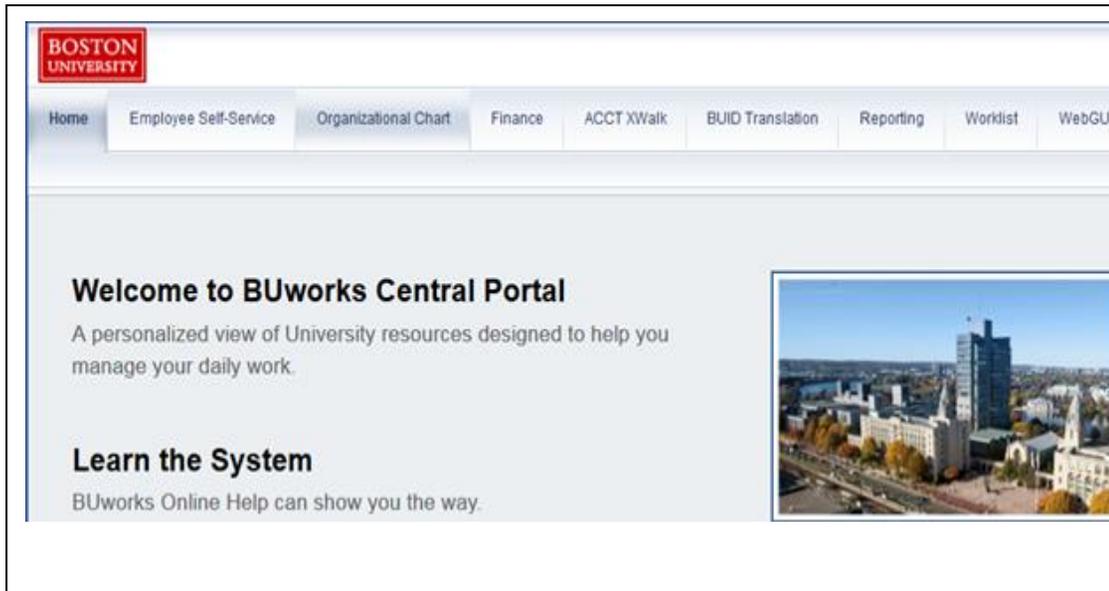


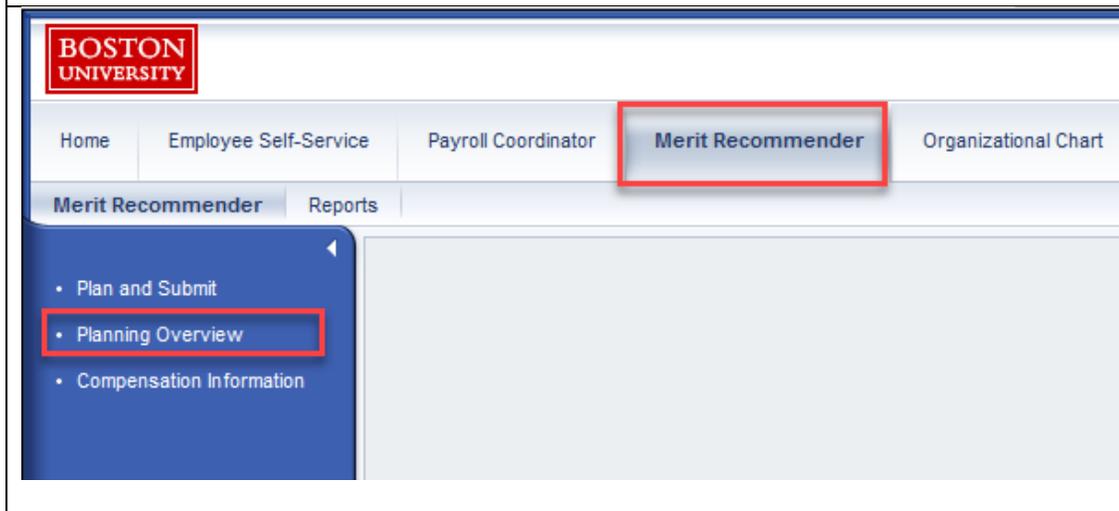


Instructions for Manager Recommendation for Merit Increase for L2324 Employees

A merit recommender needs to complete a **Compensation Planning Worksheet** when there is a need to recommend a merit increase for an eligible employee within his/her org unit during the annual compensation review process.



