

Employee Merit System

Overview

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 (EM) used for collecting:

- Merit Increases
- Structural Increases
- Auto Increases
- Equity Increases
- Other Increases
- Add/Remove Admin Supplement
- Add/Remove 1/9th

These three also require an Employee Merit JED:

- Chair ↔ Faculty
- Career Ladder Promotions
- Faculty Promotions

Employee Merit Eligibility:

An employee must:

- have been hired prior to 4/1 for non-faculty
- have been hired prior to the end of the spring semester for faculty
- not have a negotiated salary

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

- 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

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

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1. Read **Information** about current year's Employee Merit

HR sends an email to alert users the EM System is released.

2. Log-in to system and click the current link

The screenshot shows the 'Employee Merit' system interface. At the top, it says 'User: McGonagall, Minerva'. Below that is a 'Menu' section with the text: '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'. There are two main sections: 'Current' and 'Previous'. Under 'Current', there is a link '15-16 Employee Merit Increase' which is circled in red. Under 'Previous', there are three links: '14-15 Employee Merit Increase CLOSED', '12-13 Employee Merit Increase', and '12-13 Employee Merit Increase CLOSED'. A green callout box points to the 'Current' link with the text: 'Select **current** link to enter this year's merit increases Or view a **previous** year'.

Groups Page

Navigation to
Groups, Summary
and Routing
pages

Groups – Owners/Editors use to move money between groups, view \$ available and spent, also to view, sort or filter your EM Groups
Summary – Owners/Editors use to enter EM information
Routing – Owners/Editors use to distribute EM groups/categories to others with EM access

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) 831-6000.

Symbol key: * Required information, ▲ Error

Search:

View all groups				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)	94,698	0	94,698			<input type="text" value="92046"/>	<input type="text" value="2652"/>			McGonagall, Minerva ✕
HOGWARTS CHAIRS (00001)	11,383	0	11,383	<input type="text" value="2157"/>					<input type="text" value="9226"/>	McGonagall, Minerva ✕
ASTROLOGICAL STUDIES (00002)	26,755	0	26,755	<input type="text" value="19164"/>	<input type="text" value="7591"/>					McGonagall, Minerva ✕
MAGICAL CREATURES (00003)	109,819	0	109,819			<input type="text" value="108511"/>	<input type="text" value="1308"/>			McGonagall, Minerva ✕
HOGWARTS HISTORY (00005)	69,147	0	69,147			<input type="text" value="67711"/>	<input type="text" value="1436"/>			McGonagall, Minerva ✕

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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.

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 [it-support@duke.edu](#)

Symbol key: * Required information, ▲ Error

Search:

View all groups				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)	94,698	0	94,698			92046	2652			McGonagall, Minerva ✕					
HOGWARTS CHAIRS (00001)	11,383	0	11,383	2157					9226	McGonagall, Minerva ✕					
ASTROLOGICAL STUDIES (00002)	26,755	0	26,755	19164	7591					McGonagall, Minerva ✕					
MAGICAL CREATURES (00003)	109,819	0	109,819			108511	1308			McGonagall, Minerva ✕					
HOGWARTS HISTORY (00005)	69,147	0	69,147			67711	1436			McGonagall, Minerva ✕					

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This column shows all your EM Groups

Reminder: Merit Pool amounts can be redistributed among the same personnel category

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) 831-6000.

Symbol key: * Required information, ▲ Error

Search:

Group	Total	Used	Balance	Exempt	Non-exempt	FT faculty	PT faculty	Post doc. / Limit term	Chair	Current holder
SPELLS & POTIONS (00004)	94,698	0	94,698			92046	2652			McGonagall, Minerva
HOGWARTS CHAIRS (00001)	11,383	0	11,383	2157					9226	McGonagall, Minerva
ASTROLOGICAL STUDIES (00002)	26,755	0	26,755	19164	7591					McGonagall, Minerva
MAGICAL CREATURES (00003)	109,819	0	109,819			108511	1308			McGonagall, Minerva
HOGWARTS HISTORY (00005)	69,147	0	69,147			67711	1436			McGonagall, Minerva

These are:

- Total** – Total Merit Pool for each Group
- Used** – Merit distributed
- Balance** – Difference between what was available and what was spent

These are the Merit Pool dollars per category (Note: The amounts in the Category columns do not change based on \$ entered on the Summary page. These amounts are the defined pool for that category in that group.)

