PROCESSING STAFF MERITS

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.

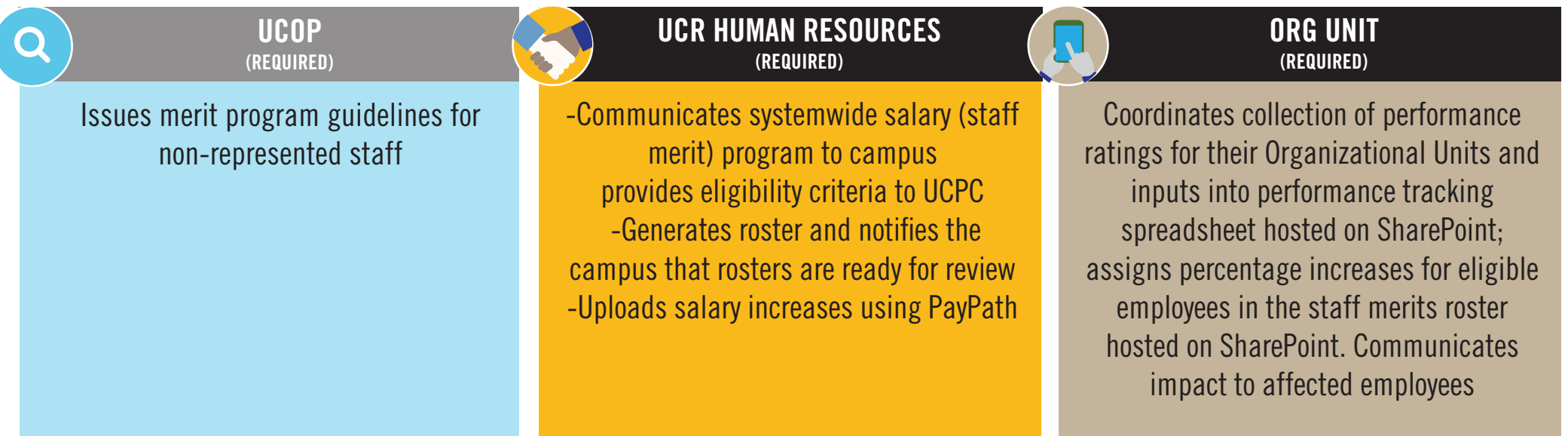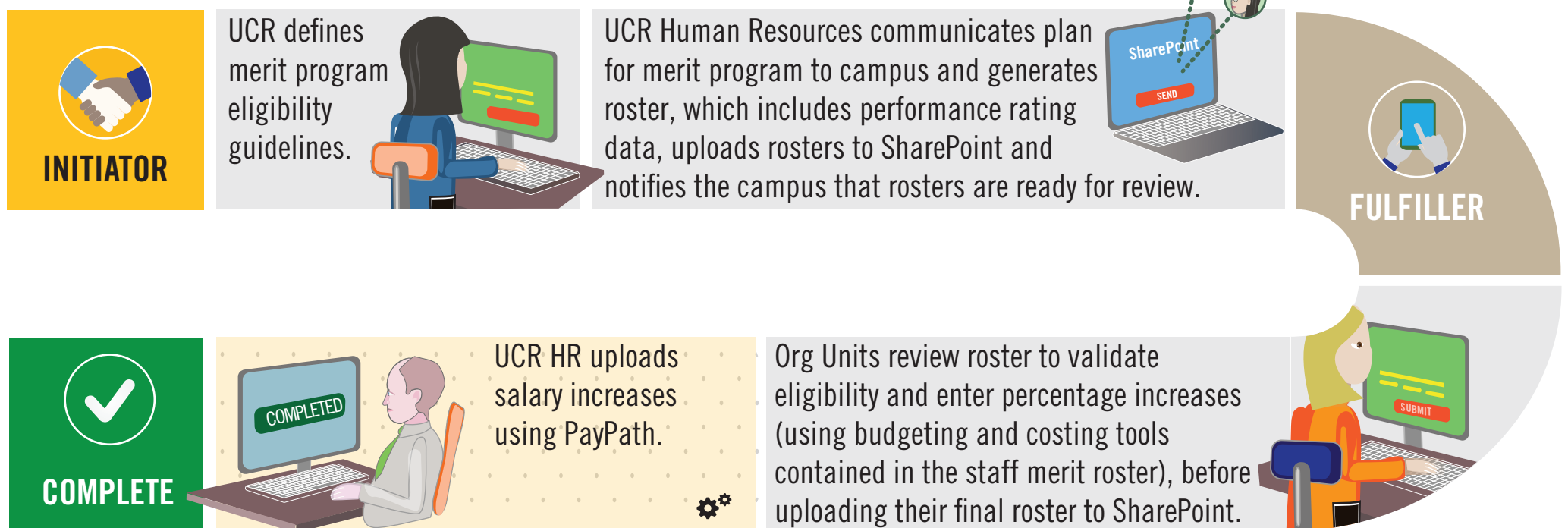| AS-IS PAIN POINTS	IMPROVEMENTS	BENEFITS
› Creating merit roster requires extensive back-and-forth along with data corrections	› UCPath will serve as a common tracking system for performance ratings and staff merits › UCPath provides better data to begin the process, reducing the difficulty of producing 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

UCOP (REQUIRED)	UCR HUMAN RESOURCES (REQUIRED)	ORG UNIT (REQUIRED)
Issues merit program guidelines for non-represented staff	-Communicates systemwide salary (staff merit) program to campus provides eligibility criteria to UCPC -Generates roster and notifies the campus that rosters are ready for review -Uploads salary increases using PayPath	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

PROCESSING STAFF MERITS MAP

Roadmap presents the most common business case.

INITIATOR

UCR defines merit program eligibility guidelines.

UCR Human Resources communicates plan for merit program to campus and generates roster, which includes performance rating data, uploads rosters to SharePoint and notifies the campus that rosters are ready for review.

SharePoint
SEND

FULFILLER

COMPLETE

COMPLETED

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.

SUBMIT

Please note, an individual may assume one or many roles.

LEGEND	DID YOU KNOW?	THE PROCESS IS SUCCESSFUL IF...
SSC Shared Services Center ⚙ System Actions ▢ People Actions	The SharePoint site will be secured by Org Units to ensure that users cannot see merit increases that they are not authorized to view.	✔ Staff members receive correct merit pay on the announced pay date