

BMS Quick Notes

How do I download my spreadsheet from BMS to Excel?

A new enhancement to the merit application is the ability to generate an Excel spreadsheet of the M&Ps in your department(s). End-user documentation is available on the web at the following URL: <http://info.med.yale.edu/finops/hr/Merit2.html>

How do I download my spreadsheet from BMS to Excel ?

- Print directions [MP 2009-2010 System Procedures](#)
- Open file [MP Merit Excel Extract File](#) and **SAVE** MPMerit.xls to your **DESKTOP**
- Follow the [MP 2009-2010 System Procedures](#) that you printed
- If you have questions, support is available by calling 432-6666

Working Clinics

Working clinics are being offered for your convenience. To sign-up, please go to the Training web site located at

<http://learn.caim.yale.edu/lcdb/courses/classinfo.asp?CourseID=1438>

How do I find BMS on my PC?

- Start → Programs → Host Explorer → BMS

How do I find RPM on my PC?

- Start → Programs → Start → Programs → RPM → RPM 1.22c Win95

Three working BMS Screens

1. Authorization Screen

```

BMS
File Edit Transfer Fonts Options Macro View Window Help
Pg# MHR1226 M&P Budget/Merit Increase Entry/Inquiry
Fiscal Year: 2007 User: HRTRAIN1 HR Training ID 1
Status: Open Phase: Merit Increase Opened 03/20/2006
Closed
Position to Org Code
Type Options, Press Enter.
5=Download Extract 6=Print a List 7= Display Authorized Users
12=Enter Merit Increases
Opt Org Code/Sx Description Auth. Level User Name
  711103 MLMED Research Org Code HR Training ID 1
Bottom
F3=Exit F5=Refresh F11=View 1 F18=Change Defaults
F8=Consolidate Print
4-@ 1 BMS 130.132.10.63 13/2
  
```

2. List Screen

```

BMS
File Edit Transfer Fonts Options Macro View Window Help
MHRD008 711103 MLMED Research Status: S
M&P Budget/Merit Increase
Position to: Org Unit Last:
First:
Year: 2007
Phase: Merit Increase Status: Open
Type options, press Enter.
5=Employee Information 11=Comments 12=Enter Increases 16=Print Profile
2007 Adjusted Base Nonbase Proposed Total
Opt S Employee %FTE Base $ Incr $ Incr Salary %Merit
--- C + Amsterda Mar 100 99,684 0 0 99,684 .00
--- + Baltimor Lon 100 47,661 0 0 47,661 .00
--- + Casablan Kin 100 46,690 * 1,868 0 48,558 4.00
--- + Denmark Jac 100 47,840 0 0 47,840 .00
--- + Edison Isa 80 34,343 0 0 34,343 .00
--- + Florida Har 80 44,179 0 0 44,179 .00
--- + Gallipol Geo 100 59,280 0 0 59,280 .00
--- + * Havana Fre 100 46,690 * 1,868 25 48,558 4.05
711103 MLMED Research
Status: S Totals: 668,484 3,736 25 672,220 .56
# Active: 12 # Excluded: 1 Remaining Balance: 22974 More...
F2=Home F3=Exit F4=Prompt F5=Refresh F6=Min Max
F11=Enter Base Merit F15=Sort by Suffix F24=More Keys
4-@ 1 BMS 130.132.10.63 3/52
  
```

3. Individual Screen

```

BMS
File Edit Transfer Fonts Options Macro View Window Help
MHR1240
Fiscal Year: 2007 Current: %FTE: 80.00 %Incr: 4.00
Employee: Florida, Harry Yrs Of Service: 29
Div: D00836 MYSM School Of Medicine Yrs In Grade: 18
Dep/Org: G01144 711103 Research
Employee Information As Of July 1
Job Title: 088 RES ASSOC II, MS Minimum Maximum
% FTE: 80.00 Promotion: .00 Actual: 51500 80500
Hours Per Week: 30.00 Struct: .00 Adjusted: 41200 64400
FTE Salary: 55224 Grade: M24 %Into Grade: 12.84
Current Current Adjusted Base Proposed NonBase Total
Salary Base Base Merit Salary Merit Merit
44179 44179 44179 0 44179 0 0
.00 % .00 % .00 %
Status: +
Comment:
F3=Exit F4=Prompt F5=Refresh F6=Print Profile F7=Work with $ Base Mer
F16=July 1 Info
4-@ 1 BMS 130.132.10.63 HS H
  
