

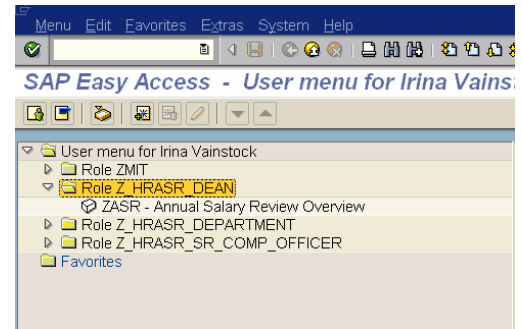


Annual Salary Review Quick Reference for the Approver Role - Other Academic (Rank List 2 Paid & Non-Paid) Annual Salary Review-



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 either the **RLP** (Paid) or **RLN** (Non-Paid) review.

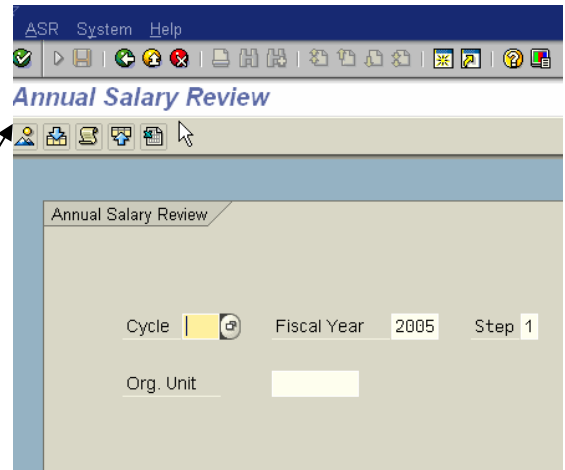
SAP User menu



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.**

Select School or Area for Review



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

Note: Remember to switch review types if necessary.

- 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.

Department Overview screen

Departm.	Department	Status	Inc	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount	Cost
10000294	Microsystems Technology L	New	8	345,400.00	3.00	10,362.00	3.00	10,362.00	
10000299	Aeronautics and Astronaut	New	2	120,000.00	3.00	3,600.00	3.00	3,600.00	
10000319	Chemical Engineering	New	1	50,000.00	3.00	1,500.00	3.00	1,500.00	
10000324	Mechanical Engineering	New	1	65,000.00	3.00	1,950.00	3.00	1,950.00	
10000333	Engineering Systems Divis	New	1	70,000.00	3.00	2,100.00	3.00	2,100.00	
10000353	Materials Processing Cent	New	39	1,807,000.00	3.00	54,210.00	3.00	54,210.00	
10000354	Leaders for Manufacturing	New	1	45,000.00	3.00	1,350.00	3.00	1,350.00	
Total				2,502,400.00		75,072.00		75,072.00	0.00

- 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.

Employee Overview screen



Exception	Persno	Last name	First name	Position Title	% Adj	Adj. Base	Adj. Amt	Saved Acad Effective Date
	754	Litz	Daniel	Postdoctoral Associate	3.00	35,000.00	1,050.00	
	733	Maron	Malu	Visiting Scientist	3.00	75,000.00	2,250.00	
	730	Tranor	Jane	Visiting Scientist	3.00	62,000.00	1,860.00	
	727	Clonunnisols	Moe	Visiting Scientist	3.00	63,500.00	1,905.00	
	726	Ugaricovici	Ilie	Visiting Scientist	3.00	59,900.00	1,797.00	
	725	Frangan	Terrance	Visiting Scientist	3.00	50,000.00	1,500.00	
						345,400.00	10,362.00	

Review ASR Summary Report Data:



Use the Summary Report to track and monitor changes and adjustment as the ASR is in progress.

- 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.**

Note: Remember to switch between the **SRT & SRA** reviews if you have both in your **School or Area.**

- 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 **Summary Report** button . 
- Look to the right of the SAP Dept Number to view the **Status** field.
- Scroll to the right to view the (Over) Under amount.
- Scroll to the bottom to view the **Total Amounts** for your **School or Area.**

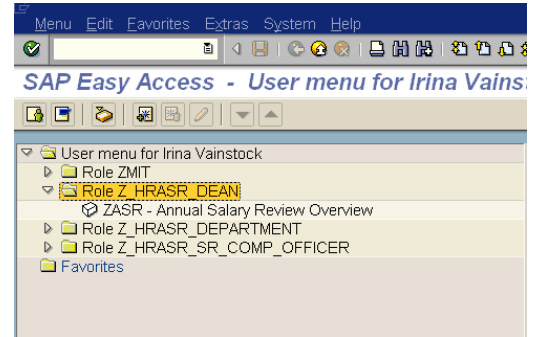
Note: The Summary report calculates the over/under amounts against the pool % not the Dean Allocated %. You will have to scroll to the right to see the over/under field.

