Annual Merit Compensation Process

July 2017
6/27/17
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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.

Preparation & Planning → Data Entry & Exceptions → Reviews & Approval → Conclusion

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
```
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 >= 50% FTE
- 60046 – Associate/Scientist
- 60103 – Unclassified Release Time

Regular Classified Staff
- 60055 – Classified Regular >= 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:

\[
\text{Aggregate Percentage} = \left( \frac{\text{Annual Merit Change Amount}}{\text{Sum Current Compensation for Eligible Employees}} \right) \times 100
\]

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, multiple the sum of the current compensation by the merit aggregate percentage ($168,180 \times 2\% = $3363.60). Knowing the necessary merit dollars to be distributed, the following increases have been proposed.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Increase Type</th>
<th>Current Compensation</th>
<th>Eligibility Status</th>
<th>Change %</th>
<th>Annual Chg Amount</th>
<th>Proposed Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brutus Buckeye</td>
<td>Merit</td>
<td>$30,000</td>
<td>EL</td>
<td>2.1</td>
<td>$642.83</td>
<td>$30,642.83</td>
</tr>
<tr>
<td>Sparky Green</td>
<td>Merit</td>
<td>$32,549</td>
<td>EL</td>
<td>1.0</td>
<td>$325.49</td>
<td>$32,874.49</td>
</tr>
<tr>
<td>Agnes Hawkeye</td>
<td>Merit</td>
<td>$43,125</td>
<td>EL</td>
<td>1.9</td>
<td>$819.38</td>
<td>$43,944.38</td>
</tr>
<tr>
<td>Tracey Pitt</td>
<td>Merit</td>
<td>$36,198</td>
<td>EL</td>
<td>2.9</td>
<td>$1049.74</td>
<td>$37,247.74</td>
</tr>
<tr>
<td>Warren Wonder</td>
<td>Merit</td>
<td>$38,091</td>
<td>IE</td>
<td>0</td>
<td>0</td>
<td>$38,091</td>
</tr>
<tr>
<td>Chi Xu</td>
<td>Merit</td>
<td>$26,308</td>
<td>EL</td>
<td>2.0</td>
<td>$526.16</td>
<td>$26,834.16</td>
</tr>
<tr>
<td>Chi Xu</td>
<td>Equity</td>
<td>$26,308</td>
<td>EL</td>
<td>4.2</td>
<td>$1105</td>
<td>$28,465.32</td>
</tr>
</tbody>
</table>
The totals by increase type and eligibility status are below.

<table>
<thead>
<tr>
<th>Increase Type</th>
<th>Eligibility Status</th>
<th>Total of Current Compensation</th>
<th>Change %</th>
<th>Annual Chg Amount</th>
<th>Total Proposed Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit</td>
<td>EL</td>
<td>$168,180</td>
<td>2.0</td>
<td>$3,363.60</td>
<td>$171,543.60</td>
</tr>
<tr>
<td>Merit</td>
<td>IE</td>
<td>$38,091</td>
<td>0</td>
<td>0</td>
<td>$38,091</td>
</tr>
<tr>
<td>Equity</td>
<td>EL</td>
<td>$26,308</td>
<td>4.2</td>
<td>$1105</td>
<td>$28,456.32</td>
</tr>
</tbody>
</table>

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

\[
\text{(Annual Merit Change Amount/Sum Current Compensation for Eligible Employees)} \times 100
\]

- \( \frac{3,363.60}{168,180} = 0.02 \times 100 = 2\% \). 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

Betty Buckeye
Employee

Empl ID 415040035
Empl Record 0

*Effective Date 01/01/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Job Opening ID 00101592
HRA#

Position Entry Date 01/01/2015

Regulatory Region USA
Company OSU
Business Unit OSUBU
Department 47306
Department Entry Date 01/01/2015
Location 863
Establishment ID OSU

Compensation Analyst

Override Position Data

Gateway Building C

The Ohio State University
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.

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

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.