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

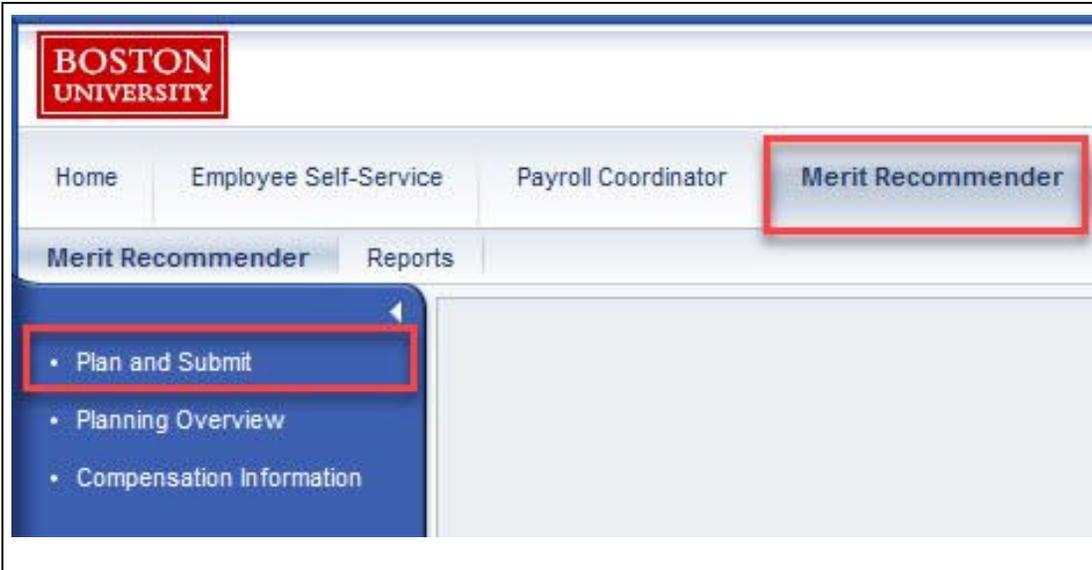


1. Click on the **Merit Recommender** tab
2. Click on **Planning Overview**

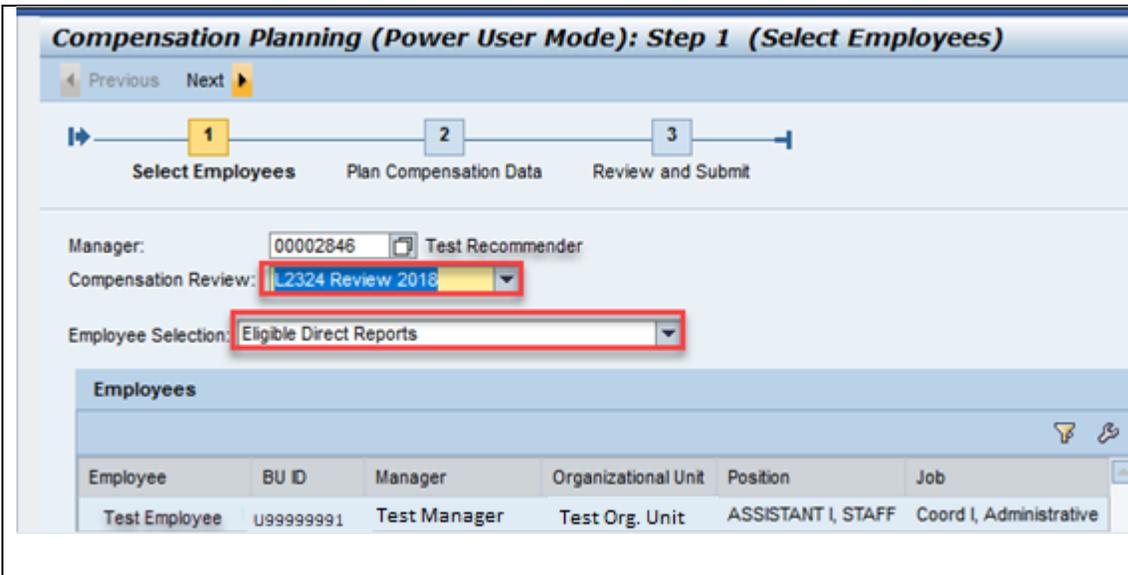
Instructions for Manager Recommendation for Merit Increase for L2324 Employees

