




Annual Salary Review Quick Reference for the Administrator Role - Other Academic (Rank List 2 Paid & Non-Paid) 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 either the **RLP(Paid) RLN (Non-Paid)** 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.

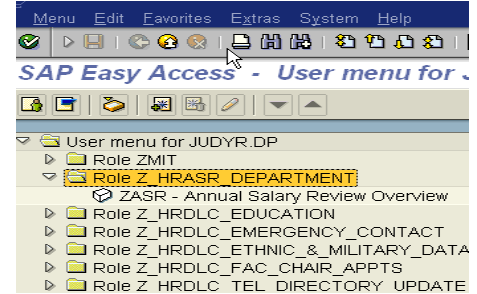
Note: You are looking for the **Released** status.

- New** Created by Compensation Office.
- Released** The Approver 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.

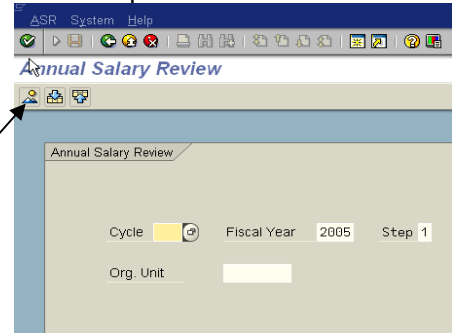
- Double click on the **Department** field to see the ASR amounts at the employee level.

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

Department	Department	Status	HC	Base Amount	Dean ...	Dean Amount	Contact
10000299	Aeronautics and Astronautics	Released	2	120,000.00	3.00	3,600.00	

Employee Overview screen

Exception	PersNo	Last name	First name	Position Title	% Adj	Adj. Base	Adj. Amt	Saved	Acad Effective Date	Valid To
	S22	Bibby	Gail	Professor of the Practice	3.00	60,000.00	1,800.00	Not Updated/Saved		12/31/99

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 dollar Amount** for an employee.
- Click the **Enter** key.

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

- Enter the **Acad Effective Date** for each employee. (This blank so you can put in the new effective date of the salary change for the review). This date must be greater than the **Current Begin Date**

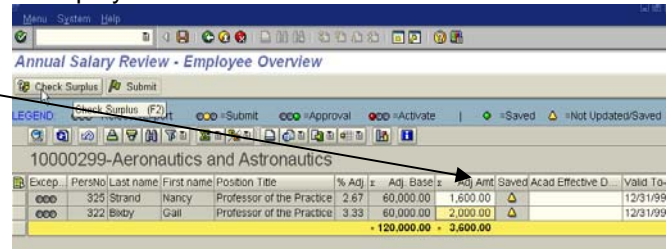
- Click the **Enter** key
- Change the **Valid to Date** for each employee. (This shows the **Current End Date** of the appointment. If extending the appointment put in the new end date).

- Click the **Enter** key
- Click the **Save**  button.

- Click the **Select All** button  to select all employee records.

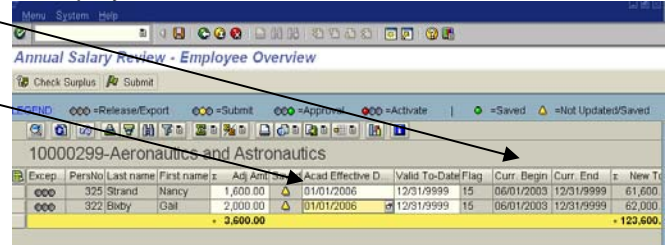
- Click the **Save**  button.

Employee Overview screen



Excep	PersNo	Last name	First name	Position Title	% Adj	Adj. Base	Adj. Amt	Saved	Acad Effective D	Valid To
000	325	Strand	Nancy	Professor of the Practice	2.67	60,000.00	1,600.00			12/31/99
000	322	Bixby	Gail	Professor of the Practice	3.33	60,000.00	2,000.00			12/31/99
							-120,000.00	-3,600.00		

Employee Overview screen



Excep	PersNo	Last name	First name	Adj. Amt	Acad Effective D	Valid To-Date Flag	Curr. Begin	Curr. End	New To	
000	325	Strand	Nancy	1,600.00	01/01/2006	12/31/9999	15	06/01/2003	12/31/9999	61,600
000	322	Bixby	Gail	2,000.00	01/01/2006	12/31/9999	15	06/01/2003	12/31/9999	62,000
				-3,600.00						-123,600

Employee Overview screen





Excep	PersNo	Last name	First name	Position Title	% Adj	Adj. Base	Adj. Amt	Saved	Acad Effective D	Valid To
000	325	Strand	Nancy	Professor of the Practice	2.67	60,000.00	1,600.00		01/01/2006	12/31/9999
000	322	Bixby	Gail	Professor of the Practice	3.33	60,000.00	2,000.00		01/01/2006	12/31/9999
							-120,000.00	-3,600.00		



Making Adjustments: Employee Detail screen

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

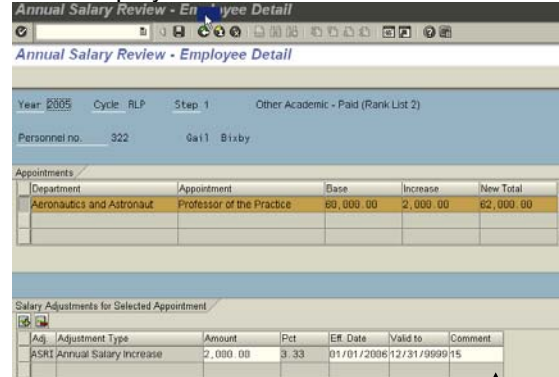
To Delete an employee from the list: Click the **Matchcode** button in the **Comment** Field.

