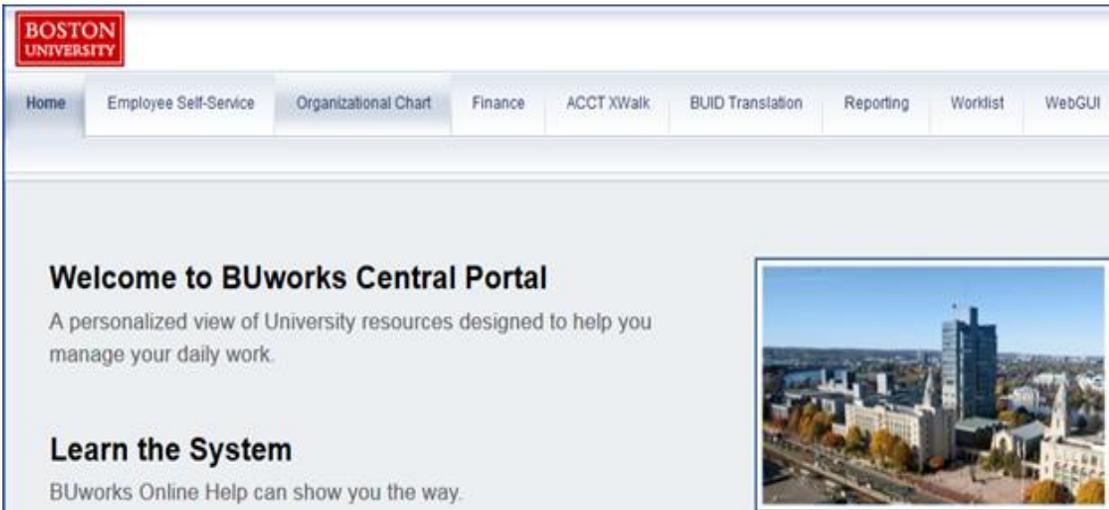
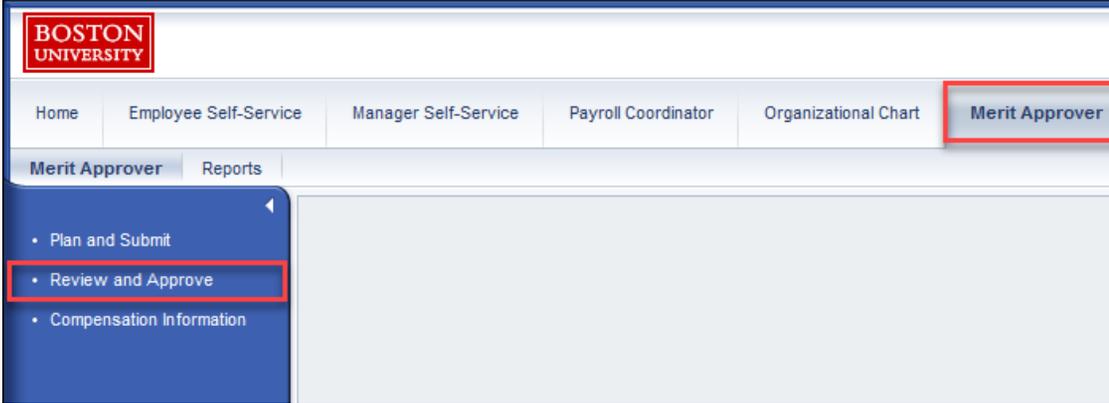


