



Getting Started Guide for Managers

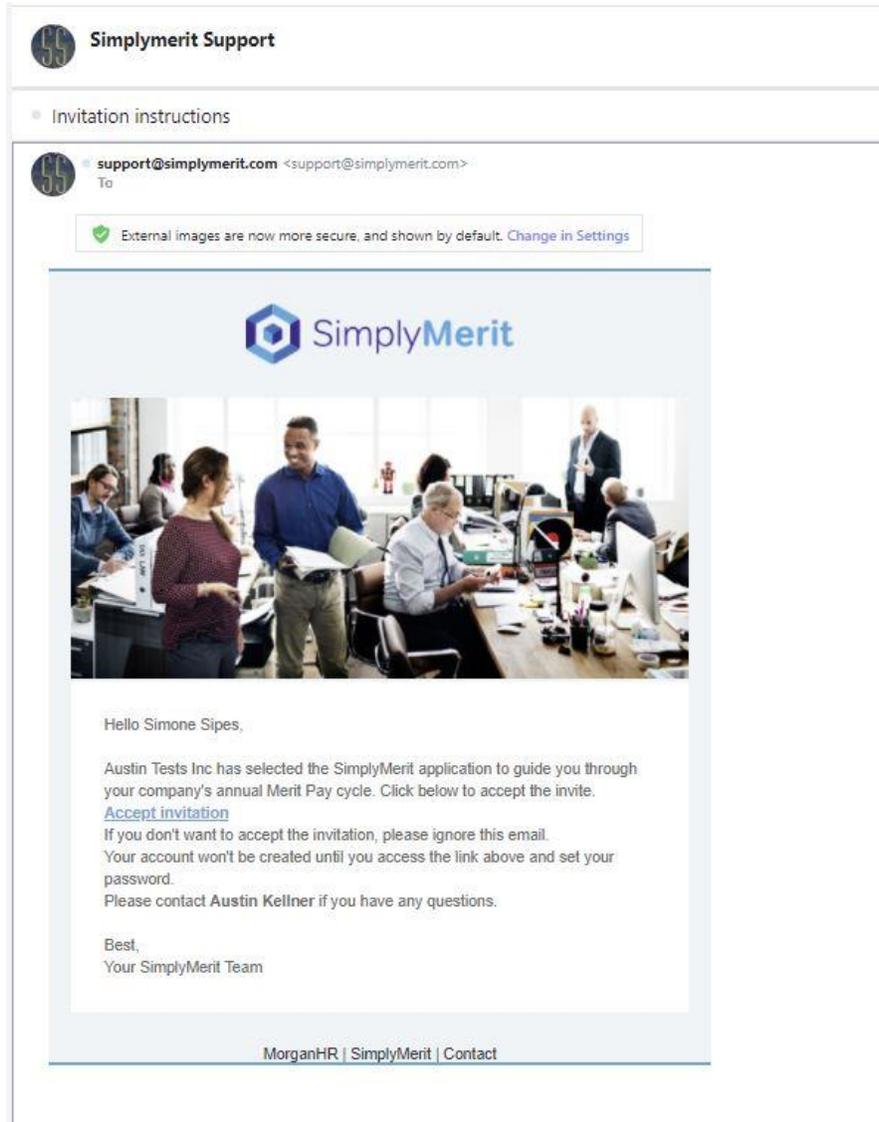


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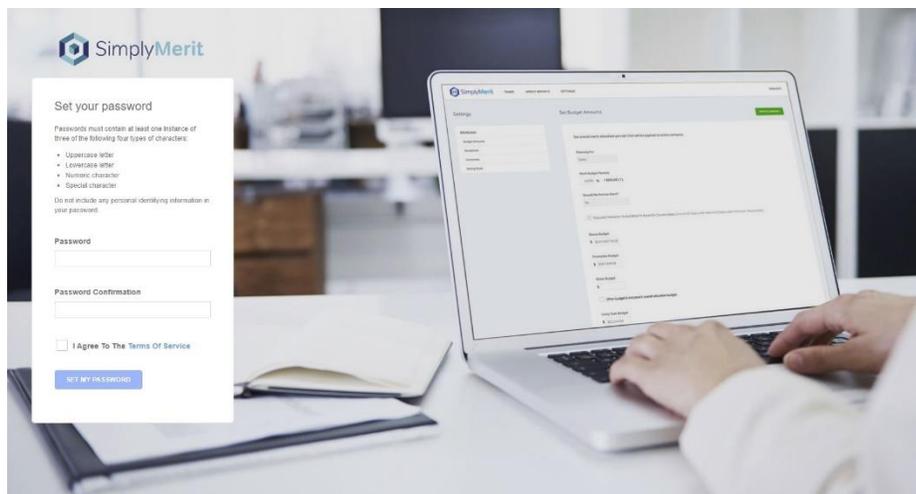
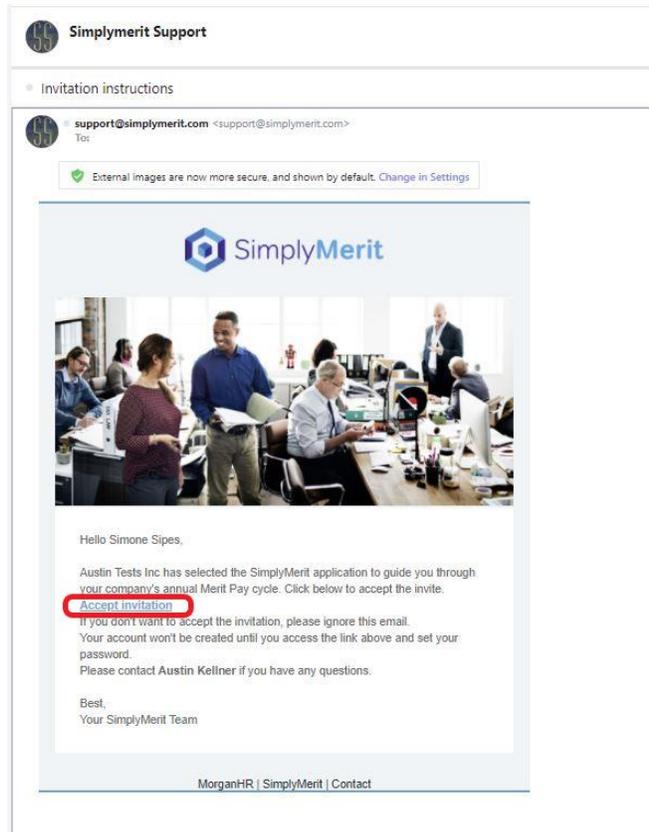
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Accept Invitation to Set Password to Gain Access to SimplyMerit for the First Time

1. An “Invitation instructions” email from Support@SimplyMerit.com will be received by the employees that are invited into SimplyMerit.