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:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADAFFRS</td>
<td>Office of Academic Affairs</td>
</tr>
<tr>
<td>AGCOL</td>
<td>College of Food, Agriculture &amp; Environmental Sciences</td>
</tr>
<tr>
<td>ALUMNI</td>
<td>Office of Alumni Association</td>
</tr>
<tr>
<td>ARTS SCIEN</td>
<td>College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td>Athletics</td>
</tr>
<tr>
<td>BOARD</td>
<td>Office of the Board of Trustees</td>
</tr>
<tr>
<td>BUSCOL</td>
<td>Fisher College of Business</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>Office of Business &amp; Finance</td>
</tr>
<tr>
<td>DENTCOL</td>
<td>College of Dentistry</td>
</tr>
<tr>
<td>EDUHUMECOL</td>
<td>College of Education &amp; Human Ecology</td>
</tr>
<tr>
<td>ENGCOL</td>
<td>College of Engineering</td>
</tr>
<tr>
<td>GOVERNMENT</td>
<td>Office of Government Affairs</td>
</tr>
<tr>
<td>GRADUATE</td>
<td>Graduate School</td>
</tr>
<tr>
<td>HEALTHSCI</td>
<td>Office of Health Sciences</td>
</tr>
<tr>
<td>HLTHSC_FGP</td>
<td>Faculty Group Practice</td>
</tr>
<tr>
<td>HR</td>
<td>Office of Human Resources</td>
</tr>
<tr>
<td>JOHN_GLENN</td>
<td>John Glenn College of Public Affairs</td>
</tr>
<tr>
<td>LAWCOL</td>
<td>College of Law</td>
</tr>
<tr>
<td>LEGAL</td>
<td>Office of Legal Affairs</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>University Libraries</td>
</tr>
<tr>
<td>LIMACAMP</td>
<td>Lima Campus</td>
</tr>
<tr>
<td>MANSCAMP</td>
<td>Mansfield Campus</td>
</tr>
<tr>
<td>MARICAMP</td>
<td>Marion Campus</td>
</tr>
<tr>
<td>MEDCOL</td>
<td>College of Medicine</td>
</tr>
<tr>
<td>MEDICALCTR</td>
<td>Wexner Medical Center</td>
</tr>
<tr>
<td>NEWCAMP</td>
<td>Newark Campus</td>
</tr>
<tr>
<td>NURSCOL</td>
<td>College of Nursing</td>
</tr>
<tr>
<td>OARDC</td>
<td>Ohio Agricultural Research &amp; Development Center</td>
</tr>
<tr>
<td>OPTCOL</td>
<td>College of Optometry</td>
</tr>
<tr>
<td>OSUE</td>
<td>OSU Extension</td>
</tr>
<tr>
<td>PHARCOL</td>
<td>College of Pharmacy</td>
</tr>
<tr>
<td>PRESIDENT</td>
<td>Office of the President</td>
</tr>
<tr>
<td>PUBHEALTH</td>
<td>Office of Public Health</td>
</tr>
<tr>
<td>RESEARCH</td>
<td>Office of Research</td>
</tr>
<tr>
<td>SENIORVP</td>
<td>Senior Vice President Admin &amp; Planning</td>
</tr>
<tr>
<td>SOCWRKCOL</td>
<td>College of Social Work</td>
</tr>
<tr>
<td>SR VP E OF</td>
<td>Senior VP-Executive Officer</td>
</tr>
<tr>
<td>STUDENT</td>
<td>Office of Student Life</td>
</tr>
<tr>
<td>UNIV ADVNC</td>
<td>University Advancement</td>
</tr>
<tr>
<td>VETCOL</td>
<td>College of Veterinary Medicine</td>
</tr>
</tbody>
</table>
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.
Salary Plan Page: Incremental Change section

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

<table>
<thead>
<tr>
<th>IncrType</th>
<th>Change %</th>
<th>Annual Change Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>0.000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Annual Change Amount: 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 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.

<table>
<thead>
<tr>
<th>Eff Date:</th>
<th>Current</th>
<th>Proposed</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2015</td>
<td>14.700</td>
<td>14.700</td>
<td>0</td>
</tr>
<tr>
<td>Annual Rate:</td>
<td>30,576.00</td>
<td>30,576.00</td>
<td>0</td>
</tr>
</tbody>
</table>

Eligibility: EL  Eligible
Comments:
Vice Pres/Col Deans: 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.

