

Annual Merit Compensation Process

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THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



HR.OSU.EDU

1590 N. High Street, Suite 300 | Columbus, OH 43201 | 614 292 1050

Annual Merit Compensation Process

July 2017

Overview	4
Objectives: AMCP	4
Introduction: What is AMCP?	5
Philosophy: Performance and Merit	6
Philosophy: Market and Equity	7
Philosophy: Cash Awards.....	8
Definitions	9
Guidelines & Instruction Letter	11
Understanding AMCP	12
Preparation & Planning.....	13
Preparation & Planning: Performance Review	14
Preparation & Planning: Inclusion in AMCP	15
Preparation & Planning: Account Codes	16
Preparation & Planning: Exclusions	17
Preparation & Planning: Calculating Merit Aggregate	18
Preparation & Planning: Identify Ineligible Employees.....	20
Preparation & Planning: Department Budget Table	21
Preparation & Planning: AMCP Access	28
Preparation & Planning: AMCP Roles.....	29
Overview of the AMCP Component	30
Search Parameter	30
Search Tips	31
College/Office Values	32
Salary Plan Page.....	33
Salary Plan Page: Current Information section	33
Salary Plan Page: Incremental Change section.....	34
Salary Plan Page: Proposed Section	35
Chartfield Page	36
Chartfield Page: Proposed Job Compensation and Current Job Compensation sections	36
Chartfield Page: Proposed JED and Current JED sections	37
Cash Award Page.....	38
Cash Award Page: Current and Proposed Base Compensation section.....	38
Cash Award Page: Earnings section.....	38
Cash Award Page: Chartfield section.....	39
Summary Page	40
Summary Page: Salary & Cash Award Summary section	40

	3
Summary Page: Proposed Cash Award Earn Code section.....	40
Freeze Salary Plan by Dept. Page	41
AMCP Life Cycle	42
Getting Started	42
Data Entry.....	46
Data Entry: Initiate/Update	47
Data Entry: Search	48
Data Entry: Current Information	49
Data Entry: Incremental Change	50
Data Entry: Proposed Section	54
Data Entry: Cash Award	55
Data Entry: Reports	59
Data Entry: Exceptions	60
Submitting AMCP for College/Office Review	61
Submitting AMCP for College/Office Review: Search.....	62
Submitting AMCP for College/Office Review: Department Freeze	63
College/Office Review	64
College/Office Review: Reports	65
Submitting AMCP for OHR/OAA Review	66
Submitting AMCP for OHR/OAA Review: Search.....	67
Submitting AMCP for OHR/OAA Review: Submit to OHR	68
OHR/OAA Review	70
Conclusion.....	71
Conclusion: Reports	72
Next Steps.....	73
Where to Get Help.....	73

Overview

Objectives: AMCP

After you have completed this course, you will be able to:

- Understand the role of AMCP.
- Define key terms used during the process.
- Identify the key features of the guidelines and instructions.
- Understand the AMCP lifecycle.
- Know what reports are available.
- Learn how to enter and freeze AMCP entries.

This course provides an overview of the AMCP component of the Human Resources system. For detailed step-by-step information about specific Human Resources processes, see the Human Resources ASSIST.

Introduction: What is AMCP?

The Annual Merit Compensation Process (AMCP) is the Ohio State University's yearly salary increase cycle. During this time, base salary increases can be given to employees for a variety of reasons, including:

1. Job Performance
2. Market and Equity Adjustments
3. Faculty Promotions
4. Counter Offers
5. Employment Agreements
6. Reclassifications

A base salary increase affects the employee's current rate of compensation, which can be expressed as an hourly rate of pay or as an annual salary.

Colleges/units are also able to reward employees with a cash award, which is a one-time payment that does not affect the employee's base salary. Cash awards can be given in addition to, or in lieu of, a base salary increase.

Philosophy: Performance and Merit

AMCP is an opportunity to recognize, reinforce, and inspire performance. Salary increases during AMCP should not be viewed as automatic or routine, since no minimum increase is required. Increases given should be performance based and tied to the employee's annual performance review.

Job performance is assessed by the work related activities expected of the employee and how well those activities were executed. An employee who exceeds the expectations of his/her position, or has accepted and performed additional duties outside his/her normal work, should receive a higher merit increase than an employee who meets current expectations. If an employee fails to meet the expectations of his/her position, a merit increase is not required.

Philosophy: Market and Equity

AMCP can also be used to make salary adjustments based on market and equity considerations.

A market adjustment is a base salary increase based on evidence that an employee's current pay is too low given the external market for the position.

An equity adjustment is a base salary increase to remedy salary issues such as salary inequality, salary compression, and/or retention considerations.

Off-cycle requests for market and equity adjustments are not accepted between June 1st and December 31st.

Philosophy: Cash Awards

A cash award is a one-time payment in addition to, or in lieu of, a base salary adjustment. Cash awards are meant to reward exceptional achievement, performance on a project, or leadership shown in a unit/department. In situations where an employee's base salary is above the market range, a cash award in lieu of a base salary increase can be a cost effective solution to align salary without using continuing funds. Cash awards are not included in the calculation of the merit aggregate.

Definitions

Aggregate (or Merit Aggregate) – the combined total of the merit increases, calculated as the sum of the increases of eligible employees divided by the sum of eligible salaries x 100. This calculation equals the aggregate percentage.

Annual Merit (Increase Type A) – an increase in an employee's hourly wages or yearly salary based on individual job performance. This increase is included in the calculation of the aggregate.

Bargaining Unit Contract (Increase Type C) – used to identify the bargaining unit employees whose salary adjustments are negotiated through a contract. These salary adjustments are not included in the calculation of the aggregate.

Cash Award – A one-time payment given to an employee who has gone above and beyond his/her standard job duties, or who have had excellent job performance.

Counter Offer (Increase Type W) - a counter offer is an offer made to a current employee in response to a salary offer from another employer or institution. The increase will be entered into AMCP as increase type W and will be excluded from the calculation of the aggregate. However, it is expected that the employee will receive the merit aggregate amount in addition to any counter offer increase.

Department Budget Table (DBT) – the page in the Human Resource system to record the source(s) of funding that is used to budget and pay for an employee's salary and benefit expenses. This may be referred to as funding or job earnings distribution (JED).

Distinguished Award (Increase Type D) – used to identify the increase to employees who have been formally recognized for distinguished service or teaching. The distinguished award increase is not included in the calculation of the aggregate and is entered by the Office of Human Resources.

Eligible (EL) – employees who have been identified as potentially qualified to receive a merit increase will be identified in AMCP as eligible. The merit increase amount for eligible employees will be included in the calculation of the aggregate.

Employment Agreement (Increase Type X) – an employment agreement may contain a written guarantee that a predetermined increase to base salary will be received. The increase will be entered into AMCP as increase type X and will be excluded from the calculation of the aggregate. However, it is expected that the employee will receive the merit aggregate amount in addition to any employment agreement increase.

Exception – A base salary increase, cash award or reclassification that requires individual approval by the Office of Human Resources or Office of Academic Affairs. Specific details regarding exceptions will be listed in the AMCP Guidelines and Instructions.

Faculty Promotion (Increase Type P) - a promotion, through the university's promotion and tenure process, to a tenure-track faculty member. Faculty promotions are funded 6% centrally (based on general funds portion of salaries). The increase will be entered into AMCP as increase type P and will be excluded from the calculation of the aggregate. However, it is expected that the employee will receive the unit's merit aggregate amount in addition to the faculty promotional increase. The faculty promotion increase is entered by the Office of Human Resources.

Ineligible (IE) - employees who have been identified as potentially unqualified to receive a merit increase will be identified in AMCP as ineligible. All bargaining unit employees as well as senior leadership (e.g. deans and vice presidents) are designated as ineligible. Other situations where the ineligible status may be appropriate include a recent new hire where there is has been insufficient time to determine performance or an employee who will be terminating or retiring before the first day of the salary increases becomes effective. While it is permissible to give an increase, the amount for ineligible employees will be excluded in the calculation of the aggregate. Identify employees who will be designated as ineligible and submit via the ineligible template to OHR Compensation.

Major Equity (Increase Type Z) – used to identify the increase to remedy salary issues such as internal salary inequality, salary compression, and/or retention considerations. These are identified with an increase type of Z in AMCP and not included in the calculation of the aggregate. This needs to be included as an exception and approved by OHR.

Market (Other Approved Exception, Increase Type E) – is a base salary increase based on evidence that an employee’s current pay is too low given the external market for the position. These are identified with an increase type of E in AMCP and not included in the calculation of the aggregate. This needs to be included as an exception and approved by OHR.

Market Range – A pay range that has been created by market pay rates, established through market pay studies, for people doing similar work in a particular industry or region.

Pay Range Median – The pay range median is typically considered to be the market target and is developed with relevant salary data.

Pay Range Maximum – The pay range maximum is the upper limit of the salary range.

Pay Range Minimum – The pay range minimum sets the floor of the salary paid for a classification or a collection of classifications.