- Double click on the **Department** field to view the ASR amounts at the Employee level.

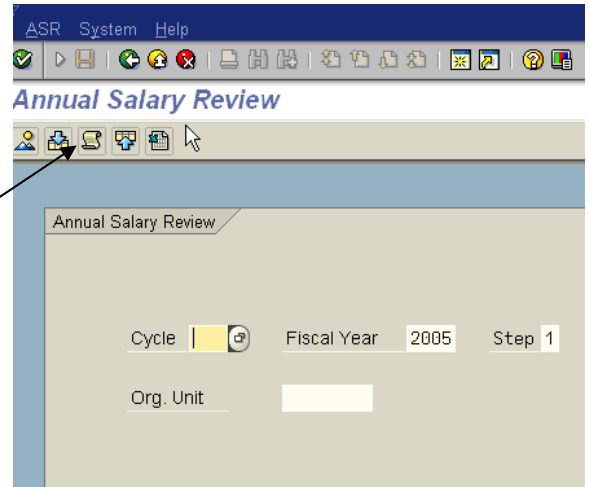
Note: Depending on the size of your School or Area, you might need to scroll both up and down to view the entire report.

- To print the report:** clicks the **Print**  button. Click the **Continue**  button on the **Print Screen List** screen.
- Click the **Back**  button to return.

SAP User menu



Select ASR School or Area for Review



Summary Report screen

Organization / Department	Dept Number	Status	Head Count	Payroll Before Review	Annualized Adjustment To Min	Salary After Adjustment	Base Alloc #	Base Review Increase
Engineering Area								
Aeronautics and Astronautics	061000	New	2	120,000	0	120,000	3,600	3,600
Chemical Engineering	062000	New	1	50,000	0	50,000	1,500	1,500
Mechanical Engineering	065000	New	1	65,000	0	65,000	1,950	1,950
Engineering Systems Division	068100	New	1	70,000	0	70,000	2,100	2,100
Microsystem Technology Laboratories	069000	New	8	345,400	0	345,400	10,362	10,362
Leaders for Manufacturing Program	170000	New	1	45,000	0	45,000	1,350	1,350
Materials Processing Center Area								
Total Materials Processing Center Area	069000	New	39	1,887,000	0	1,887,000	54,210	54,210
Total Engineering Area			51	2,502,400	0	2,502,400	75,872	75,872


Employee Overview screen

Exception	Persno	Last name	First name	Position Title	% Adj	Adj. Base	Adj Amt	Saved	Acad	Effective Date
	754	Utz	Daniel	Postdoctoral Associate	3.00	35,000.00	1,050.00			
	723	Maron	Malu	Visiting Scientist	3.00	75,000.00	2,250.00			
	730	Tranor	Jane	Visiting Scientist	3.00	62,000.00	1,860.00			
	727	Olonnissola	Moe	Visiting Scientist	3.00	63,500.00	1,905.00			
	726	Ugarovici	Ilie	Visiting Scientist	3.00	59,900.00	1,797.00			
	725	Farrigan	Terrance	Visiting Scientist	3.00	50,000.00	1,500.00			
						- 345,400.00	- 10,362.00			



Making Adjustments During the ASR Process:

Part #1: Save & Release the ASR data

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

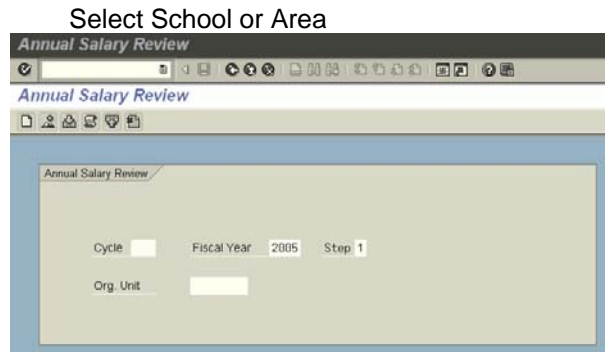
- From the SAP menu open the folder:
Role Z_HRASR_DEAN. (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **List ASR** button .
- View that the status field is **New**.

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** key.
- Click the **Save**  button.
- Click the **Select** button to highlight the changed department.
- 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 DLC Administrator. You have the option to release one department at a time.

