9	09/01/1998	
Potter, Harry (800000158)	Academic (A)	Tenured (5)	11	09/01/2009	

[Cancel changes](#) [Download to spreadsheet](#) [Save changes](#)

Contract Changer Steps for Faculty Contracts: **Step #4 – Route to Owner when done**

- When you are finished with the contract updates and have saved changes, route the Group(s)/Category(s) back to the Owner

15-16 → Groups Summary **Routing** Choose groups & categories

User: McGonagall, Minerva

Routing

If you have questions, refer to the [Employee Merit Documentation](#) for help, or contact the IT Support Center at (302) 831-6000.

Symbol key: * Required information, ▲ Error

HOGWARTS CHAIRS (00001)	Send to: Dumbledore, Albus	Routing email comments: Contract info has been updated. thx, MM
Full-time faculty	Send to: Dumbledore, Albus	Routing email comments: Contract info has been updated. thx, MM
Part-time faculty	Send to: Dumbledore, Albus	Routing email comments: Contract info has been updated. thx, MM
ASTROLOGICAL STUDIES (00002)	Send to: Dumbledore, Albus	Routing email comments: Contract info has been updated. thx, MM

Need more information about Employee Merit? Contact Payroll & Records Management

Email: em-access@udel.edu

Phone: 831-8677

Website: www.udel.edu/prm/EM/index.html