





Annual Salary Review Quick Reference for the Administrator Role

-ADM Annual Salary Review-

Select the Department for Review:

- From the SAP menu open the folder: **Role_Z_HRASR_DEPARTMENT.** (Administrator Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **Matchcode** button  ( on a MAC) to select **Fiscal Year/Cycle/Step.** The year changes each cycle year.
- Select the **2005 ADM** (Administrative Staff) review.

Note: If you know the **SAP Org. Unit** number you may enter it directly in the **Org. Unit** field.

- Click the **Matchcode** button  ( on a MAC) to search for a **SAP Org. Unit.**

*Tip: See the **Matchcode Search Quick Card** if you do not know the specific number and need assistance.*

- Click the **List ASR** button .

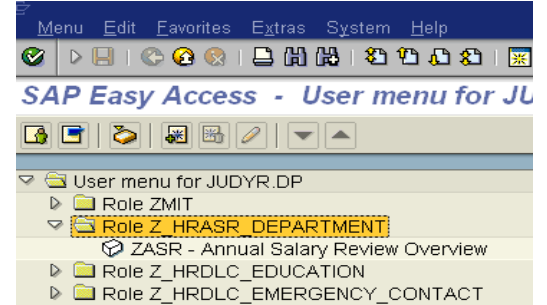
Note: You are looking for the **Released** status.

- New** Created by Compensation Office.
- Released** The Approver has completed initial review and *saved & released* the ASR data for the Administrator.
- Submitted** The Administrator has completed their review and *saved & submitted* the data in SAP.
- Approved** The Approver has completed their final review of the ASR data and *approved* it.
- Activated** Compensation Office activated the ASR data in SAP and it can be seen by HR and Payroll as soon as it is activated.

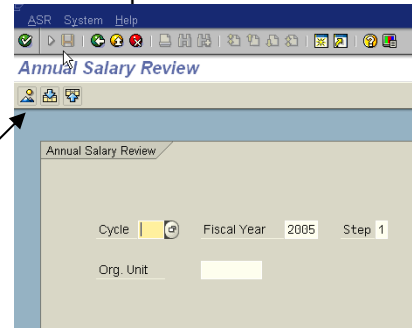
- Double click on the **Department** field to see the ASR amounts at the employee level.

Note: The window lists the department's employees who are eligible for the ASR. **To sort or change the layout, refer to the Quick Card on Changing/Saving Layout.**

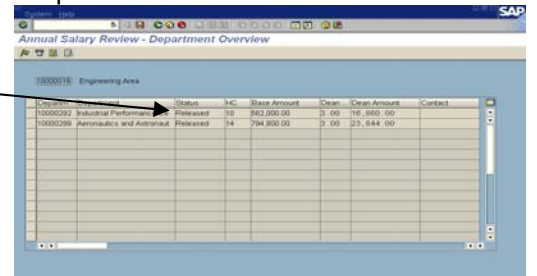
SAP User menu



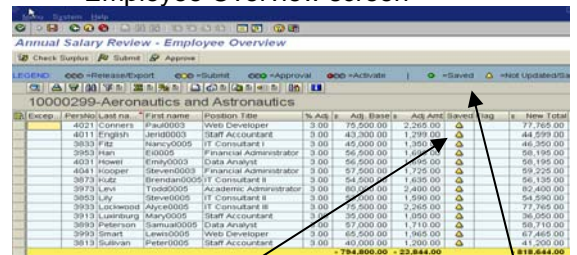
Select Department for Review



Department Overview screen




Employee Overview screen





New Column called Saved has been added in response to departments concerns about not knowing whose record they had changed prior to submitting. The column has a yellow triangle to indicate an employee's record has not been updated or saved. When you make a change to the record and save it the yellow triangle becomes a green circle. This helps departments to know where they left off the last time they worked on the review.

Making Adjustments: Employee Overview screen

- Change the **Adjust Amount** for an employee.
- Click the **Enter** key.
- Click the **Save**  button.



Note: SAP will recalculate the **New Total**.

- Click the **Select All** button  (on a MAC the button is not labeled but is located in the same space) to select all employee records.
- Click the **Save**  button.