```

HOT Miscellaneous Tips

- **NEVER** exit BMS using the **RED X** in the upper right corner of the form. If you mistakenly exit BMS as described you will not be able to continue with data entry upon reentering BMS. **How do I re-establish data entry privileges?** Phone x26666 requesting the release of your locked record.
- **When your cursor is locked (does not move)** or "X SYSTEM" is displayed lower left corner of the screen **press the Ctrl key**. The Ctrl key will release the lock on the cursor. DO NOT exit BMS using the **RED X** in the upper right corner.

Miscellaneous Tips

- Long "+" key located to the right side of the key board (within the number key pad) will remove all data (trailer) to the right. This key is useful when entering dollar amounts or percentage amounts on the List Screen form.
- The application will not take recommendations greater than 7%

How to Enter Base Dollar Amounts from the List Screen

1. Navigate to the List Screen
2. Press F11 key. Make note the **Base % Incr** column header will be highlighted.
3. Press F7 key. Make note the **Base \$ Incr** column header will be highlighted.
4. Enter Base \$ Increase. Example: 795
5. Press the long "+" key to the right side of the key board (within the number key pad).
6. Press the Tab key
7. Your cursor is positioned at the Status Selection column (S). Type code L, N, S, X or 0
8. Repeat step 4 through 8.
9. Press the Enter key to save changes.

Option and Function Key Tips

- Ctrl Key - Adds 20 = example F24 (ctrl F4)
- Shift Key - Adds 10 = example F18 (shift F8)
- On the Authorization Screen, F11 scrolls to the right and displays 4 views.

How do I print in BMS?

- RPM must be running for print option to work
- Start → Programs → RPM → RPM 1.22c Win95 and minimize RPM. RPM needs to be running in the background so your report will print.
- On the **Authorization Screen**, select option 6. This will bring you to the M&P Salary Increase Reports screen, and then press the Enter Key on your keyboard.

List Screen

- The Adjusted Base Column tagged with an * contains a structural amount.

Required Comments

- Status Selection Codes L, X or 0(zero) require comment information.
- Recommendations less than 2% require comment information.
- Recommendations where the employee is over the max for his/her grade will display a warning, and then a comment is required.

Performance Level Codes:

1. (N) Not Available
2. (1) Unsatisfactory
3. (2) Needs Improvement
4. (3) Meets/Exceeds Expectations
5. (4) Exceptional

Performance Location Codes:

1. CTF Central, FOCUS
2. CTR Central, Not FOCUS
3. DIF Division, FOCUS
4. DIV Division, Not FOCUS
5. DPF Department, FOCUS
6. DPT Department, Not FOCUS
7. NA Not Available

How do I change FTE on Individual Screen?

1. Navigate to the **Individual Screen**
2. F16 (shift F6)
3. Cursor will pop to Job Title field.
4. Next, tab to the % FTE field
5. Enter %FTE information
6. Save Record

How to change your group from Section Status to Administration Status (How to roll up)

1. Print copy of group information before rolling up to Administration Status
2. Navigate to the **List Screen**
3. F16 (shift F6) Change Status
4. Form will display at the top " M&P Unit Status Change"
5. Enter "A" in the "New Status" field
- 6. Press Enter Key**
7. Press F16 (shift F6) to Confirm the Change
8. After the Group has been moved to Administration Status read only access is available. Notice the F7 Key has been removed.
9. If you need to roll the group back to Section Status level, contact HRIS support X26666.