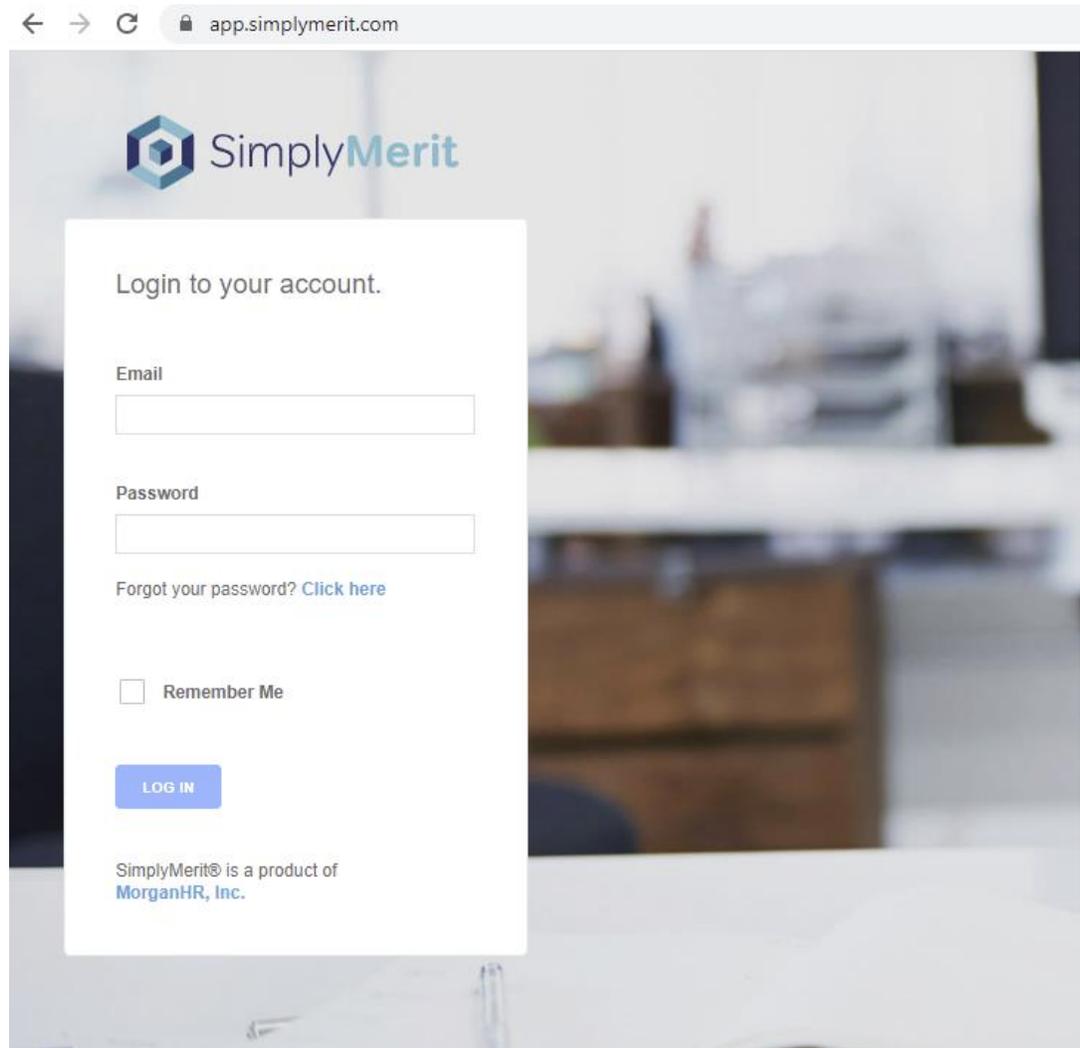


2. Select the “Accept invitation” link to create a password to gain access to SimplyMerit.



Subsequent SimplyMerit Logins Can Occur at any Time After Users Successfully Accept Their Invitations

After successfully creating a SimplyMerit password, additional logins can occur by navigating to <https://app.simplymerit.com>



The image shows a browser window with the address bar displaying "app.simplymerit.com". The page content includes the SimplyMerit logo at the top left. Below the logo is a white login form with the heading "Login to your account.". The form contains two input fields: "Email" and "Password". Below the password field is a link that says "Forgot your password? Click here". There is a checkbox labeled "Remember Me" which is currently unchecked. At the bottom of the form is a blue button labeled "LOG IN". Below the button, it states "SimplyMerit® is a product of MorganHR, Inc."

Viewing A Manager's "Span of Control" on the "My Org" tab

Direct Reports will appear in the first table on the "My Org" tab.

The screenshot shows the 'My Org' tab for Charlene Zboncak's organization. The page title is 'Charlene Zboncak's Organization' with the subtitle 'Austin Test Inc - VP Finance'. There are two tabs: 'HIERARCHY VIEW' (selected) and 'BUDGET VIEW'. A breadcrumb trail shows 'Home > My Organization'. Below this, a section for 'Charlene Zboncak - VP Finance' contains a table of direct reports. A red box highlights this table. Below the table are three expandable sections for each direct report: 'Alice Block - Finance Director III', 'Deonte Hermann - Finance Director I', and 'Graciela Trantow - Finance Director II'.

