

## Instructions and Explanation of Missed Merit Recalculation Worksheet

1. Employee Name – First and last name of employee
2. Position Pay Grade – Current grade of employee. This information is essential as the worksheet uses this information to determine if an employee will exceed pay level IV and receive a lump sum payment.
3. Personnel Number – AASIS number assigned to employee
4. Merit Rating – Clicking one time in this field will make a drop-down arrow appear. Clicking once on the drop-down arrow will reveal the following options: MERS, MERA and MERE. Clicking once on one of the options will populate the right adjacent cell with 1.5%, 3.0% or 4.5%.
5. Merit Effective Date – Employee's merit eligibility date
6. Old Hourly rate before Merit – Employee's current rate of pay
7. New Hourly rate after Merit – This rate will automatically be calculated by using the information input in the "Merit Effective Date", "Old Hourly rate before Merit" and "Merit Rating" cells.
8. Old Hourly after COLA – This cell will only be populated and appear in the worksheet if the missed increases occurred prior to the beginning of the current fiscal year.
9. New Hourly after COLA – This cell will only be populated and appear in the worksheet if the missed increases occurred prior to the beginning of the current fiscal year.
10. Fiscal YR – Fiscal year for each pay cycle affected by the missed merit increase. Click once in the cell immediately below Fiscal YR and click on the drop down arrow to select either FY08 or FY09.
11. Pay Period # - Actual number of pay cycle affected by missed merit.
12. Payroll Dates – Start and End – These fields will be populated by the worksheet once the Pay Period # is entered.
13. Old Hourly - current hourly rate of pay earned by employee.
14. New Hourly – rate of pay with merit increase included.
15. Hourly Difference – Amount of difference between Old Hourly Rate of Pay and New Hourly Rate of Pay
16. #Hours Work@ New rate – the number of hours worked in each pay period affected by the missed merit.
17. Amount Owed – The hourly difference times the number of hours worked in the pay period
18. Comments – any explanatory information concerning pay period calculations