





Annual Salary Review Quick Reference for the Administrator Role

-SPT 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.**
- Select the **2005 SPT** (Support Staff Review). The year changes each cycle year.

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  to list the review data. 
- The **Status** field is right next to department name.

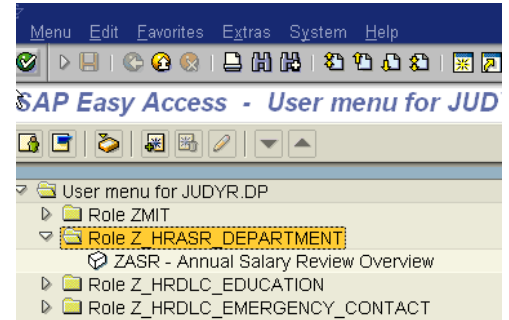
Note: You are looking for the **Released** status.

- New** Created by the Compensation Office.
- Released** The Approver has completed the initial review and has *saved & released* the ASR data for the Administrator.
- Submitted** The Administrator has completed their review and has *saved & submitted* the data in SAP.
- Approved** The Approver has completed their final review of the ASR data and has *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.

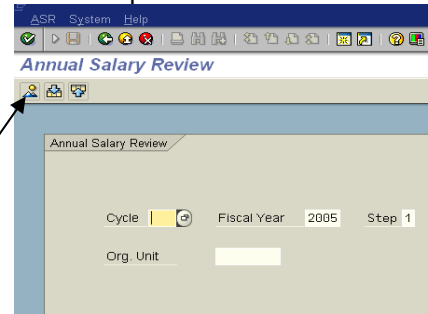
- Double click on the **Department** field to see the ASR amounts at the employee level.

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	Status	HC	Base Amount	Dean	Dean Amount
10000299 Aeronautics and Astronautics	Released	13	503,253.40	3.00	15,097.60


Employee Overview screen

Exception	Persho	Last name	First name	% Adj	Ag	Hry	Saved	New Hry	Hours	Increase	Increase Amt	% Chg	New Total
000	3806	Wigger	Ralf0011	3.02	22.86	0	23.55	40.00	1,435.20	0.69	48,364.00		50,399.60
000	3760	Crowe	Peter0011	2.99	23.75	0	24.46	35.00	1,292.20	0.71	44,517.20		46,411.20
000	3759	Kuon	Maria0003	3.03	15.16	0	15.63	35.00	837.20	0.46	28,446.60		29,166.60
000	3754	Burgers	Heidi0111	3.01	19.04	0	18.93	40.00	1,144.00	0.55	39,166.60		40,222.20
000	3733	Brigham	Nancy0003	2.99	19.10	0	22.76	40.00	1,372.60	0.66	47,340.60		49,113.20
000	3728	Stuary	Neil0011	3.01	25.25	0	26.01	40.00	1,580.80	0.76	54,100.80		56,081.60
000	3707	Stem	Lily0003	2.99	13.55	0	13.96	40.00	952.80	0.41	29,626.60		30,679.40
000	3702	Bukhman	Judy0011	2.99	23.56	0	24.27	35.00	1,292.20	0.71	44,171.40		45,863.60
000	3691	Chorthoy	Patricia0003	3.01	18.28	0	18.93	40.00	1,144.00	0.55	39,166.60		40,222.20
000	3676	Santry	Alan0011	3.03	15.50	0	15.97	40.00	977.60	0.47	30,217.60		31,195.20
000	3663	Pikner	Tony0011	2.99	19.38	0	19.96	35.00	1,055.60	0.58	36,227.20		37,282.80
000	3550	Rosenburg	Helen0003	3.03	12.55	0	12.93	35.00	891.60	0.38	28,332.60		29,224.20
										-	15,199.20		6,893.60

