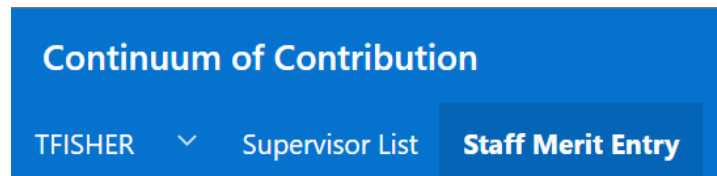




## UR Engaged

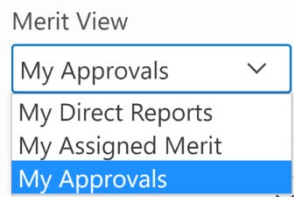
### CoC Merit Entry Guide

1. Navigate to <https://urapps.richmond.edu/Coc>
2. Login using your NetID and Password.
3. On the main screen, you will see a list of all of your direct reports and their Continuum of Contribution information. If you wish to complete or adjust the CoC information for one of your direct reports, please use the [CoC Completion Instructions](#) job aid.
4. To review, edit, and approve merit increases, select the **Staff Merit Entry** tab at the top of the screen.



On this screen, you will see a list of all of your direct reports and corresponding employment information.

5. If you would like to see all the employees for whom you can review, edit, and approve merit increases, select **My Approvals** from the **Merit View** dropdown menu.





6. To review, edit, and approve merit increases, start by looking at the column labeled **Rec. Increase**. You may need to scroll to the right, depending on the size of your screen. This column displays the recommended merit increase percentage (**Rec. Increase**) based upon the CoC information provided by an employee's direct manager.

7. To the right of this column is the **Merit Pct** column highlighted in blue. **This is the only column that you can edit and where you will enter the merit increase percentage you would like for each employee.** You can accept the recommended increase percentage by entering it into this column, or you may enter a different merit increase percentage.

Rec. Increase	Merit Pct
2	2.00
4.45	4.45
4.56	5.00

**Save your edits/recommendations by clicking the blue Save button above the table.**

**Do not click the Approve button until all merit increases are finalized. Changes cannot be made after you click Approve.**

Please note that you will not be able to enter a value into the **Merit Pct** column for an employee who is ineligible for an annual merit increase for the following reasons:

- Those whose first day of work is on or after May 8, 2023,
- Those leaving UR before July 1, 2023.



8. Once you enter a value into the **Merit Pct** column, the employee's **New Annual Salary** or **New Hrly Rate**, **Merit Amount**, and **New Compa Ratio** will automatically be calculated and entered into the corresponding columns.

Merit Pct	New Annual Salary	New Hrly Rate	Merit Amount	New Compa Ratio
2.00	\$117,300.00		\$2,300.00	1.02
4.45	\$102,361.00		\$4,361.00	1.05
5.00	\$71,400.00		\$3,400.00	1.02

9. As you review, edit, and approve merit increase amounts for each employee, the amount of merit funds that you have allocated (and the remainder) is automatically calculated and is displayed at the top of the screen.

Merit Pool:	Merit Allocated:	Merit Remaining:
\$31,257	\$10,061	\$21,196

Should you allocate more money than available, the **Merit Remaining** amount will display as a negative number.

Merit Pool:	Merit Allocated:	Merit Remaining
\$31,257	\$37,292	-\$6,035

Do not allocate more money than is available in your Merit Pool.

**Save your edits/recommendations by clicking the blue *Save* button above the table.**

**Do not click the *Approve* button until all merit increases are finalized. Changes cannot be made after you click *Approve*.**



Division leaders must approve all final merit increase decisions by Friday, June 2, 2023. Please check with your Division leader to determine when you need to submit your merit increase decisions to them.

On June 2, 2023, all merit increase amounts entered into the ***Merit Pct*** column will be final and employee salaries will be updated accordingly. If a merit approver fails to enter a value into the ***Merit Pct*** column by June 2<sup>nd</sup>, the recommended increase amount will be used for the employee.