Employee Merit (EM) Flow Chart

HR releases Employee Merit Process to OWNERS

Is the OWNER the CONTRACT CHANGER?
- Yes: OWNER updates contracts
  - No: OWNER routes to CONTRACT CHANGER(S)
    - CONTRACT CHANGER updates contracts and routes to OWNER when completed
    - OWNER routes to CONTRACT CHANGER(S)
      - CONTRACT CHANGER updates contracts and routes to OWNER when completed
    - OWNER monitors progress and follows-up as needed

Is the OWNER the EDITOR?
- Yes: OWNER enters EM $$$
  - No: OWNER routes to EDITOR(S)
    - EDITOR enters EM $$$ and routes to OWNER when completed
    - OWNER monitors progress and follows-up as needed
  - Yes: OWNER enters EM $$$

OWNER reviews entries and routes to APPROVER when completed

APPROVER reviews and makes changes if needed

APPROVER routes to HR to indicate approval of the EM for their unit(s)

Employee Merit (EM) Roles:
OWNER: drives the EM process for a given unit
EDITOR: enters EM $$ by groups/categories
CONTRACT CHANGER: updates faculty contract info
APPROVER: reviews & approves EM, routes to HR

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