Guidelines & Instruction Letter

Each year, the Offices of Academic Affairs and Human Resources provide the guidelines and instruction letter. Using the 2016-2017 letter as a sample, here are the key features and where to locate them in the letter:

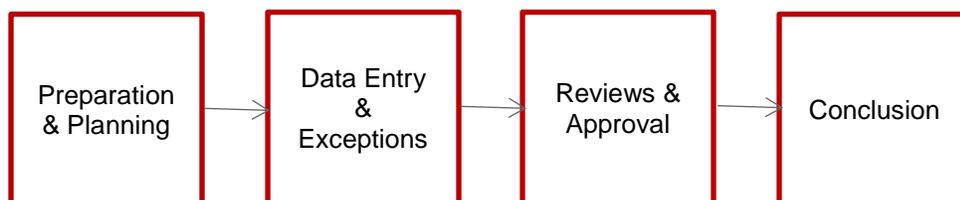
<https://hr.osu.edu/services/compensation/amcp/>

- AMCP background and general guidance.
- Information regarding the merit pool aggregate.
- Employee eligibility guidelines.
- Exceptions requiring prior approval from OHR/OAA.
- Detailed timeline for AMCP.

The AMCP Increase Exception Request Listing template can be found at <https://hr.osu.edu/services/compensation/amcp/>.

Understanding AMCP

The AMCP business process includes these four major steps.



The remainder of this course will explore each step.

Preparation & Planning

There are several actions that units should take to prepare for the upcoming process. These actions include:

- Identify and communicate to employees and managers the performance review timeline.
- Validate the employees who will be included in AMCP.
- Enter known and approved appointment changes that are effective through and including the first day of biweekly pay period 6 or September 1. This will ensure that these are included in AMCP with the most appropriate salary. Examples include:
 - Reclassifications approved via the exception list
 - New hires or rehires
 - FTE changes
 - Appointment length changes from 9-month to 12-month or vice versa or 9.5-month to 9-month
 - Dean or chair stepping down to faculty or vice versa
 - Return from leave, including sabbatical
 - Unit reorganizations
- Identify employees who will be designated as ineligible and submit via the ineligible template to OHR Compensation.
- Submit requests for new chartfield values that will be needed during the upcoming fiscal year.
- Validate that the Department Budget Table (DBT) is current for the upcoming fiscal year and make updates if needed.
- Confirm AMCP access for the users in your area.

Preparation & Planning: Performance Review

As discussed earlier, salary increases should not be viewed as automatic or routine. Increases should be based on performance and tied to the employee's annual performance review.

The performance review should help to assess the work related activities for each employee and how well those activities were executed.

Employees and managers should be using the performance review to determine if the employee's performance exceeded the expectations of his/her position, performed adequately or failed to meet the expectations.

The merit increase should be determined based on the employee's actual performance.

Preparation & Planning: Inclusion in AMCP

Which employees are included in AMCP?

Faculty and staff employees who are assigned to a 50% FTE or greater regular position are included in AMCP. This includes bargaining unit employees, who are designated as ineligible and therefore not included in the calculation of the merit aggregate.

How are 50% FTE or greater regular employees identified to be included in AMCP?

The account code value entered on the Department Budget Table is the identifier. The navigation to the Department Budget Table is:

Main Menu ▾ > HRMS ▾ > Set Up HCM ▾ > Product Related ▾ > Commitment Accounting ▾ > Budget Information ▾ > Department Budget Table USA

ChartField Details

Combination Code 274605

Search Options

Combination Codes

ChartField Detail						
Org	Fund Cd	Account	Func	Project	Program	UserDef
47306	011000	60044				

Preparation & Planning: Account Codes

Specifically, these account codes will be included in AMCP:

Regular 9-Month Faculty

- 60022 – Regular Faculty
- 60025 – Research Track Faculty
- 60026 – Clinical Track Faculty
- 60027 – Nationwide Children’s Hospital Faculty
- 60101 – Faculty Release Time

Regular 12-Month Faculty

- 60033 – Regular Faculty
- 60035 – Research Track Faculty
- 60036 – Clinical Track Faculty
- 60037 – Nationwide Children’s Hospital Faculty
- 60102 - Faculty Release Time

Regular Unclassified Staff/Administrative Faculty

- 60044 – Regular \geq 50% FTE
- 60046 – Associate/Scientist
- 60103 – Unclassified Release Time

Regular Classified Staff

- 60055 – Classified Regular \geq 50% FTE
- 60104 – Classified Release Time

Preparation & Planning: Exclusions

Who is excluded from AMCP?

- All Medical Center employees as the Medical Center uses a similar but different process for the annual salary increases.
- Regular faculty and staff employees who are less than 50% FTE.
- Temporary and term employees regardless of FTE.
- Student employees.

Does this mean that the excluded employees cannot receive a salary increase?

No, units may wish to reward and recognize an employee's performance even though the employee is not included in AMCP. Units must have available funds for that any salary adjustment and any adjustment will need to be processed outside of AMCP.

Preparation & Planning: Calculating Merit Aggregate

Each year, the university identifies the merit aggregate pool amount or percentage. This means that each unit, VP/college and total university must distribute the same merit aggregate to employees.

First, remember the calculation of the aggregate is:

(Annual Merit Change Amount/Sum Current Compensation for Eligible Employees) * 100

This calculation results in the aggregate percentage.

Here is an example of how the merit aggregate is calculated. In this example:

The university has determined that the merit aggregate pool percentage will be 2%. There are six employees in your unit who are going to be designated as eligible and the sum of their current compensation is \$168,180 (highlighted in green). To determine the merit dollars available to be distributed, multiply the sum of the current compensation by the merit aggregate percentage (\$168,180 * 2% = \$3363.60).

Knowing the necessary merit dollars to be distributed, the following increases have been proposed.

Employee	Increase Type	Current Compensation	Eligibility Status	Change %	Annual Chg Amount	Proposed Compensation
Brutus Buckeye	Merit	\$30,000	EL	2.1	\$642.83	\$30,642.83
Sparky Green	Merit	\$32,549	EL	1.0	\$325.49	\$32,874.49
Agnes Hawkeye	Merit	\$43,125	EL	1.9	\$819.38	\$43,944.38
Tracey Pitt	Merit	\$36,198	EL	2.9	\$1049.74	\$37,247.74
Warren Wonder	Merit	\$38,091	IE	0	0	\$38,091
Chi Xu	Merit	\$26,308	EL	2.0	\$526.16	\$26,834.16
Chi Xu	Equity	\$26,308	EL	4.2	\$1105	\$28,465.32

The totals by increase type and eligibility status are below.

Increase Type	Eligibility Status	Total of Current Compensation	Change %	Annual Chg Amount	Total Proposed Compensation
Merit	EL	\$168,180	2.0	\$3,363.60	\$171,543.60
Merit	IE	\$38,091	0	0	\$38,091
Equity	EL	\$26,308	4.2	\$1105	\$28,456.32

To confirm that your unit has distributed the appropriate merit aggregate percent:

(Annual Merit Change Amount/Sum Current Compensation for Eligible Employees) * 100

- $\$3,363.60/\$168,180 = 0.02 * 100 = 2\%$. The unit's merit aggregate distribution of 2% meets the university's requirements.

Note that:

- Only those employees whose increase type is Merit and eligibility status is Eligible are totaled together. This represents the merit aggregate pool.
- The unit met the merit aggregate distribution of 2% although not every employee received a 2% merit increase. Remember that merit increases should be based on the employee's individual performance.
- Administrative faculty titles such as deans, chairs and provost will be included in the Unclassified Staff/Administrative Faculty pool (e.g. account 60044).

Preparation & Planning: Identify Ineligible Employees

There are likely employees who may have been identified as potentially unqualified to receive a merit increase. Some employees are automatically defaulted to ineligible such as bargaining unit employees. The senior leadership (e.g. deans and vice presidents) are also designated as ineligible to ensure that his/her merit increase does not impact the unit's overall aggregate calculation.

Other situations where a unit may wish to designate an employee as ineligible include:

- Recent new hire where there is has been insufficient time to determine performance.
- An employee who will be terminating or retiring before the first day of the salary increases becomes effective.

While it is permissible to give an increase, the amount for ineligible employees will be excluded in the calculation of the aggregate.

Only the Office of Human Resources can update the eligibility field in AMCP. Requests to change an employee's status must be submitted to hrcompensation@osu.edu with appropriate justification, via the ineligible listing template.

Preparation & Planning: Department Budget Table

The account code value on the Department Budget Table (DBT) is going to aid in determining which employees are included in AMCP. There are three situations that involve the Department Budget Table where an employee should be in AMCP but is not.

1. A Department Budget Table record has not been entered for the employee.
2. The organization number on the employee's Job Data record does not match the organization number on the employee's Department Budget Table record.
3. The account code value entered on one or more of the employee's Department Budget Table records are not the appropriate value based on the employee's appointment information.

Refer to the Commitment Accounting course for more details on the Department Budget Table.

1. A Department Budget Table record has not been entered for the employee. This situation is likely to occur most frequently for a new hire or a rehire.