The bottom of the page displays the merit pool totals for all the Groups/Categories.

Use these numbers to ensure the Merit Amount is not overspent.

User: McGonagall, Minerva

Groups

If you have questions, refer to the [Employee Merit Documentation](#) for help.

Symbol key: * Required information, ▲ Error

Search:

View all groups				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					
HOGWARTS CHAIRS (00001)	11,383	0	11,383	<input type="text" value="2157"/>					<input type="text" value="9226"/>	McGonagall, Minerva ✕					
ASTROLOGICAL STUDIES (00002)	26,755	0	26,755	<input type="text" value="19164"/>	<input type="text" value="7591"/>					McGonagall, Minerva ✕					
MAGICAL CREATURES (00003)	109,819	0	109,819			<input type="text" value="108511"/>	<input type="text" value="1308"/>			McGonagall, Minerva ✕					
Adjusted total	390,949	0	390,949	21,321	7,591	347,415	5,396	0	9,226						
Starting totals	390,949	0	390,949	21,321	7,591	347,415	5,396	0	9,226						

7 of 7 entries

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Adjust EM pools if needed. Merit Pool amounts can be redistributed among the *same* category, but not to a *different* category.

If you make any changes, click the **Save changes** button

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) 831-6000.

Symbol key: * Required information, △ Error

Search:

Group	Total	Used	Balance	Exempt	Non-exempt	FT faculty	PT faculty	Post doc. / Limit term	Chair	Current holder
SPELLS & POTIONS (00004)	94,698	0	94,698			<input type="text" value="92046"/>	<input type="text" value="2652"/>			McGonagall, Minerva
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HOGWARTS HISTORY (00005)	69,147	0	69,147			<input type="text" value="67711"/>	<input type="text" value="1436"/>			McGonagall, Minerva

User: McGonagall, Minerva

Groups

If you have questions, refer to the [Employee Merit Documentation](#) for help, or contact t

Symbol key: * Required information, ▲ Error

Sort buttons:
Every column heading has a button to sort the data in either ascending or descending order.

Search:

View all groups											
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)	94,698	0	94,698			92046	2652			McGonagall, Minerva ✕	
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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

Symbol key: * Required information, ▲ Error

Current holder:

- Shows where a group currently sits
- ✉ Allows email to be sent to current holder

