

# Employee Merit Screen Navigation Aids

## Screen Navigation:

1. Choose the current year **xx-xx Employee Merit** on the Main Menu.
2. Choose the EM Group(s) or Category(s) to be reviewed.
  - There are three ways to select the Groups and/or Categories:
    - a. Click View All Categories or one of the Group names
    - b. Click one of the "View" Category buttons
    - c. Click the Choose groups & categories filter button
3. Merit can be entered three ways:
  - Merit %
  - Merit Increase
  - EM Annual Rate

When entering merit by Merit Increase or EM Annual Rate amounts, the percentage is calculated to four decimals (0.0000) but rounded to display only two decimals (0.00) in Merit %.

4. Comments can be added for changes being made. Click the comment box icon to the right of the employee. Once the comment is entered click submit.
5. Make sure to Save Changes.
6. When screens are completed, go to the Routing tab. The "Send to" dropdown box will have the available Owner, Editors, Contract Changers, and the Final Approver as appropriate. Select "Submit routing" to route the screens.
7. Final Approvers must return screens to HR Systems by the posted deadline. The "Send to" dropdown displays HR Office for Final Approvers only.

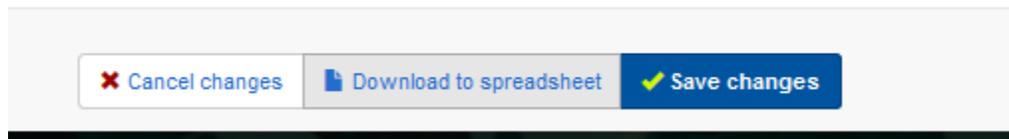
## EM JED:

1. Before submitting any EM JED, "Save Changes" must be selected so as not to lose any work already submitted on the merit screens. (If you remembered to "Save Changes", the EM JED will populate with the new EM A/R. If you forgot to "Save Changes", the EM JED will populate with the Old A/R.)
2. Only select the Action "JED" one time per employee while in the merit screens. Multiple selects will result in multiple EM JED's being originated and will create too high a JED increase.
3. Originating an EM JED will open a new browser window.
4. Approvals are not populated on the EM JED except for a Final Approver in those units where one is set up. If the approval of a Supervisor, Account Code Administrator, etc is required by the unit, that person will need to be added to the routing by the originator of the EM JED.
5. Copies are not automatically generated. If an Originator, Supervisor, HR Liaison or the Employee themselves need a copy, that person will need to be added to the routing by the originator of the EM JED.

6. When the "Finish and Submit" button is selected on the EM JED, the originator will be returned to their Web Forms inbasket. The originator should not "log out" if they will be doing additional EM JED's for other employees.
7. Once the EM JED has been submitted, the EM JED increase columns will display on the merit screen once you navigate away from that tab (leave Summary page and go to Routing tab or Groups Tab).
8. If an error message is received while processing an EM JED, contact HR Systems at [em-access@udel.edu](mailto:em-access@udel.edu) or x8677.

### **EXCEL DOWNLOAD:**

The "download to spreadsheet" option has changed for 17-18.



This will download the *merit dollars and percentages* as entered (and saved) on the employee merit screens. In previous years, the spreadsheet had a formula and would calculate the merit dollars based on the *merit percentage* listed on the screens. Should you wish to utilize the spreadsheet in this way and would like to have this functionality, in column J (Merit \$), for an employee on row 3, enter the formula: =ROUND((H3\*(I3/100)),0)

### [Sample Spreadsheet](#)

If you have questions regarding personnel data on the employee screens, contact your HR Systems Analyst via e-mail or at x8677.