Organizational Unit	Planning Manager	Status
Test Org. Unit 1	Manager 1	▲
▶ Test Org. Unit 1A	Manager 1A	▲
▶ Test Org. Unit 1B	Manager 1B	▲
▶ Test Org. Unit 1C	Manager 1C	▲
▶ Test Org. Unit 1D	Manager 1D	●

1. Select the **L2324 Review 2018** from the Compensation Review dropdown
2. To select an Org. Unit, click on the **Org. Unit name**. Please note that you can expand on Org. Units by highlighting an Org. Unit and clicking on **Expand All**
3. The status column shows if an Org. Unit is in the planning mode (red circle ●), needs approval (yellow triangle ▲) or is already approved (green square ■)
4. To plan a recommendation, click on **Plan** and follow the directions below in the [Planning Compensation](#) section. Please note that it might not be possible to re-plan a unit if it has been approved by a higher level approver



1. To skip the Overview and to directly proceed to planning recommendations, click on **Plan and Submit**



PLANNING COMPENSATION

1. Select the Compensation Review drop down and click on **L2324 Review**
2. Select the Employee Selection drop down and click on **Eligible Direct Reports**

If you are a recommender planning for multiple manager’s direct reports, [click here](#) for selection criteria

Instructions for Manager Recommendation for Merit Increase for L2324 Employees

Compensation Planning (Power User Mode): Step 1 (Select Employees)

Previous Next

1 2 3
Select Employees Plan Compensation Data Review and Submit

Manager: 00002846

Compensation Review: L2324 Review 2018 Test Recommender

Employee Selection: Eligible Direct Reports

Employees

Employee	BU ID	Manager	Organizational Unit	Position	Job
Test Employee	U99999991	Test Manager	Test Org. Unit	ASSISTANT I, STAFF	Coord I, Administrative

1. Click on **Plan Compensation Data**
2. Click on **Employee Name**

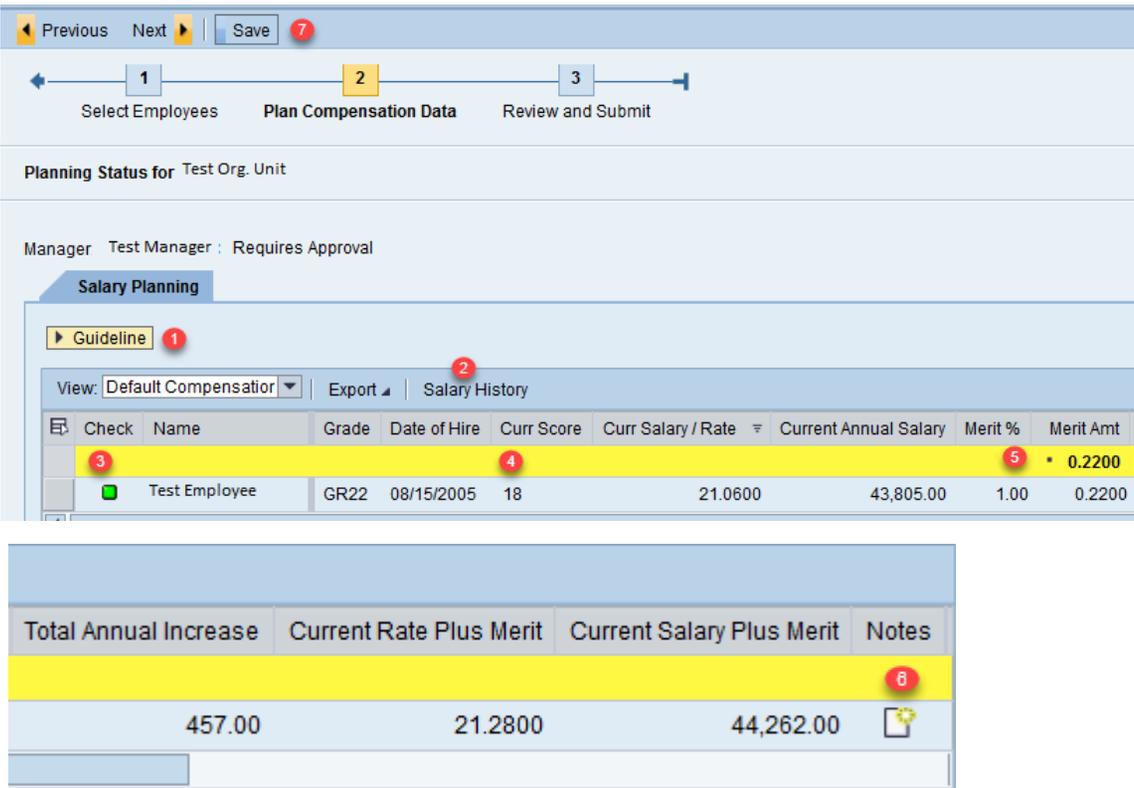
Instructions for Manager Recommendation for Merit Increase for L2324 Employees