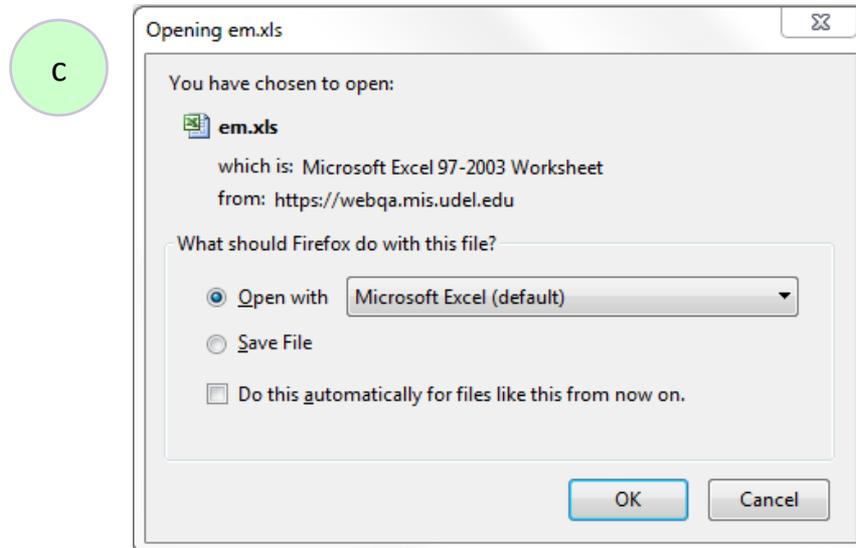
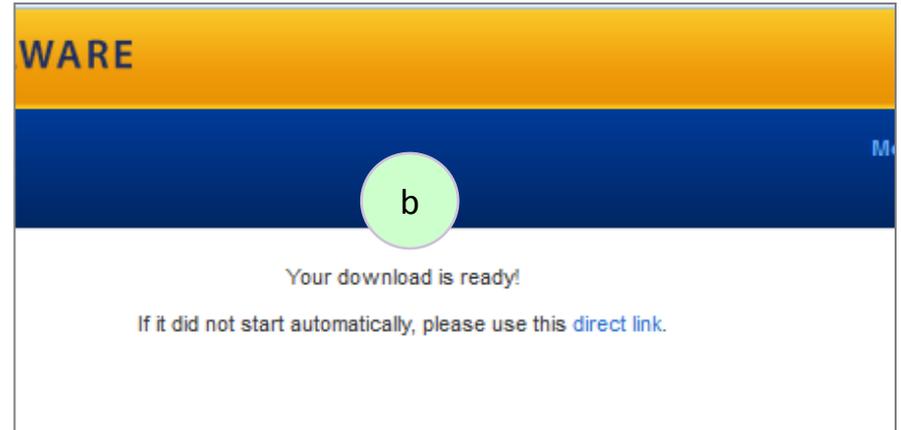
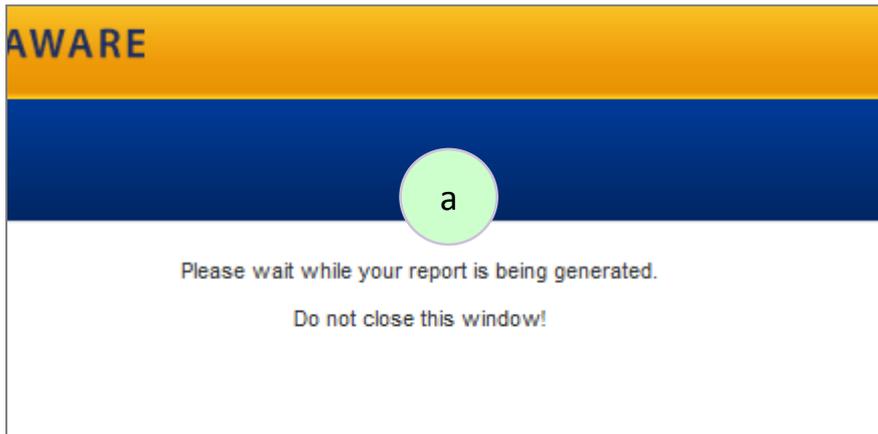
Search:

View all groups				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					
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HOGWARTS CHAIRS (00001)	11,383	0	11,383	2157					9216	McGonagall, Minerva ✉					
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✖ Cancel changes
📄 Download to spreadsheet
✔ Save changes

Download data to Excel

Downloading data to Excel will give you pop-up notifications when in progress (a), when successful (b), and with the Excel spreadsheet (c).



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

- Click on **View All Groups** or 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)

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) 831-6000.

Symbol key: * Required information, ▲ Error

Search:

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Choose groups & categories button allows you to customize your selection by both Group and Category.

Minerva

Choose groups & categories

Groups to display:

- All groups
- ASTROLOGICAL STUDIES (0
- HOGWARTS CHAIRS (0000
- HOGWARTS HISTORY (000

Categories to display:

- All categories
- Exempt
- Non-exempt
- Full-time faculty

Submit

Use the pop-up window to select one or multiple (with CTRL key) groups and categories.

Used	Balance	Exe	Post doc. / Limit
0	94,698		92046 2652
0	11,383	2157	

Note: To reset to all Groups/Categories again, select **All groups** and **All categories** in this pop-up window.

Summary Page

This page displays Groups/Categories based on your filters or others choices.

