

Merit Planning Supervisor Access



The first time a supervisor logs in they will be asked to reset your password. Enter new password>Verify>Save. Do not check the box that states, "require new password at log in or you will be in a loop of changing your password".

The password requirements are as follows:

- 1. At least 8 characters
- 2. 1 upper case letter
- 3. 1 lower case letter
- 4. 1 number

User Security	14			
User Information		Reset Password		
Reset Password				
Manage Data	144	Resetting Password for User; Alcott, Louisa		
🖈 Merit Planning		Password"		
Employee Model		Verify Password*		
Calculate Increase	14			
Employee Reports	- 22	Require new password at login		
Merit Reports		Cancel	Save	

To access your Employee Data for direct reports and downline reporting structure, go to **Employee Master>Employee Maintenane.**

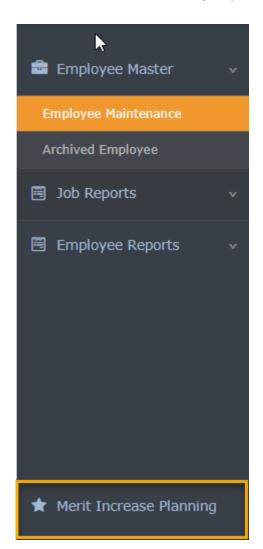
Please note you will only have READ ONLY access to this information.

🖨 Employee Master 🗸 🗸	1							
ta cintribyte master v	Employee Mai	intenance						
Employee Haintenance	Filter By	🛩 job Title 🛛 Jo	b Department	Employee ID	Supervisor			
Archived Employee	1.11							
🗉 Job Reports 🛛 🗸 🗸	Search For	All						
🗄 Employee Reports 🔍 🗸	Select Employee	≪ ≺ McGee, ja	mes		* > >			
				Read Only				
	Pay Range							
	Job Grade: 8		(P	ay Rate: \$26.59	953		Compa Ratio: 99.1700%	
	Range Min: \$21.450	0	8	Ald Point: \$26.8	8170		Range Max: \$32,1800	
	Employee Information	ion						
 Merit Increase Planning 	Employee ID*		U	semame*				
W Ment Increase Planning	200195			amessmith				
	First Name*		м	iddle Initial			Last Name*	
	james						McGee	
	Birth Date		R	ace/Ethnicity			Gender	
	06/01/1990			White			Male	*
	Email		CI	ustom Field			Advanced Analytics Access	
				None		24	No Access	4

Merit Increase Planning

You will be able to view, make comments and merit adjustments for your direct reports and downline reporting structure.

Choose Merit Increase Planning on your tool bar.





Select Merit Model >Select Model> Choose Merit Increase Effective Year. Click on the Merit

Plan description to enter the Merit Plan.

🕈 🔺 Merit Model					Range Year : 2024
Select Model					Role: Supervisor •
View Matrix					
🗑 Calculate Increase		Merit Model			Year: 2022 Version: 1 Description: Merit Plan
Reports	- 27	Select Merit In	crease Model		
		Increase Effective V 2022	•		
		VERSION -	DESCRIPTION =		
📕 Return to Dashboard					

The Matrix will populate, and you will be able to view the Additional Discretionary % should this be necessary.

'iew Matrix						
			Compa Ratio Range			
	1	2	3	4	5	
Performance Level	0.00% + 91.00%	91.01% + 97.00%	97.01% + 103.00%	103.01% + 109.00%	109.01% + 999.00%	Additional Discretionary %
High Performer	4.25%	4.25%	4.25%	4.25%	4.25%	10.00%
/alued Performer	3.75%	3.75%	3 75%	3.75%	3.75%	10,00%
Contributor	3.00%	3.00%	3.00%	3.00%	3.00%	10.00%
veeds improvement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Unacceptable	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Choose **Calculate Increase > View Employees**. Check box to view hourly employees with an hourly pay rate.



You will see your reporting structure but will only have access to adjust your direct reports until the downline Supervisors have made their merit recommendations and clicked Finished. Once the downline Supervisor has clicked Finish, the employee information will open for the upline Supervisor to view the suggested merit, make additional adjustments and comments, or leave as is.

