



How to Run the Comp Review and Salary History Report

During the planning process ECM Recommenders and Approvers have the ability to view and download a Compensation Review and Salary History Report for the areas they have access to.

The instructions below will show how an ECM Recommender or Approver can load, view and download the Compensation Review and Salary History Report for the areas they might have access to. If you have any questions on this or any other ECM process please contact hrcomp@bu.edu

The screenshot shows the BUworks Central interface. At the top, there are navigation tabs: Home, Employee Self-Service, Manager Self-Service, Payroll Coordinator, Organizational Chart, and Merit Approver. The Merit Approver tab is active, and a sub-menu 'Reports' is open, showing 'Salary History Report' and 'Compensation Eligibility Re...'. Below this, a form titled 'Compensation Review and Salary History' is displayed. It has fields for 'Review' (with a dropdown arrow), 'Organization Unit' (containing '10003001'), and 'BU ID (Optional)'. There are 'Execute' and 'Reset' buttons. A red box highlights the 'Execute' button. Below the form, it says 'Total Record Count 4'. At the bottom, there is a table with columns: Review Key, Review, MCC, Name, Org Unit, and Org. Unit. Name. The first row is highlighted in yellow and contains: ST17, Staff Review 2017, 1170120000, HR Office, 10004551, HR - Operations, HRIS. Above the table, there are options for 'View: [Standard View]', 'Print Version', and 'Export'. The 'Export' dropdown menu is open, showing 'Export to Microsoft Excel'.

How to load/export the Comp Review and Salary History Report:

1. Log on to **BUworks Central**: www.bu.edu/buworkscentral
2. Depending on your access, click the **Merit Approver** or **Merit Recommender** tab (in this example, the Merit Approver Tab is displayed)
3. Click on **Reports**, then **Salary History Report**
4. Once loaded, the org you have highest access to should load into the **Org Unit box**. If you want to review a specific org enter the org #
5. Select the **Review Type** you want to look for by clicking on the white search help box and select the **Review Type/Year** you wanted to review for
6. Click **Execute**
7. To download the report to Excel, click **Export** and then **Export to Microsoft Excel** and save to your desktop.