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	Salary after Merit
Alice Block	\$25.00/hr	Expected	0.00%	\$0.00/hr	\$25.00/hr
Deonte Hermann	\$50,000	Better Than Expected	0.00%	\$0	\$50,000
Graciela Trantow	\$50,000	Better Than Expected	0.00%	\$0	\$50,000

On the “My Org” tab, the hierarchy views for a manager’s direct reports that oversee other employees can be viewed by selecting the “+” next to an employee’s name (or hidden by selecting the “-“).

SimplyMerit MY ORG MY TEAM MY ACCOUNT

Charlene Zboncak's Organization
Austin Test Inc - VP Finance

HIERARCHY VIEW BUDGET VIEW

Home > My Organization

— Charlene Zboncak - VP Finance

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount
+ Alice Block	\$25,00/hr	Expected	0.00%	\$0.00/hr
+ Deonte Herrmann	\$50,000	Better Than Expected	0.00%	\$0
+ Graciela Trantow	\$50,000	Better Than Expected	0.00%	\$0

+ Alice Block - Finance Director III

+ Deonte Herrmann - Finance Director I

+ Graciela Trantow - Finance Director II

SimplyMerit MY ORG MY TEAM MY ACCOUNT

— Charlene Zboncak - VP Finance

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount
+ Alice Block	\$25,00/hr	Expected	0.00%	\$0.00/hr
+ Deonte Herrmann	\$50,000	Better Than Expected	0.00%	\$0
+ Graciela Trantow	\$50,000	Better Than Expected	0.00%	\$0

- Alice Block - Finance Director III

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount
+ Daniella Erdman	\$25,00/hr	Better Than Expected	0.00%	\$0.00/hr
+ Adela Koopp	\$50,000	Expected	0.00%	\$0
+ Clovis McLaughlin	\$25,00/hr	Better Than Expected	0.00%	\$0.00/hr

+ Daniella Erdman - Finance Manager I

+ Adela Koopp - Finance Manager III

Other teams that fall within a user’s “span of control” can be viewed by selecting the name of the team’s manager on the “My Org” tab. (Ex: Selecting Alice’s name below will take the user to Alice’s team.)

The **Hierarchy View** allows you to navigate your reporting hierarchy to view summary and detailed information. It is also the workflow engine for the [approval process](#).

SimplyMerit MY ORG MY TEAM MY ACCOUNT

Charlene Zboncak's Organization
Austin Test Inc - VP Finance

HIERARCHY VIEW BUDGET VIEW

Home > My Organization

— **Charlene Zboncak** - VP Finance

	Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	\$
1	Alice Block	\$25.00/hr	Expected	0.00%	\$0.00/hr	\$
1	Deonte Hermann	\$50,000	Better Than Expected	0.00%	\$0	\$
1	Graciela Trantow	\$50,000	Better Than Expected	0.00%	\$0	\$

— **Alice Block** Finance Director III

	Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	\$
1	Daniella Erdman	\$25.00/hr	Better Than Expected	0.00%	\$0.00/hr	\$
1	Adela Koepp	\$50,000	Expected	0.00%	\$0	\$
1	Clovis McLaughlin	\$25.00/hr	Better Than Expected	0.00%	\$0.00/hr	\$

The **Budget View** focuses in on the budget summary information for each manager's Org view and Team view. Find more information about budget summaries [here](#).

SimplyMerit MY ORG MY TEAM MY ACCOUNT SIGN OUT

Charlene Zboncak's Organization
Austin Test Inc - VP Finance

Merit Allocated
\$0 of \$69,370

HIERARCHY VIEW BUDGET VIEW

Home > My Organization Search by employee, name, title, or manager

[Download Org Employee Data](#)

Employee	Manager		Org Rollup Metrics				Team Rollup Metrics			
Charlene Zboncak	Molly Zulauf	View Team	Charlene Zboncak's Org				Charlene Zboncak's Team			
			Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual	Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual
						44.1%				28.8%
Alice Block	Charlene Zboncak	View Team	Alice Block's Org				Alice Block's Team			
			Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual	Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual
						47.4%				37.0%
Deonte Herrmann	Charlene Zboncak	View Team	Deonte Herrmann's Org				Deonte Herrmann's Team			
			Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual	Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual
						43.4%				49.6%
Graciela Tranlow	Charlene Zboncak	View Team	Graciela Tranlow's Org				Graciela Tranlow's Team			
			Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual	Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual
						45.9%				35.2%
Treva Eichmann	Deonte Herrmann	View Team	Treva Eichmann's Org				Treva Eichmann's Team			
			Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual	Merit 0.0% Actual	Promotion 3.5% Target	Other 0.0% of Budget	Bonus 0.0% Actual
						44.9%				44.9%

Utilizing Budget Summaries to Track “Actual Spend” for Span of Control and Direct Reports

Budget Summaries are available on a manager’s “My Org” tab and can be used to track the spend for a manager’s span of control, direct reports, and for any direct reports that serve as managers.

The screenshot displays the 'My Org' view for Charlene Zboncak's organization. It features two main sections: one for Charlene Zboncak (VP Finance) and one for Alice Block (Finance Director). Each section includes a table of direct reports and a summary for the manager's span of control. Red annotations highlight these elements:

- Charlene's Direct Reports:** A red box highlights the direct reports table for Charlene Zboncak, which lists Alice Block, Deonte Hermann, and Graciele Thonow.
- Charlene's "Span of Control" Budget Summary:** A red box highlights the summary for Charlene's Org, showing metrics like Merit (0.0%), Promotion (3.5%), and Bonus (44.1%).
- Alice's Direct Reports:** A red box highlights the direct reports table for Alice Block, listing Daniela Erdman, Adisa Koopp, and Claude McLaughlin.
- Alice's "Span of Control" Budget Summary:** A red box highlights the summary for Alice Block's Org, showing metrics like Merit (0.0%), Promotion (3.5%), and Bonus (47.4%).

The actual spend (left) can be tracked against the total allocated budget (right) by hovering over the blue hover icons at any time.

