



# Annual Salary Review Quick Reference for the Approver Role

## -ADM Annual Salary Review-


### Select the School or Area for Review:

- From the SAP menu open the folder:  
**Role\_Z\_HRASR\_DEAN.** (Approver 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 .
- The **Status** field is right next to department name

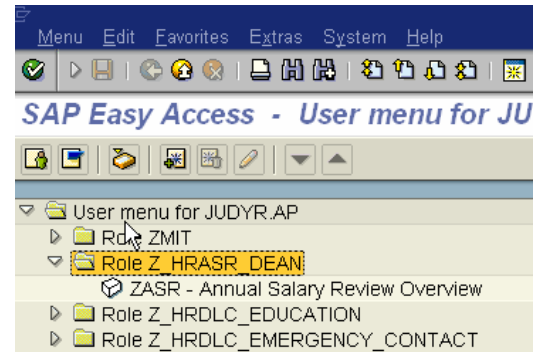
- New** Created by Compensation Office.
- Released** The Approver has completed the initial review and *saved & released* the ASR data for the Administrator. **STEP #1**
- Submitted** The Administrator has completed the review and has *saved & submitted* the data in SAP.
- Approved** The Approver has completed the final review of the ASR data and *approved* it. **STEP #2**
- 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. *Double check status.*

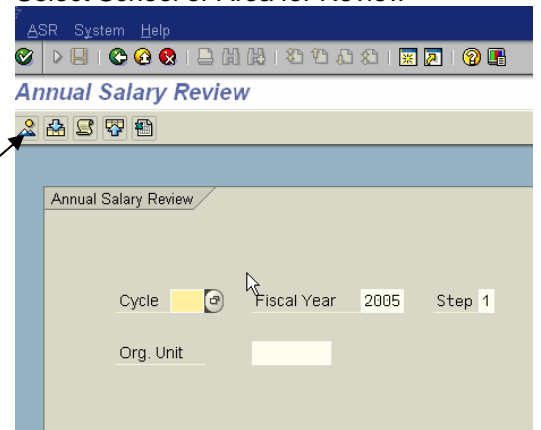
**Note:** The window lists the department's employees who are eligible for ASR. **To sort or change the layout, refer to the Quick Card on Changing/Saving Layout**

- Click the **Back**  button to return.

### SAP User menu



### Select School or Area for Review



### Department Overview screen

Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292 Industrial Performance Ce	New	10	562,000.00	3.00	16,860.00	3.00	16,860.00
10000299 Aeronautics and Astronaut	New	14	794,800.00	3.00	23,844.00	3.00	23,844.00
10000324 Mechanical Engineering	New	14	794,800.00	3.00	23,844.00	3.00	23,844.00
10000329 Ocean Engineering	New	10	562,000.00	3.00	16,860.00	3.00	16,860.00

### Employee Overview screen


Excep	PerNo	Last na	First name	Position Title	% Adj	Adj. Base	Adj Amt	Saved Flag	z	New Total
	4021	Conners	Paul0003	Web Developer	3.00	75,500.00	2,265.00			77,765.00
	4011	English	Jend0003	Staff Accountant	3.00	45,300.00	1,299.00			44,599.00
	3833	Fitz	Nancy0005	IT Consultant I	3.00	45,000.00	1,350.00			46,350.00
	3953	Han	E00005	Financial Administrator	3.00	56,500.00	1,695.00			58,195.00
	4031	Howell	Emily0003	Data Analyst	3.00	56,500.00	1,695.00			58,195.00
	4041	Knoper	Steven0003	Financial Administrator	3.00	57,500.00	1,725.00			59,225.00
	3873	Kutz	Brendan0005	IT Consultant II	3.00	54,500.00	1,635.00			56,135.00
	3973	Levi	Todd0005	Academic Administrator	3.00	80,000.00	2,400.00			82,400.00
	3853	Lily	Steve0005	IT Consultant II	3.00	53,000.00	1,590.00			54,590.00
	3933	Lockwood	Alyce0005	IT Consultant III	3.00	75,500.00	2,265.00			77,765.00
	3913	Lewisburg	Mark0005	Staff Accountant	3.00	36,000.00	1,050.00			36,950.00
	3893	Peterson	Samuel0005	Data Analyst	3.00	57,000.00	1,710.00			58,710.00
	3993	Smart	Lewis0005	Web Developer	3.00	65,500.00	1,965.00			67,465.00
	3813	Sullivan	Peter0005	Staff Accountant	3.00	40,000.00	1,200.00			41,200.00
						<b>794,800.00</b>	<b>23,844.00</b>			<b>818,644.00</b>






## Making Adjustments:

### Part #1: Save & Release the ASR data

**Note:** This releases the ASR file to the Administrator.

- From the SAP menu open the folder:  
**Role Z\_HRASR\_DEAN.**
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **List ASR** button .
- View that the status field is **New**.

**Note:** You can only change the white field (Dean %) on the screen.

- Optional:** Change the **Dean Allocation %** field for specific departments. (if you change the % allocation SAP will Adjust Amount)
- Click the **Enter** button .
- Click the **Select All** button  to select the departments.
- Click **Save & Release**  button to save your changes and release the file to the DLC administrator. The file status changes to Released.



