

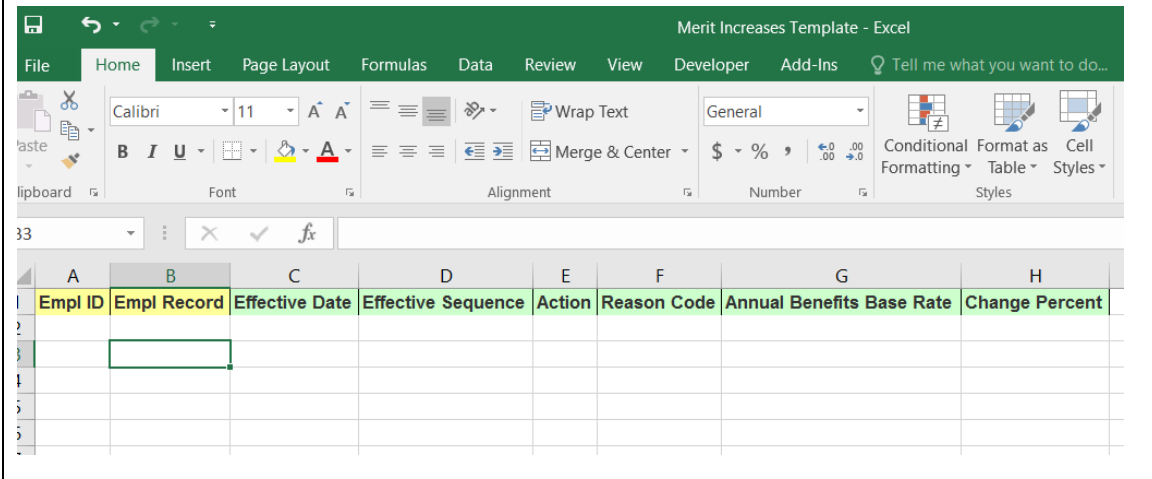
2019 Merit Increase Mass Load

INTRODUCTION

Description	This aid outlines the institution's steps necessary to prepare the 2019 Merit Increase Mass Load.
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PROCEDURES

SECTION I	Public Query 'SSC_ActiveEEforMerit'
PATH	Navigator > Reporting Tools > Query > Query Manager
Important	Use this query to assist in completing the Merit Increases Template.
STEP 1.1	Run query
SECTION II	'Merit Increases Template' Excel File
	This file is provided by the USG Shared Services Center.
Important	Complete all fields for each employee who will be receiving a merit-based pay increase.



STEP 2.1	Open template
STEP 2.2	Complete template
	<p>Enter the following data for each employee who will be receiving a merit-based pay increase:</p> <ul style="list-style-type: none"> • Employee ID: • Employee Record: Varies by employee • Effective Date: Standard date per USG policy will be 01/01/19 for all employees • Effective Sequence: For employees with an existing row for 01/01/19, the new job row will have to be inserted manually with the next Effective Sequence. • Action: PAY • Reason Code: MER • Annual Benefits Base Rate (if applicable): This must be calculated by the institution to match the final compensation rate after the merit increase. • Change Percent: Percent of Merit Based Pay Increase The final compensation rate will be calculated to the third decimal (thousandth). <p><i>Example - Salary of \$45,123 with change percent of 1.2% will be \$45,664.476</i></p>
STEP 2.3	Save template
	<ul style="list-style-type: none"> • Once all the data has been added, save the template as 'XXX_Merit_Increase' ("XXX" represents the institution's company code).
STEP 2.3	Load template on SSC FTP Server
	<ul style="list-style-type: none"> • https://ftp.ssc.usg.edu • Folders/schools/hxxx/ONEUSG/HR
SECTION III	SSC Notification – File Ready for Processing
STEP 3.1	Submit a ticket to oneusgsupport@usg.edu with confirmation that the file is ready for processing.

