ART

Automated Rewards Tool

Merit Increase Training for Awarding Managers

Today's Training Objectives

❖ Quick review of Performance Management Process and Tools

❖ Reacquaint ourselves with ART (Automated Rewards Tool)

❖ ART Calendar/Important Dates

❖ FMLA and LTD Review & Update

❖ Questions and Answers

Performance Management Tools

1. Individual Work Plan

2. Regular Results Discussion

3. Year End Results Summary

4. Mail completed forms to your HR Manager by March 30

5. Please write employee's ID number on top of page

Getting Reacquainted with ART

- No pre-set merit increase percentages. Puts "ownership" of rewards in management's hands.

- Provides management with an easy to use automated tool

- Calendar allows for one practice week followed by one week of actual entry time

- Rewards pool represents 3.6% merit increase allowance

Reward Budget Calculation

The Reward Budget is a percentage of actual salaries and actual salary range midpoints.

$$\left(\frac{\text{Actual Salaries + Actual Midpoint}}{2}\right) \times 3.6\% = \boxed{\text{Reward Budget}}$$
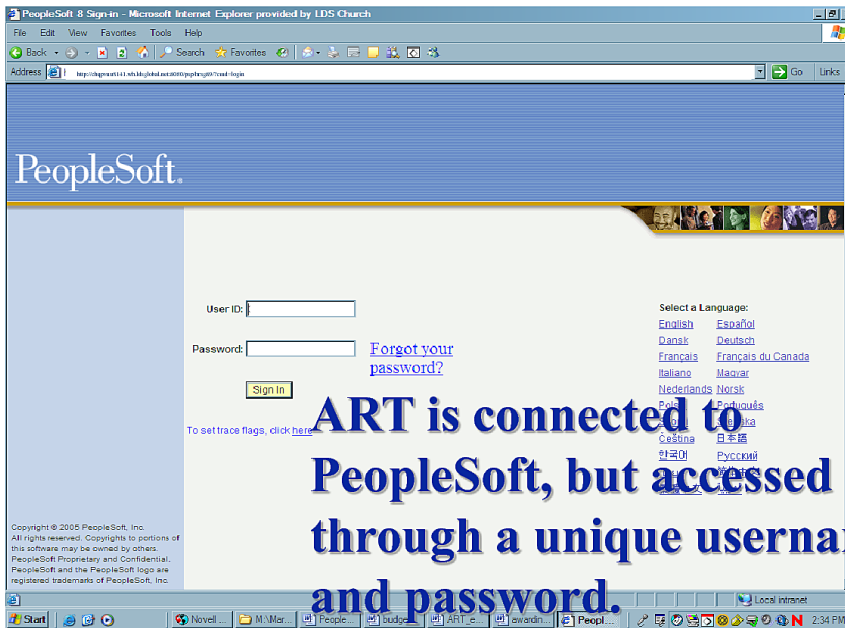
EXAMPLE:

$$\left(\frac{\$250,000 + \$260,000}{2}\right) \times 3.6\% = \boxed{\$9,180}$$

PeopleSoft Entry Screen

Save this link to your Favorites on your browser.

http://chqpvuu8141.wh.ldsglobal.net:8080/psp/hrsg89/?cmd=login

Employee ART Entry Page – Steps:

1. **Rank or categorize employees by entering a numeric value in the "Rank" column. (This is an optional field which may be useful in differentiating performance).**

2. **Input a merit increase by entering either a dollar value in the "Increase Amt" column (2a), or a percentage in the "Increase %" column (2) – do not use a dollar symbol "$" or the percent "%". ART allows the flexibility to reward by dollars or percentage. Once one or the other is entered, the other automatically calculates and appears in the appropriate cell.**

3. **Comment section is only used if you feel justification is needed for your increase decision. Make sure your comments are absolutely necessary and legal.**

U.S. Employee Merit Entry Screen

Training Manual

Name: **Martinson,Michelle Proxy**
Employee ID: 388994

Total Budget:	$1,013.00
Total Budget Used:	$0.00
Remaining Budget:	$1,013.00

[💾 Save]