This screenshot provides a more detailed view of the budget summary for Charlene Zboncak's team. The table shows the following data:

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	Salary after Merit	Promotion Percent	Promotion Amount	Salary after Promotion	New Title	Other Percent	Other Amount	New Salary	Lump Sum Amount	Bonus
Alice Block	\$25,000/hr	Expected	0.00%	\$0.00/hr	\$25,000/hr	0.00%	\$0.00/hr	\$25,000/hr		0.00%	\$0.00/hr	\$25,000/hr	\$0	\$0
Deonte Hermann	\$50,000	Better Than Expected	0.00%	\$0	\$50,000	0.00%	\$0	\$50,000		0.00%	\$0	\$50,000	\$0	\$1,980
Graciele Thonow	\$50,000	Better Than Expected	0.00%	\$0	\$50,000	0.00%	\$0	\$50,000		0.00%	\$0	\$50,000	\$0	\$2,750

The budget summary table at the top right shows:

Char	\$0 / \$63,376	Mer	Bonus
Merit	0.0%	3.5%	0.0%
Actual	0.0%	3.5%	0.0%
Target	0.0%	3.5%	0.0%
Off-Budget	0.0%	0.0%	0.0%
Other	44.1%		
Actual			
Target			
Off-Budget			

A red circle highlights a blue hover icon (a small square with a plus sign) in the 'Actual' row of the budget summary table.

Entering Merit Recommendations on the “My Team” Tab

1. Merit recommendations for direct reports can be made on the My Team | “Salary” tab.

The screenshot shows the 'Salary' tab in the SimplyMerit system. At the top, there are navigation tabs: 'SALARY' (highlighted with a red circle), 'BONUS', and 'EQUITY'. The main content area displays a table for 'Charlene Zboncak's Team - Salary'. The table has the following columns: Employee, Current Salary, Performance Rating, Merit Percent, Merit Amount, Salary after Merit, Promotion Percent, Promotion Amount, Salary after Promotion, New Title, Other Percent, Other Amount, New Salary, and Lump Sum Amount. Three employees are listed with their respective data. Below the table is a 'Comments' section and a 'Total Allocated' summary table.

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	Salary after Merit	Promotion Percent	Promotion Amount	Salary after Promotion	New Title	Other Percent	Other Amount	New Salary	Lump Sum Amount
Jairo Ibarra	\$25.00/hr	Exceeds	0.00%	\$ 0.00	\$ 25.00	0.00%	\$ 0.00	\$ 25.00		0.00%	\$ 0.00	\$25.00/hr	\$ 0
Dorota Hermann	\$50,000	Exceeds Merit	0.00%	\$ 0	\$ 50,000	0.00%	\$ 0	\$ 50,000		0.00%	\$ 0	\$50,000	\$ 0
Graciele Santos	\$50,000	Exceeds Merit	0.00%	\$ 0	\$ 50,000	0.00%	\$ 0	\$ 50,000		0.00%	\$ 0	\$50,000	\$ 0

Merit	Promotion	Other	Lump Sum	Total
\$0	\$0	\$0	\$0	\$0

2. The “Total Merit Allocated” figure (below) shows a manager’s total merit budget on the right-side of the figure while the actual spend on the left-side of the figure. It can be tracked live as recommendations are entered in the “Merit Percent,” “Merit Amount,” and “Salary After Merit” columns. Note: depending on the environment’s configuration settings, the Promotion, Other, and Lump Sum allocations also might be included in the merit budget. Contact your organization’s SimplyMerit HR Admin if you have any additional questions or concerns.



Note: Entering a percentage value in the “Merit Percent” column will automatically calculate the amount in the “Merit Amount” and “Salary after Merit” columns. Adjusting a value in the “Merit Amount” or “Salary after Merit” column will automatically update the percentage value in the “Merit Percent” column.

SimplyMerit MY ORG MY TEAM CONFIGURATION SIGN OUT

Charlene Zboncak's Team - Salary
Austin Test Inc - VP Finance

75.56%
Total Merit

STATUS: DRAFT

Home > Charlene Zboncak Team > Salary

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	Salary after Merit	Promotion Percent	Promotion Amount	Salary after Promotion	New Title	Other Percent	Other Amount	New Salary	Lump Sum Amount	Total	Comments
Alice Block	\$52,000/yr	Exceeds	2.00%	\$1,040	\$53,040	0.00%	\$0.00	\$53,040		0.00%	\$0.00	\$53,040	\$0	\$53,040	
Deirdra Hermann	\$50,000	Meets Expectations	4.00%	\$2,000	\$52,000	0.00%	\$0	\$52,000		0.00%	\$0	\$52,000	\$0	\$52,000	
Graciela Targov	\$50,000	Meets Expectations	4.00%	\$2,000	\$52,000	0.00%	\$0	\$52,000		0.00%	\$0	\$52,000	\$0	\$52,000	

Comments

Total Allocated

Merit	Promotion	Other	Lump Sum	Total
\$5,040	\$0	\$0	\$0	\$5,040

SAVE AS DRAFT SUBMIT

3. Select “SAVE AS DRAFT” to save recommendations or select “SUBMIT” to notify your manager that your team’s recommendations are ready to be reviewed. SimplyMerit will notify your manager via email that your approval request has been submitted.

SimplyMerit MY ORG MY TEAM CONFIGURATION SIGN OUT

Charlene Zboncak's Team - Salary
Austin Test Inc - VP Finance

94.74%
Total Merit

STATUS: DRAFT

Home > Charlene Zboncak Team > Salary

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	Salary after Merit	Promotion Percent	Promotion Amount	Salary after Promotion	New Title	Other Percent	Other Amount	New Salary	Lump Sum Amount	Total	Comments
Alice Block	\$25,000/yr	Exceeds	2.00%	\$500	\$25,500	0.00%	\$0.00	\$25,500		0.00%	\$0.00	\$25,500/yr	\$0	\$25,500	
Deirdra Hermann	\$50,000	Meets Expectations	4.00%	\$2,000	\$52,000	0.00%	\$0	\$52,000		0.00%	\$0	\$52,000	\$0	\$52,000	
Graciela Targov	\$50,000	Meets Expectations	4.00%	\$2,000	\$52,000	0.00%	\$0	\$52,000		0.00%	\$0	\$52,000	\$0	\$52,000	

