**2017 Performance-Based Merit Program FOR NON-UNION TECHNICIANS,**

**EXECUTIVE ADMINISTRATIVE STAFF & FARM WORKERS INSTRUCTIONS FOR COMPLETING THE SPREADSHEET**

The attached Excel spreadsheet provides you with information of your staff who are eligible for merit increases.

The following is a list of definitions of the column headings in the spreadsheet:

**Definition of Column Headings**

**Column Headings** **Definition**

EMPL ID - Employee ID

RCD - Record Number

NAME - Employee Name

GEN - Gender

UNION - Employment Group

FACULTYNAME - Faculty of the employee

DEPTNAME - Department of the employee

JB ENT DT - Job Entry Date

JOBTITLE - Job Title

FTE - Full time equivalent

GRD - Pay Grade

HRLY MID - Hourly Midpoint as of July 1, 2017

HRLY MAX - Hourly Maximum as of July 1, 2017

MLY MID - Monthly Midpoint as of July 1, 2017

MLY MAX - Monthly Maximum as of July 1, 2017

CURRENT SAL - Current Salary as of July 1, 2017

CURRENT SAL BY ACCT - Current salary by account as of July 1, 2017

ERNCD - Earning code

ACCT CODE - Speed Chart and Account Code

FUND - Funding source

DEPT ID - Department ID

PG - P/G number

***To Complete:***

RATING SCALES - Performance rating assigned to your staff, e.g.

 0 – Meets job requirements

 1 – Demonstrates above average performance

 2 – Demonstrates excellent performance

 3 – Demonstrates extraordinary performance

***To Complete:***

%Merit - % Merit assigned to your staff, i.e. from 0% to 3% (Please ensure that you do not share information about the percentage increases they can expect until you have reviewed your department’s overall merit increase.)

NEW TTL COMP - New Actual Salary (after Merit) – automatically calculated

DIFF - Difference between CURRENT SAL and NEW SALARY – automatically calculated

***To Complete:***

EFF DATE - Effective Date of increase (Normally, this is July 1, 2017.

 However, if you have used the anniversary date in previous years, you may continue to do so).

COMMENTS - Comments. Indicate the kinds of reward the staff member is receiving if the amount awarded is not part of the NEW SALARY.

***To Complete:***

NEW COMP BY ACCT This is for staff who are paid from more than one P/G and therefore have more than one salary line on the spreadsheet. Indicate the new salary for each P/G. You do not need to complete if the salary is paid from only one account.