

Informed K12 Instructions and Guide – Online MER (Straight Time/Overtime)

Step #1 Initiator

Employees will initiate the form after work is completed via following link

https://app.informedk12.com/link_campaigns/mer-overtime-straight-time-23-24?token=V26rYR2w8SkMxPiFvXwFRRYX

The link is also available on our payroll webpage <https://web.nmusd.us/departments/business-services/fiscal-services/payroll>

Online MERs - Informed K12

- [MER - Straight Time/Overtime](#)

The employee will need to enter their full legal name and a valid email address (work or personal email).

***It is important to write and select correct information on this step as MER may be sent back to the initiator for corrections, which can cause delays in processing and payment.**

Step 1
Initiator (Employee)
Has question

Step 2
MER Review
79 approvers

Step 3
Immediate Supervisor/Principal
94 approvers • Has question

Step 4
Division Unit Head
11 approvers

Step 5
MER Verifier
Approved by person at Step 2

Step 6
Payroll
5 approvers

Employee will complete the top section with their personal information:

- Legal name
- Employee ID
- Position
- Payroll Type: Certificated or Classified
- Time Classification: Straight Time or Overtime
- Site/Department they are completing the work for
- Fiscal Year the work was performed in
- **Red** fields are required for start time and end time work was performed, and description of work performed.
 - If extra space is needed for description, extra lines may be utilized.
 - Total hours will auto populate.
 - Do not include paid breaks and lunch break.
 - Example: employee worked 8 hours on the weekend with a 1-hour lunch from 7am – 4pm, it would be entered as **7am – 12pm, 1pm – 4pm (lunch excluded from 12pm – 1pm).**
- Sign and date
- Click submit form located in red at the bottom of form.
- Select **MER Review** based on site/department you are performing the work for from the drop-down list and send.
- After submitting the employee will receive a link via email to track the form along its approval process.

Please select next recipient for MER Review

[Back to question](#)

NAME/EMAIL

[Customize message](#)

Adams Elementary (nhamilton@nmusd.us)

Send to recipient

Step #2 MER Review

Site/department office staff assigned will review information for accuracy.

If corrections are needed, they will send the form back to the initiator. Initiator is to use the link received via email to track and make corrections ASAP to avoid delays in the process.

Step #3 Immediate Supervisor/Principal

The immediate supervisor will do a final review for accuracy and sign MER.

If the MER requires the signature of a Division Unit Head, it will go to **Step #4**.

*****High School Custodial Staff require a Division Unit Head Signer*****

High School Custodial Staff are to select Maintenance & Operations (Ruiz) as MER Reviewer on Step #2.

Plant Supervisors are to select Maintenance & Operations (Ruiz) as MER Reviewer on Step #2

Maintenance & Operations (Ruiz)

Step #5 MER Verifier (same as Step 2)

Site/department office staff assigned will MER verification # and account code once REQ is approved.

Then it will be sent to Payroll by selecting the first letter of employee's last name.

Payroll (A - D) (mmartinez@nmusd.us)
Payroll (E - K) (mharold@nmusd.us)
Payroll (L - Q) (econcepcion@nmusd.us)
Payroll (R - Z) (awortham@nmusd.us)

Step #6 Payroll

Payroll will do final review, if corrections are needed, it will be returned to Step #2 or #5.

Step #2 may return it to the initiator if specific corrections are needed.

Initiator is to use the link received via email to track and make corrections ASAP to avoid delays in the process.

Once the Payroll Department processes payment, the initiator will receive a link to retrieve the final copy for their records. Payroll will add notes including pay cycle it will be paid on. To familiarize yourself with our payroll cycles, please visit our payroll website.