How should this be corrected?

Have the appropriate record entered into the Department Budget Table for the employee.

2. The organization number on the employee's Job Data record does not match the organization number on the employee's Department Budget Table record. There are the three places where the organization number must match. Specifically,
 - Field labeled Department on the Work Location tab of Job Data.
 - Field labeled Department in the Search Results list for the Department Budget Table.
 - Field labeled Department in the top section of the Department Budget Table.

Be sure to review the record that contains the most current fiscal year information.

When does this typically occur?

This situation may occur when the employee's Position Data and/or Job Data record is updated with a different organizational number and the corresponding Department Budget Table update has not yet been made.

Work Location tab of Job Data

Main Menu > HRMS > Workforce Administration > Job Information > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Medical

Betty Buckeye Empl ID 415040035
 Employee Empl Record 0

Work Location ?

*Effective Date	01/01/2015		
Effective Sequence	0		*Action
HR Status	Active		Reason
Payroll Status	Active		*Job Indicator

Job Opening ID	<input type="text"/>		HRA#	<input type="text"/>
Position Number	00101592		Compensation Analyst	
Override Position Data				
Position Entry Date	01/01/2015			
	<input type="checkbox"/>	Position Management Record		

Regulatory Region	USA	United States of America
Company	OSU	The Ohio State University
Business Unit	OSUBU	Ohio State University Bus Unit
Department	47306	Compensation & Classification

Department Entry Date	01/01/2015	
Location	863	Gateway Building C
Establishment ID	OSU	The Ohio State University

Search Results list for the Department Budget Table

Main Menu > HRMS > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Search Results

View All

Department	Fiscal Year	Budget Level
47306	2016	Appointmnt



Department Budget Table (top section)

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings**

Set ID OSUSI Department 47306 Comper

Budget Begin Date 07/01/2015

Budget End Date 06/30/2016



How is the organization number corrected if it does not match in one or more of the three fields?

- First determine which organization number is valid for this employee.
- Have the appropriate record entered into the Job Data or Department Budget Table for the employee.

Department Budget Table (bottom section)

Note that the organization number located in the bottom section of the Department Budget Table page may or may not match the value in the top section.

Level

Department
 Position Pool
 Jobcode
 Position
 Appointment

Empl ID 415040035 Betty Buckeye
 Empl Record 0
 *Effective Date 07/01/2015 Eff Seq 0 *Status Active

Budget Level Cap *Currency USD

Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Description
1	1	119	47000*011000*60044* * * *

 Organization number here does not need to match.

3. The account code value entered on one or more of the employee's Department Budget Table record is not the appropriate value based on the employee's appointment information.

When does this typically occur? This situation may occur when the:

- Employee's Position Data and/or Job Data record has been updated with a different title, regular/temporary/term status and/or standard hours and the corresponding Department Budget Table update has not yet been made.
- Employee has multiple Job Data records where the sum of the standard hours is 50% FTE or greater but the corresponding Department Budget Table records have the account code that represents less than 50% FTE.

How is the organization number corrected if it does not match in one or more of the three fields?

- First determine which organization number is valid for this employee.
- Have the appropriate record entered into the Job Data or Department Budget Table for the employee.

Refer to the Appointment Values for Position Data and Job Data for details on the most appropriate account code.

<https://it.osu.edu/assist/HumanResources/AppointmentValues.html>

Preparation & Planning: AMCP Access

Each college/office designates the users who can access the AMCP pages in the system. There are several factors to consider when deciding who should have access:

- Sensitive nature of the annual salary increases being entered.
- Amount of time for AMCP data entry is relatively brief.
- Users can view all data for all employees who are eligible for AMCP.
- Data entry vs. reporting only needs.

Based on the factors, some units elect to limit the users who can access the AMCP pages in the system.

Preparation & Planning: AMCP Roles

There are three security roles that are used to provide access to the AMCP component:

- HR_OHR_AMCP_DEPT – this role should be assigned to users in the department to allow them to enter data and to freeze at the department level
- HR_OHR_AMCP_COLL – this role should be assigned to users in the college/office to allow them to enter data and to freeze at the department level and college level and to unfreeze at the department level
- HR_REPORTS_AMCP – this role should be assigned to users who need the ability to access the AMCP reports. This role can be assigned in conjunction with the HR_OHR_AMCP_DEPT or HR_OHR_AMCP_COLL as well as a standalone.

Each year, OHR Compensation will provide a list of current users prior to the start of AMCP to be reviewed. Review the user list and submit changes to hrcompensation@osu.edu regarding AMCP access within your unit.

Overview of the AMCP Component

The AMCP component is made up of five pages – four in the main component plus one in the freeze component.

Search Parameter

1. Open the AMCP component in the Human Resources system

Main Menu > HRMS > Workforce Administration > Plan Salaries > AMCP > Plan by dept and title Group

2. Enter the appropriate search parameters

Plan by Dept and Title Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by	=	▼
VP-College ID	begins with	▼
Department-Level Organization	begins with	▼
Department	begins with	▼
Classified/Unclassified Ind	=	▼
Empl ID	begins with	▼
Empl Record	=	▼
Name	begins with	▼

Case Sensitive

Search Tips

Employees are listed in AMCP under the organization number found on the Job Data record. Employees who have multiple Job Data records will be listed under each organization number.

There are several ways to search for employees in the AMCP pages.

- For all employees in the VP/College:
 - Select VP/College ID in the drop down for Search by
 - Enter the value in the VP-College ID field (refer to list)
- For all employees in a Department:
 - Select Department-Level Organization in the drop down for Search by
 - Enter the appropriate DXXXX (e.g. D4200) value in the Department-Level Organization field
- For all employees in an Organization:
 - Select Department ID in the drop down for Search by
 - Enter the appropriate XXXXX (e.g. 42000) value in the Department field
- For all employees in a specific Classified Indicator group such as Faculty, Unclassified or Classified.
- For a specific Employee ID.

The AMCP search parameters do not allow partial or wildcard (e.g. %) searches. As a result, a complete search value must be entered into the appropriate search field.

College/Office Values

The AMCP module utilizes abbreviated college/office values for the VP/College Id search field. Following is the list of the abbreviations:

ACADAFFRS	Office of Academic Affairs
AGCOL	College of Food, Agriculture & Environmental Sciences
ALUMNI	Office of Alumni Association
ARTS_SCIEN	College of Arts & Sciences
ATHLETICS	Athletics
BOARD	Office of the Board of Trustees
BUSCOL	Fisher College of Business
BUSINESS	Office of Business & Finance
DENTCOL	College of Dentistry
EDUHUMECOL	College of Education & Human Ecology
ENGCOL	College of Engineering
GOVERNMENT	Office of Government Affairs
GRADUATE	Graduate School
HEALTHSCI	Office of Health Sciences
HLTHSC_FGP	Faculty Group Practice
HR	Office of Human Resources
JOHN_GLENN	John Glenn College of Public Affairs
LAWCOL	College of Law
LEGAL	Office of Legal Affairs
LIBRARY	University Libraries
LIMACAMP	Lima Campus
MANSCAMP	Mansfield Campus
MARICAMP	Marion Campus
MEDCOL	College of Medicine
MEDICALCTR	Wexner Medical Center
NEWCAMP	Newark Campus
NURSCOL	College of Nursing
OARDC	Ohio Agricultural Research & Development Center
OPTCOL	College of Optometry
OSUE	OSU Extension
PHARCOL	College of Pharmacy
PRESIDENT	Office of the President
PUBHEALTH	Office of Public Health
RESEARCH	Office of Research
SENIORVP	Senior Vice President Admin & Planning
SOCWRKCOL	College of Social Work
SR_VP_E_OF	Senior VP-Executive Officer
STUDENT	Office of Student Life
UNIV_ADVNC	University Advancement
VETCOL	College of Veterinary Medicine

Salary Plan Page

This page is used to enter or view information about the employee's AMCP increase.

Salary Plan Page: Current Information section

This section is a display only of the employee's current information.

Version ID:	FY15/16	Std Hrs/Wk:	30.00	Class Indicator:	Classified
Department:	32101	Research and Education		Sal. Plan:	CCS Classified
Job Code:	5595	Library Associate 2		Sal. Grade:	28 CCS 28
Position:	00012167	Library Associate 2		Appt Length:	52/52 Week
	Su: N	Au: N	Sp: N	Freq:	H

Salary Plan Page: Incremental Change section

This section is where the increase(s) are entered.

Incremental Changes			Find View All	First	1 of 1	Last
IncrType	Change %	Annual Change Amt				
A	0.000	0.00				
Total Annual Change Amount: 0.000			0.00			

An employee may receive multiple Increase Types during AMCP.

- Click on the Add a Row  button.
- Type or select the IncrType for the second increase.
- Type a number in the Change % field for this increase type and tab out of the field.
- Click on View All  First  1 of 2  Last to display multiple Increase Type rows.
- Note that each Increase Type row is *individually* calculated as a percentage of the employee's current compensation rate.

