Using the Pay-for-Performance Program (MPSC) 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 Carolyn Knight-Cole at ckcole@hr.rutgers.edu or 848/932-3890.

Sign-in
1. Go to the “Online Services” page of the UHR website: http://uhr.rutgers.edu/online-services
2. Click on the “Pay-for-Performance Program Online System” link in the “Hiring and Compensation Services” section of the page. This will open the login screen.
3. Type your NetID and Password into the fields, then click on the “Submit” button.

Successful Login Screen
After you log in, the system displays a welcome message that includes your name and NetID. Click on the “Main Menu” link.

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 Bar
The main elements used to access key features of the system (e.g., Reports, Help, etc.) appear in the bar on the top, right-hand side of the Main Menu Screen.

Reports
Click on the “Reports” link in the Main Menu Bar to view a list of available reports.

![Select Report](image)

To create a report:
1. Click on the report you want to view in the “Select Report” area.
2. Click in the “Reporting Dept.”, “Reporting Unit.”, and/or “Major Area” fields to view options available to refine your report. Click on an item in the drop-down list(s) to select it.
3. Click on the “Submit” button to create your report or click on the “Reset Selections” button to remove items from all of the fields.
4. The next screen displays information about the report you selected. Click on the “Create Report” button.
5. On the next screen, click on the “Open your report” link to view, save or print your report.
6. After you close your report, click on the “Return” button to close the screen, then close the Create Report screen to return to the main menu.

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

Help
Click on the button located at the top, right-hand corner of the Main Menu Bar and Successful Login screens to view information about the buttons and links used throughout the system.

Name Search Field
To access information for a particular employee:

1. Click in the “Name Search” field below the Main Menu Bar and type in the employee’s last name or several letters of it.
2. Click on the button. This will bring the employee’s record to the top of the list in the Employee Table.
**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 “Unit” and/or “Department” 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. Most users will see only one unit listed.

**Employee Table**

The Employee Table shows employees in the selected department in alphabetical order. A maximum of five employees will display on a page. 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 out of the total number of pages available. Click on the arrows below the table to move through the pages. 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 numeric data in columns by descending order, click on the column heading. To reset the list of employees to appear back to the original state (alphabetical order), click on the “Name” column heading.
- **Edit** — Click the button to enter edit mode and input data for an employee. Enter numbers only. Do not enter dollar or percent signs.
- **Exit** — Click the button to exit edit mode without saving.
- **Save** — Click the button to save changes. An error message will appear at the top of the screen if the data entered exceeds minimum or maximum allowances. If this occurs, re-enter the appropriate information.
- **Clear** — Use the “Delete” or “Backspace” keys on your keyboard to remove information from the “Salary Pct” or “Bonus Pct” fields. To clear data from all of the fields, click on the blank area at top of the “Appraisal” drop-down list.
- **View** — Click on an employee’s name to view the details and historical P4P data for a particular person. Data cannot be entered on this screen.
- **Page Navigation** — Use the arrows buttons below the table to move from page to page.

**Exit the System**

Click on the “Sign Off” link in the Main Menu Bar to exit the system. A thank you window will appear. Close this window to exit the system and Internet.
### Additional Information & Other Tables

<table>
<thead>
<tr>
<th>Major Area</th>
<th>Senior VP &amp; CFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>All Reporting Units</td>
</tr>
<tr>
<td>Department</td>
<td>All Reporting Departments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Org ID</th>
<th>Pos in Org</th>
<th>Appraisal</th>
<th>New Scale Max</th>
<th>Actual Salary</th>
<th>ATB Pct</th>
<th>ATB Amt</th>
<th>Salary Pct</th>
<th>Salary Amt</th>
<th>New Salary</th>
<th>Bonus Pct</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>03</td>
<td>Under Max</td>
<td>11</td>
<td>87</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>04</td>
<td>Under Max</td>
<td>11</td>
<td>83</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>03</td>
<td>Under Max</td>
<td>11</td>
<td>83</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>03</td>
<td>Under Max</td>
<td>11</td>
<td>83</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>03</td>
<td>Under Max</td>
<td>11</td>
<td>83</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Total Employees**
This displays the total number of employees for the department(s) and/or unit(s) selected to display in the Employee Table.