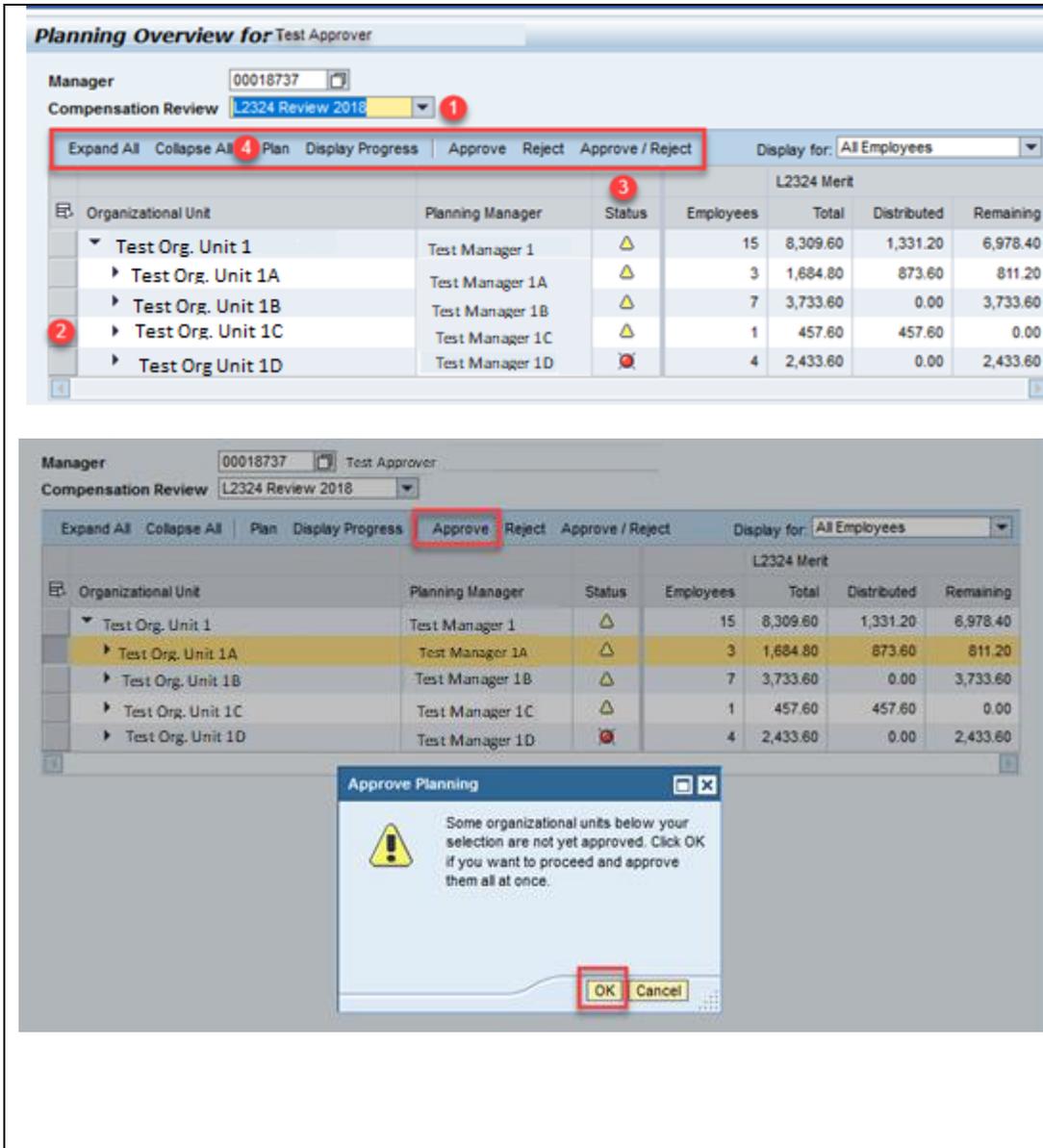


Manager Approval for L2324 Merit Recommendations

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

 <p>The screenshot shows the BUworks Central Portal home page. At the top left is the Boston University logo. Below it is a navigation menu with tabs: Home, Employee Self-Service, Organizational Chart, Finance, ACCT XWalk, BUID Translation, Reporting, Worklist, and WebGUI. The main content area features a 'Welcome to BUworks Central Portal' message, a sub-header 'A personalized view of University resources designed to help you manage your daily work.', and a 'Learn the System' section with the text 'BUworks Online Help can show you the way.' To the right of the text is a photograph of a university building.</p>	<p>Log on to BUworks Central: https://ppo.buw.bu.edu</p>
 <p>The screenshot shows the 'Merit Approver' section of the BUworks Central Portal. The 'Merit Approver' tab is highlighted with a red box. Below the tab is a dropdown menu with three options: 'Plan and Submit', 'Review and Approve', and 'Compensation Information'. The 'Review and Approve' option is highlighted with a red box.</p>	<ol style="list-style-type: none">1. Click on the Merit Approver tab2. Click on Review and Approve