Salary Plan Page: Proposed Section

This section is a display only of the employee's current and proposed information as well as the Eligibility and Vice Pres/Col Deans field.

	Current	Proposed	Difference		
Eff Date:	01/01/2015	08/23/2015		Eligibility:	<input type="text" value="EL"/> Eligible
Comp Rate:	14.700	14.700		Comments:	<input type="text"/>
Annual Rate:	30,576.00	30,576.00		Vice Pres/ Col Deans:	<input type="text" value="N"/> Opr ID:

Chartfield Page

This page is used to view the employee's Department Budget Table information.

Chartfield Page: Proposed Job Compensation and Current Job Compensation sections

This section is a display only of the employee's current and proposed compensation information.

Proposed Job Compensation	Comp Rate:4,734.940	Annual Rate: 56,819.28
Current Job Compensation	Comp Rate:4,734.940	Annual Rate: 56,819.28

Chartfield Page: Proposed JED and Current JED sections

This section is a display only of the employee's current and proposed funding information.

Proposed JED		Find View All	First	1 of 1	Last
Earn Code:	Distrib % 100.000	Annual Rate:	56,819.280		
Combination Code: 276471			View Chartfields		

Current JED		Find View All	First	1 of 1	Last
Earn Code:	Percent of Distribution 100.000	Annual Rate:	56,819.280		
Combination Code: 276471			View ChartFields		

Tips:

- Click on the View Chartfields [View Chartfields](#) link to see the full details.
- When there are multiple funding rows, click on the View All [View All](#) link to see all of them.

Updates to the Department Budget Table cannot be processed through AMCP. Therefore, funding information changes must be made in the Department Budget Table.

Cash Award Page

This page is used to enter or view information about an employee's cash award increase.

Cash Award Page: Current and Proposed Base Compensation section

This section is a display only of the employee's current and proposed information.

Department ID: 32011	Annual Rate: 56,819.28	Proposed Annual Rate: 56,819.28	Proposed Comp Rate: 4,734.940
-----------------------------	-------------------------------	--	--------------------------------------

Cash Award Page: Earnings section

This section is used to enter the cash award information. The earnings code, pay period earnings, chartfield details and comment fields should be completed.

Earnings
Find | View All First ◀ 1 of 1 ▶ Last

*Earn Code: + -

Effective Date
Find | View All First ◀ 1 of 1 ▶ Last

Earn Begin Date: 31

Chartfield
Find | View All First ◀ 1 of 1 ▶ Last

Earn End Date:	09/30/2015	Pay Period Earnings:	<input type="text"/>	Total Earnings:	<input type="text"/>	+ -
Unit	Org	Fund	Account	Function	For New Chartfield Data Edit ChartFields	
UNIV	32011					
Project	Program	User Def	BY	Opr ID:		
			ALL			

Comment:

Cash Award Page: Chartfield section

[Edit ChartFields](#)

The Cash Award Chartfield section will be available after clicking on the Edit Chartfields link. This section is where the funding that will be used to expense the cash award is entered.

ChartField Detail

Combination Code

Search Options

Combination Codes

ChartField Detail						
Org	Fund Cd	Account	Func	Project	Program	UserDef
<input type="text"/>	<input type="text"/>	60121	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Summary Page

This page is a display of the current and proposed AMCP information.

Summary Page: Salary & Cash Award Summary section

Salary & Cash Award Summary			Find View All	First	1 of 1	Last
Proposed Effective Date: 09/01/2015						
		Mon/Hrly Rate				Annual
Current Salary						
Current Salary		4,734.940				\$56,819.28
Proposed Salary Increase						
Proposed Rate Change - Percent		0.000				0.000
Proposed Rate Change - Amount		0.000				0.00
Proposed Comp Rate / Annual Rate		4,734.940				56,819.28
Proposed Cash Award						
Proposed Cash Award - Amount						2000.00

Summary Page: Proposed Cash Award Earn Code section

Proposed Cash Award Earn Code								Find View All	First	1 of 1	Last
Proposed Cash Award JED								Find View All	First	1 of 1	Last
Earn Code: SON	Earn Begin Date: 09/01/2015	Earn End Date: 09/30/2015	Total Earnings: 2000.00								
Unit: UNIV	Org: 32011	Fund:	Account: 60121	Function:	Project:	Program: User Def:	BY: ALL				

Freeze Salary Plan by Dept. Page

This page is used to freeze and approve the AMCP data for each organization number at the Department level, College level and the OHR Compensation level.

The checkboxes and buttons that are available will be based on the role(s) assigned to each user.

Freeze Salary Plan

Company OSU Version ID FY15/16

VP-College ID: ACADAFFRS Office of Academic Affairs D-Level Org D3200

Scroll Area
Find | View All
First ◀ 1 of 1 ▶ Last

Dept ID	Plan Admin	Freeze Dept	Submit to OHR	OHR Freeze	OHR Approved
32011	Plan Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VP College User Freeze All UnFreeze All

OHR User UnFreeze All Approve All Freeze All

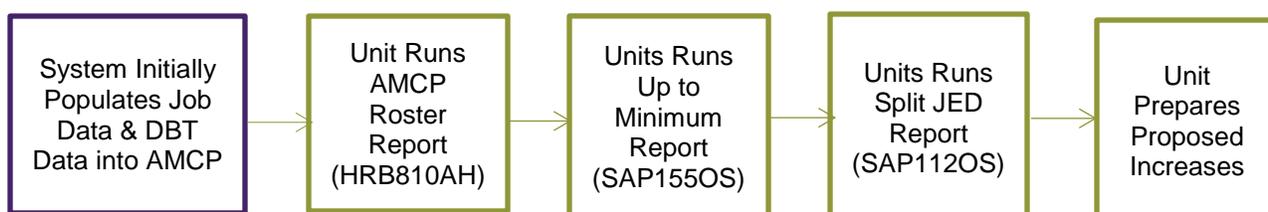
Save
 Return to Search
 Notify

Details on the freezing and approving can be found on page 63 of this training.

AMCP Life Cycle

Getting Started

In order to prepare for the salary increase and cash award data entry, you will want to run and review several AMCP reports.



1. The **AMCP Roster Report (HRB810AH)** provides a list of the individuals who are included in the AMCP process and can be used as a tool to validate data entry.

In addition, using the spreadsheet option of this report provides an easy tool to prepare the proposed AMCP increases for your unit.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB810.html>.

Tips on eReports:

- URL is ereports.osu.edu.
- AMCP reports will be located under either the AMCP or AMCP Pre-run Batch folder.
- Data is available immediately upon data entry in AMCP reports that end with AH such as HRB810AH.
- Data is available in reports ending with APR the day after OHR Compensation has clicked on the OHR Approved checkbox on the freeze page.

2. The **Up to the Minimum Report (SAP1550S)** provides a list of employees whose current compensation rate is below the minimum of the pay range for the new fiscal year. The current compensation rate has automatically been adjusted to the current pay range minimum and is reflected both online on the AMCP page and in this report.

Any automatic adjustment processed as a result of the up to minimum is not included in the calculation of the merit aggregate.

Review each employee who appears on this report to determine if the up to minimum increase was applied due to an:

1. Error in the calculation of the employee's CURRENT compensation rate. This may occur in situations where the employee holds a less than 100% FTE appointment but the prorated compensation rate was entered incorrectly.

Example:

Employee is 25% FTE (10 standard hours) in a job title that is assigned to A&P pay range 62. The employee's current compensation rate is entered as \$600.00/month.

The current pay range minimum is \$2688.40/month (\$32,260.80/annual). Prorating the pay range minimum to the 25% FTE means that the pay range minimum for this situation is \$672.10 and therefore the employee's current compensation should be at least this amount.

Action:

The current compensation rate on Job Data should be adjusted. Contact OHR Compensation to review the AMCP data.

2. Error in the standard hours entered on Job Data for the employee.

Example:

Employee's standard hours have been entered as 40 (100%) in a job title assigned to A&P pay range 62; however, the hours should be 4 (10% FTE). The employee's current compensation rate is entered as \$300.00/month.

The current pay range minimum is \$2688.40/month (\$32,260.80/annual). Prorating the pay range minimum to the 10% FTE means that the pay range minimum for this situation is \$268.84. The employee's compensation is already \$300.00; however, due to the 40 standard hours the system will determine that the employee is below the pay range minimum and adjust it to the \$2688.40/month.

Action:

The standard hours on Job Data should be corrected.
Contact OHR Compensation to review the AMCP data.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/SAP155.html>.

3. The **Split JED Report (SAP112OS)** provides a list of employees who have multiple funding sources on the AMCP Proposed JED page. The merit aggregate pool is calculated for each funding source. As a result, collaboration may be necessary to determine a merit increase with another unit when an employee is assigned to more than one organization.

