Selection Criteria for Regular Employees

The pre-defined report that you run in BusinessObjects to retrieve data from the UM Data Warehouse for regular employees who are eligible for Merit increases follows the following criteria:

- Includes only regular employees
- Includes employees whose status is active or on paid leave (i.e., "Retirement Furlough," "Sabbatical Normal," "Research Leave," "Scholarly Activity Leave."")
- Excludes contract employees, except those who have U-Yr Billing, Regular Instructional
- Excludes all summer appointments
- Excludes the following Job Families:
  - Supplemental Clinical Instructional (8)
  - Supplemental Instructional (11)
  - Graduate Student Instructor (12)
  - LEO – Lecturers (13)
  - LEO – Adjunct Faculty (14)
  - Graduate Student Research Assistant (21)
  - Emeritus (22)
  - Nurses (31)
  - House Officers (32)
  - Graduate Student Staff Assistant (34)
  - Clinical Intern/Fieldwork Student (37)
  - Professional Specialist (38)
  - Map (42)
  - Operating Engineers (60)
  - Trades (61)
  - Service/Maintenance (62)
- For employees with multiple jobs (appointments), the query only returns the Employment Record numbers associated with the selected Departments or Department Groups

Selection Criteria for Temporary Employees

The pre-defined report you run in BusinessObjects to retrieve data from the UM Data Warehouse for temporary employees who are eligible for merit increases follows for the following criteria:

- Includes only temporary employees
- Includes only employees whose status is active
- For employees with multiple jobs (appointments), the query only returns the Employment Record numbers associated with the selected Departments or Department Groups