lew Pay Rate as Hourly	View:	All		*									
Overall Summary:	To 15	An My Direct Repo	orts	Q.		ance 530.21	My Overall Summary:		Total Emplo 15	yees Budge \$10,00		Total Used \$5.369.79	Balance \$4,630.21
MPLOYEE	PL	PAY RATE	CR	MERIT %	MERIT S	NEW 96	NEW \$	LUMP SUM %	LUMP SUM \$	NEW PAY RATE	NEW CR	SPVR CMNT	RESET
O Bishop. Kyle	5	\$158,581.69	114.50%	3.50%	\$5,550.36	9.1670%	\$14,537,211	4.33%	\$6.871.32	\$173,118,91	125.00%	0	5
 Amonde: Special B 	4	\$17.50	108.15%	3.75%	\$0.66			0.00%	\$0.00	\$17.50	108,15%		0
O Candle, Holden	5	\$18.07	111.69%	3.50%	\$0.63			0.00%	\$0.00	\$18.70	115.60%	P	0
O Lighting, Mack	2	\$19.05	94.93%	4,25%	\$0.81			0.00%	\$0.00	\$19.86	98,97%	0	0
D Peach. Georgia	3	\$26.05	103.74%	2.50%	\$0.65			0.00%	\$0.00	\$26.71	106,33%	Q	c
D. Dunn Incollege		*****	1005 2020	1.000	10.00			0.000	10.00		1007-010		1.00

The employee record can be opened by clicking the + icon next to the employee's name. Click the x to collapse the employee record.

/iew Pay Rate as Hourly		View;	All		*									
Overall Summary:		Tota 15	al Employees	Budget \$10.000.00		otal Used 5.369.79	Balance \$4,630.21	My Overall Summary:		Total Emplo 15	byees Budge \$10.00		Total Used \$5.369.79	Balance \$4.630.21
EMPLOYEE NAME	PL		PAY RATE	CR	MERIT %	MERIT S	NEW %	NEW S	LUMP SUM %	LUMP SUM S	NEW PAY RATE	NEW CR	SPVR CMNT	RESET
O Bishop, Kyle	5		\$158,581,69	114,50%	3.50%	\$5,550.36	9,1670%	\$14,537.211	4.33%	\$6,871.32	\$173,118,91	125.00%	P	Ċ
 Amunda, Special II 	a.		\$17.50	108.15%	3.75%	\$0.66			0.00%	\$0.00	\$17.50	108.15%	9	5
Candle, Holden	s		\$18.07	111.69%	3.50%	\$0.63			6.00%	\$0.00	\$18.70	115.60%	0	C
Employee ID			200174		Job Title		Telle	et:	Department			Branch Op	5	
Last Increase Amount			\$916.80		Hire Date		09/21	/2017	In Position Dat	le		09/20/2013		
Last Increase Date			01/01/202	d.	Next Increas	e Date	01/0	/2022	Pay Basis			Hourly		
Pay Frequency			8I-Weekly		Pay Status		Pull-1	ime	Weekly Hours			40		
Compa Ratio Range			111.69009	6	Grade		4		Months Since	Last Increase		12		
Project Payroll Expense			\$38,904.3	252	Base Percen	t Increase	3.500	0%	Base Salary In	crease		\$1,315.605	2	
Base Hourly Increase			\$0.6325											

If appropriate, to make an adjustment to the employee's merit increase, enter a new percent or a new dollar amount in the appropriate field.

Calculate Merit In	icrea	se									Ye	ar: 2022 Ve	rsion: 65 Des	ription: mer
/iew Pay Rate as Hourly		View:	All		*									
Overall Summary:		Tot 15	al Employees	Budget \$10.000.00		otal Used 5.369.79	Balance \$4.630.21	My Overall Summary:		Total Employ 15	yees Budge \$10.00		Total Used \$5,369.79	Balance \$4,630,21
EMPLOYEE NAME	PL		PAY RATE	CR	MERIT 96	MERIT S	NEW 96	NEW S	LUMP SUM %	LUMP SUM \$	NEW PAY RATE	NEW CR	SPVR CMNT	RESET
O Bishop, Kyle	5		\$158,581.69	114.50%	3.50%	\$5.550.3	9,1670%	\$14,537,211	4,33%	\$6.871.32	\$173,118,91	125.00%	0	C
• Amandia Special II	4		\$17.50	108.15%	3.75%	\$0.66			0.00%	\$0.00	\$17.50	108.15%	P.	5
O Candle, Holden	5		\$18.07	111.69%	3.50%	\$0.63			0.00%	\$0.00	\$18,70	115.60%	Q	э
O Lighting, Mack	-2		\$19.05	94.93%	4.25%	\$0.81			0:00%	\$0.00	\$19.86	98.97%	0	5



Merit Planning will track the amount of funds a supervisor has used. The system will not allow you to go over the additional discretionary percent assigned on the matrix. If a budget was set, the plan will not allow you to exceed your total budget.