<table>
<thead>
<tr>
<th>Proposed Job Compensation</th>
<th>Current Job Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Rate: 4,734.840</td>
<td>Comp Rate: 4,734.840</td>
</tr>
<tr>
<td>Annual Rate: 56,819.28</td>
<td>Annual Rate: 56,819.28</td>
</tr>
</tbody>
</table>
Chartfield Page: Proposed JED and Current JED sections

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

Tips:
- Click on the View Chartfields link to see the full details.
- When there are multiple funding rows, click on the 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.

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.
Cash Award Page: Chartfield section

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.
Summary Page

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

Summary Page: Salary & Cash Award Summary section

<table>
<thead>
<tr>
<th>Proposed Effective Date: 09/01/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Salary</td>
</tr>
<tr>
<td>Current Salary: $4,734.940</td>
</tr>
<tr>
<td>Mon/Hrly Rate: $56,819.28</td>
</tr>
<tr>
<td>Proposed Salary Increase</td>
</tr>
<tr>
<td>Proposed Rate Change - Percent:</td>
</tr>
<tr>
<td>Proposed Rate Change - Amount:</td>
</tr>
<tr>
<td>Proposed Comp Rate / Annual Rate:</td>
</tr>
<tr>
<td>Proposed Cash Award: $4,734.940</td>
</tr>
<tr>
<td>Proposed Cash Award - Amount:</td>
</tr>
<tr>
<td>2000.00</td>
</tr>
</tbody>
</table>

Summary Page: Proposed Cash Award Earn Code section

<table>
<thead>
<tr>
<th>Proposed Cash Award JED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn Code: SON</td>
</tr>
<tr>
<td>Earn Begin Date: 09/01/2015</td>
</tr>
<tr>
<td>Earn End Date: 09/30/2015</td>
</tr>
<tr>
<td>Total Earnings: 2000.00</td>
</tr>
<tr>
<td>Unit: UNIV</td>
</tr>
<tr>
<td>Org:</td>
</tr>
<tr>
<td>Fund:</td>
</tr>
<tr>
<td>Account: 60121</td>
</tr>
<tr>
<td>Function:</td>
</tr>
<tr>
<td>Project:</td>
</tr>
<tr>
<td>Program/User Def: BY: ALL</td>
</tr>
</tbody>
</table>
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.

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 (SAP155OS)** 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](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.

1. **System Updates Job**
   - Data & DBT Data in AMCP Nightly

2. **Unit Runs**
   - Initiate/Update Report (SAP262OS)

3. **Unit Enters**
   - Increases & Cash Awards

4. **Unit Runs**
   - AMCP Roster Report (HRB810AH)

5. **Unit Runs**
   - AMCP Aggregates Report (HRB830)

6. **Unit Runs**
   - AMCP Audit Report (HRB820)

7. **Unit Runs**
   - AMCP Summary Report (HRB840AH)

8. **Unit Prepares**
   - Exception Materials, as needed

9. **Unit Repeats**
   - Steps until All Data Entry Completed

10. **HR.OSU.EDU**
    - 1590 N. High Street, Suite 300 | Columbus, OH 43201 | 614 292 1050
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](https://it.osu.edu/assist/HumanResources/SAP262.html).
Data Entry: Search