Manager Approval for L2324 Merit Recommendations



The screenshot shows the 'Planning Overview for Test Approver' interface. At the top, the 'Manager' is set to 00018737 and the 'Compensation Review' is set to 'L2324 Review 2018'. A red box highlights the 'Expand All', 'Collapse All', 'Plan', 'Display Progress', 'Approve', 'Reject', and 'Approve / Reject' buttons. A red circle '1' is next to the 'Compensation Review' dropdown, and a red circle '2' is next to the 'Test Org. Unit 1C' row. A red circle '3' is next to the 'Status' column header. A red circle '4' is next to the 'Plan' button. The table below shows the 'L2324 Merit' data for various organizational units. A red box highlights the 'Approve' button in the second screenshot. A dialog box titled 'Approve Planning' is shown at the bottom, with a red box around the 'OK' button.

Organizational Unit	Planning Manager	Status	Employees	Total	Distributed	Remaining
Test Org. Unit 1	Test Manager 1	△	15	8,309.60	1,331.20	6,978.40
Test Org. Unit 1A	Test Manager 1A	△	3	1,684.80	873.60	811.20
Test Org. Unit 1B	Test Manager 1B	△	7	3,733.60	0.00	3,733.60
Test Org. Unit 1C	Test Manager 1C	△	1	457.60	457.60	0.00
Test Org. Unit 1D	Test Manager 1D	●	4	2,433.60	0.00	2,433.60

Approve Planning

Some organizational units below your selection are not yet approved. Click OK if you want to proceed and approve them all at once.

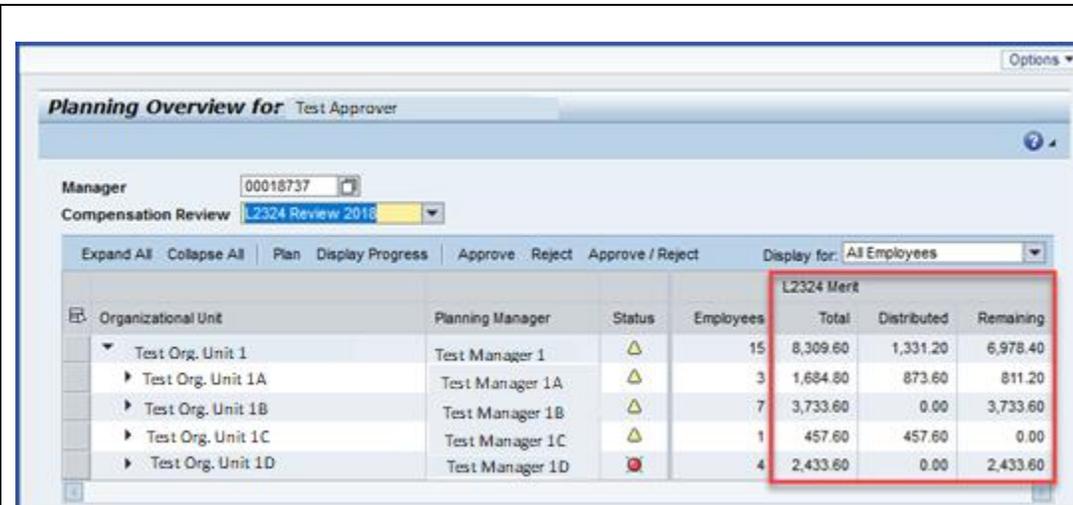
OK Cancel

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 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 to 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

