5 Quick Things Second-Level Managers Need to Know About Completing Staff Merit in Baylor Compass

1 First Level Managers That Still Need to Complete Their Step in Merit

To identify which of your direct reports still need to complete their step in merit:
- Log in to Baylor Compass.
- Click on your task to “Make Merit Recommendations” for the Staff Merit Process 2018.
- Scroll to the bottom of your worksheet to see managers with tasks rolling up to you.
- If there is an orange circle next to the manager’s name, their task is COMPLETE and ready to be reviewed and approved by you.
- If there is NOT an orange circle next to the manager’s name, they still need to COMPLETE their task before you can complete your step in the process.

2 Approving Recommendations Made by my Direct Reports

To approve merit recommendations made by your Direct Reports:
- Click on the box next to the manager’s group name
- Click “Approve” to approve the recommendations made by that manager

3 Annual vs. Hourly Recommendations (hint: click the button)

When you open your worksheet in Baylor Compass, the system will automatically default to allow you to edit recommendations for salaried (Annual) employees first. To edit bi-weekly (hourly) employees, please click “Hourly” next to “Base Salary Pay Type” at the top of your worksheet.
4 Baylor Compass ROUNDS the %

When editing percentage increases for your employees, the system may change the percentage you are typing in on hourly employees. This is because the system must ROUND to the nearest penny, which causes the overall percentage increase to the current salary to change slightly.

For example:

<table>
<thead>
<tr>
<th>Current Rate</th>
<th>Requested % Increase</th>
<th>New Requested Rate</th>
<th>Amount of Increase</th>
<th>Increase Rounded to the nearest Penny</th>
<th>Actual New Rate</th>
<th>Actual % Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15.50</td>
<td>3.00%</td>
<td>$15.965</td>
<td>$0.465</td>
<td>$0.47</td>
<td>$15.97</td>
<td>3.03%</td>
</tr>
<tr>
<td>$15.50</td>
<td>2.95%</td>
<td>$15.957</td>
<td>$0.457</td>
<td>$0.46</td>
<td>$15.96</td>
<td>2.97%</td>
</tr>
</tbody>
</table>

The system will not allow us to process a payment of $15.965 dollars per hour. The math will take over and change the percentage you have entered.

5 The Budget

The system calculates your budget available off a 3% merit pool. When allocating merit, you may find that even though your sheet shows that you are at a 3% merit allocation the numbers are still RED. This is because the dollar amount of the increases are still over the exact amount of 3%. This happens even if the amount over is so small that the system rounds the percentage down to 3%.

For example, this worksheet is at a 3% overall, but the manager has allocated $7.17 more than the budget was set to allow.

<table>
<thead>
<tr>
<th>%Inc</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00%</td>
<td>US$55,547.20</td>
</tr>
<tr>
<td>3.00%</td>
<td>US$55,544.37</td>
</tr>
</tbody>
</table>

The only way to get the numbers to turn BLUE, is to adjust the “% Inc” amounts for the employees on your worksheet until you are at or below the exact amount in your budget. We recommend getting this number as close as possible to the actual allocated budget.