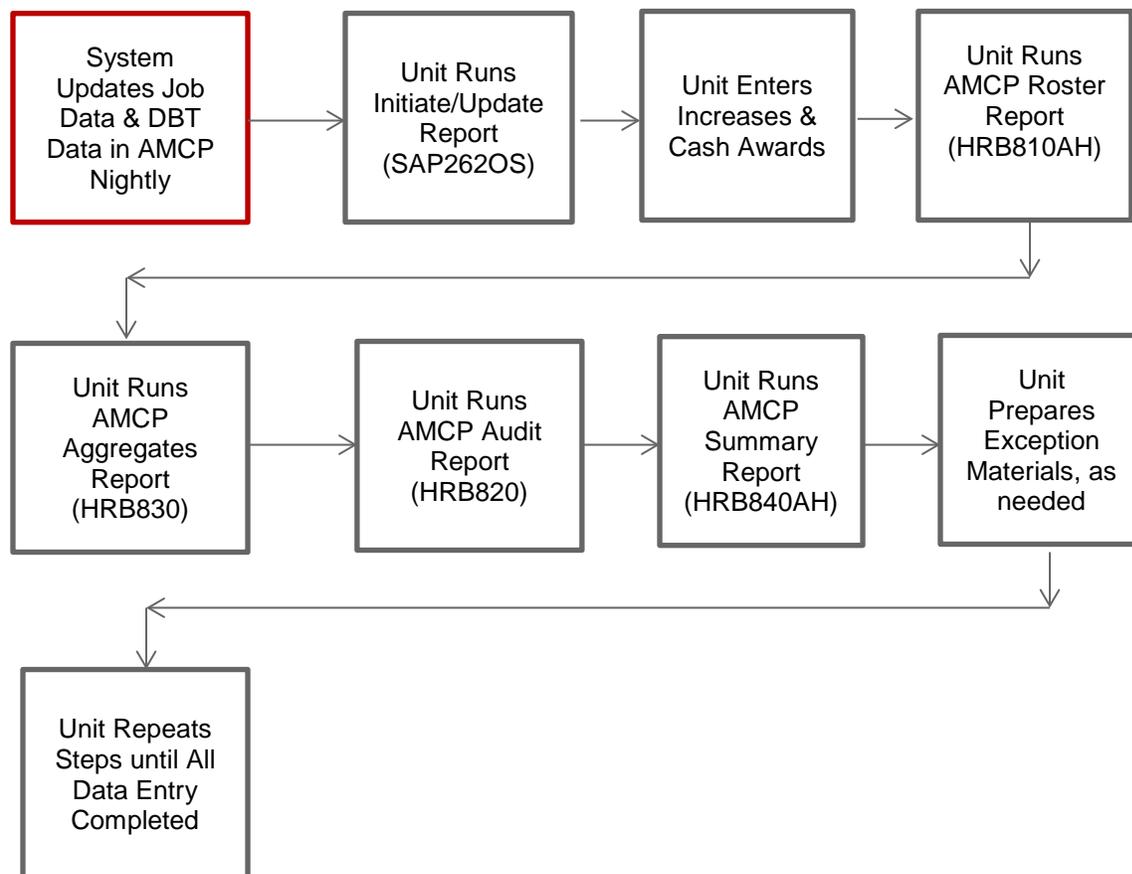
For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/SAP112.html>.

4. Prepare the proposed AMCP increases for your unit.

Using the spreadsheet option of the report provides an easy tool to share the proposed increases with appropriate decision makers in your unit and will later facilitate your data entry into the AMCP pages.

Data Entry

The following steps represent the Data Entry phase of the AMCP life cycle.



Data Entry: Initiate/Update

1. Throughout the AMCP life cycle, changes will continue to be entered into Job Data (hires, rehires, promotions, transfers, terminations) as well as into the Department Budget Table for funding changes. These changes can cause employees to be added or removed from consideration for an increase. In addition, the changes will impact the merit pool aggregate calculation.

To ensure that up-to-date information is available in AMCP, the Job Data and Department Budget Table changes made during the day will also be reflected overnight in the AMCP component.

The overnight process will **DELETE** an employee's increase or cash award that has already been entered into AMCP. This allows the unit to reconsider the appropriate increase in conjunction with the other appointment changes.

2. The **Initiate/Update Report (SAP262OS)** provides a list of individuals who were updated by the overnight process and may have had an increase or cash award deleted. During the Data Entry phase, this report should be reviewed **daily** as it may be necessary to enter an increase for any employee listed.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/SAP262.html>.

Data Entry: Search

- Open the AMCP component in the Human Resources system.

Main Menu > HRMS > Workforce Administration > Plan Salaries > AMCP > Plan by dept and title Group

- Enter the appropriate search parameters.

Plan by Dept and Title Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Search by	=	<input type="text"/>
VP-College ID	begins with	<input type="text"/>
Department-Level Organization	begins with	<input type="text"/>
Department	begins with	<input type="text"/>
Classified/Unclassified Ind	=	<input type="text"/>
Empl ID	begins with	<input type="text"/>
Empl Record	=	<input type="text"/>
Name	begins with	<input type="text"/>

Case Sensitive

For tips on searching, refer to the Overview of the AMCP Component topic.

Data Entry: Current Information

5. Validate that the current Job Data information is displayed for the employee.

Current Information Section

Version ID:	FY15/16	Std	30.00	Class Indicator:	Classified
		Hrs/Wk:			
Department:	32101	Research and Education		Sal. Plan:	CCS Classified
Job Code:	5595	Library Associate 2		Sal. Grade:	28 CCS 28
Position:	00012167	Library Associate 2		Appt Length:	52/52 Week
	Su: N	Au: N	Sp: N	Freq:	H

Data Entry: Incremental Change

6. Type or select the IncrType and tab out of the field. Increase types are:
- A for Annual Merit
 - C for Bargaining Unit Contract
 - D for Distinguished Awards (Teaching or Service)
 - E for Other Approved Exception
 - P for Faculty Promotion
 - W for Counter Offer
 - X for Employment Agreement
 - Z for Major Equity

Your unit may have employees whose increase and/or cash award requires an exception request. The situations that require an exception request change from year to year so be sure that you read the guidelines letter thoroughly to understand the current requirements. For information on the guidelines letter, refer to the Overview topic.

Incremental Change Section

Incremental Changes			Find View All	First	1 of 1	Last
IncrType	Change %	Annual Change Amt				
A	0.000	0.00				
Total Annual Change Amount:		0.000	0.00			

Increase Type	Purpose	Included in Merit Aggregate Calculation
Annual Merit (A)	Designates an increase in an employee's hourly wages or yearly salary based on individual job performance.	Yes
Contract (C)	Identifies the bargaining unit employees whose salary adjustments are negotiated through a contract.	No
Distinguished Award (D)	Identifies the increase to employees who have been formally recognized for distinguished service or teaching.	No
Other Approved Exception (E)	Identifies a base salary increase based on evidence that an employee's current pay is too low given the external market for the position.	No
Faculty Promotion (P)	Identifies a promotion for a tenure-track faculty member through the university's promotion and tenure process. Faculty promotions are funded 6%, centrally (based on general funds portion of salaries). It is expected that the employee will receive the unit's merit aggregate amount in addition to the faculty promotional increase.	No

Increase Type	Purpose	Included in Merit Aggregate Calculation
Counter Offer (W)	Identifies a counter offer is an offer made to a current employee in response to a salary offer from another employer or institution. It is expected that the employee will receive the merit aggregate amount in addition to any employment agreement increase.	No
Employment Agreement (X)	Identifies an employment agreement may contain a written guarantee that a predetermined increase to base salary will be received. It is expected that the employee will receive the merit aggregate amount in addition to any employment agreement increase.	No
Major Equity (Z)	Identifies the increase to remedy salary issues such as internal salary inequality, salary compression, and/or retention considerations.	No

For more information on calculating the merit aggregate, refer to pages 18 and 19 of this course.

7. Type a number in the Change % field and tab out of the field.
 - When you enter the Change % field, the Annual Change Amount will be calculated and displayed.
 - The Annual Change Amount will be divisible by 12 (for monthly paid employees) or 2080 (for biweekly paid employees).
 - The amount will be rounded to the nearest cent.
 - If the employee is receiving no increase, leave this field blank.

8. If the employee is receiving multiple Increase Types during AMCP:
 - Click on the Add a Row  button.
 - Type or select the IncrType for the second increase.
 - Type a number in the Change % field for this increase type and tab out of the field.
 - Click on View All  First  1 of 2  Last to display multiple Increase Type rows.
 - Note that each Increase Type row is *individually* calculated as a percentage of the employee's current compensation rate.

Example of calculating the Change % and Annual Change Amount fields when there are multiple increase types:

Increase Type	Current Compensation	Change %	Annual Change Amt	Calculation
A	\$30,000	2%	\$600	\$600/\$30,000
Z	\$30,000	5%	\$1500	\$1500/\$30,000
TOTAL		7%	\$32,100	\$2100/\$30,000

This employee will receive an increase of \$2,100 or 7% of the current compensation for a proposed annual rate of \$32,100.