Closeup of Worksheet split into two parts: Fields 1-11 and 12-14

The screenshot displays the SAP Salary Planning interface. At the top, there's a 'Salary Planning' header. Below it, a 'Guideline' dropdown is set to 'L2324 Merit'. The 'Test Org. Unit' is '457.60 / 457.60 (USD)' with a 'Remaining: 0.00 (USD)'. The 'View' is set to 'Default Compensation' and 'Salary History' is selected. A table lists employee data with columns: Check, Name, Grade, Date of Hire, Curr Score, Curr Salary / Rate, Current Annual Salary, Merit %, Merit Amt, and Total Annual Increase. The first row shows 'Test Employee' with a grade of GR22, hire date of 08/15/2005, current score of 18, current salary of 21,060.00, current annual salary of 43,805.00, merit % of 1.00, merit amount of 0.2200, and total annual increase of 457.00. Below this, a summary table shows 'Current Rate Plus Merit' (21,280.00), 'Current Salary Plus Merit' (44,262.00), 'Notes' (U99999991), and 'BU ID'.

Screen Overview	Description
1. Guideline	Guideline for Merit
2. Salary History	Employee's salary history available in SAP
3. Check	Warning message about employee's planning
4. Name	Employee's Name
5. Grade	Employee's Grade
6. Date of Hire	Employee's Hire Date
7. Current Score	Current Score (0-30 for L2324)
8. Curr. Salary/Rate	Employee's current Salary/Rate
9. Current Annual Salary	Employee's current annual salary
10. Merit %/Amt	Merit in % or Amount
11. Total Annual Increase	Total Annual Increase
12. Current Rate Plus Merit	Current rate plus merit
13. Current Salary Plus Merit	Current salary plus merit
14. Notes	A performance review related comment regarding the increase