Comments

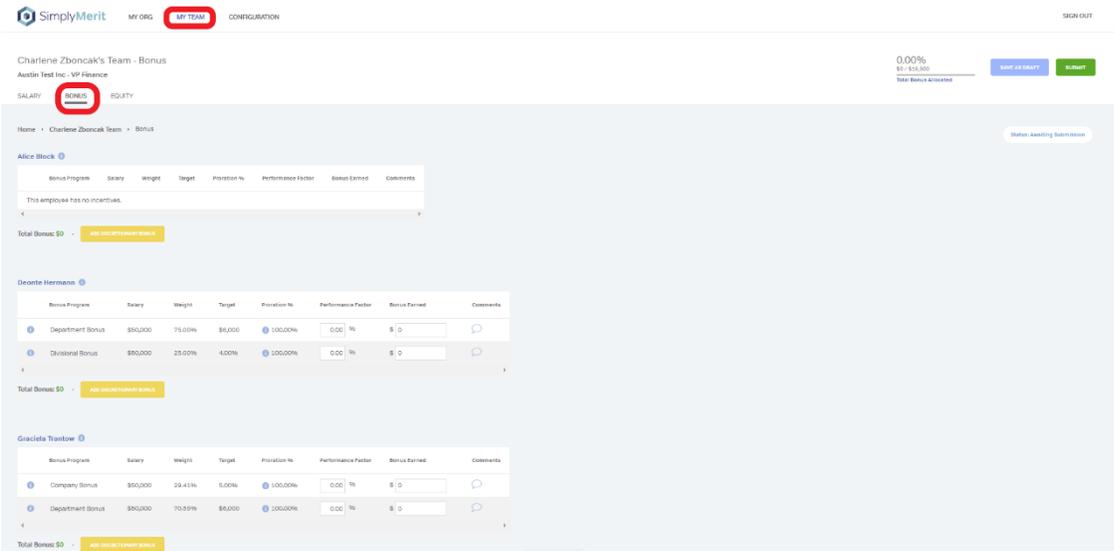
Total Allocated

Merit	Promotion	Other	Lump Sum	Total
\$5,040	\$0	\$0	\$0	\$5,040

SAVE AS DRAFT SUBMIT

Entering Bonus Recommendations on the “My Team” tab

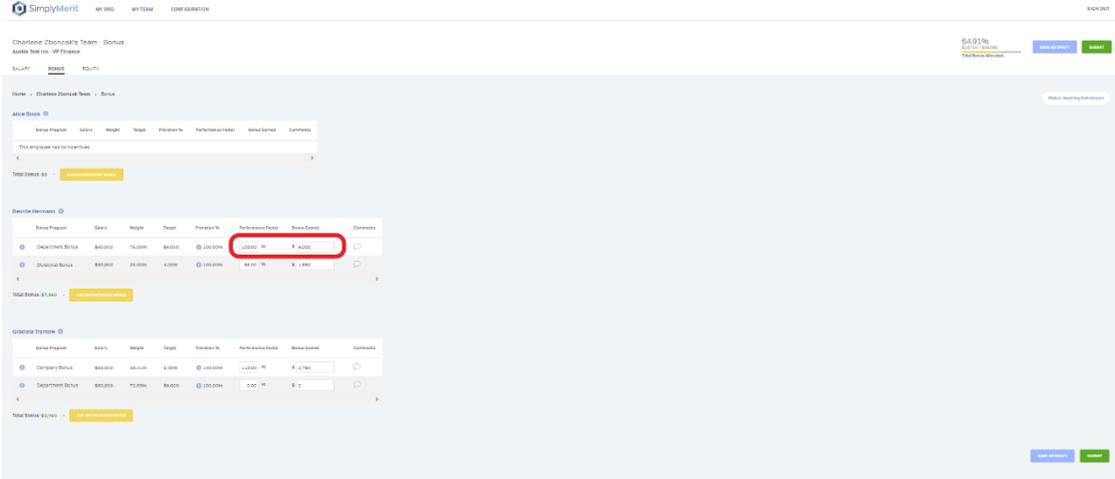
1. Bonus recommendations for direct reports can be made on the My Team | “Bonus” tab.



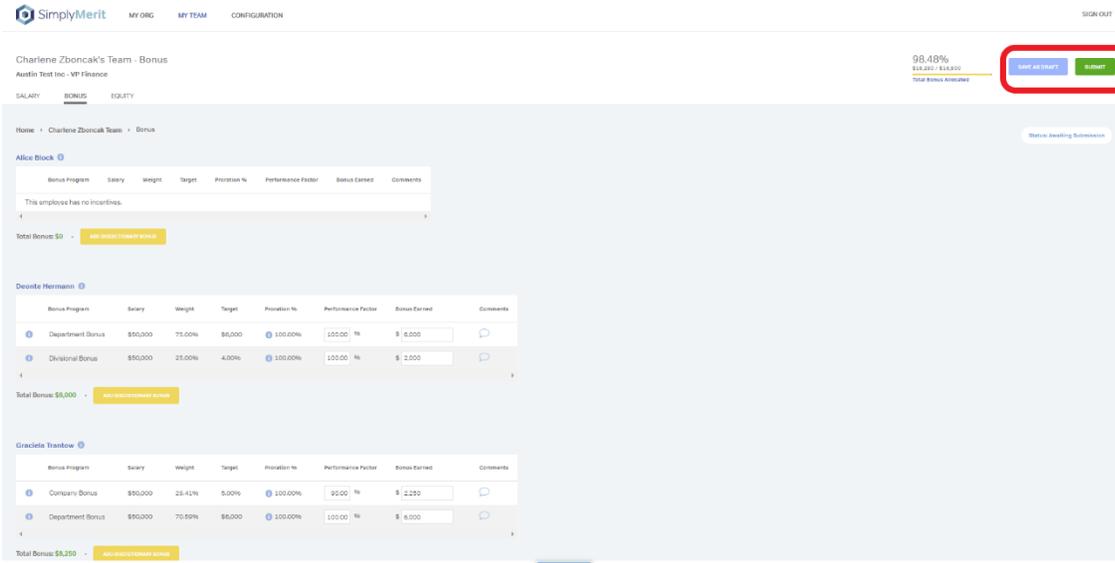
2. The “Total Bonus Allocated” figure (below) shows a manager’s total bonus budget on the right-side of the figure while the actual spend on the left-side of the figure can be tracked live as recommendations are entered in the “Performance Factor” and “Bonus Earned” columns.



