

PPS INSTRUCTIONS FOR A MERIT INCREASE

The department will receive a copy of the final action letter noting whether or not a merit has been approved, the new salary, step, and effective date. This letter, sent to both the department Chair and MSO, serves as pre-approval for the online PPS entry. More information regarding academic merit increases can be found in [PPM 230-28](#) and [APM 615](#).

Some titles (i.e. Assistant Professors) receive reappointments in conjunction with the merit. In this situation you will need to process a reappointment along with the merit in one PPS action. For additional step-by-step PPS implementation instructions, please refer to the Merit and Reappointment instructions in the PPS User’s Guide.

In PPS you will need to make changes to the EAPC screen only. See below for helpful hints and a sample EAPC screen showing a merit for a Professor, Step III, going to Professor, Step IV.

HELPFUL HINTS

Don’t forget to add a staffing line for Associate and full Professors to hold their FTE for the current year once you’ve put a non-indefinite end date on the current pay line. This is not necessary for Assistant Professors. Refer to the staffing section of the [Academic Personnel/PPS Manual](#) for more information regarding staffing lines.

You do not need to update the Ann/Hr Rate field on the appointment line unless you are processing this action retroactively (after the 7/1 effective date). The annual rate is always derived by PPS by multiplying the current monthly rate times the value in the paid over field. The annual rate will be automatically updated when the new rate becomes effective.

Don’t forget to use action code 04 on the new distribution to indicate a merit. If the merit is processed in conjunction with a reappointment (i.e. for Assistant Professors), also use action code 17 on the appointment action code line to indicate the reappointment.

PPEAPC0-E0943		EDB Entry/Update		06/01/01 08:37:02											
06/01/01 09:56:55		Appts./Distributions-Condense		Userid: VCAIHG											
ID: 000009237		Name: ACADEMIC, JOHN B.		SSN: 888-50-6543 Pri Pay: MO											
PAF Gen No: 3		Pg 01 of 01													
Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt	Begin	Appt	End	Dur	Dept			
10		A	5	09	12		070195		999999	T		000619			
Title							Grade	%Full	F/V	Ann/Hr	Rate	Rt	Sch	Time	Lv
1100 PROFESSOR - ACADEMIC YEAR							1.00	F		78,200.00		A	MO	N	N
Dist No															
Actions	Index	Fund	Sub	FTE	Dis	%	PayBeg	PayEnd	St/OA	Rate/Amount	DOS	PRQ	D	W	
11															
	ASX0002	19900A	0	1.00	1.0000		100199	063001	3	6516.67		REG			
12															
	ASX0002	19900A	0	1.00	0.0000		070100	063001	3	6516.67		RGS			
13															
	04	ASX0002	19900A	0	1.00	1.0000	070101	999999	4	7075.00		REG			