Instructions for Manager Recommendation for Merit Increase for L2324 Employees



1 To view the merit Guideline, click on **Guideline**

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

3 Click on the **Check** column to view any planning warning messages

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

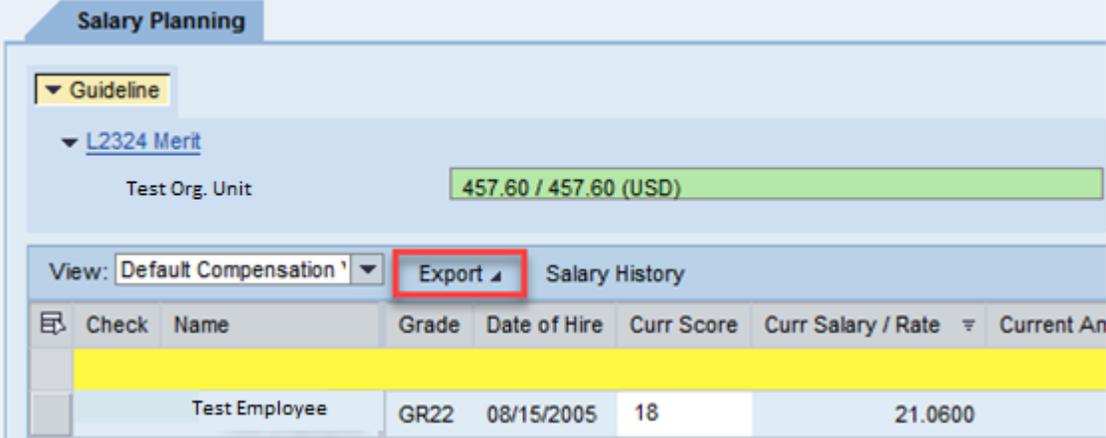
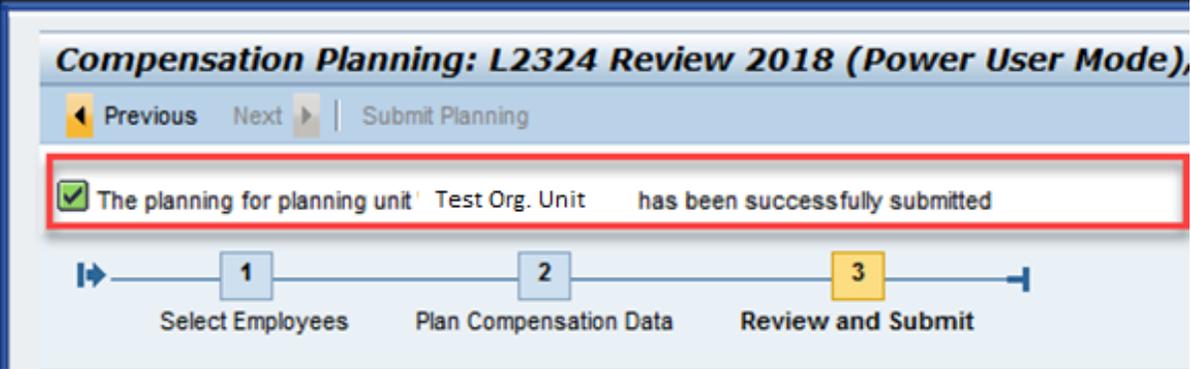
5 Enter either a **Merit%** or **Merit Amount**. Press Enter key. The **Total Annual Increase, Current Rate plus Merit, Current Salary Plus Merit** and **Guideline** fields are updated upon changing either the **%** or **Amt**

6 If needed, enter a performance review related comment in the **Notes** field

7 To **save** your work while planning (*highly recommended*), click on **Save**

To plan for the next employee, click on the **next employee's name**

Instructions for Manager Recommendation for Merit Increase for L2324 Employees

	<p>To export the worksheet data to Excel, click Export. All the data will be exported to a file on your local computer</p> <p>If you are ready to submit your entries you can proceed to the submission step below OR if you have saved your entries and need to exit the worksheet you can exit by closing the window and return to the planning the worksheet at a later time</p> <p>NOTE: The Years of Service calculation is automatically applied during the end of the process cycle</p>
	<ol style="list-style-type: none"> 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 <p>A confirmation message “The compensation planning has been successfully submitted” is displayed. Close the window to exit the worksheet</p>

Congratulations! You have successfully submitted merit increases for L2324 employees. After submission, the recommendation will now need to be approved by a merit approver. The sections below this will show a recommender additional ways to select employees.

Planning for ALL Employees including employees reporting to your Direct Reports

Compensation Planning (Power User Mode): Step 1 (Select Employees)

Previous Next

1 2 3
Select Employees Plan Compensation Data Review and Submit

Manager: 00018737 Test Recommender
 Compensation Review: L2324 Review 2018
 Employee Selection: Employees from Organizational Units

Organizational Units		Employees				
Name	Employee	BU ID	Manager	Organizational Unit	Position	Job
Test Org. Unit1	Test Employee	U99999991	Test Manager	Test. Org. Unit3	OPERATOR, SR, COMPUTER	Spec. Client Supt Serv

Show Employees

Employees from Org Units

Note: This section will show a recommender additional ways to select employees.

1. Select the Compensation Review drop down and click on **L2324 Review**
2. Select the Employee Selection drop down and click on **Employees from Organization Units**
3. Click on an **Org Unit name** (you can select multiple by clicking different units)
4. Click on **Show Employees**

Instructions for Manager Recommendation for Merit Increase for L2324 Employees

Compensation Planning: L2324 Review 2018 (Power User Mode), Step 2 (Plan Compensation Data)

