

## Merit Letters

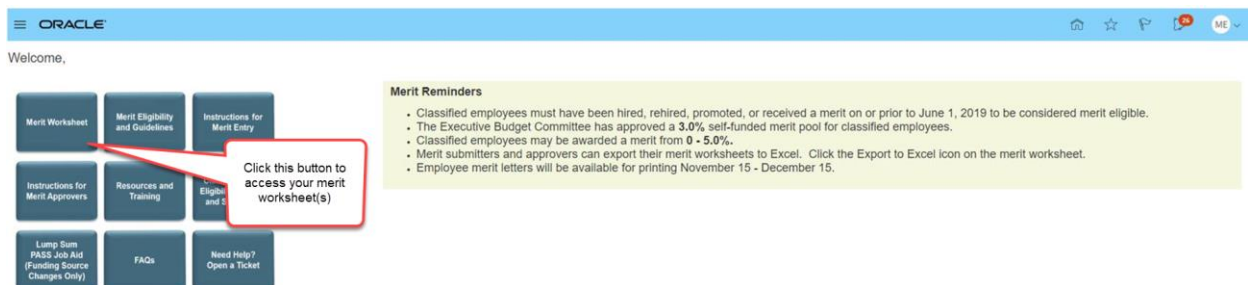
The following instructions will guide you through the process to download the Employee Merit Letters for distribution. The letters will download in .pdf format.

1. Log in to the **Fusion Merit Tool** using your UTHealth credentials: [go.uth.edu/fusion](http://go.uth.edu/fusion)



2. To open your merit plan worksheet(s):

- a. Click the **Merit Worksheet** button on the left side of the screen to access your merit worksheet(s).



Welcome,

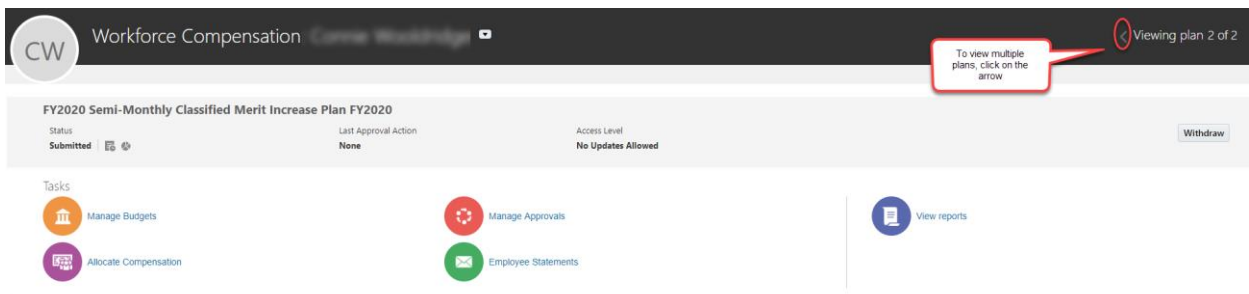
Merit Worksheet	Merit Eligibility and Guidelines	Instructions for Merit Entry
Instructions for Merit Approvers	Resources and Training	Eligible and S...
Lump Sum PASS Job Aid (Funding Source Changes Only)	FAQs	Need Help? Open a Ticket

**Merit Reminders**

- Classified employees must have been hired, rehired, promoted, or received a merit on or prior to June 1, 2019 to be considered merit eligible.
- The Executive Budget Committee has approved a 3.0% self-funded merit pool for classified employees.
- Classified employees may be awarded a merit from 0 - 5.0%.
- Merit submitters and approvers can export their merit worksheets to Excel. Click the Export to Excel icon on the merit worksheet.
- Employee merit letters will be available for printing November 15 - December 15.


## Merit Letters

- There are two merit plans:
  - **FY20XX Semi-Monthly Classified Merit Increase Plan**—contains all classified employees that meet the eligibility requirements for December merits.
  - **FY20XX Bi-weekly Classified Merit Increase Plan**—contains non-exempt employees who are paid bi-weekly and who meet the eligibility requirements for December merits.
  
- The merit plan(s) that you will see depends on whether you have direct and/or indirect reports eligible for a merit within those plans.
  
- You may have access to one or both merit links. To transition between semi-monthly and bi-weekly employees, click on the arrow.



The screenshot shows the 'Workforce Compensation' system interface. At the top, there is a header with 'CW' and 'Workforce Compensation'. A red callout box points to a right-pointing arrow icon with the text: 'To view multiple plans, click on the arrow'. Below the header, the current plan is identified as 'FY2020 Semi-Monthly Classified Merit Increase Plan FY2020'. The status is 'Submitted', and the last approval action is 'None'. The access level is 'No Updates Allowed'. A 'Withdraw' button is visible in the top right. Under the 'Tasks' section, there are five icons: 'Manage Budgets' (orange), 'Allocate Compensation' (purple), 'Manage Approvals' (red), 'Employee Statements' (green), and 'View reports' (blue).

### 3. Click on the tab labeled **Employee Statements**.



This is a close-up of the 'Employee Statements' task icon from the previous screenshot. The icon is a green circle with a white envelope symbol. A red callout box points to the icon with the text: 'Select the Employee Statements icon'. The surrounding interface elements, including the status bar and other task icons, are partially visible.

# Merit Letters

- To print merit letters for all employees on your worksheet, click on **Generate Statements** and select **Direct Reports**. To print an individual employee's statement, click on the **PDF** icon to the right of the employee's name.



- To print merit letters for employees under other merit entry leaders who roll up to you for approval, click on the arrow next the leader's name to expand their employee list. Hold down the **CTRL** key and select each employee's name and then click **Generate Statements** and select **Selected Workers**.