Note: Entering a percentage value in the “Performance Factor” column will automatically calculate the amount in the “Bonus Earned” column. Adjusting a value in the “Bonus Earned” column will automatically update the percentage value in the “Performance Factor” column. Note: depending on how the bonus programs are configured, some plans will only have a “Bonus Earned” or “Performance Factor” column.



3. Select “SAVE AS DRAFT” to save recommendations or select “SUBMIT” to notify your manager that your team’s recommendations are ready to be reviewed. SimplyMerit will notify your manager via email that your approval request has been submitted.



Entering Equity Recommendations on the “My Team” tab

- Equity recommendations for direct reports can be made on the My Team | “Equity” tab.

The screenshot shows the SimplyMerit interface for a manager's team. At the top, the navigation bar includes 'SimplyMerit', 'MY ORG', 'MY TEAM', and 'CONFIGURATION'. The 'MY TEAM' tab is highlighted with a red circle. Below the navigation, the page title is 'Charlene Zboncak's Team - Equity'. There are buttons for '< 0.00% 0 / 160 Company Stock' and 'Save as Draft' and 'Submit'. Below this, there are tabs for 'SALARY', 'DOLUS', and 'EQUITY', with 'EQUITY' highlighted by a red circle. The main content area shows a breadcrumb trail 'Home > Charlene Zboncak Team > Equity' and a 'Status: Pending Submission' button. Two tables are displayed, one for 'Alice Block' and one for 'Debbie Freeman'. Each table has columns for 'Type of Award', 'Grant Date', 'Grant Quantity', 'Grant Unit Price', 'Value of Shares', and 'Comments'. The 'Grant Quantity' and 'Value of Shares' columns have input fields with arrows for toggling between programs. The 'Total Equity \$0 CAD' is shown at the bottom of each table.

- The figure that tracks the equity units (below) shows a manager’s total number of units on the right-side of the figure while the actual number of units on the left-side of the figure can be tracked live as recommendations are entered in the “Grant Quantity” and “Value of Shares” columns. Note: If multiple equity programs are being used, the arrows (< and >) can be used to toggle between the different programs.



Note: Entering a value in the “Grant Quantity” column will automatically calculate the amount in the “Value of Shares” column. Adjusting a value in the “Value of Shares” column will automatically update the value in the “Grant Quantity” column. Your screen may have different fields based on how the application was configured by your HR administrator.

The screenshot shows the 'EQUITY' section for 'Charlene Zboncak's Team'. The table below lists equity items with their respective grant quantities and values. The 'Grant Quantity' and 'Value of Shares' columns are highlighted with red boxes.

Type of Award	Grant Date	Grant Quantity	Grant Unit Price	Value of Shares	Comments
Company Stock	10/29/2021	30	\$50.00	\$ 1,500	
Restricted Stock Awards	09/29/2021	20	€45.00	€ 900	
Non-qualified Stock Options	11/29/2021	80	€55.00	€ 2,780	
Incentive Stock Options	09/29/2021	30	\$60.00	\$ 5,400	

Total Equity: \$10,550 CAD

3. Select “SAVE AS DRAFT” to save recommendations or select “SUBMIT” to notify your manager that your team’s recommendations are ready to be reviewed. SimplyMerit will notify your manager via email that your approval request has been submitted.

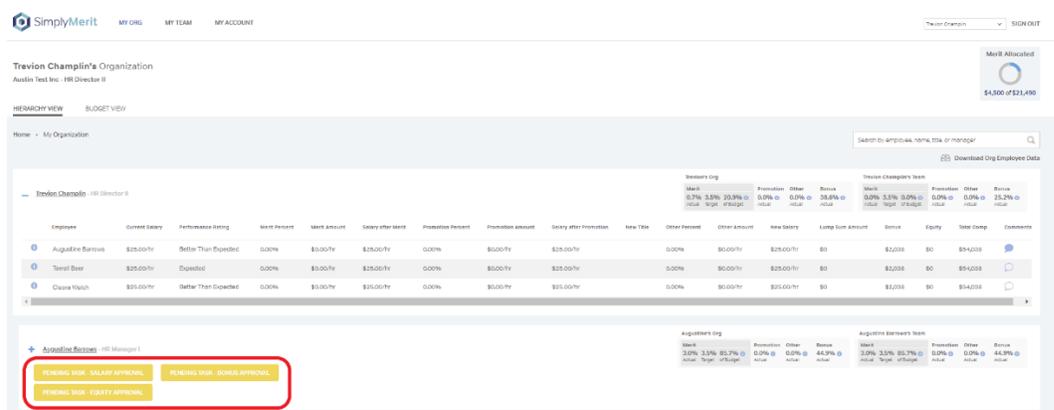
The screenshot shows the 'EQUITY' section for 'Charlene Zboncak's Team'. The 'SAVE AS DRAFT' and 'SUBMIT' buttons are highlighted with a red box.

Type of Award	Grant Date	Grant Quantity	Grant Unit Price	Value of Shares	Comments
Company Stock	10/29/2021	30	\$50.00	\$ 1,500	
Restricted Stock Awards	09/29/2021	20	€45.00	€ 900	
Non-qualified Stock Options	11/29/2021	80	€55.00	€ 2,780	
Incentive Stock Options	09/29/2021	30	\$60.00	\$ 5,400	

Total Equity: \$10,550 CAD

Managing the Approval Process

1. The approval process begins when a manager (also referred to as “submitting manager”) submits merit, bonus, or equity recommendations for their team. The submitting manager’s one-up manager will become the “approving manager.” An approving manager will receive an email that indicates a team recommendation is ready to be reviewed when a submitting manager submits their recommendations. Approving managers can view the submitted recommendations by selecting a “PENDING TASK,” which are yellow rectangular buttons that appear on their “My Org” tab.



