Manager Approval for L2324 Merit Recommendations

A merit approver needs to review and approve merit increase for L2324 employees upon submission of a merit recommendation.

Log on to BUworks Central:
https://ppo.buw.bu.edu

1. Click on the Merit Approver tab
2. Click on Review and Approve.
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1. Select the **Compensation Review** drop down and click on **L2324 Review**

2. To select an Org Unit, click on the org unit name (note that you can expand org units by clicking the arrow next to the unit or highlighting unit and pressing “expand all”). For approver processing, you have 3 options (see arrows in screenshot) to choose from:
   - Approve
   - Reject
   - Plan (see step 4)

If you are ready to approve or reject a planned and submitted (yellow) org unit highlight the org and click **approve** (or reject) and confirm your action on the pop-up warning. Once you confirm your action the org’s status will change from yellow to green (approved) or yellow to red (sets unit back to “in planning”).

3. The status column shows if an org unit is in **planning mode** (red circle ●), **needs approval** (yellow triangle △) or **approved** (green square ■)

4. If you wish to see details of a planned unit or re-plan a unit highlight the unit, click **Plan** and follow the directions below in the **PLANNING COMPENSATION** section. Please note it might not be possible to re-plan a unit if it has been approved by a higher level approver.
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Also note, from the approval screen you can see total spend for your org units. The total funds, distributed & remaining funds in the Merit is displayed all for subunits (if expanded).
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PLANNING COMPENSATION

1. Clicking Plan should take you to the Plan Compensation Data screen. You can make recommendations for a merit increase in either of two ways: Worksheet (shown below) mode or Individual Planning mode.

2. To begin re-planning/planning for employees in the Worksheet mode, click on employee name. Any employees with non-grayed out boxes could be re-planned. For a planning in worksheet mode follow the directions below.
### Manager Approval for L2324 Merit Recommendations

#### Screen Overview

<table>
<thead>
<tr>
<th>Screen Overview</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Guideline</td>
<td>Available funds in Merit/Adjustment categories</td>
</tr>
<tr>
<td>2. Salary History</td>
<td>Employee’s salary history available in SAP</td>
</tr>
<tr>
<td>3. Check</td>
<td>Warning messages related to employee’s planning</td>
</tr>
<tr>
<td>4. Current Score</td>
<td>Current Score (0-30 for L2324)</td>
</tr>
<tr>
<td>5. Merit %</td>
<td>Merit in %</td>
</tr>
<tr>
<td>6. Merit Amt</td>
<td>Merit in Amount</td>
</tr>
<tr>
<td>7. Notes</td>
<td>A performance review related comment such as an increase going over the prescribed guideline</td>
</tr>
</tbody>
</table>
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1. To view Guideline (Available Funds), click on Guideline.

2. To view Salary History, click on Salary History available in SAP.

3. Click on the Check column to view any warning messages.

4. Enter Current Year score 0 – 30 (for L2324)

5. General Wage Increase is determined by the system

6. Enter either a Merit % or Merit Amount and press Enter. The New Salary/Rate and Guideline fields are updated upon changing either the % or Amt.

7. If needed, enter a performance review related comment in the Notes field, (e.g.; If the recommended increase is outside the guideline, you can add a comment.)

To plan for the next employee, click on the next employee’s name.
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1. To re-save any changes you have, click on Save. Please note, if you are making updates to an org unit that was in submitted status you just need to click Save. If you were making changes to a unit that was in Planning Status continue to the next step to Submit.

2. To export the worksheet data to Excel, click Export. All the data will be exported to a file on your local computer.

   **NOTE** that the Years of Service calculation is automatically applied during the end of the process cycle. If the employee is below the Years of Service salary calculation, even after merit and general increase are applied, the system will calculate the difference and bring them up to the appropriate hourly rate.

1. Click on Review and Submit once you have planned for all your L2324 employees.

2. If you have no more changes to make, click on Submit Planning.

   A confirmation message “**The compensation planning has been successfully submitted**” is displayed. Close the window to exit the worksheet.
Planning for Employees in INDIVIDUAL PLANNING Mode (as opposed to Worksheet Mode.)

**INDIVIDUAL PLANNING**

Highlight an employee (or employees) and click on **Individual Planning** will bring up an individual’s details.
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1. Click on **Guideline** to see available funds.
2. Type in **Current Performance Score** (0-30.)
3. Click on Check to see warning messages.
4/5. Click on **Merit %** or a **Merit Amt**. The New **Salary/Rate** and **Guideline** fields are updated upon changing either the % or Amt.

**NOTE:** If you enter amt OR % that exceeds the recommended guideline, a warning is displayed. This is not a hard stop and you will still be able to save the recommendation.

6. Click on Notes to enter (if needed) a performance review related comment.
7. Click on arrows next to the employee name to move to previous employee or next employee.
8. To return to table format, click on **Table Planning**.
1. To **re-save** any changes you have made click on **Save**. Please note, if you are making **updates** to an org unit that was in submitted status you just need to click **Save**. If you were making changes to a unit that was in **Planning Status** continue to the next set of steps to **Submit**.

2. To export the worksheet data to Excel, click **Export**. All the data will be exported to a file on your local computer.

**NOTE** that the Years of Service calculation is automatically applied during the end of the process cycle. If the employee is below the Years of Service salary calculation, even after merit and general increase are applied, the system will calculate the difference and bring them up to the appropriate hourly rate.

1. Click on **Review and Submit** once you have planned for all your L2324 employees.

2. If you have no more changes to make, click on **Submit Planning**.

A confirmation message “**The compensation planning has been successfully submitted**” is displayed. Close the window to exit the worksheet.