

# How to Enter Merit Increases - A Manager's Guide

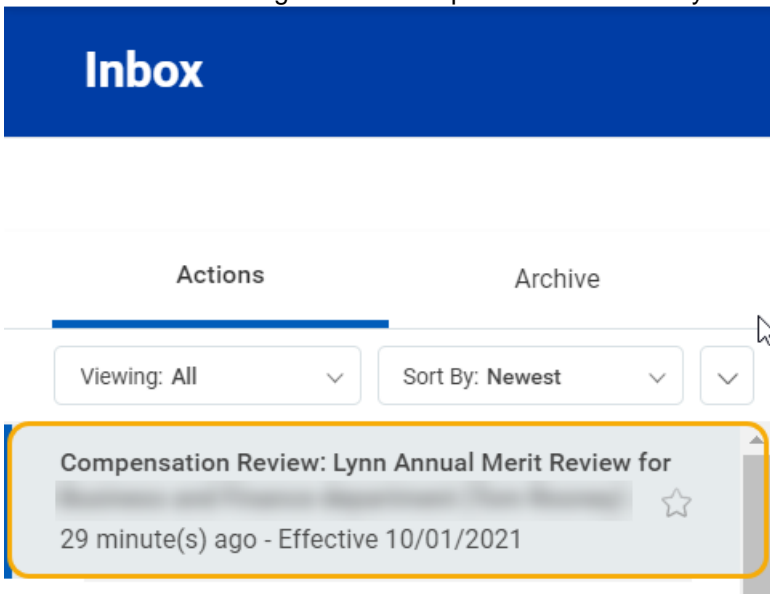
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## How to Enter Merit Increase Recommendations

1. From homepage, click on Inbox icon.



2. Find inbox item that begins with "Compensation Review: Lynn Annual Merit Review...". Click on it.



3. If other organizations (supervisors) roll up to you, click the pencil icon in the column titled "Propose". (Otherwise, skip to step 4.)

LYNN UNIVERSITY

Search

Organization Summary: Compensation Review: Lynn Annual Merit Review

29 minute(s) ago - Effective 10/01/2021

Overall Budget and Spend

100.2% Merit USD

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Actions
					Awaiting Action	13	100.20%	Actions

Turn off the new tables view

4. Enter merit recommendations as either a dollar amount or a percent. If desired, a notes section is available for your use. Note – pay figures for salaried employees are listed as annual amounts; pay figures for hourly employees are listed as hourly amounts

LYNN UNIVERSITY

Search

Employee Awards: Compensation Review: Lynn Annual Merit Review

Overall Budget and Spend

95.3% Merit USD

6 items

Employee Details	Errors	Current Base Pay	Merit Amount	Merit Increase %	New Total Base Pay	Merit Notes
		50,000.00	1,000.00	2.00%	51,000.00	Would like to discuss increasing merit amount further based on exceptional contributions.
		60,000.00	1,200.00	2.00%	61,200.00	
		24.39	0.49	2.009%	24.88	
		22.72	0.46	2.0246%	23.18	

5. If other organizations (supervisors) roll up to you, skip to step 6. Otherwise, once you finish entering your recommendations click the orange Submit button. You then can enter a comment if you wish and need to click Submit again to finalize. This will send your recommendations to your manager.

Organization

Sub Orgs

View

Propose

Activity

Status

Positions

Merit

Actions

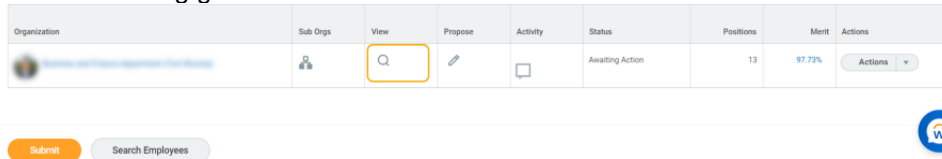
Submit

Search Employees

6. If other organizations (supervisors) roll up to you, after you finish entering recommendations for your direct reports, click the Continue button at the bottom of the screen.

Continue

- Click the looking glass icon in the "View" column.

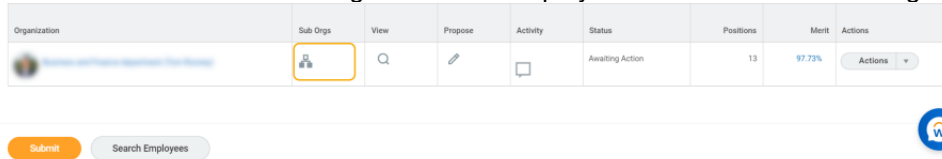


- You will now see a larger list of employees that includes everyone rolling up to you. As long as their managers have clicked the orange Submit button, you will be able to make any edits desired.
- Once everything is to your liking, click the gray Continue button and then the Orange Submit button. You can then enter a comment if you wish and need to click Submit again to finalize. This will send your recommendations to your manager.

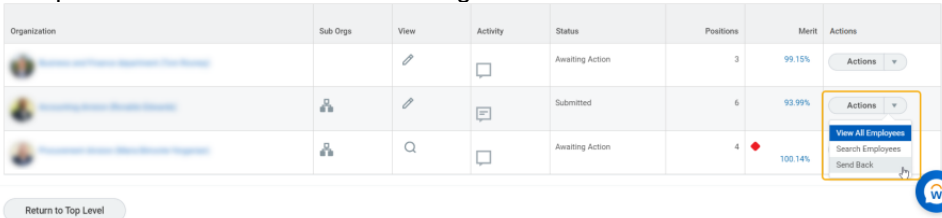
## Other Operations

### Sending Back for Revisions

- Should you wish to send back a group of recommendations for the manager under you to revise, you can click on the icon in the Sub Orgs column to display a list of the subordinate organizations.

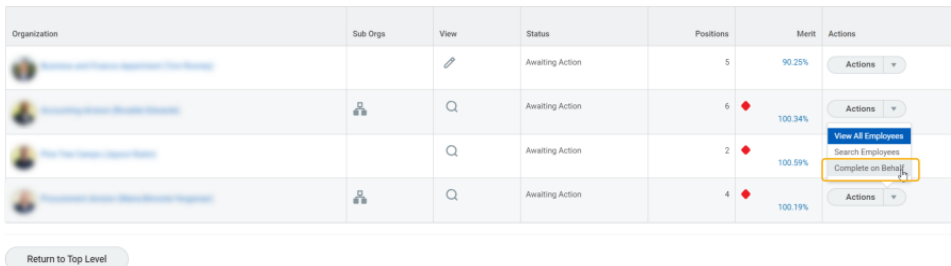


- Using the Actions menu on the row of the organization you'd like to send back, select Send Back. You will be prompted to enter a note before sending back.



### Completing on Behalf of Someone Else

- Should you need to manually advance one of your subordinate organizations up the hierarchy, click the Sub Orgs icon and then navigate to the Actions column on row containing the organization you'd like to advance.



- Click the downward-facing arrow on the Actions button and a list of options will appear. Select "Complete on Behalf".

3. You will be prompted to check a box confirming your intent and asked to enter a comment.

Organization	Planner	Status
Support Services (Aaron Stanger)	Aaron Stanger	Awaiting Action
4		

I understand this action will bring award planning up to my level so I may edit. All planners in subordinate organizations will be locked out as a consequence. After this action, I can only send back to the planner(s) directly below my organization.

Confirm \* ☐

Comment \*

4. Now return to Step 7 above to review merit recommendations for organizations rolling up to you before clicking Submit.