Previous Next Save

1 2 3
Select Employees Plan Compensation Data Review and Submit

Planning Status for Test Org. Unit

Manager: Test Recommender

Salary Planning

Guideline

View: Default Compensation Export Salary History

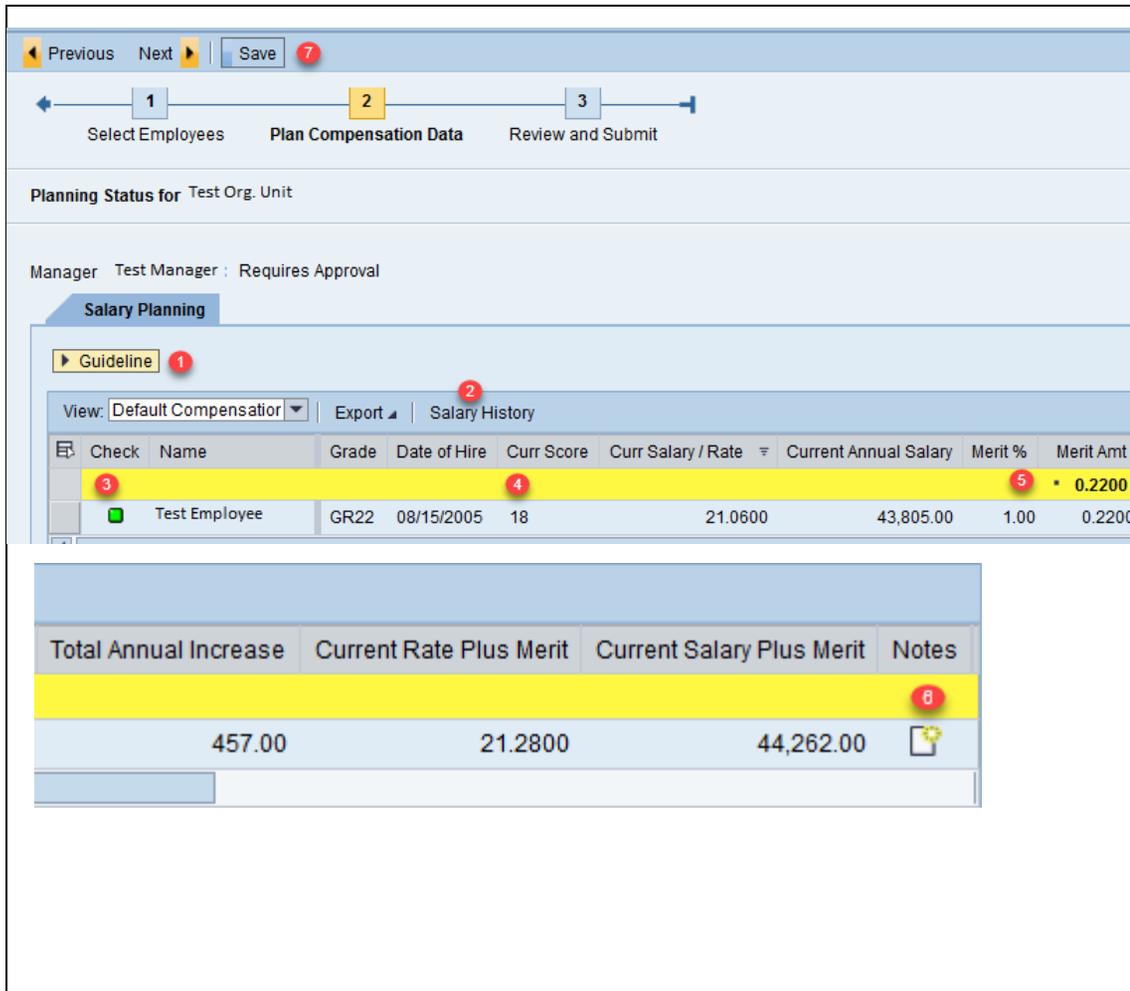
Check	Name	Grade	Date of Hire	Curr Score	Curr Salary / Rate	Current Annual Salary	Merit %	Merit Amt
	Test Employee	GR26	10/16/1998	24	41.3000	85,904.00	1.00	0.4200

