

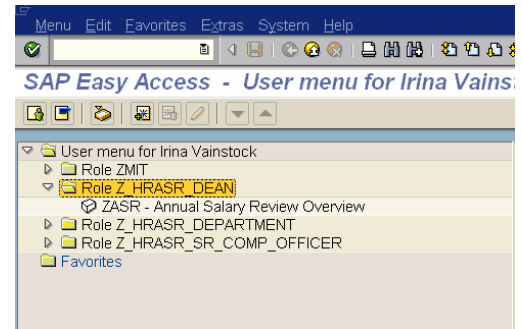


Annual Salary Review Quick Reference for the Approver Role -SRS Annual Salary Review-



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 **SRT** (technical) or **SRA** (administrative) 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.**

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

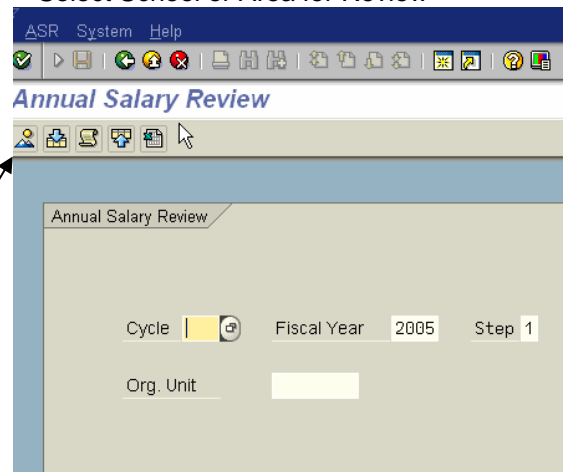
- Note:** Remember to switch review types if necessary.

- Click the **List ASR** button .



- The **Status** field is right next to department name.

Select School or Area for Review



Department Overview screen

Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292	Industrial Performance Ce	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000294	Microsystems Technology L	New	4	220,600.00	3.00	6,618.00	3.00	6,618.00
10000299	Aeronautics and Astronaut	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000324	Mechanical Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000329	Ocean Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000336	Artificial Intelligence L	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000338	Lab for Information & Dec	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
Total:				1,380,910.00	41,427.30			41,427.30
						Surplus		0.00

- 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** DLC Administrator has completed their review and *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 forwarded it to Payroll.

- 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	Flag
	3291	Sarah	Hughes0006	Sponsored Research Administrative Staff	3.00	44,750.00	1,342.50		
	3268	Anthony	DeGeorge0007	Sponsored Research Administrative Staff	3.00	37,500.00	1,125.00		
	3242	James	Nash0007	Sponsored Research Administrative Superv	3.00	64,885.00	1,946.55		
	3216	Wanda	Adams0007	Sponsored Research Administrative Staff	3.00	46,250.00	1,387.50		
						- 193,385.00	- 5,801.55		

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.**

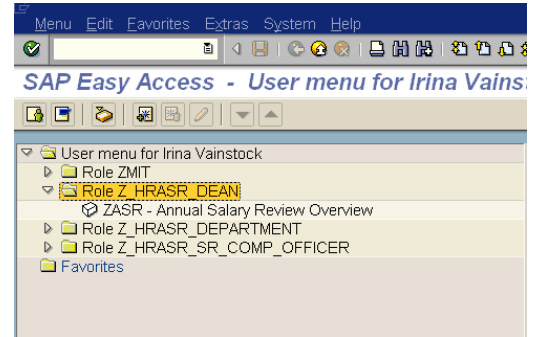
Note: The Summary report calculates the over/under amounts against the pool % not the Dean Allocated %. You will have to scroll to the right to see the over/under field.

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

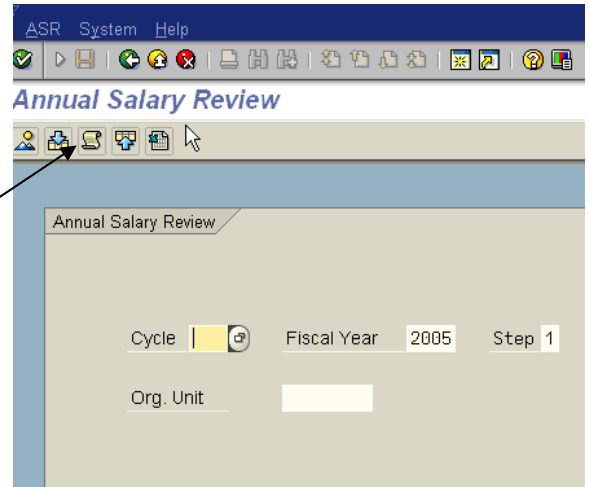
Note: Depending on the size of your School or Area, you might need to scroll both up and down to view the entire report.

