INTRODUCTION

This aid outlines the steps necessary to enter 2019 Merit Increase rows in Job Data.

CONDITIONS

- If there are no existing 01/01/2019 rows in Job Data, the USG Shared Services Center will load the 01/01/2019 Merit increase rows via Excel to CI.
- If the USG Shared Services Center is unable to load the 01/01/2019 Merit increase rows via Excel to CI due to existing 01/01/2019 rows in Job Data, the following steps should be taken to enter the 01/01/2019 Merit increase row into Job Data.

PROCEDURES

SECTION I Enter Row in Job Data

PATH

Navigator > Workforce Administration > Job Information > Job Data

STEP 1.1 Select Employee

- Enter the Employee ID (EMPLID):
- Click Search

(If the employee has multiple job records, make certain you are choosing the correct job record for your institution.)

STEP 1.2 Work Location Tab

Insert a new row and enter the following data:

- **Effective Date:** Enter appropriate date
  - For 2019, merit increases are effective 01/01/2019
- **Effective Sequence:** If using the same effective date as the prior row, use the next effective sequence number
- **Action:** Pay Rate Change
- **Reason:** Merit
STEP 1.3 Compensation Tab > Pay Components Area

- Enter the **Comp Rate**
  The compensation amount should reflect the compensation rate after the merit has been added.
- Click **Calculate Compensation**

STEP 1.4 Benefits Program Participation Link

The Annual Benefits Base Rate (ABBR) should be updated to reflect the new annual rate to include the Merit increase.

STEP 1.5 Save the Record