

Service Request 80884

Web Merit Modifications

May 18, 2004

The following modifications should be made to the Web Merit online application:

1. For negative across-the-board (ATB) adjustments, the application should “flag” rates that are either at or below the minimum for the title. Currently, the application only flags current rates that are below the minimum.
2. When the application flags rates as being at or below the minimum on the roster or audit file, it should display an asterisk (*) next to the rate in the ‘New Annual Salary/Rate’ column. Currently the application displays the acronym ‘SBM’. The accompanying footnote should be changed to read:

 “* Starting rate is at or below minimum range for the title code. Negative adjustment will not be applied.”
3. On the roster and audit pages, the displayed annualized rates should be rounded to the nearest whole dollar. Note that this rounding is only for online display purposes.
4. On the ‘Update Cycle Status’ page, the order in which the cycle status values are displayed should be changed to reflect the correct procedural order. The new display order is as follows:

U	Under Construction
P	Preliminary Merit Extract in progress
H	Prelim Extract Open for HR, Control Point Review
D	Open for Departmental Review
F	Final Merit Extract in progress
S	Final Extract Open for HR, Control Point Review
O	Open for Departmental Input
N	No Departmental Input, Open to Control Point
A	Open for HR Final Input
R	Ready for EDB Update
C	Cycle Closed
X	Merit Cycle Cancelled