Using the Staff Compensation Program (SCP) Online System

Instructions for General Users:

Prerequisite
All users must have a NetID and Password to log into the system. If you need a NetID, please email or call Sonia Robell at sonia.robell@rutgers.edu or (848) 932-3880.

Sign-in
In order to access the Staff Compensation Program Online System, please visit https://hrapps.rutgers.edu/merit. For security purposes, you must be on-campus in order to access the SCP Online System.

You will be prompted to enter your NetID and password to authenticate into the system:

![Central Authentication Service (CAS)](image)

Type your NetID and Password into the fields, then click on the “Login” button.

NOTE: As a result of the OIT single-sign-on initiative, if you are already logged into a NetID-authenticated service, you may be able to skip this step and log directly into the SCP system.

SCP System Access
In order to ensure that only authorized users are permitted to use the SCP merit increase system, UHR will provide access to select SCP users designated by the Chancellor / Vice President areas to assist in the data entry of merit salary increases. If you have a specific question regarding access to the SCP system, please contact Sonia Robell at (848) 932-3880, or by email at sonia.robell@rutgers.edu.
Main Menu Screen

The Main Menu Screen displays a table with a list of employees and associated salary data, as well as links, buttons, and drop-down menus that are used to navigate through the system, review data and enter required information.

![Main Menu Screen](image)

Employee Search

In order to search out a specific employee in your group, click in the “Last Name Search” field and type the employee’s name. Click “Go” to search for the employee. **PLEASE NOTE** – You will only have access to employees within your area. If you search for an employee outside of your unit, department or school, it will not return any results.

![Employee Search](image)

In order to reset the employee look-up screen, clear the name from the “Last Name Search” field and click “Go” to view **ALL** employees within a designated major area, unit or department.
**Unit and Department Fields**

When you enter the system, employees in all of the units and departments you are authorized to view will display in the Employee Table. You can narrow the information to view only particular units and/or departments. To do this, click in the “—All Units —” and/or “—All Departments—” fields to activate drop-down lists, then select a unit or department from the list. What appears in your drop-down list depends on what areas you are assigned to support, and to which you were given access.

**Excel Reports**

Click on the “Excel Report” link in the Main Menu Bar to download an Excel document of your major reporting area.

In order to refine your Excel Report, use the drop-down menus for “—All Units —” or “—All Departments—”. After you have narrowed down your employee population, click on “Excel Report” to generate a new report with the revised employee population.

**Sign Out**

Click on the “Sign Out” link in the Main Menu Bar to log out of the system. Please remember to sign out when you are done working in order to free up Internet resources for other users.
**Employee Table**

The Employee Table shows employees in the selected department in alphabetical order. A maximum of five employees will display on a page by default; however, you may expand the view to up to 20 rows per page by choosing that option under the drop-down menu below the Major Unit assignment.

The system automatically displays employees in alphabetical order. If more than one page is available, then the area below the table will indicate what page you are on, as well as provide links to skip ahead to different pages of the employee listings.

Users cannot add or delete employees. If you do not see the right employee(s) in the table, please contact UHR for assistance.

The following actions are possible in the Employee Table area:

- **Sort** — To sort by any of the column headers listed in the system, click on the column name. To return to alphabetical order, click on “Name” to reorder the rows.

- **Edit** — Click the ✍️ button next to an employee’s name to enter “Edit Mode” and input data for an employee.
**Edit Mode**

Once you’re in “Edit Mode,” you will have the opportunity to record an appraisal designation, as well as a salary percentage or award amount for employees who have met certain performance standards for their position.

![Rutgers Staff Compensation Program (SCP) FY2021](image)

**Appraisal Designation**

From the drop-down menu, choose “Meets Standards” or “Does Not Meet,” as applicable, for the employee whose record you are inputting. The Appraisal Designation selected is to be based on the performance evaluation rating the employee received resulting from the completed performance appraisal provided to the employees for this Program’s appraisal cycle.

![Appraisal Designation Results](image)

If you attempt to enter a salary percentage or salary amount without the designation, you will receive an error message when you click on ✅ to save the row.
Salary Percentage or Salary Amount

After you select the appropriate Appraisal Designation, enter either the Salary Percentage or Salary Amount in the fields provided. You should only enter one, or the other.

Please Note: If you select “Does Not Meet” under the Appraisal field, and attempt to enter in a salary percentage or salary amount, when you save the row, the award information entered will be removed. Employees who do not meet performance standards are not eligible for a merit-based salary increase during the current performance cycle.

In order to assist you in determining an appropriate merit increase, information regarding the employee’s allowable salary increase is presented above the employee table.

- Once you have entered the information for the employee, click the ✓ button to save changes. An error message will appear above the Employee Table if the data entered is below the minimum increase percent or above the maximum increase percent allowed for the current program. If this occurs, re-enter the appropriate information.

- If you enter a salary percentage or salary increase amount which would put the employee over their salary scale maximum, the system will automatically adjust, including the amount in excess of the salary maximum as a one-time, lump-sum payment.

- If you do not want to save changes to the record, click on ✗ next to the employee’s name to exit “Edit Mode” without saving your changes.

- After you save ✓ the information on the row, all other fields in the Employee Table will be automatically calculated based on the information that you have inputted for the employee.
**System Example**

In order to demonstrate the employee input in “**Edit Mode**,” please consider this example:

George H. Cook earns $50,000 a year, and the maximum salary on his salary scale is $51,000. George has met the performance standards for his position, and is awarded a merit salary increase of 3% -- the maximum increase that can be provided in this current merit increase cycle. George’s salary increase of $1,500 will put him above the Scale Maximum for his position. When you enter 3 percent in the Salary Percentage column and save the record, George’s row will appear as below:

![Salary Increase Example](image)

**Exit the System**

Once you have completed entering information for employees in your area, please remember to click on the “**Sign Out**” link in the Main Menu Bar to exit the system. A message from the CAS system regarding “Single sign-on” will appear. Follow the instructions to complete the sign-off process.
Additional Information and Other Tables

In addition to the Employee Table, the SCP application provides additional information which may be useful to help you administer the merit increase program.

**Total Employees / Employees Processed**

This information, displayed below the Employee Table, indicates how many employees are in the Major Unit / Unit or Department that you are currently viewing. The total can change based on how you set your display parameters. You can also see how many employees already have information entered into their row.

### Totals Table

This table maintains and displays running totals of salary awards, of one-time, lump sum awards, and the overall merit awards total for the unit you are viewing.
**Employee Detail Information**

Only available when you’re in “**Edit Mode**,” this table provides detailed information regarding an individual employee’s title, department, employment status, original hire date, FTE, pay group (12 month or 10 month), salary administration plan (applicable salary scale), and their scale/grade minimum.

<table>
<thead>
<tr>
<th>Details</th>
<th>Title/Department</th>
<th>Employment Status</th>
<th>Original Hire Date</th>
<th>FTE</th>
<th>PayGroup</th>
<th>Sal Admin Plan</th>
<th>Scale Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVOLUTIONARY University Human Resources</td>
<td>A</td>
<td>10/7/1745</td>
<td>1</td>
<td>12-month</td>
<td>W375</td>
<td>40.025</td>
<td></td>
</tr>
</tbody>
</table>

**Total Employees:** 81

**Employees Processed:** 3

**Total**