2. Select a “Pending Task...” button to access the manager’s pending recommendation on their “My Team” tab. The recommendation’s status is “Pending Approval,” so the approving manager has three options: Modify, Approve, or Reject. Modifying the request allows the approving manager to directly modify the recommendations before saving the changes or choosing to approve the request. Approving the request approves the recommendations and changes the request’s status from “Pending Approval” to “Approved.” Rejecting the request requires an explanation, and the rejection message will be included in an email sent back to the submitting manager. Note: A manager will receive an email anytime their team’s recommendation is approved, modified, or rejected.

Approval Request
 Augustine Barrows's Team - Justin Test Inc

80.7%
 \$1,000,000.00
 Total merit allocated

REJECT APPROVE SELECT

SALARY BONUS EQUITY

Home > Augustine Barrows Team > Salary > Pending Approval

Status: Pending Approval

Employee	Current Salary	Performance Rating	Merit Percent	Merit Amount	Salary after Merit	Promotion Percent	Promotion Amount	Salary after Promotion	New Title	Other Percent	Other Amount	New Salary	Lump Sum Amount	Total	Comments
Jadyn Crimin	\$45,000	Exceeded	3.00%	\$1,350	\$46,350	0.00%	\$0	\$46,350		0.00%	\$0	\$46,350	\$0	\$46,350	
Linda Higgins	\$50,000	Better Than Expected	3.00%	\$1,500	\$51,500	0.00%	\$0	\$51,500		0.00%	\$0	\$51,500	\$0	\$51,500	
Mohammad Hekmat	\$53,000	Better Than Expected	3.00%	\$1,590	\$54,590	0.00%	\$0	\$54,590		0.00%	\$0	\$54,590	\$0	\$54,590	

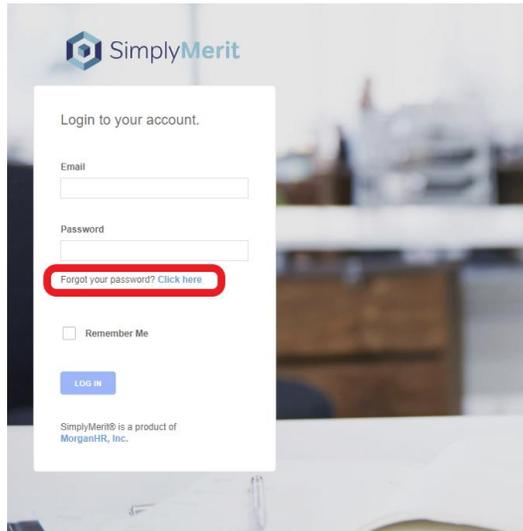
Comments
 No comments

Total Allocated

Merit	Promotion	Other	Lump Sum	Total
\$4,500	\$0	\$0	\$0	\$4,500

REJECT APPROVE SELECT

How to Reset Password and Avoid Getting Locked Out of SimplyMerit



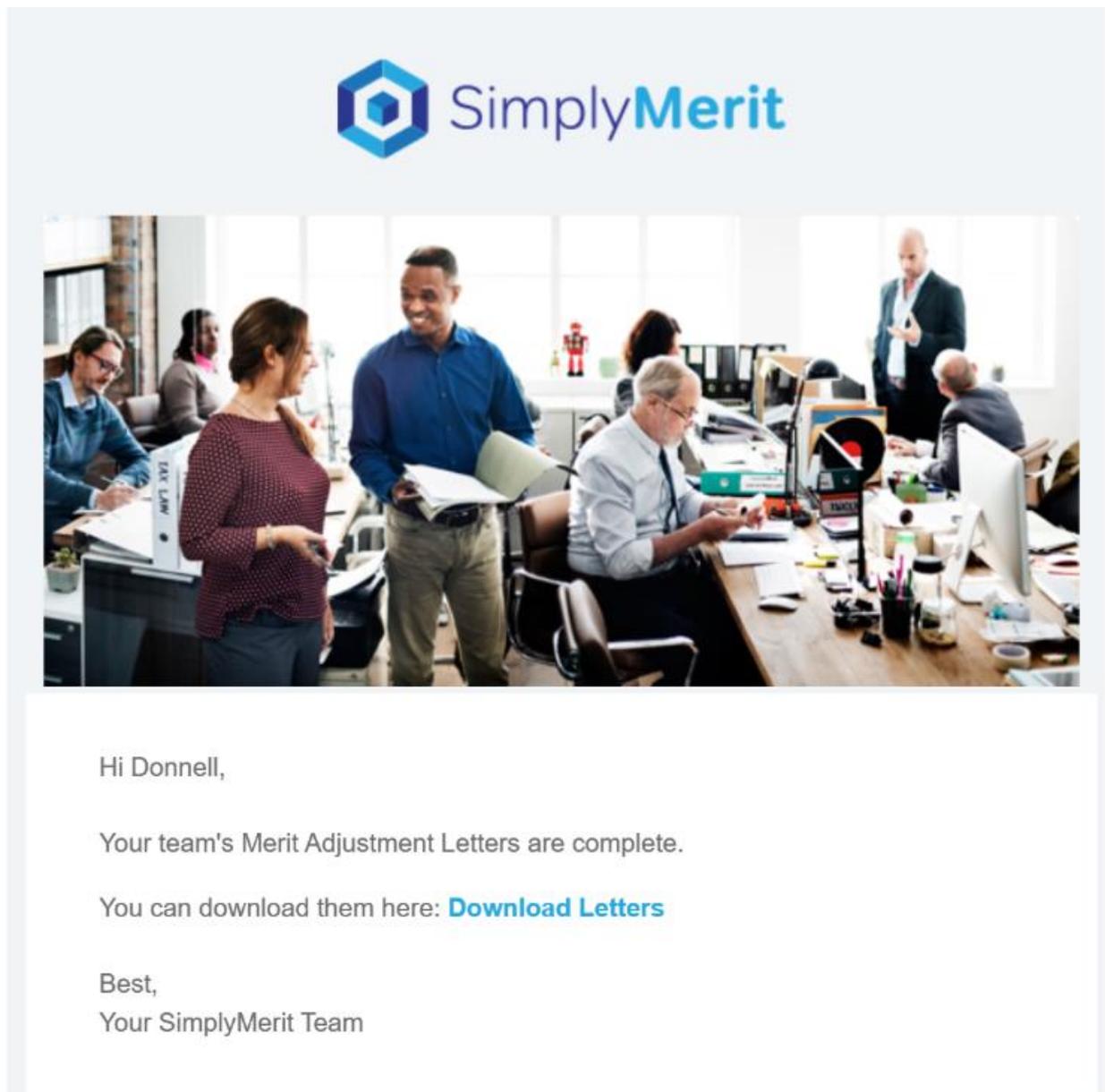
If you forget your password, click on the link directly underneath the Password field entitled “Forgot your password? Click here” to initiate the password reset process.