**Employees Processed**
This displays the number of employees from the Total Employees listed whose records have been edited.

**Totals Table – By Funding Source**
This table maintains and displays running totals of salary awards and bonuses for each funding source (State, AES and Non State).

**Appraisal Data Table**
This table maintains and displays running totals and statistics (% of Total, Average Amt. Awarded, etc.) of appraisal information, salary awards and bonuses based on appraisal rating.

*Note: Please remember to exit the system when you are done.*
Instructions for Admin Users:

Employees with general “User” access can add appraisal, salary and bonus information for assigned employees. Employees with “User Admin” access can perform the same actions, plus they can also provide other employees with access to the system. This section of the instructions applies to Admin Users only.

Access Management

Under the “Access Management” link in the Main Menu Bar, you will find a list of employees designated as “users” for your area(s) for the prior program. You may reactivate the access of a current user by selecting “active” in the “status” field. The access code may be updated as described below, if applicable. If, however, you determine that any of these employees will not be a user for this year’s program, then no action is required and the record should be left as inactive.

To add a user and assign access to applicable areas, do the following:

1. Click on the “Access Mgt” link in the Main Menu Bar.

2. This will open the Access Management Screen, which looks like the following:

3. Click on the “Org Hierarchy” link to open a document that contains organizational hierarchy information that should be used to obtain necessary access code data. Access codes are derived from the “Reporting Code” column in the document. (See the Determining Access Codes section below for additional information.)

4. Click on the “Add a New User or Add Additional Access Code” link at the top of the screen. The Add New User Screen, which looks like the following, will appear:

5. If you know the NetID of the user you want to add, then type it into the “NetID” field.

6. If you do not know the person’s NetID, you can search for it using the “Name Search” feature. Enter the person’s last name or part of it, then click the “Search” button. A minimum entry of two letters is required. Results will display below the “Search” button. Click on the person’s name in
the results box to select it. Then, click on the “Grab this person’s NetID” button. Doing this populates the “NetID” field with the appropriate information.

7. Click in the “Access Cd” field and enter the code for the area/unit(s) you want to assign to this person. (See the Determining Access Codes section below for information on how to determine access codes and see examples.)

8. Click on the appropriate “Access Level” to select it.
9. Click on the “Add User” button.
10. Repeat the steps above to add additional users.
11. When you are done, click on the “Return” link at the top, left-hand side of the screen to return to previous screens.

**Determining Access Codes**

Entering the proper codes into the system is crucial to ensure access is granted to individual users of the system to the appropriate areas. The codes you enter determine the Main Area, Unit(s) and Department(s) that display to the general user. To determine the proper codes, click on the “Org Hierarchy” link on the Access Management or Add New User screens to access the document described above. It looks like the following:

