

# CLASSIFIED MERITS FAQs

## Compensation Eligibility and Guideline Questions

Question	Answer
I completed a probationary review for my employee and selected "Retain." The performance rating field is blank in Fusion...what should I select?	Use your best discretion to choose a performance rating in the Fusion Merit Tool that indicates the employee's level of performance. The employee should at least receive a rating of "Fully Meets Expectations" if you chose to retain them. The rating chosen for the employee will not be loaded into PeopleSoft.
What is the budget for merits for this year?	The ultimate distribution will be the responsibility of the respective, individual budget entity. The total self-funded merit and lump sum merit dollars should not exceed, in the aggregate, 3% of an operating unit's budgeted classified salaries.
How is the budget calculated in the Fusion Merit Tool?	The budget in the Fusion Merit Tool is only a guide. It is calculated by totaling the "Current Annual Rate" column for all employees on the merit worksheet and multiplying by 3%.
Can I still submit my merit worksheet if I go over budget?	Yes, you can still submit. The budget is only a guide.
One of my employees is active, but not appearing in the merit worksheet. Why can't I see him/her?	<p>Check the merit eligibility guidelines. Only merit eligible employees will appear on the merit worksheet for the designated period.</p> <p>a. Only December eligible employees will appear on the worksheet:</p> <ul style="list-style-type: none"> <li>• Classified employees hired, rehired, or promoted <b>on or before June 1</b> will be considered for merits</li> <li>• You must receive a performance rating of Fully Meets Expectations or better</li> </ul> <p>b. Casual employees are not eligible for merits</p>
Can I export the merit worksheet data to an Excel spreadsheet?	Yes, click on the Export to Excel icon on the merit worksheet, or click on the Actions menu and choose "Export to Excel." Click "Yes" on the next pop up message that will appear.
What is the maximum merit increase I can give to an employee?	5%

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Why can't I save the merit worksheet?	Make sure you do not have any hard stops showing in the Alerts column. Hard stops are identified with a red circle with a white x. Hover over each red circle to see the error message and address accordingly.
What is the process for merit eligible employees on LOA?	<p>Enter the appropriate merit % for their merit increase. Select a performance rating if the performance rating field is blank.</p> <p>Note: For employees on paid leave on the merit effective date, the merits will automatically be loaded. For employees in an unpaid leave status on the merit effective date, a pass transaction will be necessary upon the employee's return.</p>
Why is there a terminated employee on the merit worksheet?	The terminated employees were updated in the Fusion Merit Tool through October 1 <sup>st</sup> . Anyone that was terminated after October 1 <sup>st</sup> will appear on the merit worksheet. Enter 0.0 for the merit % increase. If the terminated employee does not have a performance rating, choose "Not Applicable."
I have an employee whose pay was adjusted as a result of market analysis, FLSA change, or an equity adjustment. Are they eligible for a merit increase?	Yes
Do I enter a performance rating for a regular benefits eligible employee even if they are not receiving a merit?	Yes, please record any missing performance ratings for all employees in the merit worksheet even if they are not receiving a merit. Enter 0.0 for their merit.
Can we use prior year balances to fund merits for this year?	No, you are unable to use prior balances to fund merits for this year. Each department is responsible for funding any merit increases they award.
How will the merit and/or lump sum awards actually be processed?	<p>For Lump Sums: The Worksheet Manager entering the merits will have to select Yes – No PA Required or No – Submit a PA for funding change in the "Will LSM have the same funding source" column.</p> <ul style="list-style-type: none"> <li>• Selecting "Yes – No PA Required" – No further action is required. The lump sum will be paid according to regular payroll funding sources.</li> <li>• Selecting "No – Submit a PA for funding change" - A <b>Pass Transaction</b> must be submitted to SDR by December 6 if there is a funding source change. Use your current process for submitting PeopleSoft transactions to SDR.</li> <li>• If you are currently using PASS transactions, there are instructions in Fusion. Click on the Lump Sum PASS Job Aid button on the Fusion Merit Tool homepage.</li> </ul>

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Do I have to complete all employees' merit recommendations before I can save?	No, you may save the merit worksheet without completing all employee merit recommendations at one time. Remember to complete the worksheet before submitting for approval.
Can I change my employee's performance rating in the Fusion Merit Tool?	No, performance ratings cannot be changed. You may only choose a performance rating in the "Enterable Performance Rating" column if the "Performance Rating" column is blank.
I am entering merit recommendations for both Bi-weekly Classified Practice Plan employees and Semi-Monthly Classified employees. Will everyone show up under the same plan?	No, Bi-weekly Classified Practice Plan merit eligible employees will appear in the "FY22 Bi-Weekly Classified (Practice Plan) Merit Plan" and Semi-monthly Classified merit eligible employees will appear in the "FY22 Semi-Monthly Classified Merit Plan."
Can I still make changes to the merit worksheet after I submit for approval?	You can only make changes if the worksheet has not yet been approved. You will need to open the merit worksheet and click the "Withdraw Submission" button in the upper right corner.  If the worksheet has already been approved, you are no longer able to make changes.
Can I change the view of the worksheet to see more of my employees?	Click on the "Detach" menu button on the merit worksheet to expand the worksheet view. You can enter merit recommendations accordingly and click on the "x" when finished. The worksheet will save and update.
When can I print my employees' merit letters?	The merit letters will be available to download and print from November 15 <sup>th</sup> to December 15 <sup>th</sup> .