Manager Approval for L2324 Merit Recommendations



Planning Overview for Test Approver

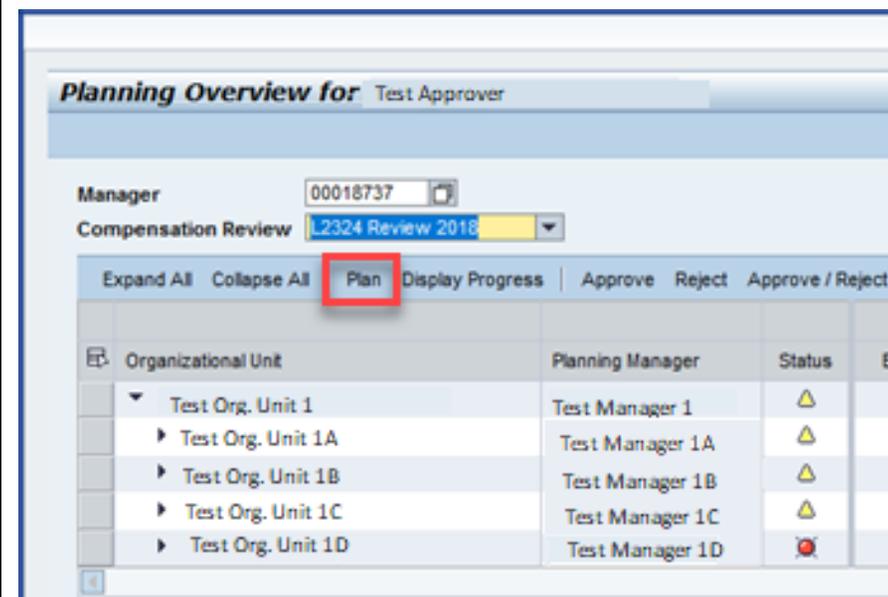
Manager: 00018737

Compensation Review: L2324 Review 2018

Expand All Collapse All Plan Display Progress Approve Reject Approve / Reject Display for: All Employees

Organizational Unit	Planning Manager	Status	Employees	L2324 Merit		
				Total	Distributed	Remaining
Test Org. Unit 1	Test Manager 1	⚠	15	8,309.60	1,331.20	6,978.40
▶ Test Org. Unit 1A	Test Manager 1A	⚠	3	1,684.80	873.60	811.20
▶ Test Org. Unit 1B	Test Manager 1B	⚠	7	3,733.60	0.00	3,733.60
▶ Test Org. Unit 1C	Test Manager 1C	⚠	1	457.60	457.60	0.00
▶ Test Org. Unit 1D	Test Manager 1D	❌	4	2,433.60	0.00	2,433.60

Also note, from the approval screen you can see the total guideline and spend for your org units. The total, distributed and remaining guideline in the Merit is displayed all for subunits (if expanded)



Planning Overview for Test Approver

Manager: 00018737

Compensation Review: L2324 Review 2018

Expand All Collapse All **Plan** Display Progress Approve Reject Approve / Reject

Organizational Unit	Planning Manager	Status
Test Org. Unit 1	Test Manager 1	⚠
▶ Test Org. Unit 1A	Test Manager 1A	⚠
▶ Test Org. Unit 1B	Test Manager 1B	⚠
▶ Test Org. Unit 1C	Test Manager 1C	⚠
▶ Test Org. Unit 1D	Test Manager 1D	❌

PLANNING COMPENSATION

1. Clicking **Plan** should take you to the **Plan Compensation Data** screen
2. To begin re-planning/planning for employees in the Worksheet mode, click on **Org. Unit**. Any employees with non-grayed out boxes can be re-planned. For a planning in worksheet mode follow the directions below

Manager Approval for L2324 Merit Recommendations

Check	Name	Grade	Date of Hire	Curr Score	Curr Salary / Rate	Current Annual Salary	Merit %	Merit Amt	Total Annual Increase	Current Rate Plus Merit	Current Salary Plus Merit	Notes
2	Test Employee	GR26	11/14/1994	23	34,763.8	72,309.96	1.00	8,399.0	728.00	35,113.8	73,837.00	6