Customize | Find |

EmplID	Next Level	Name	Rank	Grade	Service Dt	Date Flag	Current Quartile	New Sal Min	New Sal Mid	New Sal Max	Max Flag	Current Rate	Current Annual Rate	Increase %	Increase Amt	New Rate	New Annual Rate	New Quartile	Comm
389118		Gunderson,Gary Proxy		E25	01/01/2007	N	1	$4,300.00	$6,063.00	$7,826.00	N	$4,977.00	$59,724.00			$4,977.00	$59,724.00		
388998		Hadfield,Hayley Proxy		E23	09/26/2002	N	1	$4,009.00	$5,011.00	$6,013.00	N	$4,500.00	$54,000.00			$4,500.00	$54,000.00		
389116		Stokes,Steven Proxy		E25	01/01/2007	N	3	$4,300.00	$6,063.00	$7,826.00	N	$6,617.00	$79,404.00			$6,617.00	$79,404.00		
388989	▼	Thompson,Tauni Proxy		E24	03/10/1994	N	4	$4,160.00	$5,512.00	$6,864.00	N	$6,800.00	$81,600.00			$6,800.00	$81,600.00		
389001		Young,Stephen Proxy		E24	11/01/2006	N	2	$4,160.00	$5,512.00	$6,864.00	N	$5,210.00	$62,520.00			$5,210.00	$62,520.00		

[💾 Save]

Total Budget Used: $0.00

☐ I have completed my merit entries and certify that it is correct. (Merit increases will not be submitted until you click on the "Submit" button below).

[Submit Merit Increases]

Employee ART Entry Page – Steps:

4.   **Save your work at any time during the process by clicking on the "Save" button. This feature allows you to exit ART and return to your saved work at a later time. Don't confuse "Save" with "Submit".**

5.   **Make a copy of your completed work for your records by clicking on the Excel icon. If you are having problems making this function work, try holding the CTRL Key down while clicking the Excel Icon.**

6.   **To submit employee merit increases, check the box next to "I have completed my merit entries and certify that it is correct." Click the "Submit" button. This two-step process is a safety feature to prevent an accidental submission of merit increases. Note: Once the "submit" button has been clicked, only the Sys. Admin may make changes. This applies during Practice entry as well.**

U.S.

Training Manual

Name:	**Martinson,Michelle Proxy**	Total Budget:	$1,013.00
Employee ID:	388994	Total Budget Used:	$0.00
		Remaining Budget:	$1,013.00

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Customize | Find | 📊

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Submit Merit Increases

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Signing into ART

Differentiating Performance

Key Reminders…

- Work with the supervisor when differentiating performance and making merit increase decisions for their team.

- Use the employee's year end performance summary forms.

- Rank performance and reward outstanding performers first.

- Employees with the best performance results should receive the higher increases.

- Reward results, not longevity or economic needs.

- Use the comment section of ART only to justify unexplained zero increases or much higher than normal increases.

Differentiating Performance

Key Reminders (continued)

- Employees who have been employed for less than one year, at management's discretion, may receive a reasonable merit increase.

- Employees hired after December 31, 2007, are not eligible for an increase.

- Recorders are responsible for the defensibility of all merit increases.

2008 ART Master Timeline

Task Name	Earliest Start Date	Finish
2007 Year End Summary for every employee	Tue 1/4/08	Wed 2/15/08
2008 Individual Work Plan for every employee	Tue 1/4/08	Wed 2/29/08
ART Dry-Run (practice)	Thur 2/14/08	Tues 2/19/08
Real Entry & Submission	**Thu 2/28/08**	**Tues 3/4/08 (5pm MST)**
Notify Employees	Sat 3/8/08	Thur 3/13/08
Pay Period Six Pay Day	Fri 3/14/08	Fri 3/14/08

Resources

✓ Systems Administrators: ███████████████

✓ Protect the integrity of PeopleSoft data by double checking status changes and new hires, and calling or emailing HR when you see a problem (duplicate entries).

✓ Refer back to this presentation when needed.

✓ Print Master Timeline and watch for important deadlines and dates.

A Quick Review….

Family Medical Leave Act

and

Long Term Disability

When can you use FMLA?

1. Serious health condition of the employee

2. To care for a family member with a serious health condition

3. Birth of a child

4. Placement of a child for adoption or foster care

5. Family member who is National Guard or reservist called to active duty.

6. Provide care for family member injured during active duty. (up to 26 weeks)

Long Term Disability (LTD)

- Fulltime benefited employees.

- Does not begin to pay benefits until after the employee is out 45 days.

- If employee tries coming back to work and decides they need to go back out, may need to turn "45 day clock" back to the beginning.