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




Department Overview screen


Deparm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount	Con
10000294	Microsystems Technology L	New	6	345,400.00	3.00	10,362.00	3.00	10,362.00	
10000299	Aeronautics and Astronaut	New	2	120,000.00	3.00	3,600.00	3.00	3,600.00	
10000319	Chemical Engineering	New	1	50,000.00	3.00	1,500.00	3.00	1,500.00	
10000324	Mechanical Engineering	New	1	65,000.00	3.00	1,950.00	3.00	1,950.00	
10000333	Engineering Systems Divis	New	1	70,000.00	3.00	2,100.00	3.00	2,100.00	
10000353	Materials Processing Cent	New	39	1,807,000.00	3.00	54,210.00	3.00	54,210.00	
10000554	Leaders for Manufacturing	New	1	45,000.00	3.00	1,350.00	3.00	1,350.00	
Total				2,502,400.00		75,072.00		75,072.00	
							Surplus	0.00	



Selected Departments


Deparm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount	Con
10000294	Technology L	Released	6	345,400.00	3.00	10,362.00	2.50	8,635.00	
10000299	Aeronautics and Astronaut	New	2	120,000.00	3.00	3,600.00	3.00	3,600.00	
10000319	Chemical Engineering	New	1	50,000.00	3.00	1,500.00	3.00	1,500.00	
10000324	Mechanical Engineering	New	1	65,000.00	3.00	1,950.00	3.00	1,950.00	
10000333	Engineering Systems Divis	New	1	70,000.00	3.00	2,100.00	3.00	2,100.00	
10000353	Materials Processing Cent	New	39	1,807,000.00	3.00	54,210.00	3.00	54,210.00	
10000554	Leaders for Manufacturing	New	1	45,000.00	3.00	1,350.00	3.00	1,350.00	
Total				2,502,400.00		75,072.00		73,345.00	
							Surplus	1,727.00	


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 DLC 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 . 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. Action will then be taken by the Compensation office.

- Click the **Select All** button  (underneath the Department Name) 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** on the Department Overview screen.

Select School or Area



Department Overview

Department	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount	Com
10000294	Microsystems Technology L	Submitted	6	345,400.00	3.00	10,362.00	2.50	8,635.00	
10000299	Aeronautics and Astronaut	New	2	120,000.00	3.00	3,600.00	3.00	3,600.00	
10000319	Chemical Engineering	New	1	50,000.00	3.00	1,500.00	3.00	1,500.00	
10000324	Mechanical Engineering	New	1	65,000.00	3.00	1,950.00	3.00	1,950.00	
10000333	Engineering Systems Divis	New	1	70,000.00	3.00	2,100.00	3.00	2,100.00	
10000353	Materials Processing Cent	Released	39	1,807,000.00	3.00	54,210.00	3.00	54,210.00	
10000554	Leaders for Manufacturing	New	1	45,000.00	3.00	1,350.00	3.00	1,350.00	

Employee Overview screen

Exception	PersNo	Last name	First name	Position Title	% Adj	Adj. Base	Adj Amt	Saved	Acad Effective Date	Valid To
	754	Utz	Daniel	Postdoctoral Associate	2.50	35,000.00	875.00		09/01/2005	06/30/07
	733	Maron	Mata	Visiting Scientist	2.50	75,000.00	1,875.00		07/01/2005	01/15/07
	730	Tranor	Jane	Visiting Scientist	2.50	62,000.00	1,550.00		07/01/2005	06/30/07
	727	Chonunissola	Moe	Visiting Scientist	2.50	63,500.00	1,587.50		09/01/2005	06/30/07
	726	Ugarcovici	ile	Visiting Scientist	2.50	59,900.00	1,497.50		07/01/2005	06/30/07
	725	Farrigan	Terrance	Visiting Scientist	2.50	50,000.00	1,250.00		07/01/2005	06/30/07
						- 345,400.00	+ 8,635.00			

Department Overview

Department	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount	Com
10000294	Microsystems Technology L	Approved	6	345,400.00	3.00	10,362.00	2.50	8,635.00	
10000299	Aeronautics and Astronaut	New	2	120,000.00	3.00	3,600.00	3.00	3,600.00	
10000319	Chemical Engineering	New	1	50,000.00	3.00	1,500.00	3.00	1,500.00	
10000324	Mechanical Engineering	New	1	65,000.00	3.00	1,950.00	3.00	1,950.00	
10000333	Engineering Systems Divis	New	1	70,000.00	3.00	2,100.00	3.00	2,100.00	
10000353	Materials Processing Cent	Released	39	1,807,000.00	3.00	54,210.00	3.00	54,210.00	
10000554	Leaders for Manufacturing	New	1	45,000.00	3.00	1,350.00	3.00	1,350.00	