

## Annual Merit Adjustment (AMA) Forms

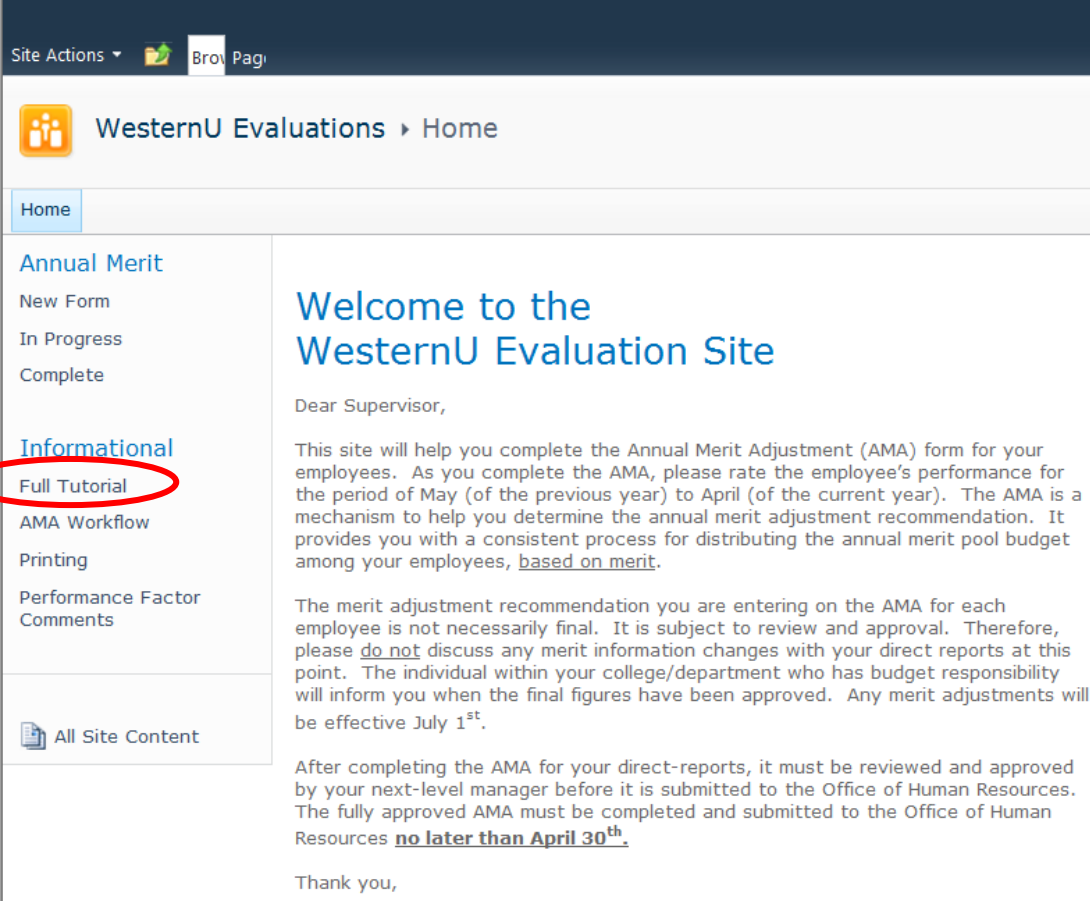
The Annual Merit Adjustment (AMA) forms are now available through SharePoint.


The link to access the SharePoint site is: <https://mydocs.westernu.edu/reviews>


There is a tutorial on how to create an AMA for the following employee categories:

- Non-Exempt
- Exempt
- Faculty

On the SharePoint site, the tutorial can be accessed from the **Informational** links on the left-hand column (see screen shot below).



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**Informational**

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### Welcome to the WesternU Evaluation Site

Dear Supervisor,

This site will help you complete the Annual Merit Adjustment (AMA) form for your employees. As you complete the AMA, please rate the employee's performance for the period of May (of the previous year) to April (of the current year). The AMA is a mechanism to help you determine the annual merit adjustment recommendation. It provides you with a consistent process for distributing the annual merit pool budget among your employees, based on merit.

The merit adjustment recommendation you are entering on the AMA for each employee is not necessarily final. It is subject to review and approval. Therefore, please do not discuss any merit information changes with your direct reports at this point. The individual within your college/department who has budget responsibility will inform you when the final figures have been approved. Any merit adjustments will be effective July 1<sup>st</sup>.

After completing the AMA for your direct-reports, it must be reviewed and approved by your next-level manager before it is submitted to the Office of Human Resources. The fully approved AMA must be completed and submitted to the Office of Human Resources no later than April 30<sup>th</sup>.

Thank you,

If you have any questions about these forms, please contact:

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