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



Employee Overview screen

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



Exception	PerNo	Last name	First name	% Adj	Adj Hry	Saved	New Hry	Hours	Increase	Increase Amt	Flag	Is	New Total
000	3506	Wigger	Peter0011	3.02	22.86	Δ	23.55	40.00	1,435.20	0.69			48,984.00
000	3765	London	Maad0003	3.01	26.88	Δ	27.69	35.00	1,414.20	0.81			50,295.60
000	3780	Crowe	Peter0011	2.99	23.75	Δ	24.46	35.00	1,292.20	0.71			44,517.20
000	3759	Hun	Maria0003	3.03	15.17	Δ	15.63	35.00	837.20	0.46			28,446.60
000	3754	Sturges	Nuala0011	3.01	18.28	Δ	18.83	40.00	1,144.00	0.55			39,166.40
000	3733	England	Nancy0003	2.99	22.10	Δ	22.76	40.00	1,379.60	0.66			47,940.60
000	3729	Story	Neil0011	3.01	25.25	Δ	26.01	40.00	1,580.80	0.76			54,100.80
000	3707	Stern	Lay0003	3.03	13.55	Δ	13.96	40.00	852.80	0.41			29,036.80
000	3702	Guthrie	Jung0011	3.01	23.56	Δ	24.21	35.00	1,292.20	0.71			44,171.40
000	3681	Chonday	Pamela0003	3.01	18.28	Δ	18.83	40.00	1,144.00	0.55			39,166.40
000	3676	Smithy	Alan0011	3.03	15.50	Δ	15.97	40.00	977.60	0.47			32,217.60
000	3643	Pelzer	Tony0011	2.99	19.38	Δ	19.86	35.00	1,665.60	0.58			36,327.20
000	3580	Rosenburg	Helen0008	3.03	12.55	Δ	12.93	35.00	691.60	0.38			23,532.60
												- 18,150.20	- 518,403.60

Note: SAP will recalculate the **Percentage, Hrly Increase, Annual Increase Amount, and the Department's totals.**

- 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 Detail screen

Year	Cycle	SPT	Step	Support Staff
2005			1	Support Staff

Department	Appointment	Base	Rate	Increase	New Total	Hour R.
Aeronautics and Astronaut	Senior Administrative Ass	43,225.00	23.75	1,292.20	44,517.20	24.48

Adj.	Adjustment Type	Amount	Pct	Eff. Date	Valid to	Comment	Status
ASR1	Annual Salary Increase	0.71	3.99	03/20/2005	12/31/9999		



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 **Delete - Term** from the **Hit List**.

Note: The **Comment** Field can also be used to provide other comments or explanations. *Choose a comment from the 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 **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**.

Insert & Delete Line buttons



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)

Adjustment Type Hit List



Adjustment Type

Choose Adjustment Type

AMIN - Adjust to Minimum



LSUM - Lump Sum


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.*

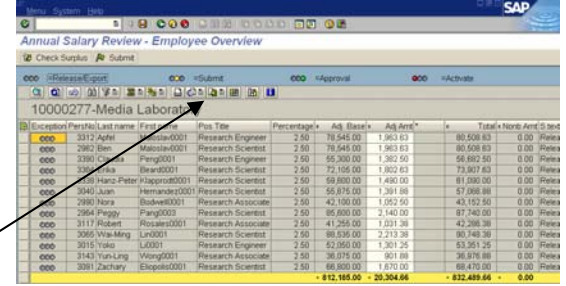
What If Scenario in Excel: An option to use %

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**.

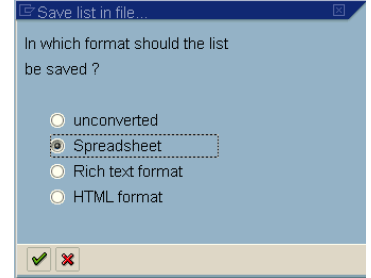
Export Button 

Employee Overview screen



Exception	Pernt%	Last name	First name	Pos Title	Percentage	Adj. Base	Adj. Amt*	Total*	Nonb Amt	S best
ooo	3312	Apfel	Maria-0001	Research Engineer	2.50	78,543.00	1,963.63	80,506.63	0.00	Rates
ooo	2942	Wen	Marcia-0001	Research Scientist	2.50	78,543.00	1,963.63	80,506.63	0.00	Rates
ooo	3380	Cyba	Ping-0001	Research Engineer	2.50	66,369.00	1,362.90	67,731.90	0.00	Rates
ooo	3380	Cyba	Isaac-0001	Research Scientist	2.50	73,158.00	1,802.63	74,960.63	0.00	Rates
ooo	3453	Hanz-Peter	Alaproth-0001	Research Scientist	2.50	66,800.00	1,496.00	68,296.00	0.00	Rates
ooo	3463	Lum	Herrmann-0001	Research Scientist	2.50	66,815.00	1,391.88	68,206.88	0.00	Rates
ooo	2980	Nora	Budweil-0001	Research Associate	2.50	43,100.00	1,052.50	44,152.50	0.00	Rates
ooo	2984	Peggy	Pang-0001	Research Scientist	2.50	85,800.00	2,140.00	87,940.00	0.00	Rates
ooo	3117	Robert	Rosen-0001	Research Associate	2.50	41,264.00	1,031.38	42,295.38	0.00	Rates
ooo	3066	Wia-Ming	Lind-0001	Research Scientist	2.50	88,538.00	2,213.38	90,751.38	0.00	Rates
ooo	3015	Yoko	Lind-0001	Research Engineer	2.50	52,350.00	1,301.25	53,651.25	0.00	Rates
ooo	3143	Tun-Ling	Wong-0001	Research Associate	2.50	38,075.00	951.88	39,026.88	0.00	Rates
ooo	3081	Zachary	Elisoff-0001	Research Scientist	2.50	68,850.00	1,670.00	70,520.00	0.00	Rates
						812,165.00	20,304.66	832,469.66	0.00	

Save Spreadsheet



Save list in file...