**Note:** Your changes are then released to the Administrator.

**Note:** The % amount will not change at the employee level until the ASR data is released to the Administrator.

### Select School or Area


### Department Overview screen

Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292	Industrial Performance Ce	New	10	562,000.00	3.00	16,860.00	3.00	16,860.00
10000299	Aeronautics and Astronaut	New	14	794,800.00	3.00	23,844.00	3.00	23,844.00
10000324	Mechanical Engineering	New	14	794,800.00	3.00	23,844.00	3.00	23,844.00
10000329	Ocean Engineering	New	10	562,000.00	3.00	16,860.00	3.00	16,860.00



### Selected Departments


Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292	Industrial Performance Ce	New	10	562,000.00	3.00	16,860.00	3.00	16,860.00
10000299	Aeronautics and Astronaut	New	14	794,800.00	3.00	23,844.00	3.00	23,844.00
10000324	Mechanical Engineering	New	14	794,800.00	3.00	23,844.00	3.00	23,844.00
10000329	Ocean Engineering	New	10	562,000.00	3.00	16,860.00	3.00	16,860.00


## Part #2: Review, Adjust & Approve the ASR data


- From the SAP menu open the folder:  
**Role Z\_HRASR\_DEAN.** (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **List ASR** button .

**Note:** You can adjust the individual employee amounts after the Administrator has submitted the data.

- Check to see that the status field is **Submitted.**
- Double click on the **Department** field to see the ASR amounts at the employee level.
- No Adjustment:** Click the **Select All** button  (on a MAC the button is not labeled but is located in the same space). Click the **Approve**  **Approve** button.


- Adjustment:** Click the **Check Surplus**  **Check Surplus** button to see the department's **Surplus Amount.**

- Click the **Adjustment Amount** field and change the amount.
- Press the **Enter** key. SAP will recalculate the percentage and the department's totals.
- Click the **Save**  button.

**Note:** After all the ASR changes are saved , you can approve.

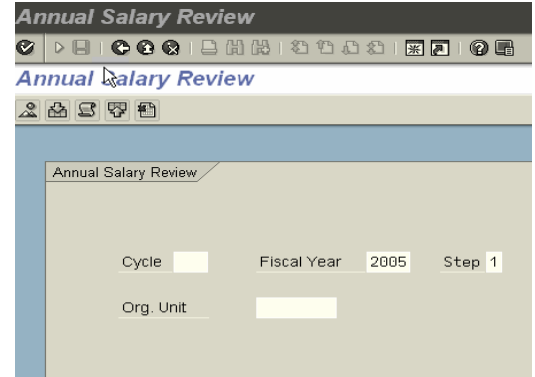
- Click the **Select All** button  (on a MAC the button is not labeled but is located in the same space) to select all employee records.
- Click the **Approve**  **Approve** button.

**Note:** You have to Approve one Department at a time.

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

**Note:** That the **Status** has changed to **Approved.**

### Select School or Area



### Department Overview screen

Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean Adjust Amount
10000292 Industrial Performance Ce	Released	10	562,000.00	3.00	16,860.00	3.00 16,860.00
10000299 Aeronautics and Astronaut	Submitted	14	794,800.00	3.00	23,844.00	3.00 23,844.00
10000324 Mechanical Engineering	Submitted	14	794,800.00	3.00	23,844.00	3.00 23,844.00
10000329 Ocean Engineering	Released	10	562,000.00	3.00	16,860.00	3.00 16,860.00

### Employee Overview screen

Description	Person No	Last name	First name	Position Title	% Adj	Adj. Base	Adj. Amt	Saved	Flag	New Total
4041 Kropfer	00000003	Steven	Joseph	Financial Administrator	3.00	57,500.00	1,725.00			59,225.00
4031 Howell	00000003	Emily	000003	Data Analyst	3.00	56,500.00	1,695.00			58,195.00
4021 Conners	00000003	Paul	0003	Web Developer	3.00	75,500.00	2,265.00			77,765.00
4011 English	00000003	Jamie	0003	Staff Accountant	3.00	43,300.00	1,299.00			44,599.00
3993 Stuart	00000005	Lynn	0005	Web Developer	3.00	65,500.00	1,965.00			67,465.00
3973 Levi	00000005	Todd	0005	Academic Administrator	3.00	80,000.00	2,400.00			82,400.00
3953 Han	00000005	Eric	0005	Financial Administrator	3.00	56,500.00	1,695.00			58,195.00
3933 Lockwood	00000005	Alyssa	0005	IT Consultant II	3.00	75,500.00	2,265.00			77,765.00
3913 Luemburg	00000005	Mary	0005	Staff Accountant	3.00	35,000.00	1,050.00			36,050.00
3893 Peterson	00000005	Samuel	0005	Data Analyst	3.00	57,000.00	1,710.00			58,710.00
3873 Hutz	00000005	Brendan	0005	IT Consultant II	3.00	54,500.00	1,635.00			56,135.00
3853 Lily	00000005	Heaven	0005	IT Consultant II	3.00	53,000.00	1,590.00			54,590.00
3833 Fitz	00000005	Nancy	0005	IT Consultant I	3.00	45,000.00	1,350.00			46,350.00
3813 Sullivan	00000005	Peter	0005	Staff Accountant	3.00	40,000.00	1,200.00			41,200.00
						<b>794,800.00</b>	<b>23,844.00</b>			<b>818,644.00</b>

### Department Overview screen

Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean Adjust Amount
10000292 Industrial Performance Ce	Released	10	562,000.00	3.00	16,860.00	3.00 16,860.00
10000299 Aeronautics and Astronaut	Approved	14	794,800.00	3.00	23,844.00	3.00 23,844.00
10000324 Mechanical Engineering	Submitted	14	794,800.00	3.00	23,844.00	3.00 23,844.00
10000329 Ocean Engineering	Released	10	562,000.00	3.00	16,860.00	3.00 16,860.00