<table>
<thead>
<tr>
<th>Reporting Code</th>
<th>Cabinet</th>
<th>Dean/Unit</th>
<th>Department</th>
<th>Dept ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>K60000000</td>
<td>Senior VP &amp; CFO</td>
<td>Admin &amp; Public Safety</td>
<td>Admin &amp; Public Safety</td>
<td>1048</td>
</tr>
<tr>
<td>K60150000</td>
<td>Senior VP &amp; CFO</td>
<td>Admin &amp; Public Safety</td>
<td>Business &amp; Admin Services</td>
<td>1063</td>
</tr>
<tr>
<td>K60150100</td>
<td>Senior VP &amp; CFO</td>
<td>Admin &amp; Public Safety</td>
<td>Mail Services</td>
<td>1048</td>
</tr>
<tr>
<td>K60500000</td>
<td>Senior VP &amp; CFO</td>
<td>Admin &amp; Public Safety</td>
<td>Emergency Management Services</td>
<td>1068</td>
</tr>
<tr>
<td>K60501000</td>
<td>Senior VP &amp; CFO</td>
<td>Admin &amp; Public Safety</td>
<td>Environmental Health &amp; Safety</td>
<td>10513</td>
</tr>
<tr>
<td>K60502000</td>
<td>Senior VP &amp; CFO</td>
<td>Admin &amp; Public Safety</td>
<td>Code Office</td>
<td>10578</td>
</tr>
<tr>
<td>K75000000</td>
<td>Senior VP &amp; CFO</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>1063</td>
</tr>
<tr>
<td>K75100000</td>
<td>Senior VP &amp; CFO</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>University Human Resources</td>
<td>1044</td>
</tr>
<tr>
<td>K75200000</td>
<td>Senior VP &amp; CFO</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>Labor Relations &amp; Consulting</td>
<td>1044</td>
</tr>
<tr>
<td>K75300000</td>
<td>Senior VP &amp; CFO</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>Ctr for Org Dev &amp; Leadership</td>
<td>1044</td>
</tr>
<tr>
<td>K75400000</td>
<td>Senior VP &amp; CFO</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>Faculty &amp; Staff Assistance Png</td>
<td>1045</td>
</tr>
<tr>
<td>K75500000</td>
<td>Senior VP &amp; CFO</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>Employment Equity</td>
<td>1045</td>
</tr>
<tr>
<td>K75600000</td>
<td>Senior VP &amp; CFO</td>
<td>VP Faculty &amp; Staff Resources</td>
<td>Univ Human Resources - Specia</td>
<td>1076</td>
</tr>
<tr>
<td>K95000000</td>
<td>Senior VP &amp; CFO</td>
<td>VP for Information Technology</td>
<td>VP for Information Technology</td>
<td>1064</td>
</tr>
<tr>
<td>K95100000</td>
<td>Senior VP &amp; CFO</td>
<td>VP for Information Technology</td>
<td>OT-Info Protection &amp; Security</td>
<td>1062</td>
</tr>
</tbody>
</table>

Admin Users see only the areas they are assigned to support listed in the document. Access codes come from the “Reporting Code” column of the document. To determine which codes apply to a particular user, find the “Department” and/or “Dept ID” the person is responsible for in the columns on the right-side of the document. Follow the row(s) to the left and then look at the 9-digit “Reporting Code” that is associated with that department. Use the following examples, which are based on the information in the image above, to help you determine what you need to enter in the “Access Cd” field for each user.

**Example 1: Access to a Specific Department**

If you need to give a user access to only one department, then enter the entire 9-digit “Reporting Code” into the “Access Cd” field. For example, to give someone access to Mail Services only, you would enter K60150100.

**Example 2: Access to Related Units/Departments**

If you need to give a user access to related units within a major area, you can do this by entering part of the 9-digit “Reporting Code”. For example, to give someone access to both Business & Admin Services and Mail Services you would enter the beginning parts of the “Reporting Code” (from left to right) that are identical only. In this example, you would enter K60150 into the “Access Cd” field. The user would then have access to any of the departments that start with these 6-digits.
**Example 3: Access to Larger Areas**

If you need to give someone access to a larger group (e.g., an entire reporting unit), then you would enter the beginning 3-digits from the reporting codes listed for the units. The digits will be identical. For example, to give someone access to all of the departments associated with the Admin & Public Safety reporting unit, you would enter K60 in the “Access Cd” field.

**Example 4: Access to Entire Major Area**

If you need to give someone access to every department in a major area, then you only need to type the first letter of the “Reporting Code” into the “Access Cd.” For example, to give someone access to every Dean/Unit shown above (Admin & Public Safety, VP Faculty & Staff Resources, and VP for Information Technology), then you would enter K into the “Access Cd” field.

**Example 5: Access to Unrelated Departments**

If you need to give someone access to departments that do not have similar reporting codes, then you need to create unique access instances for the user. For example, using the information in the image above, if you want to give the same user access to Mail Services and Employment Equity, then you would enter the user’s NetID into the “NetID” field and enter K60150100 into the “Access Cd” field for Mail Services. After you click the “Add User” button, you would then re-enter the person’s NetID into the “NetID” field, enter K75500000 for Employment Equity into the “Access Cd” field, and click the “Add User” button again.

**Note:** Please remember to exit the system when you are done.