In which format should the list be saved ?

unconverted

Spreadsheet

Rich text format

HTML format

Excel Spreadsheet Formatting:

- Delete the 1st & 2nd blank columns.
- Insert 4 columns to the left of column D.
- Enter the following column headings in bold text.


D: What if %	E: What if Hrly Inc
F: What if New Hrly	G: What if Annual Inc

- Resize the columns.
- Important note:**
 - Format column D to 2 decimal places.
 - And columns E, F, & G to 4 decimal places.
- Enter the following formulas in columns E & F & G to calculate the What if Hrly Inc & What if New Hrly & What if Annual:

E: =(J7*D7)/100 F: =J7+E7 G: =(E7*M7)*52
Annual = (Hrly Rate X Hrs) X 52

Note: Column E should show zeros, column F should show the Adj. Hrly from column J and column G should show zeros.

- Enter a formula for the **Total What if Annual Inc** in column G: (at the end of the column.)

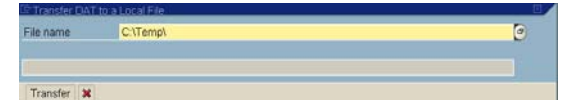
How To: Can use the **Auto Sum** function  or enter the formula: =SUM (G7:G11) (G11 or how every long the column is)

- Enter a formula to calculate the **Remaining Allocation Amount** (the difference) in column G below the **Total What if Annual Inc**: =N#-G#


Remaining Allocation Amt = Increase – Total What if Amount

Note: Remember to enter the final Hourly Inc amounts in Column E back into SAP only to 2 decimal places.

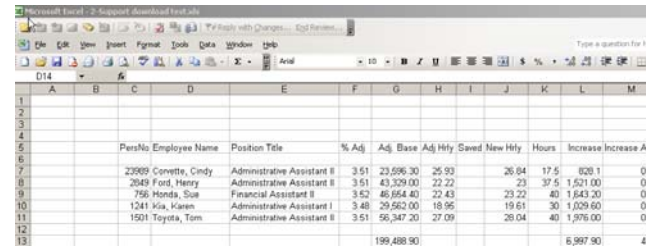
Transfer Data to Local File



File name: C:\Temp1

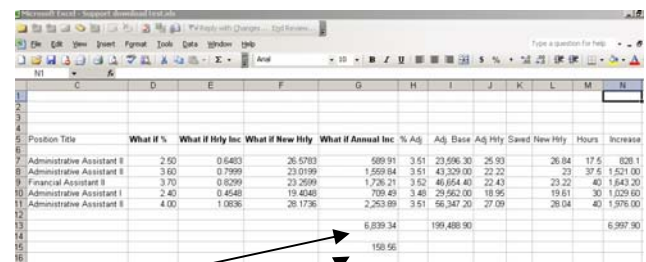
Transfer 

Unformatted Excel Spreadsheet



PersNo	Employee Name	Position Title	% Adj	Adj. Base	Adj. Hrly	Saved	New Hrly	Hours	Increase	Annual
23985	Corvette, Cindy	Administrative Assistant II	3.51	23,696.30	25.93		26.84	17.5	828.1	0.0
2648	Ford, Henry	Administrative Assistant II	3.51	43,329.00	22.22		23	37.5	1,521.00	0.0
756	Honda, Sue	Financial Assistant II	3.52	46,654.40	22.43		23.22	40	1,643.20	0.0
1241	Kia, Karen	Administrative Assistant I	3.48	29,562.00	18.95		19.61	30	1,029.60	0.0
1501	Toyota, Tom	Administrative Assistant II	3.51	56,347.20	27.09		28.04	40	1,976.00	0.0
				199,488.90					6,997.90	4.0