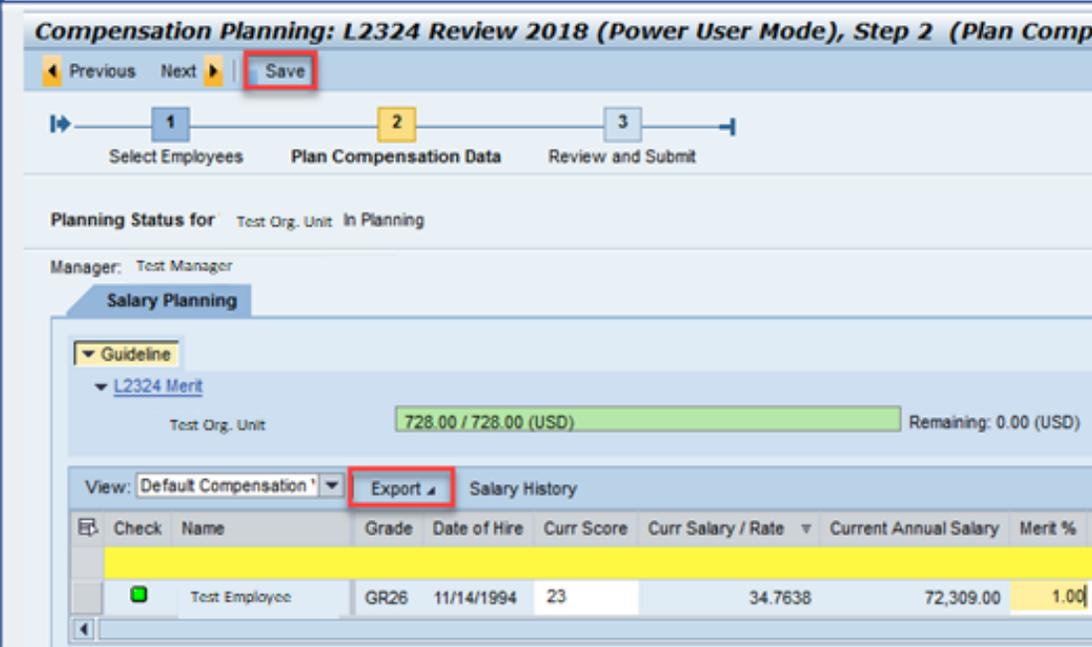
Screen Overview	Description
1. Guideline	Guideline for Merit Category
2. Check	Warning messages related to employee's planning
3. Salary History	Employee's salary history available in SAP
4. Curr. Score	Current Score (0-30 for L2324)
5. Merit %/Amt	Merit in % or Amount
6. Notes	A comment regarding increase

Check	Name	Grade	Date of Hire	Curr Score	Curr Salary / Rate	Current Annual Salary	Merit %	Merit Amt
3	Test Employee	GR22	08/15/2005	18	21,060.00	43,805.00	1.00	0.2200

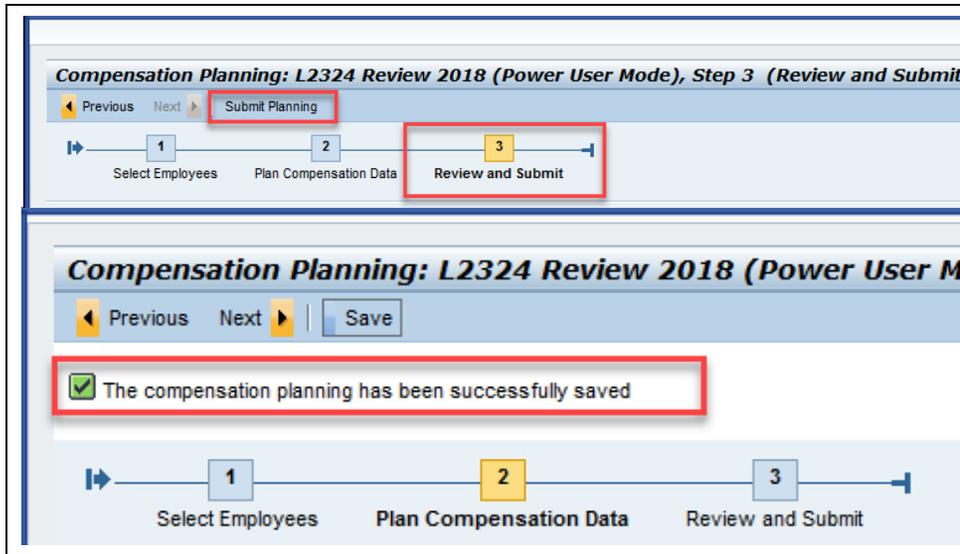
Total Annual Increase	Current Rate Plus Merit	Current Salary Plus Merit	Notes
457.00	21,280.00	44,262.00	6