Employee Overview screen

Personnel No.	Last Name	First Name	Pos Title	Percentage	Adj. Basic	Adj. Amt.	Total + Hord. Amt. S. test			
0000	4021	Conners	Paul0003	Web Developer	3.00	75,500.00	2,265.00	77,765.00	0.00	Release
0000	4011	Engeln	Jenrd003	Staff Accountant	3.00	43,200.00	1,260.00	44,460.00	0.00	Release
0000	3853	Peg	Nancy005	IT Consultant I	3.00	48,000.00	1,500.00	49,500.00	0.00	Release
0000	3663	Huan	E00005	Financial Administrator	3.00	56,500.00	1,695.00	58,195.00	0.00	Release
0000	4021	Hovell	Emily0003	Data Analyst	3.00	56,500.00	1,695.00	58,195.00	0.00	Release
0000	4041	Foster	Steven0003	Financial Administrator	3.00	57,500.00	1,725.00	59,225.00	0.00	Release
0000	3873	Hutz	Blenda0009	IT Consultant II	3.00	54,500.00	1,635.00	56,135.00	0.00	Release
0000	3873	Lynn	Todd0005	Academic Advisor	3.00	60,000.00	1,800.00	61,800.00	0.00	Release
0000	3863	Lay	Steven0005	IT Consultant I	3.00	53,000.00	1,590.00	54,590.00	0.00	Release
0000	3863	Lockwood	Alyce0005	IT Consultant II	3.00	75,500.00	2,265.00	77,765.00	0.00	Release
0000	3813	Lumburg	Mary0005	Staff Accountant	3.00	35,000.00	1,050.00	36,050.00	0.00	Release
0000	3863	Peterson	Bernard0005	Data Analyst	3.00	57,000.00	1,710.00	58,710.00	0.00	Release
0000	3863	Smart	Lewis0005	Web Developer	3.00	65,000.00	1,950.00	66,950.00	0.00	Release
0000	3813	Sullivan	Peter0005	Staff Accountant	3.00	40,000.00	1,200.00	41,200.00	0.00	Release
						- 784,800.00	- 23,844.00	- 818,644.00	- 0.00	

Employee Detail screen



Department	Appointment	Base	Increase	New Total
Aeronautics and Astronaut	Web Developer	75,500.00	2,265.00	77,765.00

Adj.	Adjustment Type	Amount	Pct	Valid to	Eff. Date	Comment
ASR1	Annual Salary Increase	2,265.00	3.00		12/31/9999	07/01/2005

Making Adjustments: Employee Detail screen



- Double click on **the employee name** field to view the **Employee Detail** screen.

To Delete an employee from the list: Click the **Matchcode** button in the **Comment** Field.



- Double click on **your comment choice** from the **Hit List**.
- Click the **Enter** key.
- Click the **Save**  button.
- Click the **Back**  button to return. *If you are ready to return to the Employee Overview screen.*

Note: That the **Adjustment Amount** field for that employee is **0.00**. *The ASR Pool will decrease; the money can not be re-allocated.*

To add a Lump Sum:

- Click the **Insert Line**  button on the **Employee Detail** screen.
- Click the **Enter**  button on the **Adjustment Type Hit List**.
- Enter the correct **amount** in the **Lump Sum Line**.

Note: *The Lump Sum is a one time increase and does not affect the New Total for the employee.*

- Click the **Save**  button.
- Click the **Back**  button to return. *If you are ready to return to the Employee Overview screen.*

Comments Hit List

Comment	Description
01	Remove from ASR - Terminating (D)
02	Remove from ASR - Retiring (D)
03	Remove from ASR - Changing Department (D)
04	Remove from ASR - Changing Payroll Category (D)
05	Remove from ASR - Layoff (D)
06	Remove from ASR - Negotiated Salary (D)
07	Review no Increase - High in Range (*)
08	Review no Increase - Below Expectations (*)
09	Deferred Merit - Performance (H)
10	Unsatisfactory Performance (*)
11	Exceptional Performance (*)
12	Deferred Merit - Other (H)
13	Review no Increase - Lump Sum (*)
14	Review no Increase - Other (*)
15	Other Academic Only - Reappoint with Increase (15)
16	Other Academic Only - Reappoint without Increase (16)
17	Other Academic Only - No Changes (D)
18	Other Academic Only - Review Increase Only (18)

Insert & Delete Line buttons





Adjustment Type Hit List

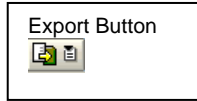
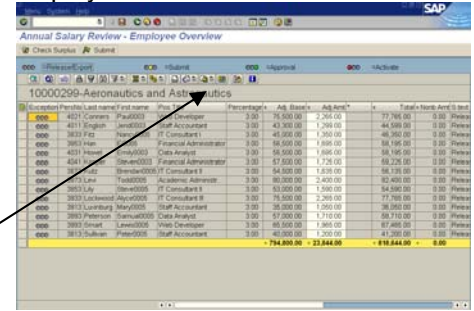
Adjustment Type
LSUM - Lump Sum