15-16 > Groups Summary Routing [Choose groups & categories](#)

User: McGonagall, Minerva

Summary

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

Groups Exempt Non-exempt

ASTROLOGICAL STUDIES (00002)		
<input type="checkbox"/> Exempt	Merit pool: 1% / \$19,164	Spent: \$0
<input type="checkbox"/> Non-exempt	Merit pool: 1% / \$7,591	Spent: \$0

Use the expand button to work on a category of employees

The Merit pool %, \$, and Spent display for each category

Summary page

Consider **downloading to Excel** to work with the information in excel and/or to draft different scenarios

ASTROLOGICAL STUDIES (00002)

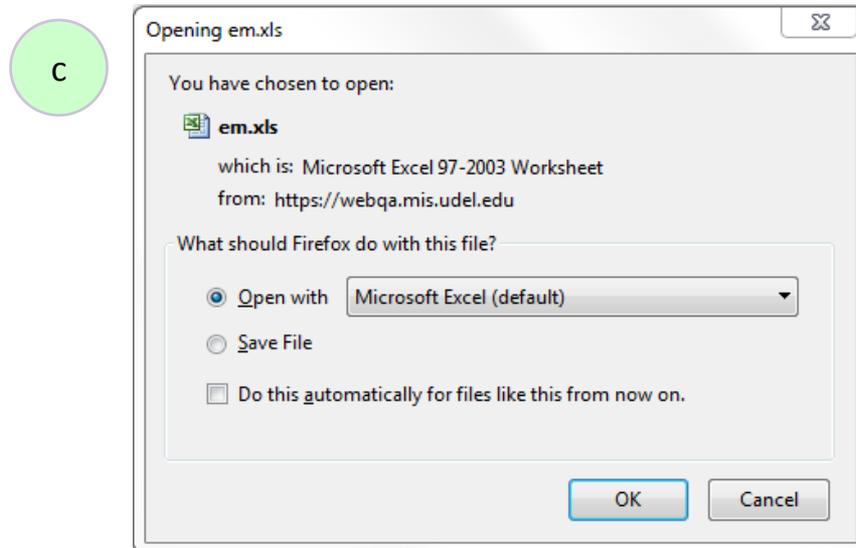
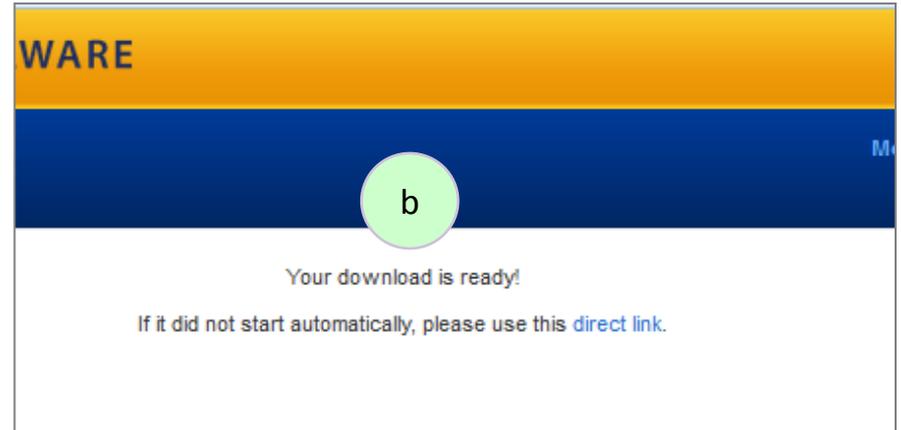
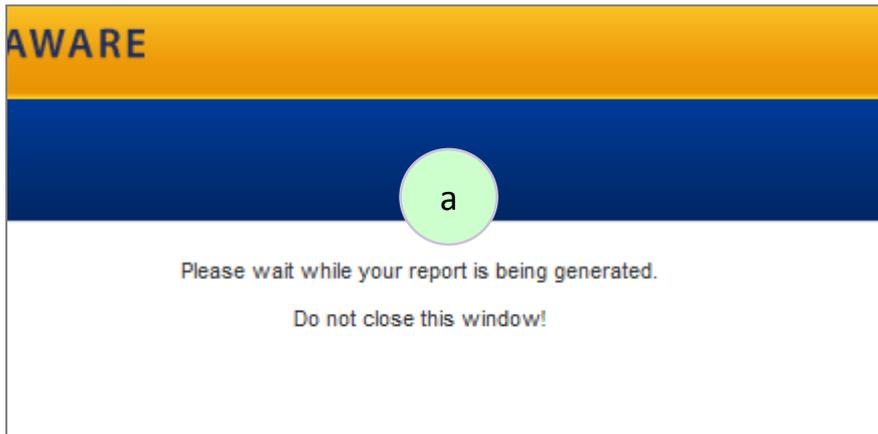
Exempt Merit pool: 1% / \$4,012 Spent: \$0