- 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 To Min	Salary After Adjustment	Base Alloc #	Base Recn. Increase
Engineering Area	061000	New	12	733,640	0	733,640	22,009	22,009
Aeronautics and Astronautics	065000	New	12	733,640	0	733,640	22,009	22,009
Mechanical Engineering	067000	New	12	733,640	0	733,640	22,009	22,009
Open Engineering	069000	New	12	733,640	0	733,640	22,009	22,009
Industrial Performance Center	069500	New	12	733,640	0	733,640	22,009	22,009
Artificial Intelligence Laboratory	069600	New	12	733,640	0	733,640	22,009	22,009
Lab for Information & Decision Systems	069700	New	12	733,640	0	733,640	22,009	22,009
Microsystems Technology Laboratories	069800	New	23	1,660,325	0	1,660,325	49,810	49,810
Materials Processing Center Area	069900	New	6	779,150	0	779,150	23,375	23,375
Materials Processing Center	069980	New	6	777,950	0	777,950	23,337	23,337
Microelectronics Center								
Total Materials Processing Center Area				1,557,050		1,557,050	46,712	46,712
Total Engineering Area			107	7,619,215		7,619,215	228,576	228,576


Employee Overview screen

Exception	Perst0	Last name	First name	Position Title	% Ag	Ag. Base	Adj Amt	Saved Flag
	3291	Sarah	Hughes0006	Sponsored Research Administrative Staff	3.00	44,750.00	1,342.50	▲
	3268	Anthony	DeGeorge0007	Sponsored Research Administrative Staff	3.00	37,500.00	1,125.00	▲
	3242	James	Naon0007	Sponsored Research Administrative Superv	3.00	64,885.00	1,946.55	▲
	3216	Wanda	Adams0007	Sponsored Research Administrative Staff	3.00	45,250.00	1,367.50	▲
						- 193,385.00	- 5,801.55	



Making Adjustments During the ASR Process:

Part #1: Save & Release the ASR data

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

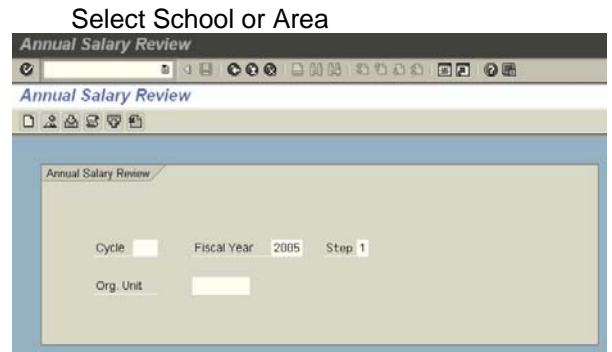
- From the SAP menu open the folder:
Role Z_HRASR_DEAN. (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **List ASR** button .
- View that the status field is **New**.

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


Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292	Industrial Performance Ce	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000294	Microsystems Technology L	New	4	220,600.00	3.00	6,618.00	3.00	6,618.00
10000299	Aeronautics and Astronaut	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000324	Mechanical Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000329	Ocean Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000336	Artificial Intelligence L	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000338	Lab for Information & Dec	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
Total				1,380,910.00	41,427.30		41,427.30	Surplus 0.00



Selected Departments


Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292	Industrial Performance Ce	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000294	Microsystems Technology L	New	4	220,600.00	3.00	6,618.00	3.00	6,618.00
10000299	Aeronautics and Astronaut	Released	4	193,385.00	3.00	5,801.55	2.50	4,634.63
10000324	Mechanical Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000329	Ocean Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000336	Artificial Intelligence L	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000338	Lab for Information & Dec	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55


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

Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292	Industrial Performance Ce	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000294	Microsystems Technology L	Released	4	220,600.00	3.00	6,618.00	3.00	6,618.00
10000299	Aeronautics and Astronaut	Submitted	4	193,385.00	3.00	5,801.55	2.50	4,834.63
10000324	Mechanical Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000329	Ocean Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000336	Artificial Intelligence L	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000338	Lab for Information & Dec	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55

Employee Overview screen

Excep	PersNo	Last name	First name	Position Title	% Adj	Adj. Base	Adj Amt	Saved
	3289	Sarah	Hughes0004	Sponsored Research Administrative Staff	3.00	44,750.00	1,342.50	
	3285	Anthony	DeGeorge0004	Sponsored Research Administrative Staff	3.00	37,800.00	1,125.00	
	3239	James	Nash0004	Sponsored Research Administrative Superv	3.00	64,885.00	1,946.55	
	3212	Wanda	Adams0004	Sponsored Research Administrative Staff	3.00	46,250.00	1,387.50	
						-193,385.00	- 5,801.55	

Department Overview

Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000292	Industrial Performance Ce	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000294	Microsystems Technology L	Released	4	220,600.00	3.00	6,618.00	3.00	6,618.00
10000299	Aeronautics and Astronaut	Approved	4	193,385.00	3.00	5,801.55	2.50	4,834.63
10000324	Mechanical Engineering	Approved	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000329	Ocean Engineering	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000336	Artificial Intelligence L	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55
10000338	Lab for Information & Dec	New	4	193,385.00	3.00	5,801.55	3.00	5,801.55