Data Entry: Proposed Section

9. Validate the Total Annual Change Amount is displayed
10. Validate that the Proposed Effective Date is correct
 - Biweekly paid employees – effective date is the first day of biweekly pay period 6
 - Monthly paid employees – effective date is September 1st
11. Validate that the Proposed Comp. Rate is the total Comp. Rate including all the Incremental Changes entered above
12. Validate that the Proposed Annual Rate is correct

Proposed Section

	Current	Proposed	Difference	Eligibility:	<input type="text" value="EL"/>	Eligible
Eff Date:	01/01/2015	08/23/2015				
Comp Rate:	14.700	14.700		Comments:	<input type="text"/>	
Annual Rate:	30,576.00	30,576.00				
				Vice Pres/ Col Deans:	<input type="text" value="N"/>	Opr ID:

13. Validate that the Eligibility field is correct.
 - The value defaults in automatically as Eligible.
 - The valid values are EL for Eligible, IE for Ineligible or EP for Eligible Probation.
 - Eligible indicates that this employee's merit increase (increase type A) will be included in the merit aggregate pool. Ineligible indicates that this employee's merit increase will be excluded from the merit aggregate pool.
 - Only OHR Compensation may change the value in this field. OHR Compensation will have updated this value to IE based on the ineligible listing submitted by your unit.
14. The Vice Pres/Col Dean field is used to identify the university's senior leadership and includes vice presidents and deans. Validate that the Vice Pres/Col Dean field is correct.
 - The values are N for No or Y for Yes and automatically defaults in as No.
 - These employees will be designated as ineligible (IE) and therefore excluded from the merit aggregate calculation.
 - Only OHR Compensation may change the value in this field.
15. Click the Save  button at the bottom of the screen.
16. There are three potential next steps depending on the specific employee for which you are entering data. You may elect to Click on the:
 - Cash Award tab if this employee is to receive a Cash Award.
 - Return to Search button if the initial parameter entered was to select one employee.
 - Next in List button if the initial parameter entered was for a VP/College, Department Level Organization or Organization to move to the next available employee.

Data Entry: Cash Award

17. If you clicked on the Cash Award tab, then validate that the Current and Proposed Base Compensation information is displayed for the employee.

Department ID:	32011	Annual Rate:	56,819.28	Proposed Annual Rate:	56,819.28	Proposed Comp Rate:	4,734.940
-----------------------	-------	---------------------	-----------	------------------------------	-----------	----------------------------	-----------

18. Type or select an earnings code.

- For staff employees:
 - Use SON when the cash award has been calculated as a percentage of the employee's current base compensation (e.g. 3% of current base compensation is \$978.13). Retirement will be withheld.
 - Use SNR when the cash award has been calculated as a flat amount (e.g. \$1000). Retirement will not be withheld.
 - An employee may receive two cash awards – one for each earnings code.
- For faculty employees:
 - Use SON when giving a cash award.

19. Confirm the Earn Begin Date

- For biweekly paid employees, the date will be the first day of biweekly pay period 6.
- For monthly paid employees, the date will be September 1st.

Earnings		Find View All	First	1 of 1	Last
*Earn Code:	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
Effective Date		Find View All	First	1 of 1	Last
Earn Begin Date:	<input type="text" value="09/01/2015"/>	<input type="button" value="Calendar"/>			

20. Confirm the Earn End Date

- For biweekly paid employees, the date will be the last day of biweekly pay period 6.
- For monthly paid employees, the date will be September 30th.

21. Type the Pay Period Earnings Amount

Chartfield					Find View All	First	1 of 1	Last
Earn End Date:	09/30/2015	Pay Period	<input type="text"/>	Total Earnings:				<input type="button" value="+"/> <input type="button" value="-"/>
Unit	Org	Fund	Account	Function	For New Chartfield Data			
UNIV	32011				Edit ChartFields			
Project	Program	User Def	BY	Opr ID:	Comment:			
			ALL		<input type="text"/>			

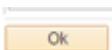
Cash awards are entered in AMCP with the intent that the employee will receive a one-time payment. If there is a need to distribute the cash award across multiple pay periods, please contact OHR Compensation prior to entering it.

22. Click on the Edit Chartfields link

23. Type or select the chartfield details

- The organization number is required.
- The fund is required.
- The account code for the earnings code SON must be 60121.
- The account code for the earnings code SNR must be 60111.
- The project, program and user defined are optional.

24. Click on the OK button



x

ChartField Detail

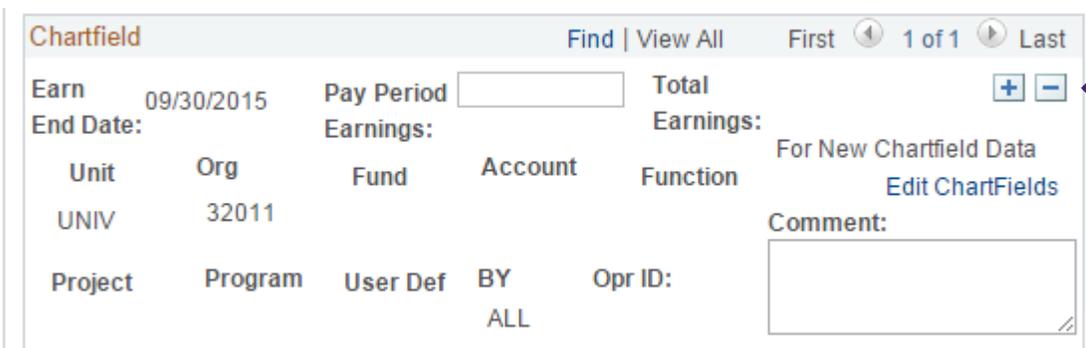
Combination Code

Search Options

Combination Codes

ChartField Detail						
Org	Fund Cd	Account	Func	Project	Program	UserDef
<input style="width: 50px;" type="text"/> <input type="button" value="🔍"/>	<input style="width: 50px;" type="text"/> <input type="button" value="🔍"/>	60121	<input style="width: 50px;" type="text"/> <input type="button" value="🔍"/>			

25. Type in the Comment to provide a justification/explanation for this cash award.
- The Comment is mandatory whenever the cash award amount requires an exception approval from OAA/OHR.
 - Comments will appear on several of the AMCP reports.
 - Cash awards greater than \$1000 must be submitted to OHR Compensation for review and approval, via the exceptions listing template.
26. There can be multiple rows of chartfield entered for the cash award. Click on the Add a Row button. Note that the Pay Period Earnings amount must be entered as it should be expensed to each chartfield.



Chartfield Find | View All First 1 of 1 Last

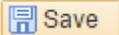
Earn 09/30/2015 Pay Period Total Earnings: + -

End Date: Earnings: Earnings:

Unit Org Fund Account Function For New Chartfield Data
UNIV 32011 Edit ChartFields

Project Program User Def BY Opr ID: Comment:

ALL

27. Click the Save  button at the bottom of the screen

To delete a cash award, change the Pay Period Earnings field to zero and save.

Data Entry: Reports

28. Run the **AMCP Roster Report (HRB810AH)** to validate data entry.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB810.html>.

29. Run the **AMCP Aggregates Report (HRB830AH)**. The purpose of this report is to provide an aggregate percent of increase and cash awards entered by organization, department and VP/College. This report will aid you in determining if your unit falls within the merit pool guidelines.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB830.html>.

30. Run the **AMCP Audit Report (HRB820)**. This report provides a variety of options to audit AMCP entries prior to submitting the AMCP information to the next level for their review. This report will aid you in identifying employees whose increase and/or cash award requires an exception request.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB820.html>.

31. Run the **AMCP Summary Report (HRB840AH)**. This report provides a summary of the aggregate percent of increase by the college or department within ranges of distribution.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB840.html>.

Data Entry: Exceptions

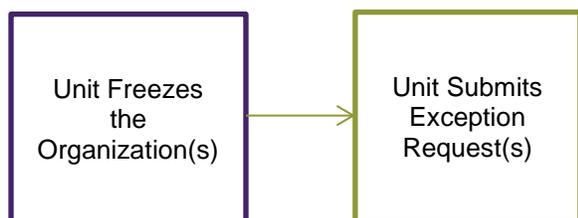
32. Your unit may have employees whose increase and/or cash award requires an exception request. The situations that require an exception request change from year to year so be sure that you read the guidelines letter thoroughly to understand the current requirements. The AMCP Increase Exception Request Listing template can be found at <https://hr.osu.edu/services/compensation/amcp/>.

For information on the guidelines letter, refer to the Overview topic in this course or access the letter online at <https://hr.osu.edu/services/compensation/amcp/>.

33. Repeat steps 1 through 31 until you are satisfied that all increases and cash awards have been entered, exceptions have been identified with appropriate documentation and the unit's merit pool aggregate falls within the target.

Submitting AMCP for College/Office Review

You have completed the data entry, ensured that unit's merit pool aggregate falls within the target and prepared the necessary documentation to support any exception requests. Now you are ready for your college/office to review the AMCP details.



1. Open the AMCP component in the Human Resources system

Main Menu > HRMS > Workforce Administration > Plan Salaries > AMCP > Freeze Salary Plan by Dept

Submitting AMCP for College/Office Review: Search

2. Enter the appropriate search parameters.

Freeze Salary Plan by Dept

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: ▼ begins with

[Search](#) [Advanced Search](#)

Click on the Advanced Search link for additional searching options.

