The worksheet contains many columns divided into sections. Some columns are informational and some are used to enter merit increase data. This section outlines the columns requiring additional explanation. This Quick Reference is linked in the Merit Planning Review for Compensation Managers and/or Executive Reviewers.

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| Worksheet Column Highlights | | |
| The worksheet contains many columns divided into sections. Some columns are informational and some are used to enter merit increase data. This section outlines the columns requiring additional explanation. | | |
|  | | |
| **Section** | **Column Name** | **Notes (if applicable)** |
| **Employee Information** | Employee Name | To view additional information related to the employee, click the Business Card icon next to their name, or see the [*Additional Information*](#_Additional_Information) columns on the far right end of the worksheet. |
| **Current Salary Information** | Salary Pay Rate | Displays the pay rate per pay period (may be biweekly or monthly) |
| 100% FTE Annual Salary | When reviewing Current Salary Information, it is important to consider individuals with FTEs less than 1.0 and individuals with Academic Year appointments. |
| FTE |
| Annual Salary |
| **Planning Amounts** | Performance Rating | Click the rating to view the individual’s performance documentation. The performance rating is imported from the Performance module. |
|  | Merit Increase ($ and %) | Use these fields to input a merit increase amount for each individual. Enter in the $ or % column, the other column will auto-populate.  This field draws from the budget.  **Comment Required in Comment field If:**   * **NO merit increase**    + Examples: “Hire Date Restriction”, “Performance”, “Resigned”, “Retiring” * **Merit increase of greater than 8%**   + Examples: “Performance” or “Equity” |
|  | Equity Increase ($ and %) | This field is rarely used. If you believe you have reason to use this field, please consult with [your area’s Compensation Specialist.](https://www.purdue.edu/hr/aboutus/hrteams.php) This field draws from the budget. |
|  | Comments | Comments are visible to all reviewers. Take care to avoid sensitive or personal comments, and comments that violate HR policy.  Comment fields are limited to 500 characters. **Comment Required in Comment field If:**   * **NO merit increase**    + Examples: “Hire Date Restriction”, “Performance”, “Resigned”, “Retiring” * **Merit increase of greater than 8%**   + Examples: “Performance” or “Equity” |
| **Section** | **Column Name** | **Notes (if applicable)** |
|  | Extra Merit ($ and %) | Extra merit is typically entered by the Executive Reviewer.  If applicable, use these fields to input extra merit. Enter in the $ or % column, the other column will auto-populate.  This field draws from the budget. |
| **Lump Sum** | Lump Sum | This field draws from the budget. |
| **Promotion** | Faculty/Staff Promotion ($ and %) | Reflects any promotions entered. Since promotions are pre-loaded, this field is not editable.  This field does not draw from the budget. |
| **Current Admin Adjustment** | Administrative Adjustment Date | The date that the current Admin Adjustment began. |
| **Planning Admin Adjustment** | Annual Admin Adjustment Amount ($ and %) | Use these columns to add or change administrative adjustments. The fields will be gray for individuals not eligible for Admin Adjustments.  Enter in the $ or % column, the other column will auto-populate.   * Entries in these columns will overwrite the *Current Admin Adjustment* columns. * To carry forward an admin adjustment, the current amount must be entered. * To update an admin adjustment, enter the new amount. * Admin Adjustments cannot be removed as a part of this process. (Entering zero will stop the pay but will not cancel the wage type in Success Factors. Follow admin adjustment process to remove wage type)   This field does not draw from the budget. |
| **Comments** | Comments | Comments are be visible to all reviewers. Take care to avoid sensitive or personal comments, and comments that violate HR policy.   * If adjusting or not carrying an Admin Adjustment forward, a comment is required. * If total increase is 0% or more than 8%, a comment is required. * Comment fields are limited to 500 characters. |
| **New Salary Information** | Total Annual Increase | Reflects all increase (Merit, Equity, Extra Merit) |
| Final 100% FTE Annual Salary | Reflects annual base salary after all entries at 100% FTE. |
| **Pay Range Information** | Salary Range | Salary Ranges are determined based on market value for the position. Sources of market data vary by position.   * Salary Range data for Executives, Faculty, and Researchers is very broad and should not be used for planning purposes. * Salary Range data for individuals with less than a full time fiscal year appointment may appear skewed. |
|  | Current Compa-ratio | The comparison of the individual’s full time equivalent salary to the market rate for the position. (Examples: 100% Compa-ratio indicates that the individual’s salary is at the market rate. 75% indicates that the salary is 25% below market rate. 125% indicates that the salary is 25% above market rate.)   * Compa-ratio data for Executives, Faculty, and Researchers is not meaningful because of the broad Salary Ranges associated with them and therefore should not be used for planning purposes. * Compa-ratio data for individuals with an academic year appointment may appear skewed. * Color Key   + Green = less than 85%   + Yellow = 85-115%   + Light Red = greater than 115% |
|  | New Compa-ratio | Reflects Compa-ratio after data from worksheet is applied.   * Color Key * Green = less than 85% * Yellow = 85-115% * Light Red = greater than 115% |
|  | Current Range Penetration | The position of the employee’s pay within the pay band. (Examples: A range penetration of 50% means the individual’s salary is at the median or market rate. A range penetration over 100% means that the individual’s salary is above the maximum of the pay band.)   * Color Key   + Green: 45-55   + Light Green: 40-45 or 55-60   + Yellow: 30-40 or 60-70   + Orange: 20-30 or 70-80   + Red: Less than 20 or more than 80 |
|  | New Range Penetration | Reflects Range Penetration after data from worksheet is applied.   * Color Key   + Green: 45-55   + Light Green: 40-45 or 55-60   + Yellow: 30-40 or 60-70   + Orange: 20-30 or 70-80   + Red: Less than 20 or more than 80 |
| **Additional Information** | Publish Date | Effective date of the merit increase. |
|  | Emp User ID | Personnel Number (PERNR) |
|  | Job Title | Internal Job Title Classification |
|  | Service Date | Original Purdue Hire Date. This is not the hire date for the individual’s current position. The Service Date may be adjusted if an individual has left and returned. |
|  | Faculty Rank | Reflects faculty rank as displayed in Success Factors profile. |