

## 2019 Merit Increase in Job Data

### INTRODUCTION

<b>Description</b>	This aid outlines the steps necessary to enter 2019 Merit Increase rows in Job Data.
<b>Conditions</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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 to be taken to enter the 01/01/2019 Merit increase row in to Job Data.</li> </ul>

### PROCEDURES

<b>SECTION I</b>	<b>Enter Row in Job Data</b>
<b>PATH</b>	Navigator > Workforce Administration > Job Information > Job Data
<b>STEP 1.1</b>	<b>Select Employee</b>
	<ul style="list-style-type: none"> <li>Enter the <b>Employee ID (EMPLID)</b>:</li> <li>Click <b>Search</b></li> </ul> <p>(If the employee has multiple job records, make certain you are choosing the correct job record for your institution.)</p>
<b>STEP 1.2</b>	<b>Work Location Tab</b>
	<p>Insert a new row and enter the following data:</p> <ul style="list-style-type: none"> <li><b>Effective Date:</b> Enter appropriate date <ul style="list-style-type: none"> <li>For 2019, merit increases are effective 01/01/2019</li> </ul> </li> <li><b>Effective Sequence:</b> If using the same effective date as the prior row, use the next effective sequence number</li> <li><b>Action:</b> Pay Rate Change</li> <li><b>Reason:</b> Merit</li> </ul>



Work Location ? Find First 1 of 2 Last

\*Effective Date 01/01/2019 ? Go To Row + -

Effective Sequence 1 \*Action Pay Rate Change ?

HR Status Active Reason Merit ?

Payroll Status Active \*Job Indicator Primary Job ?

Calculate Status and Dates

**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**

Pay Rates ?

Default Pay Components

Pay Components ? Personalize Find ? First 1 of 1 Last

Amounts Controls Changes Conversion ?

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 NAANL <span>?</span>	0	70,481.000000 <span>?</span>	USD <span>?</span>	A <span>?</span>			<span>+</span> <span>-</span>

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.

\*Benefits System Benefits Administration ? Current ?

Annual Benefits Base Rate 70481.00 ? USD Benefits Employee Status Active

**STEP 1.5 Save the Record**