3. Open the AMCP component in the Human Resources system.

4. 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

<table>
<thead>
<tr>
<th>Search by</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VP-College ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Department-Level Org</td>
<td>begins with</td>
</tr>
<tr>
<td>Department</td>
<td>begins with</td>
</tr>
<tr>
<td>Classified/Unclassified</td>
<td></td>
</tr>
<tr>
<td>Empl ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>begins with</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Version ID:</th>
<th>FY15/16</th>
<th>Stnd Hrs/Wk:</th>
<th>30.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>32101</td>
<td>Research and Education</td>
<td></td>
</tr>
<tr>
<td>Job Code:</td>
<td>5595</td>
<td>Library Associate 2</td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>00012167</td>
<td>Library Associate 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Su: N</td>
<td>Au: N</td>
<td>Sp: N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Indicator:</td>
<td>Classified</td>
<td>Sal. Plan:</td>
<td>CCS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sal. Grade:</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appt Length:</td>
<td>52/52 Week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Freq:</td>
<td>H</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Increase Type</th>
<th>Purpose</th>
<th>Included in Merit Aggregate Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Merit (A)</td>
<td>Designates an increase in an employee’s hourly wages or yearly salary based on individual job performance.</td>
<td>Yes</td>
</tr>
<tr>
<td>Contract (C)</td>
<td>Identifies the bargaining unit employees whose salary adjustments are negotiated through a contract.</td>
<td>No</td>
</tr>
<tr>
<td>Distinguished Award (D)</td>
<td>Identifies the increase to employees who have been formally recognized for distinguished service or teaching.</td>
<td>No</td>
</tr>
<tr>
<td>Other Approved Exception (E)</td>
<td>Identifies a base salary increase based on evidence that an employee’s current pay is too low given the external market for the position.</td>
<td>No</td>
</tr>
<tr>
<td>Faculty Promotion (P)</td>
<td>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.</td>
<td>No</td>
</tr>
<tr>
<td>Increase Type</td>
<td>Purpose</td>
<td>Included in Merit Aggregate Calculation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Counter Offer (W)</td>
<td>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.</td>
<td>No</td>
</tr>
<tr>
<td>Employment Agreement (X)</td>
<td>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.</td>
<td>No</td>
</tr>
<tr>
<td>Major Equity (Z)</td>
<td>Identifies the increase to remedy salary issues such as internal salary inequality, salary compression, and/or retention considerations.</td>
<td>No</td>
</tr>
</tbody>
</table>

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 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.

<table>
<thead>
<tr>
<th>Increase Type</th>
<th>Current Compensation</th>
<th>Change %</th>
<th>Annual Change Amt</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$30,000</td>
<td>2%</td>
<td>$600</td>
<td>$600/$30,000</td>
</tr>
<tr>
<td>Z</td>
<td>$30,000</td>
<td>5%</td>
<td>$1500</td>
<td>$1500/$30,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>7%</strong></td>
<td><strong>$32,100</strong></td>
<td><strong>$2100/$30,000</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Eff Date</th>
<th>Current</th>
<th>Proposed</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2015</td>
<td>14,700</td>
<td>14,700</td>
<td>0</td>
</tr>
<tr>
<td>30,576.00</td>
<td></td>
<td>30,576.00</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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.
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

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
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.

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

HR.OSU.EDU
1590 N. High Street, Suite 300  |  Columbus, OH 43201  |  614 292 1050
Submitting AMCP for College/Office Review: Search

2. Enter the appropriate search parameters.

Click on the Advanced Search link for additional searching options.

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.

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.
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](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](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](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](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](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](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
2. Enter the appropriate search parameters.

Click on the Advanced Search link for additional searching options.

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

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.

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.

1. System Inserts Base Compensation Increases into Job Data & Validated
2. Systems Prepares Cash Awards to be paid with Appropriate Payroll
3. OHR Notifies Units that AMCP is Complete
4. Unit Runs Future Job Data Report (SAP116OS) & Apply Increases as Needed
5. College/Office Runs AMCP Approved Reports (HRB810APR, HRB830APR & HRB840APR)
6. Dean/VP Signs AMCP Roster (HRB810APR)
7. Unit Runs AMCP Roster by Job Approved Report (HRB815APR)
8. Unit Distribute Increase Letters to Employees
9. System Inserts Increases for Bargaining Unit Employees into Job Data
10. Unit Retrieves Bargaining Unit Employee Increase Report (SAP106OS)
11. Unit Enters Desired Increases for Other Employees (temps, terms, students) Manually into Job Data
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.

6. Increases to other employees who are excluded from AMCP will need to be submitted through the normal HR Action Request process.
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](hr.osu.edu)