SimplyMerit will lock your account after three invalid login attempts. If your account becomes locked, **wait 15 minutes** and either log in using the correct password OR trigger the password reset procedure described above. The critical step is to **wait 15 minutes** before attempting any additional login processes. SimplyMerit will automatically unlock your account after the 15-minute period.

Downloading Team Letters in SimplyMerit

Once a cycle is complete in SimplyMerit, your organization's administrator can generate merit, bonus, and/or equity letters. This also allows them to send notification emails to managers and download their team's letters in a convenient .zip file for easy distribution.

Below is an example of an email notification you will receive from SimplyMerit regarding your team's letters:



Hi Donnell,

Your team's Merit Adjustment Letters are complete.

You can download them here: [Download Letters](#)

Best,

Your SimplyMerit Team

If you are already logged in to SimplyMerit and click the Download Letters link in the email, you will automatically begin downloading your team's merit/bonus/equity letters .zip file. If you

are not logged in when you click the Download Letters link, a browser window will open and prompt you to log in. After logging in, you can then download the letters.

You can also download the letters without using the link provided in the email notification. Logging in to <https://app.simplymerit.com> and navigating to merit, bonus, or equity My Team screens will show a new green Download Team Letters button:

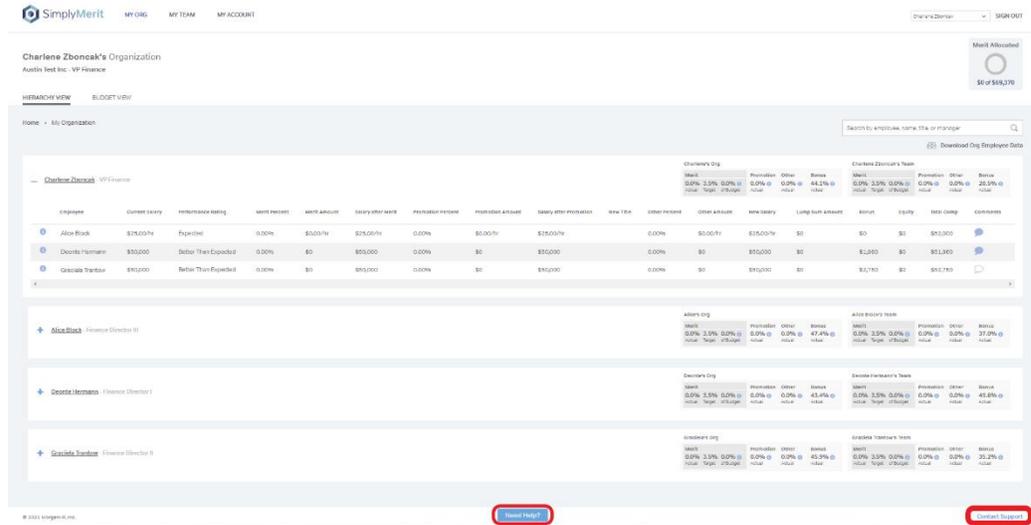
The screenshot shows the SimplyMerit web application interface. At the top, there is a navigation bar with the SimplyMerit logo, 'MY ORG', 'MY TEAM', 'MY ACCOUNT', and 'SIGN OUT' links. Below the navigation bar, the page title is 'Donnell Treutel's Team - Salary' and 'Daniel Inc - HR Director II'. On the right side, there is a progress indicator showing '100.2%' with a bar chart and the text '\$5,546 / \$5,533' and 'Total Merit Allocated'. A red arrow points to a green 'DOWNLOAD TEAM LETTERS' button. Below the progress indicator, there are tabs for 'SALARY', 'BONUS', and 'EQUITY'. The 'SALARY' tab is selected. Below the tabs, there is a breadcrumb trail: 'Home > My Team > Salary'. On the right side, there is a 'Status: Approved' badge and a 'Download Team Employee Data' button. Below this is a table with the following columns: 'Employee', 'Current Salary', 'test', 'CompaRatio Percent', 'Performance Rating', 'Merit Percent', and 'Proration Percent'. The table contains four rows of employee data. Below the table, there is a 'Comments' section with a 'group comment test' and a 'Total Allocated' table with columns 'Merit', 'Promotion', 'Lump Sum', and 'Total'. The 'Total Allocated' table shows values: Merit: \$5,546, Promotion: \$0, Lump Sum: \$0, Total: \$5,546. At the bottom, there is a 'Need Help?' button and a 'Contact Support' link. The footer contains the copyright notice '© 2024 MorganHR, Inc.'.

After downloading your team letters' .zip file, you will find each direct report has their own .pdf of their letter.

Your SimplyMerit administrator may have it that specific employees do not receive a letter. If this is enabled and you download your team's letters .zip file and are missing direct reports, it may be that they did not have an applicable letter generated.

Additional Help

1. The “Need Help?” link at the bottom of the screen will take you to the SimplyMerit Help panel. If you need additional assistance with SimplyMerit, please contact your HR Administrator by clicking the “Contact Support” link at the bottom of the screen. This will create an email to your HR Administrator.



2. The SimplyMerit Help panel provides FAQs, the *Getting Started Guide for Managers*, and short video tutorials of common tasks that are performed within SimplyMerit. The video tutorials may update based on where a user is at within the application.