Show / hide columns

Information	Employee	Action	Rating	Old annual rate	Merit %	Merit increase	Structural increase	EM annual rate	JED increase	EM annual rate with JED
	Filch, Argus (800000001)	<input type="checkbox"/> Remove employee from pool JED	4	54,948	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="54948"/>		54,948
	Pomfrey, Poppy (800000013)	<input type="checkbox"/> Remove employee from pool JED	4.7	54,107	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="54107"/>		54,107
	Pince, Irma (800000027)	<input type="checkbox"/> Remove employee from pool JED		80,000	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="80000"/>		80,000
	Hagrid, Rubeus (800000999)	<input type="checkbox"/> Remove employee from pool JED		158,097	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="158097"/>		158,097

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

Downloading data to Excel will give you pop-up notifications when in progress (a), when successful (b), and with the Excel spreadsheet (c).



Summary page is programmed to display only the applicable columns for each **Category type** for that merit year.

For example - if there is a faculty **Structural Increase** then that column would display in the Full-Time and Part-Time Faculty category.

Groups Exempt Non-exempt FT faculty PT faculty Chair

ASTROLOGICAL STUDIES (00002)

Full-time faculty Merit pool: 1% / \$4,012 Spent: \$0

Show / hide columns

Information	Employee	Action	Rating	Old annual rate	Merit %	Merit increase	Structural increase	Auto increase	Other increase	EM annual rate
 	Sprout, Pomona (800000301)	<input type="checkbox"/> Remove employee from pool 		204,342	<input type="text" value="2.00"/>	<input type="text" value="4087"/>	<input type="text" value="1300"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="209729"/>
	Sprout, Pomona – Ninth line	<input type="checkbox"/> Remove Ninth line		22,705						<input type="text" value="23,303"/>
	Sprout, Pomona – Admin. supplement	<input type="checkbox"/> Remove Admin. supplement		5,000						<input type="text" value="5,000"/>
 	Moody, Alastor (800000777)	<input type="checkbox"/> Remove employee from pool 		139,366	<input type="text" value="2.00"/>	<input type="text" value="2787"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="143153"/>

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Post doc. & Limited term category only has one input column for **EM annual rate**, as this Category does not have a merit pool.

ASTROLOGICAL STUDIES (00002)

Post doc. & Limited term Merit pool: 0% / \$0 Spent: \$0

Show / hide columns

Information	Employee	Action	Rating	Old annual rate	EM annual rate
	Filch, Argus (800000001)	<input type="checkbox"/> Remove employee from pool JED 		40,000	<input type="text" value="40000"/>
	Pomfrey, Poppy (800000013)	<input type="checkbox"/> Remove employee from pool JED 		42,000	<input type="text" value="42000"/>
	Pince, Irma (800000027)	<input type="checkbox"/> Remove employee from pool JED 		45,000	<input type="text" value="45000"/>

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Scroll to the right to see the additional columns on the Summary page.

Use this button to show/hide columns to suit your needs.



ASTROLOGICAL STUDIES (00002)

Exempt

Show / hide columns

Information	Employee	Action	Rating	Old annual rate	Merit %	Merit increase	Structural increase	EM annual rate	JED increase	EM annual rate with JED
	Filch, Argus (800000001)	<input type="checkbox"/> Remove employee from pool <input type="button" value="JED"/>	4	5						54,948
	Pomfrey, Poppy (800000013)	<input type="checkbox"/> Remove employee from pool <input type="button" value="JED"/>	4.7	5						54,107
	Pince, Irma (800000027)	<input type="checkbox"/> Remove employee from pool <input type="button" value="JED"/>								80,000
	Hagrid, Rubeus (800000999)	<input type="checkbox"/> Remove employee from pool <input type="button" value="JED"/>								158,097

Save changes

Filch, Argus (800000001)

Column headings has a button to sort the data in either ascending or descending order.

E.G. It may be useful to sort by Appraisal **Rating** before distributing the EM \$.

Click on employee name to see pop-up with details about the employee.