- 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.*

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

Employee Detail screen

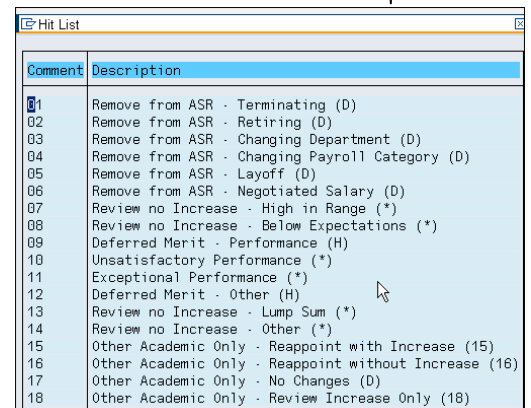


Year	Cycle	Step	Other Academic
2005	RLP	Step 1	Paid (Rank List 2)

Department	Appointment	Base	Increase	New Total
Aeronautics and Astronaut	Professor of the Practice	60,000.00	2,000.00	62,000.00

Adj.	Adjustment Type	Amount	Pct	Eff. Date	Valid to	Comment
ASR1	Annual Salary Increase	2,000.00	3.33	01/01/2006	12/31/9999	15



Comments Hit List

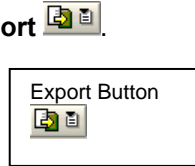


Comment	Description
01	Remove from ASR - Terminating (D)
02	Remove from ASR - Retiring (D)
03	Remove from ASR - Changing Department (D)
04	Remove from ASR - Changing Payroll Category (D)
05	Remove from ASR - Layoff (D)
06	Remove from ASR - Negotiated Salary (D)
07	Review no Increase - High in Range (*)
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)

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

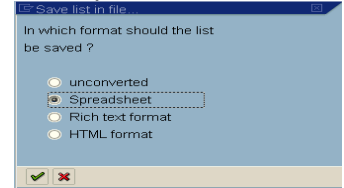
Note: You can download the employee data to an Excel spreadsheet (before making adjustments in SAP). The final dollar increase amounts must be entered & saved & submitted in SAP.

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

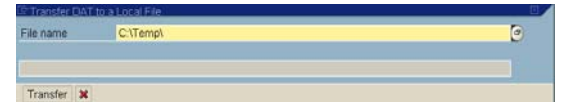


Employee Overview screen

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 E should show zeros and column F 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

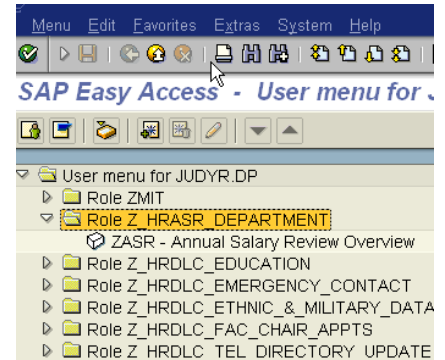
Formatted Excel Spreadsheet

Submitting the ASR Data:

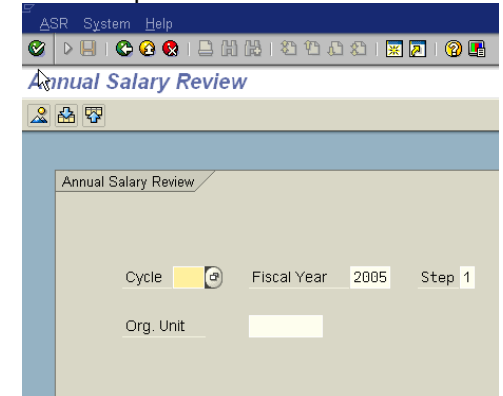
Note: After the Adjustment Amount changes have been completed and saved in SAP, the ASR data needs to be submitted back to the Assistant Deans for review and approval.

- 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.**

SAP User menu




Select Department



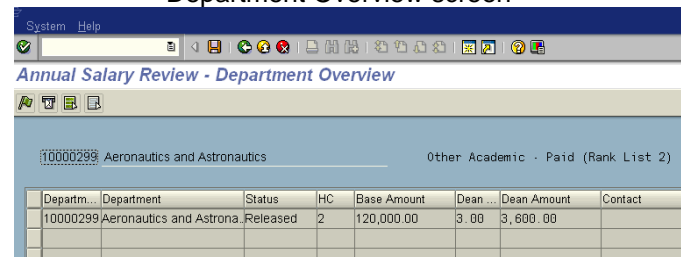
Note: You need to submit both the SRA & the SRT reviews.

- 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.**

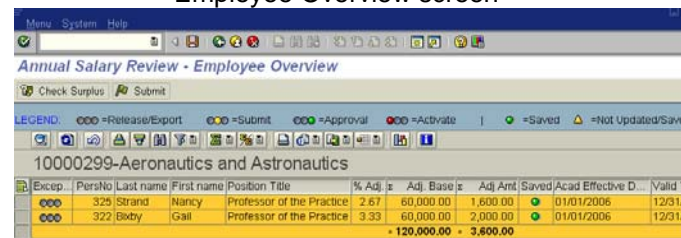
Department Overview screen




Note: Once the data is submitted changes to the amounts can only be made by the Assistant Deans.

- Click the **Select All** button  to select all employee records.
- Click the **Submit**  **Submit** button.

Employee Overview screen



Note: the Exception column for each employee displays the "yellow light". You can submit one employee at a time.

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

Department Overview screen

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