What If Scenario in Excel: provides an option to use %

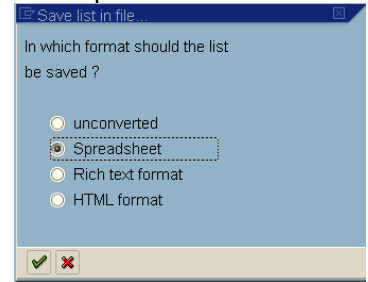
Note: You can download the employee data to an Excel spreadsheet (before making adjustments in SAP). The final dollar increase amounts must be entered & saved & submitted in SAP.

- From the **Employee Overview** screen click the **Export** .
- Select the **Local File** option.
- Select **Spreadsheet**.
- Click **Enter**  button.
- Click the **Matchcode** button, enter a **File name**. **save as .xls**
- Click the **Generate** button.
- Go to the **Local File** and open the **Spreadsheet**.

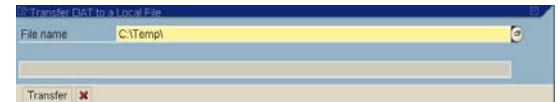
Employee Overview screen



Save Spreadsheet



Transfer Data to Local File



Excel Spreadsheet Formatting:

- Delete the **1st** & **2nd** blank columns.
- Insert **3 columns** to the left of **column D**.
- Enter the following **column headings** in **bold text**.

D: What if % E: What if Adj Amt F: What if Total

- Resize the columns.
- Note:** To re-size columns click on the box in upper right corner (above the #1) and select spreadsheet. Then place your cursor between column A & B and double click.
- Enter the following formulas in columns **E & F** to calculate the **What if Adjustment Amount & What if Total**:

Column E: **=D#/100*H#** Column F: **=E#+H#** (**#=row number**)

Note: Column F should show zeros and column G should show the Adjustment Base from column I.

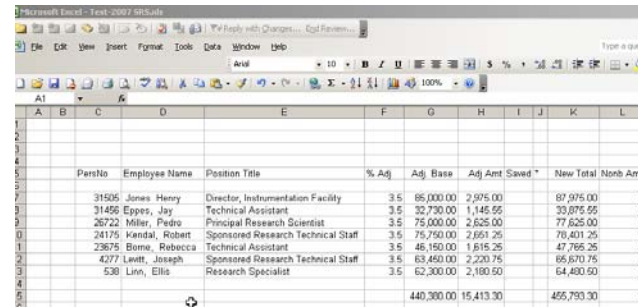
- Enter a formula for the **Total What if Adjustment Amount** in **column E**: (On the same row as the totals for H, I, & L)

How To: Click in the cell in column E in the total row. Choose **Insert > Function**. In the pop-up window choose **SUM**. In the next pop-up window, check that **E7: E#** defaults in the Number 1 field, if not fix the data. Click **OK**. **Can use Auto Sum**

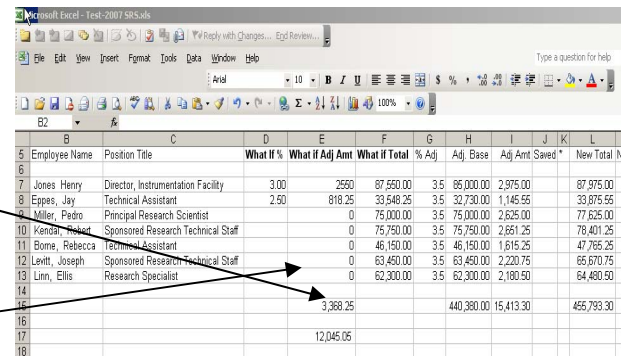
- Enter a formula to calculate the **Remaining Allocation Amount** in **column E** below the **Total What if Adjustment Amount**.

Total Adjustment Amt – Total What if Adjustment Amt = Remaining Allocation Amt
=I#-E#

Unformatted Excel Spreadsheet







Formatted Excel Spreadsheet




Submitting the ASR Data:



Note: After the Adjustment Amount changes have been completed and saved in SAP, the ASR data needs to be submitted back to the Approver for review and approval.

