The **PROCESSING STAFF MERIT** process begins when HR populates the custom excel spreadsheet(s) with rosters of eligible employees, pay data and performance score and ends when UCR assigns percentage increases for eligible employees.

### AS-IS PAIN POINTS
- Creating merit roster requires extensive back-and-forth along with data corrections

### IMPROVEMENTS
- UCPath will serve as a common tracking system for performance ratings and staff merits
- UCPath provides better data to begin the process, reducing the difficulty of producing a merit roster
- UCR’s custom Excel tool for calculating Staff Merits will give organizations more insight, flexibility and knowledge when assigning staff merit percentages

### BENEFITS
- UCPath will serve as a common tracking system for performance ratings and staff merits
- UCPath provides better data to begin the process, reducing the difficulty of producing a merit roster
- UCR’s custom Excel tool for calculating Staff Merits will give organizations more insight, flexibility and knowledge when assigning staff merit percentages

### PROCESSING STAFF MERITS MAP

**Roadmap presents the most common business case.**

**INITIATOR**
- UCR defines merit program eligibility guidelines

**FULFILLER**
- UCOP (REQUIRED)
  - Communicates systemwide salary (staff merit) program to campus
  - Provides eligibility criteria to UCPC
- UCR Human Resources (REQUIRED)
  - Generates roster and notifies the campus that rosters are ready for review
  - Uploads salary increases using PayPath
- Org Unit (REQUIRED)
  - Coordinates collection of performance ratings for their Organizational Units and inputs into performance tracking spreadsheet hosted on SharePoint; assigns percentage increases for eligible employees in the staff merits roster hosted on SharePoint. Communicates impact to affected employees

**COMPLETE**
- UCR HR uploads salary increases using PayPath.
- Org Units review roster to validate eligibility and enter percentage increases (using budgeting and costing tools contained in the staff merit roster), before uploading their final roster to SharePoint.

**THE PROCESS IS SUCCESSFUL IF...**
- Staff members receive correct merit pay on the announced pay date

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**LEGEND**
- SSC: Shared Services Center
- SS: System Actions
- PA: People Actions

**DID YOU KNOW?**
- The SharePoint site will be secured by Org Units to ensure that users cannot see merit increases that they are not authorized to view.