- To view the merit Guideline, click on **Guideline**
- Click on **Check** to view any warning messages
- To view Salary History, click on **Salary History**
- Enter **Current Year score** (0 – 30 for L2324). The General Wage Increase is determined by the system and not displayed on the planning worksheet
- Enter either a **Merit % or Merit Amount**. Press the **Enter** key. The **Total Annual Increase /Current Rate plus Merit/ Current Salary plus Merit** and **Guideline** fields are updated upon changing either the **% or Amount**
- Click on **Notes** to enter a comment
- Click on **Save** to save data

Manager Approval for L2324 Merit Recommendations

	<p>To plan for the next employee, click on the next employee's name</p>																
 <p>Compensation Planning: L2324 Review 2018 (Power User Mode), Step 2 (Plan Comp)</p> <p>Previous Next Save</p> <p>1 2 3</p> <p>Select Employees Plan Compensation Data Review and Submit</p> <p>Planning Status for Test Org. Unit In Planning</p> <p>Manager: Test Manager</p> <p>Salary Planning</p> <p>Guideline</p> <p>L2324 Merit</p> <p>Test Org. Unit 728.00 / 728.00 (USD) Remaining: 0.00 (USD)</p> <p>View: Default Compensation 1 Export Salary History</p> <table border="1"> <thead> <tr> <th>Check</th> <th>Name</th> <th>Grade</th> <th>Date of Hire</th> <th>Curr Score</th> <th>Curr Salary / Rate</th> <th>Current Annual Salary</th> <th>Merit %</th> </tr> </thead> <tbody> <tr> <td>Test Employee</td> <td></td> <td>GR26</td> <td>11/14/1994</td> <td>23</td> <td>34.7638</td> <td>72,309.00</td> <td>1.00</td> </tr> </tbody> </table>	Check	Name	Grade	Date of Hire	Curr Score	Curr Salary / Rate	Current Annual Salary	Merit %	Test Employee		GR26	11/14/1994	23	34.7638	72,309.00	1.00	<ol style="list-style-type: none"> 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 To export the worksheet data to Excel, click on Export. All the data will be exported to a file on your local computer <p>NOTE: The Years of Service calculation is automatically applied during the end of the process cycle</p>
Check	Name	Grade	Date of Hire	Curr Score	Curr Salary / Rate	Current Annual Salary	Merit %										
Test Employee		GR26	11/14/1994	23	34.7638	72,309.00	1.00										

Manager Approval for L2324 Merit Recommendations



The screenshot displays the 'Compensation Planning: L2324 Review 2018 (Power User Mode), Step 3 (Review and Submit)' interface. The top navigation bar includes 'Previous', 'Next', and 'Submit Planning' (highlighted with a red box). Below this is a process flow diagram with three steps: '1 Select Employees', '2 Plan Compensation Data', and '3 Review and Submit' (highlighted with a red box). The bottom section shows the same interface with a 'Save' button and a confirmation message: 'The compensation planning has been successfully saved' (highlighted with a red box). The process flow diagram at the bottom shows step 2 highlighted.

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.