/lew Pay Rate as Hourly	3	View:	AB			¥.									
Overall Summary:		Tota 15	l Employees	Buc \$10	iget .000.00	Total Used \$5.369.79	Balance \$4,630.21	My Ove Summa			Total Emplo 15		get 100.00	Total Used \$5,369.79	Balance \$4,630.21
EMPLOYEE NAME	PL		PAY RATE	CR	Error:			3	c.	LUMP SUM %	LUMP SUM \$	NEW PAY RATE	NEW CR	SPVR CMNT	RESET
© Bishop, Kyle	5		\$158,581.69	114.5				Candle, Holden . Please try again.	1	4.33%	\$6,871.32	\$173,118.9	125.00%	:P	C
• Annuality Special II	4		\$17.50	108.1						0.00%	\$0.00	\$17.50	108.15%		C
O Candle, Holden	15		\$18.07	111.6	9% 3.50	rk \$0.	63			N/A	N/A	\$18.70	E115.60%	0	00

To make a comment about your employee, click on the comment icon in the SPVR CMNT column. A window will populate for your comment.

Calculate Merit Ir	icrea	se									Ye	ar: 2022 Ve	rsion: 65 Des	ription: merit to
view Pay Rate as Hourly		View:	All											
Overall Summary:		Tota 15	al Employees	Bud \$10.	get 000.00	Total Used \$5,369.79	Balance \$4.630.21	My Overall Summary:		Total Emplo 15	yees Budge \$10.00		Total Used \$5,369.79	Balance \$4.630.21
EMPLOYEE NAME	PL		PAY RATE	CR	Write yo	ur comment		×	LUMP SUM %	LUMP SUM \$	NEW PAY RATE	NEW CR	SPVR CMNT	RESET
🛛 Bishop, Kyle	5		\$158,581.69	114.5	Outstandi	ng employee		n-	4.33%	\$6,871.32	\$173,118,91	125.00%		C
O Aroundo, Special B	4		\$17.50	108.1				Ok	0.00%	\$0.00	\$17.50	108.15%	<i>P</i>	D
O Candle, Holden	()5))		\$18.07	111.65	9% 3.º	50% \$0.63			N/A	N/A	\$18.70	115.60%	P	0

The comment icon is now blue. Click on icon to review or edit your comment.

View Pay Rate as Hourly	9	View:	IIA		*									
Overali Summary:		Tota 15	al Employees	Budget \$10,000.00		Total Used \$5,369.79	Balance \$4,630.21	My Overall Summary:		Total Emplo	yees Budge \$10,00		Total Used \$5.369.79	Balance \$4.630.21
EMPLOYEE	PL		PAY RATE	CR	MERIT %	MERIT S	NEW 96	NEW S	LUMP SUM %	LUMP SUM \$	NEW PAY RATE	NEW CR	SPVR CMNT	RESET
🛛 Bishop, Kyle	5		\$158,581.69	114.50%	3.50%	\$5,550.36	9.1670%	\$14,537,211	4.33%	\$6,871.32	\$173,118,91	125.00%	P	c
O Amondo, Special 8	.4		\$17.50	108,15%	3.75%	\$0.66			0.00%	\$0.00	\$17.50	108.15%	Ø	c
O Candle, Holden	15		\$18.07	111.69%	3.50%	\$0.63			N/A	N/A	\$18.70	115.60%		Ð



When you have made all edits to all your employees or if your employees are all set, click FINISH. Once you have clicked Finish, you will still be able to view your plan, but the plan will be locked from making any further changes. If changes need to be made after, please contact your Company Administrator.

ew Pay Rate as Hourly		View:	My Direct Re	ports	*									
Overall Summary:		Tot 15	al Employees	Budget \$10,000.00			alance 4,630.21	My Direct Report Summary	r.	Total Employees	Budget \$10,000.	00	Total Used \$5,369.79	Balance \$4,630.21
EMPLOYEE NAME	PL		PAY RATE	CR	MERIT %	MERIT \$	NEW %	NEW \$	LUMP SUM %		NEW PAY RATE	NEW CR	SPVR CMNT	RESET
O Bishop, Kyle	5		\$158.581.69	114.50%	3.50%	\$5,550.36	9.1670%	\$14,537,211	4.33%	\$6,871.32	\$173,118,91	125.00%	0	Ð
© Space, Cindy	3.		\$89,496.43	102.17%	4.00%	\$3.579.86	10.0000%	\$8,949.6430	0.00%	\$0.00	\$98.446.07	112.38%	P	5

You will have access to Merit Reports for your direct report and/or reporting structure, before and after the Merit Planning has been marked as Finished. Reports available are:

- Merit Plan Report
- Employee Pay Change Notification
- Employee Base Salary Statement
- Supervisor Report

