BOSTON UNIVERSITY How to Download Multiple Compensation Statements

When the planning process has ended Managers, ECM Recommenders and Approvers have the ability to download Compensation Statements which summarize the increases that an employee might have received.

The instructions below will show how a Manager, ECM Recommender or Approver can download and save multiple comp statements for the areas they might have access to. If you have any questions on this or any other ECM process please contact <a href="https://www.hrcmm.com/hrcm.com/hr

Home Merit J Plau Cor EC	e Employee Self-Service N Approver Reports an and Submit eview and Approve ompensation Information SM Merit Compensation St	For E 1. 2. 3.	CM Recommenders and Approvers Log on to BUworks Central: <u>www.bu.edu/buworkscentral</u> Depending on your access, click the Merit Approver or Merit Recommender tab (in this example, the Merit Approver Tab is displayed) Click on 'ECM Merit Compensation Statement'
Merit Approver Reports Plan and Submit Review and Approve Compensation Information ECM Merit Compensation State Printer Pa Proview Downlo Output Dev	ee Compensation Statements Print	4. choo	Click into the 'Compensation Review' field and select the 'search' This will bring up the merit review cycles to ose from.

Please e-mail <u>hrcomp@bu.edu</u> if you have any process questions.



How to Download Multiple Compensation Statements

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	O Download PDF Statements	FR20 Faculty Review 2020			time
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		FR23 Faculty Review 2023			Once selected it will go back to the prior screen
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							9.	If you want to download all of them then highlight
	<u>a</u> M 4	8.						the top level and click on the 'Select Block' button
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