

Supervisors' Instructions:

Note: Employees' Instructions are below.

To access this report, log into <http://sqlreports.twu.edu> (accessible through the TWU local area network or VPN).

Click on the "Supervisors" folder



Click on "Merit Increase Report for Faculty and Staff"



Select the check box next to "Employee Name"

Employee Name

You can select your name and your employee(s) name(s). "Select All" will show your name and all direct and indirect employees reporting to you.

Click the **View Report** button. The data will be displayed on your screen. The report can also be downloaded and saved to your computer. To save the information to your computer, click on  and select Excel. You can then save the file in Excel and format it if you wish to print a copy.

Employees' Instructions:

To access this report, log into <http://sqlreports.twu.edu> (accessible through the TWU local area network or VPN).

Click on the "Employees" folder



Click on "Merit Increase Report for Faculty and Staff"



Select the check box next to "Employee Name"

Employee Name

Select your name

Click the **View Report** button. The data will be displayed on your screen. The report can also be downloaded and saved to your computer. To save the information to your computer, click on  and select Excel. You can then save the file in Excel and format it if you wish to print a copy.