Freeze Salary Plan by Dept

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

VP-College ID ▼

Department-Level Organization ▼

Department ▼

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

For tips on searching, refer to the Overview of the AMCP Component topic.

Submitting AMCP for College/Office Review: Department Freeze

3. Select the organization(s) that are ready to be submitted.
4. Click on the Freeze Dept. checkbox.

Freeze Salary Plan

Company OSU Version ID FY15/16

VP-College ID: ACADAFFRS Office of Academic Affairs D-Level Org D3200

Scroll Area Find | View All First 1 of 1 Last

Dept ID	Plan Admin	Freeze Dept	Submit to OHR	OHR Freeze	OHR Approved
32011	Plan Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VP College User Freeze All UnFreeze All

OHR User UnFreeze All Approve All Freeze All

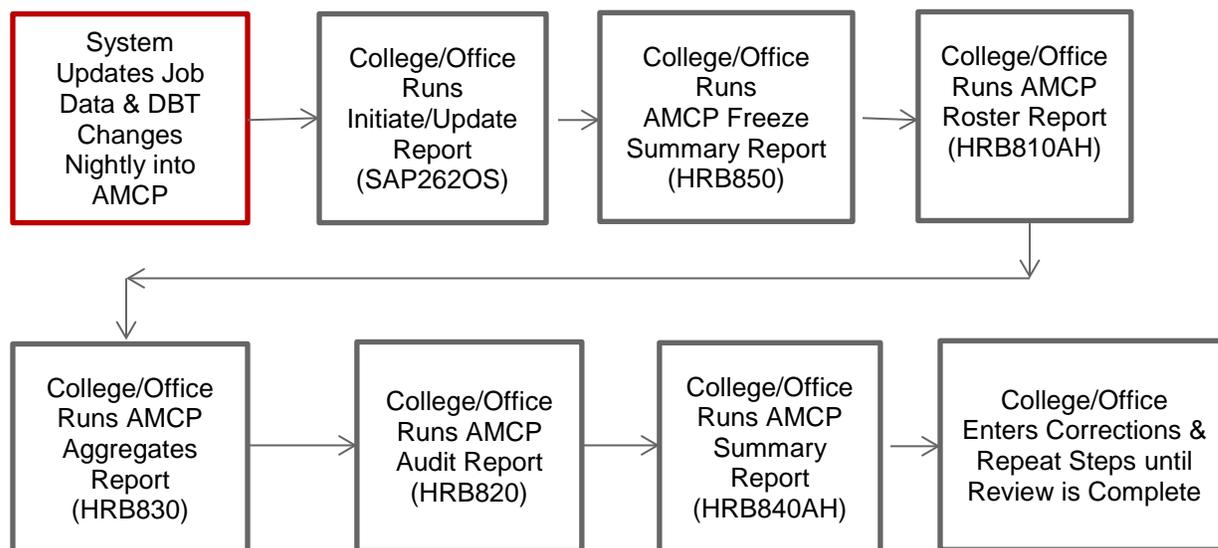
Save Return to Search Notify

5. Click the Save  button at the bottom of the screen.

AMCP users assigned to the HR_OHR_AMCP_DEPT security role will not be able to enter data for the organization after the Freeze Dept checkbox has been clicked. Users assigned to the HR_OHR_AMCP_COLL will, however, continue to be able to enter data.

College/Office Review

Typically a review occurs of the AMCP increases and cash awards by the college/office. The purpose of this review is to ensure that the overall merit pool aggregate target has been met, address any specific areas of concern and validate that monies are available to support the proposed increases.



1. To ensure that up-to-date information is available in AMCP, the Job Data and Department Budget Table changes made during the day will also be reflected overnight in the AMCP component.

The overnight process will **DELETE** an employee's increase or cash award that has already been entered into AMCP. This allows the unit to reconsider the appropriate increase in conjunction with the other appointment changes.

College/Office Review: Reports

2. The **Initiate/Update Report (SAP262OS)** provides a list of individuals who were updated by the overnight process and may have had an increase or cash award deleted. During the College/Office Review phase, this report should continue to be reviewed daily as it may be necessary to enter an increase for any employee listed.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/SAP262.html>.

3. Run the **AMCP Freeze Summary Report (HRB850)**. This report provides information on department, VP/College and Office of Human Resources AMCP freeze status and the freeze date for each organization selected. It also provides information on the Office of Human Resources approval status and approval date. This report will help the college/office to ensure that all units have completed their data entry and are ready for the college/office review to begin.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB850.html>.

4. Run the **AMCP Roster Report (HRB810AH)** to validate data entry.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB810.html>.

5. Run the **AMCP Aggregates Report (HRB830AH)**. The purpose of this report is to provide an aggregate percent of increase and cash awards entered by organization, department and VP/College. This report will aid you in determining if your unit falls within the merit pool guidelines.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB830.html>.

6. Run the **AMCP Audit Report (HRB820)**. This report provides a variety of options to audit AMCP entries prior to submitting the AMCP information to the next level for their review. This report will aid you in identifying employees whose increase and/or cash award requires an exception request.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB820.html>.

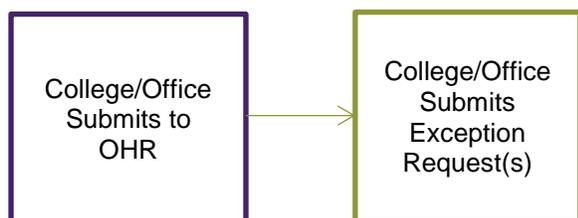
7. Run the **AMCP Summary Report (HRB840AH)**. This report provides a summary of the aggregate percent of increase by the college or department within ranges of distribution.

For more details, go to ASSIST at <https://it.osu.edu/assist/HumanResources/HRB840.html>.

8. Repeat steps 1 through 7 until you are satisfied that all increases and cash awards have been entered, exceptions have been identified with appropriate documentation and the college/office's merit pool aggregate falls within the target.

Submitting AMCP for OHR/OAA Review

The data entry has been completed, the college/office's merit pool aggregate falls within the target and any necessary documentation to support exception requests has been prepared. Now you are ready for the Office of Human Resources to review the AMCP details.



1. Open the AMCP component in the Human Resources system

Main Menu ▾ > HRMS ▾ > Workforce Administration ▾ > Plan Salaries ▾ > AMCP ▾ > Freeze Salary Plan by Dept

Submitting AMCP for OHR/OAA Review: Search

2. Enter the appropriate search parameters.

Freeze Salary Plan by Dept

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Search by: begins with

[Search](#) [Advanced Search](#)

Click on the Advanced Search link for additional searching options.

Freeze Salary Plan by Dept

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

VP-College ID

Department-Level Organization

Department

[Search](#)

[Clear](#)

[Basic Search](#)  [Save Search Criteria](#)

For tips on searching, refer to the Overview of the AMCP Component topic.

Submitting AMCP for OHR/OAA Review: Submit to OHR

3. Select the organization(s) that are ready to be submitted to OHR.
4. Click on the Submit to OHR checkbox next to each organization or click on the VP College User Freeze All button.

Freeze Salary Plan

Company OSU Version ID FY15/16

VP-College ID: ACADAFFRS Office of Academic Affairs D-Level Org D3200

Scroll Area Find | View All First 1 of 1 Last

Dept ID	Freeze Dept	Submit to OHR	OHR Freeze	OHR Approved
32011 Plan Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VP College User Freeze All UnFreeze All

OHR User UnFreeze All Approve All Freeze All

Save Return to Search Notify

The overnight process to update AMCP with Job Data and Department Budget Table changes will be **SUSPENDED** for organizations where the Submit to OHR checkbox is marked Yes.