1. Click on **Plan Compensation Data**
2. Click on an **employee's name** to plan for the employee in worksheet mode

Instructions for Manager Recommendation for Merit Increase for L2324 Employees

Screen Overview	Description
1. Guideline	Guideline for Merit
2. Salary History	Employee's salary history available in SAP
3. Check	Warning message about employee's planning
4. Name	Employee's Name
5. Grade	Employee's Grade
6. Date of Hire	Employee's Hire Date
7. Current Score	Current Score (0-30)
8. Curr. Salary/Rate	Employee's current Salary/Rate
9. Current Annual Salary	Employee's current annual salary
10. Merit %/Amt	Merit in % or Amount
11. Total Annual Increase	Total Annual Increase
12. Current Rate Plus Merit	Current rate plus merit
13. Current Salary Plus Merit	Current salary plus merit
14. Notes	A performance review related comment
15. BUID	Employee's BUID

Instructions for Manager Recommendation for Merit Increase for L2324 Employees



Previous Next Save 7

1 2 3

Select Employees Plan Compensation Data Review and Submit

Planning Status for Test Org. Unit

Manager Test Manager Requires Approval

Salary Planning

Guideline 1

View: Default Compensator Export Salary History 2

Check	Name	Grade	Date of Hire	Curr Score	Curr Salary / Rate	Current Annual Salary	Merit %	Merit Amt
3	Test Employee	GR22	08/15/2005	4	21.0600	43,805.00	1.00	5 0.2200

Total Annual Increase	Current Rate Plus Merit	Current Salary Plus Merit	Notes
457.00	21.2800	44,262.00	6

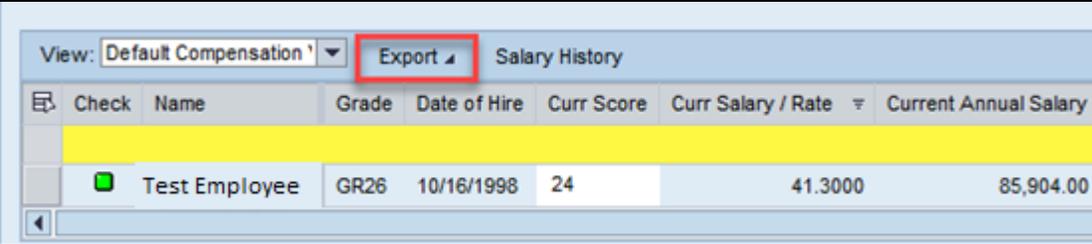
1. Click on **Guideline** to view the merit guideline
2. To view Salary History available in SAP, click on **Salary History**
3. Click on the **Check** column to view any planning warning messages
4. Enter **Current Year score** (0 – 30 for L2324)
5. Enter either a **Merit %** or **Merit Amount** and press Enter. The **New Salary/Rate** and **Guideline** fields are updated upon changing either the **%** or **Amt**

NOTE: General Wage Inc is determined by the system

6. If needed, enter a performance review related comment in the **Notes** field
7. To **save** your work while planning (*highly recommended*), click on **Save**

To plan for the next employee, click on the **next employee's name**

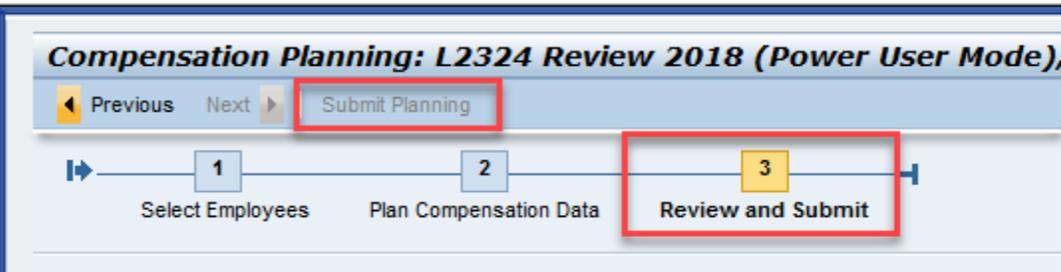
Instructions for Manager Recommendation for Merit Increase for L2324 Employees



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

If you are ready to submit your entries you can proceed to the **submission** step below **OR** if you have saved you're entries and need to exit the worksheet you can **exit** by **closing the window** and return to the planning the worksheet at a later time

NOTE that the **Years of Service calculation** is **automatically applied during the end of the process cycle**



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

Congratulations! You have successfully submitted merit increase for L2324 employees reporting to managers that are in your Org Unit structure. As the next step, the recommendation will now need to be approved by your supervisor.