Filch, Argus (800000001)

Grade: 29S

Benefits service date: 08/01/1998

Years: 16 Months: 7 Days: 25

Job title: Computing Support Spec II

Position entry date: 10/01/2005

Years: 9 Months: 5 Days: 25

Close

ASTROLOGICAL STUDIES (00002)

Exempt

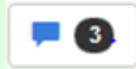
Merit pool: 1% / \$4,012

Spent: \$0

Show / hide columns

Information	Employee	Action	Rating	Old annual rate	Merit %	Merit increase	Structural increase	EM annual rate	JED increase	EM annual rate with JED
	Filch, Argus (800000001)	<input type="checkbox"/> Remove employee from pool	4	54,948	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="54948"/>		54,948
	Pomfrey, Poppy (800000013)							<input type="text" value="54107"/>		54,107
	Pince, Irma (800000027)							<input type="text" value="80000"/>		80,000
 	Hagrid, Rubeus (800000999)							<input type="text" value="158097"/>		158,097

Key to the icons in the Information column:



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.



Annual rate is at or over the maximum



Annual rate is under the minimum



40-hour employee



Retired and \$ removed from merit pool



Terminated and \$ removed from merit pool



Old annual rate has changed (this will adjust the **EM annual rate**)

- Check **Information** for retiring **R** or terminated **T** employees: remove from the pool
(For more details about **Information**, see PDF called “EM - Key for Information Icons”)
- Remove from pool: anyone with negotiated salary, moving to non-benefited position, terminating/retiring on or before the effective date of their merit increase
- Check Ninths and Salary supplements: use checkboxes to remove as needed
- Enter EM by: **Merit %**, **Merit Increase** or **EM annual rate**
- Look for situations that require Employee Merit JEDs: Chair ↔ Faculty, Career Ladder Promotions, Faculty Promotions

ASTROLOGICAL STUDIES (00002)

Exempt Merit pool: 1% / \$4,012 Spent: \$0

Show / hide columns

Information	Employee	Action	Rating	Old annual rate	Merit %	Merit increase	EM annual rate	JED increase
 	Filch, Argus (800000001)	<input type="checkbox"/> Remove employee from pool <input checked="" type="checkbox"/> JED  	4	54,948	1.00	549	55497	
	Pomfrey, Poppy (800000013)	<input type="checkbox"/> Remove employee from pool <input checked="" type="checkbox"/> JED  	4.7	54,107	1.00	541	54648	
	Pince, Irma (800000027)	<input checked="" type="checkbox"/> Remove employee from pool <input checked="" type="checkbox"/> JED  		80,000	1.00	800	80800	
 	Hagrid, Rubeus (800000999)	<input type="checkbox"/> Remove employee from pool <input checked="" type="checkbox"/> JED  		158,097	1.00	1581	158,097	
	Hagrid, Rubeus –Salary supplement	<input checked="" type="checkbox"/> Remove Salary supplement 		0			1,581	

 (circled in red around the Merit % column header)

Verify EM pool total is not overspent; adjust as needed

The screenshot displays a web interface for managing a group category. At the top, the group category is identified as 'ASTROLOGICAL STUDIES (00002)'. Below this, the status is 'Exempt' with a 'Merit pool: 1% / \$4,012' and a 'Spent: \$4,012'. A 'Show / hide columns' button is visible. At the bottom of the interface, there is a 'Totals' row showing a merit increase of \$4,012. A 'Save changes' button is highlighted with a red circle.

ASTROLOGICAL STUDIES (00002)		a	b
Exempt	Merit pool: 1% / \$4,012	Spent: \$4,012	
Show / hide columns			
Totals:		1.00	\$4,012
		c	
Download to spreadsheet		Save changes	

Scroll to the Group Category to see **Merit Pool \$ (a)** and **Spent \$ (b)**

The *bottom left-hand* corner of the Group Category shows **Totals: \$ Merit Increase (c)**. This total will match the **Spent \$ (b)** amount.

These numbers (a, b and c) should match or the **Spent \$ (b)** and **Totals (c)** number should be less than the **Merit Pool \$ (a)**.

If the **Spent \$ (b)** and **Totals (c)** number is more than **Merit Pool \$ (a)**, this means you have overspent the pool. You will get a pop-up message (see following page.)

Click the **Save changes** button when you're done.