Formatted Excel Spreadsheet




Position Title	What if %	What if Hrly Inc	What if New Hrly	What if Annual Inc	% Adj	Adj. Base	Adj. Hrly	Saved	New Hrly	Hours	Increase
Administrative Assistant II	2.50	0.6403	26.5703	699.91	3.51	23,696.30	25.93		26.84	17.5	828.1
Administrative Assistant II	3.60	0.7999	23.0199	1,559.64	3.51	43,329.00	22.22		23	37.5	1,521.00
Financial Assistant II	3.70	0.8299	23.2599	1,726.21	3.52	46,654.40	22.43		23.22	40	1,643.20
Administrative Assistant I	2.40	0.4548	19.4548	709.49	3.48	29,562.00	18.95		19.61	30	1,029.60
Administrative Assistant II	4.00	1.0836	28.1736	2,263.89	3.51	56,347.20	27.09		28.04	40	1,976.00
						6,639.34					6,997.90
						158.56					

Submitting the ASR Data:

Note: After the Increase 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  to list the review data.
- 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 located underneath the Department Name and is not labeled) to select all employee records.

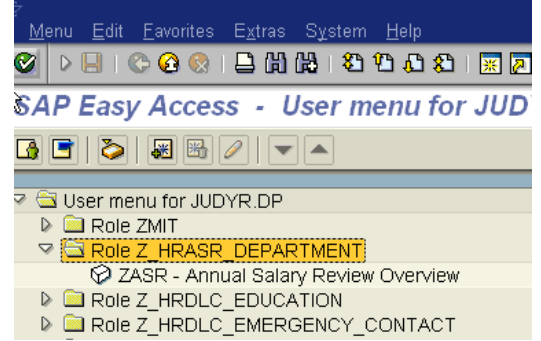
- Click the **Submit**  button.

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

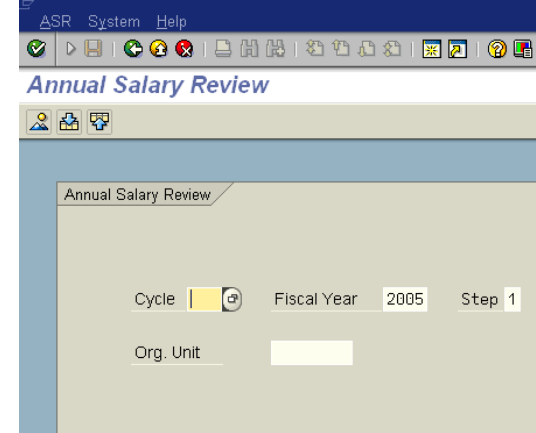
- Click **Back**  button. You return to the Departmental Overview screen.

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

SAP User menu



Select Department



Department Overview screen

Departm.	Department	Status	HC	Base Amount	Dean	Dean Amount
10000299	Aeronautics and Astrona	Released	13	503,253.40	3.00	15,097.60

Employee Overview screen

Excep.	Person	Last name	First name	% Adj	Adj Hry	Saved	New Hry	Hours	Increase	Increase Amt	Flag	New Total
	3806	Wigser	Ruth0011	3.02	22.86		23.55	40.00	1.435	20	0.69	48,964.00
	3785	London	Vlad0001	3.01	26.86		27.69	35.00	1.474	20	0.81	50,395.80
	3780	Cross	Peter0011	3.99	23.75		24.48	35.00	2.292	20	0.71	44,817.20
	3759	Kuan	Mara0003	3.03	15.17		15.63	35.00	837	20	0.46	28,444.60
	3754	Sturges	Niall0011	3.01	18.28		18.83	40.00	1.144	20	0.55	39,166.40
	3733	Brigham	Nancy0003	3.99	22.03		22.76	40.00	1.372	20	0.66	41,340.80
	3726	Stony	Ned0011	3.01	25.25		26.01	40.00	1.560	20	0.76	54,100.80
	3707	Stern	Lily0003	3.03	13.55		13.86	40.00	852	20	0.41	29,036.80
	3702	Bukhman	Kelly0011	3.01	23.56		24.27	35.00	1.292	20	0.71	44,171.40
	3681	Chothry	Pamada03	3.01	18.28		18.83	40.00	1.144	20	0.59	39,166.40
	3676	Smithy	Aidan0011	3.03	15.50		15.97	40.00	977	60	0.47	33,217.60
	3663	Pitzner	Tony0011	2.99	19.38		19.86	35.00	1.055	60	0.58	36,327.20
	3580	Rosent	Helen0006	3.03	12.55		12.82	35.00	691	60	0.38	23,532.80
									18,190.20			518,403.60

Department Overview screen

Departm.	Department	Status	HC	Base Amount	Dean	Dean Amount
10000299	Aeronautics and Astrona	Submitted	13	503,253.40	3.00	15,097.60