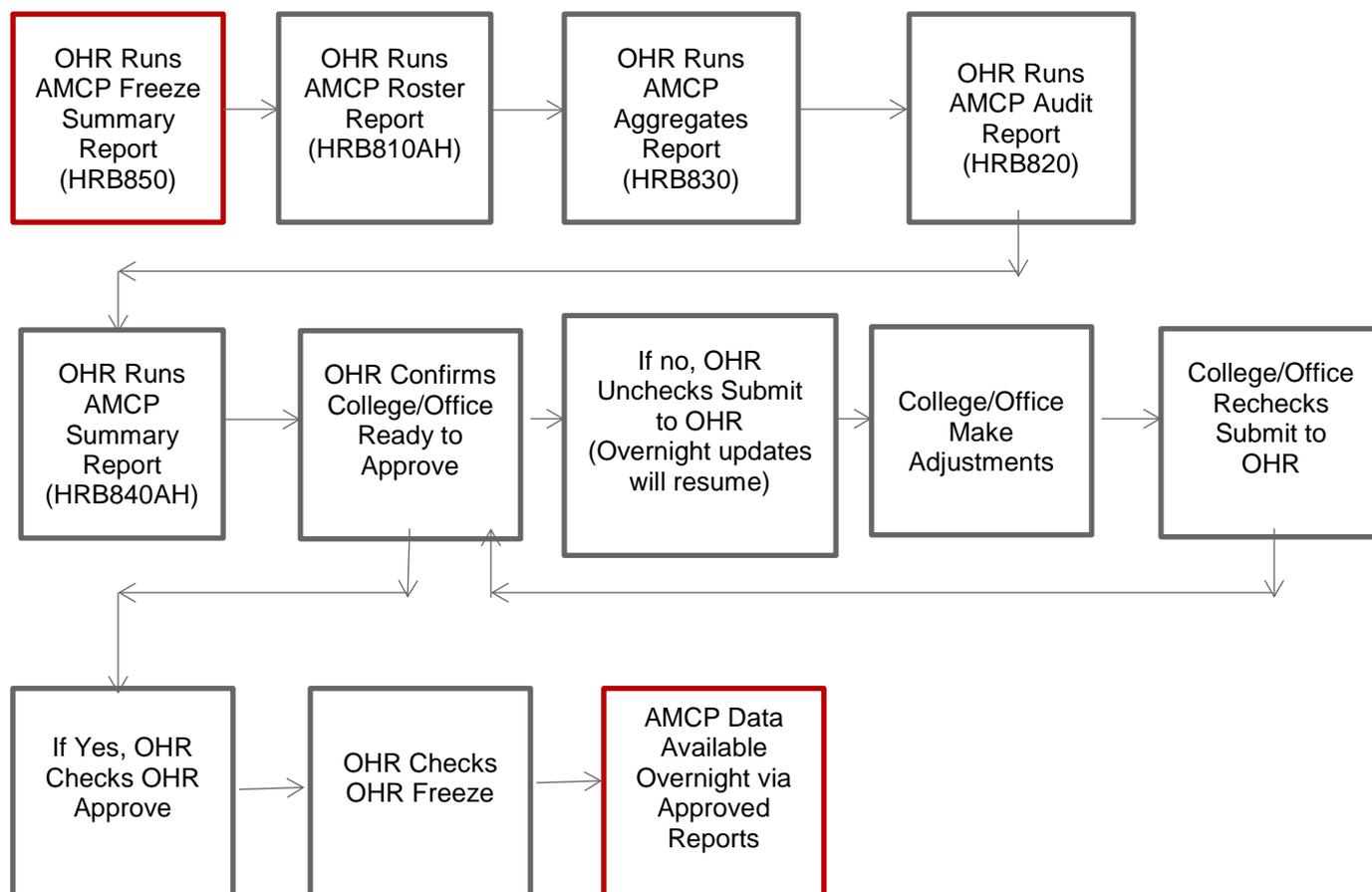
5. Click the Save  button at the bottom of the screen.

AMCP users assigned to either the HR_OHR_AMCP_DEPT or HR_OHR_AMCP_COLL security roles will not be able to enter data for the organization after the Submit to OHR checkbox has been clicked.

6. Submit the required documentation for any exception requests. The AMCP Increase Exception Request Listing template can be found at <https://hr.osu.edu/services/compensation/amcp/>.

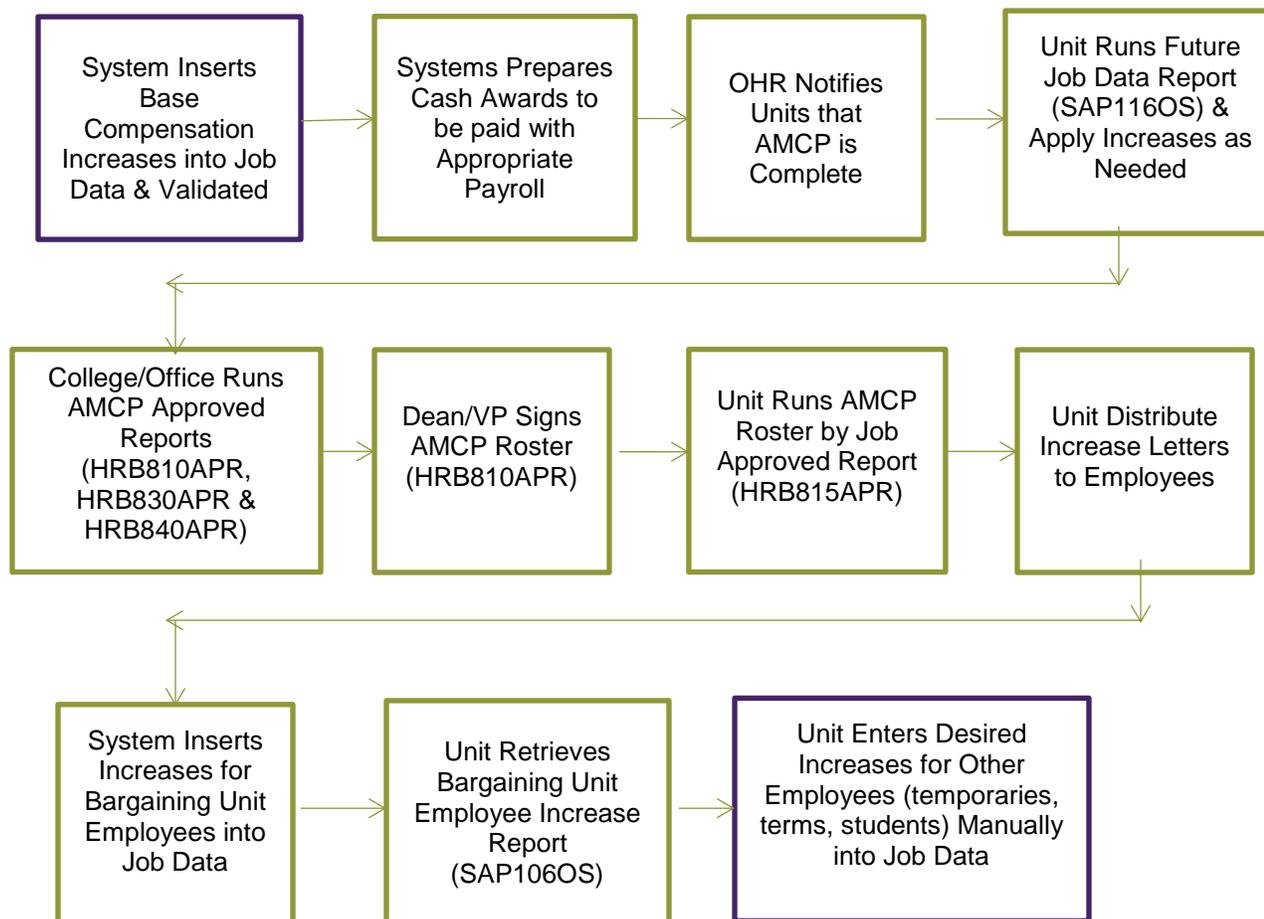
OHR/OAA Review

The Offices of Human Resources and Academic Affairs will complete the final review and approval. These offices will ensure that the overall university's merit pool aggregate falls within the target and will review all exception requests for compliance with the compensation philosophy. There may be situations when a college/office will be asked to make adjustments to the proposed increases before they can be approved.



Conclusion

At this AMCP phase, most of process has been completed; however, there are still several critical steps that must occur.



Conclusion: Reports

1. OHR will notify the units that AMCP has been completed and that the final actions can be begin.
2. Run the **Future Job Data Report (SAP116OS)**. This report identifies employees who have Job Data rows with an effective date beyond the AMCP effective date. This list will aid you to identify situations where the AMCP increase has not been automatically applied to the future Job Data row and may necessitate a manual adjustment.
3. After OHR/OAA approves the AMCP information, the final version of the data is made available in the approved version of several reports. It is advised that each college/office retain a copy of these reports for their records. Specifically,
 - **AMCP Roster Report (HRB810APR)**
 - **AMCP Aggregates Report (HRB830APR)**
 - **AMCP Summary Report (HRB840APR)**

For more details, go to ASSIST at https://it.osu.edu/assist/HumanResources/review_amcp_reports.html.

4. Run the **AMCP Roster by Job Approved Report (HRB815APR)**. This report provides the information for each employee's increase and/or cash award and is the ideal tool to prepare the notification letters for distribution.
5. Run the **Bargaining Unit Employee Increase Report (SAP106OS)**. This report provides a list of the individuals who received an increase as a result of a bargaining unit contract.

For more details, go to ASSIST at [https://dcm.osu.edu/content/groups/public/@.group.customer_readiness\\$/documents/job_aids/89_amcp_sap106os.pdf](https://dcm.osu.edu/content/groups/public/@.group.customer_readiness$/documents/job_aids/89_amcp_sap106os.pdf).

6. Increases to other employees who are excluded from AMCP will need to be submitted through the normal HR Action Request process.

Table of Contents > Next Steps > Where to Get Help

Next Steps

Where to Get Help

Questions regarding the AMCP process should be emailed to hrcompensation@osu.edu.

Additional resources that may also be helpful:

- [Human Resources ASSIST](#)