Verify EM pool total is not overspent; adjust as needed

Scroll to the Group Category to see **Merit Pool \$ (a)** and **Spent \$ (b)**

The screenshot shows a user interface for managing group categories. At the top, a card for 'ASTROLOGICAL STUDIES (00002)' is displayed. It includes a 'Merit pool: 1% / \$4,012' and 'Spent: \$0'. A 'Show / hide columns' button is also present. Below this, a table shows a 'Totals' row with a value of '1.00' and '19,164'. At the bottom, there are two buttons: 'Download to spreadsheet' and 'Save changes'.

ASTROLOGICAL STUDIES (00002)		a	b
Exempt		Merit pool: 1% / \$4,012	Spent: \$0
Show / hide columns			
Totals:		1.00	19,164
		Download to spreadsheet	Save changes

These numbers should match or the **Spent (b)** & **Totals (c)** number should be less than the **Merit Pool \$ (a)**.

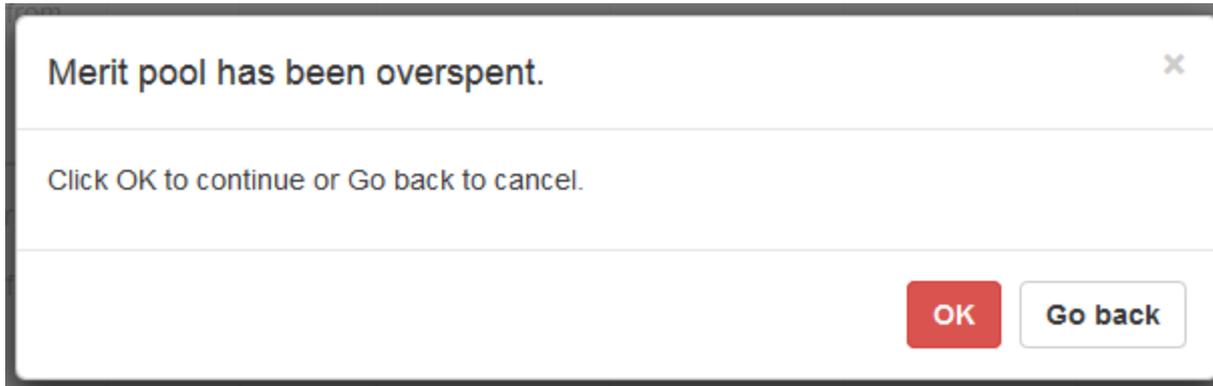
If the **Spent (b)** & **Totals (c)** number is more than **Merit Pool \$ (a)**, this means you have overspent the pool.

Click the **Save changes** button when you're done.

The *bottom left-hand* corner of the Group Category shows **Totals: \$ Merit Increase (c)**. This total would match the **Spent (b)** information.

If the **Spent \$ & Totals** number is more than **Merit Pool \$**, this means you have overspent the pool.

You will receive a pop-up notification when saving alerting you that you have overspent your pool. This is informational and does not prevent the information from saving.



Contract Changer

- Update faculty contract information as needed (Group/Category must be routed to you)
- 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 FT 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	

Routing Page

EM Groups/Categories can be routed people to edit. The **Send to** dropdown includes those with **Owner, Editor, Contract Changer, and Approver** access for that Group.

15-16 > Groups Summary Routing

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

<input type="checkbox"/> HOGWARTS CHAIRS (00001) 1	Send to: <input type="text"/>	Routing email comments: <input type="text"/>
Chair 2	Send to: <input type="text"/>	Ro <input type="text"/>
Exempt 2	Send to: <input type="text"/>	Ro <input type="text"/>
<input type="checkbox"/> ASTROLOGICAL STUDIES (00002)	Send to: <input type="text"/>	Ro <input type="text"/>

The whole Group (1) or specific Categories (2) in the Group can be routed.

Comments can be entered when routing, such as deadlines to return groups when routing to the Editor(s) & Contract Changer(s).

A system-generated email (with your comments) will be sent to anyone you've routed EM Groups/Categories. Final Approver routes EM Screens to HR Office no later than the posted deadline.

Need more information about Employee Merit?
Contact Records Management

Email: em-access@udel.edu

Phone: 831-8677

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