- From the SAP menu open the folder: **Role_Z_HRASR_DEPARTMENT.** (Administrator Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **Matchcode** button  ( on a MAC) to select **Fiscal Year/Cycle/Step.**
- Click the **Matchcode** button  ( on a MAC) to search for a **SAP Org. Unit.**


*Tip: See the **Matchcode Search Quick Card** if you do not know the specific number and need assistance.*

- Click the **List ASR** button .
- Double click on the **Department** that you want to **Submit.**

Note: Once the data is **Submitted** changes to the amounts can only be made by the Approver.

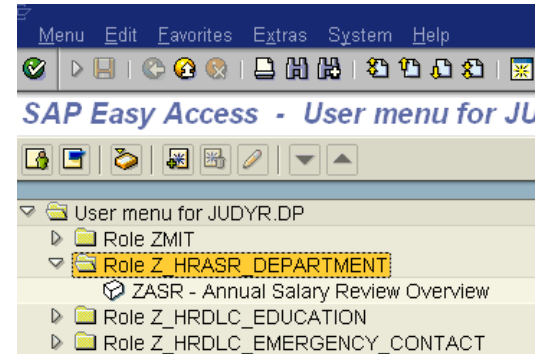
- Click the **Select All** button  (on a MAC the button is not labeled but is located in the same space) to select all employee records.
- Click the **Submit**  **Submit** button.

Note: the Exception column for each employee displays the "yellow light".

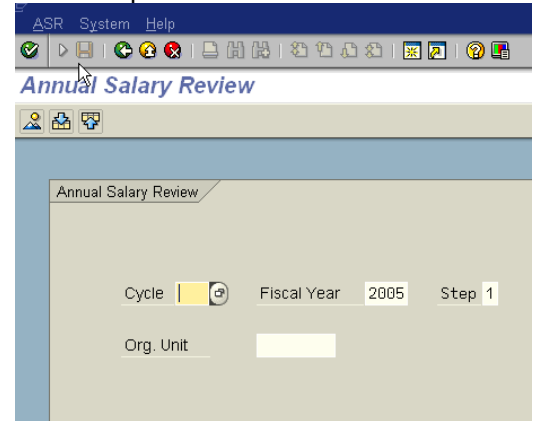
- Click **Back**  button. You return to the Departmental Overview screen.

Note: That the **Status** has changed to **Submitted** on the Department Overview screen.

SAP User menu



Select Department



Department Overview screen

Departo	Department	Status	HC	Base Amount	Dean	Dean Amount	Contact
10000292	Industrial Performance Cn	Released	10	562,000.00	3.00	165,800.00	
10000299	Aeronautics and Astronaut	Submitted	14	794,800.00	3.00	23,844.00	

Employee Overview screen

Exception	Personel	Last name	First name	Pos Title	Percentage	Adj. Base	Adj.Amt*	Total* Norm.Amt	St. text
exp	4021	Cannors	Paul	Web Developer	3.00	75,500.00	2,265.00	77,765.00	0.00
exp	4011	English	Jennifer	Staff Accountant	3.00	43,300.00	1,299.00	44,599.00	0.00
exp	3933	Pfez	Nancy	IT Consultant I	3.00	45,500.00	1,365.00	46,865.00	0.00
exp	3953	Hran	Elaine	Financial Administrator	3.00	56,500.00	1,695.00	58,195.00	0.00
exp	4031	Hovest	Emily	Data Analyst	3.00	58,500.00	1,695.00	60,195.00	0.00
exp	4041	Pospner	Steven	Financial Administrator	3.00	57,500.00	1,725.00	59,225.00	0.00
exp	3873	Kratz	Brendan	IT Consultant I	3.00	54,500.00	1,635.00	56,135.00	0.00
exp	3873	Levi	Thomas	Academic Adminstr	3.00	60,000.00	2,400.00	62,400.00	0.00
exp	3953	Lay	Steven	IT Consultant I	3.00	53,000.00	1,590.00	54,590.00	0.00
exp	3933	Lockwood	Allyce	IT Consultant II	3.00	75,500.00	2,265.00	77,765.00	0.00
exp	3913	Lunenburg	Mary	Staff Accountant	3.00	36,000.00	1,080.00	37,080.00	0.00
exp	3963	Petersen	Thomas	Data Analyst	3.00	57,000.00	1,710.00	58,710.00	0.00
exp	3963	Smart	Lewis	Web Developer	3.00	65,500.00	1,965.00	67,465.00	0.00
exp	3813	Sullivan	Peter	Staff Accountant	3.00	40,000.00	1,200.00	41,200.00	0.00
						794,800.00	-23,844.00	818,644.00	0.00