

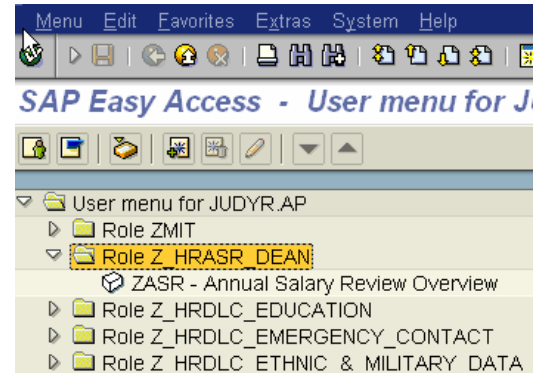


Annual Salary Review Quick Reference for the Approver Role -SPT Annual Salary Review-

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

SAP User menu



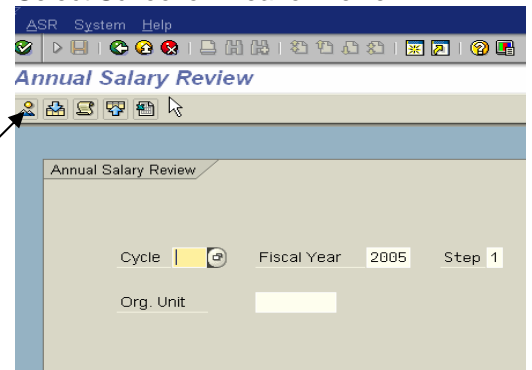
Note: If you know the **SAP Org. Unit** number you may enter it directly in the **Org. Unit** field.


- 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.*



Select School or Area for Review



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

Department Overview screen

Deptn.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000294	Microsystems Technology L	New	10	275,445.20	3.00	11,263.36	3.00	11,263.36
10000295	Aeronautics and Astronaut	New	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000296	Mechanical Engineering	New	5	173,807.40	3.00	5,214.22	3.00	5,214.22
10000299	Ocean Engineering	New	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000336	Artificial Intelligence L	New	5	173,807.40	3.00	5,214.22	3.00	5,214.22

New Created by Compensation Office.

Released The Approver has completed the initial review and has *saved & released* the ASR data for the Administrator. **STEP #1**

Submitted 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 *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.*

Employee Overview screen



Exception	PersNo	Last name	First name	% Adj	Adj. Hly	Saved New Hly	Hours	Increase	Increase Amt	Flag	New Total
	3806	Wiggin	RafM0011	3.02	22.86		23.52	40.00	1,452.20	0.69	48,994.00
	3785	London	Nash0003	3.01	26.68		27.69	35.00	1,474.20	0.81	50,595.80
	3759	Irwin	Maria0003	3.03	15.17		15.63	35.00	837.20	0.46	28,446.60
	3754	Sturges	Nulta0011	3.01	18.28		18.83	40.00	1,144.00	0.55	39,166.40
	3733	Brigham	Nancy0003	2.99	22.10		22.76	40.00	1,372.80	0.66	47,540.80
	3728	Story	Niel0011	3.01	25.25		26.01	40.00	1,580.80	0.76	54,100.80
	3707	Stern	Lay0003	3.03	13.55		13.96	40.00	852.80	0.41	29,036.80
	3702	Buhrman	Kosy0011	3.01	23.56		24.27	35.00	1,292.20	0.71	44,171.40
	3681	Chorothy	Pamela0003	3.01	18.28		18.83	40.00	1,144.00	0.55	39,166.40
	3676	Gendry	Akara0011	3.03	15.50		15.97	40.00	977.60	0.47	32,317.60
	3663	Pitbner	Tony0011	2.99	19.38		19.96	35.00	1,055.60	0.58	36,527.20
	3580	Rosenburg	Heiten0006	3.03	12.55		12.93	35.00	691.60	0.38	23,532.60
									- 15,150.20		- 518,403.60

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.**

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

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: SAP will default the last review choice that you made.

- 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 %.

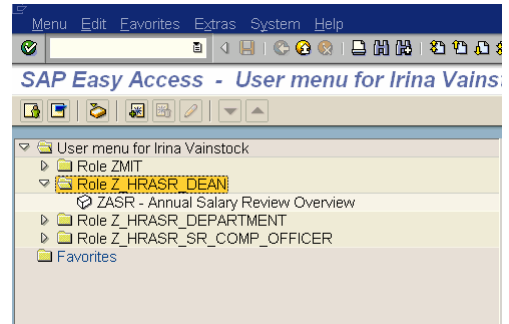
- Double click on the **Department** field to view the ASR amounts at the Employee level.

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

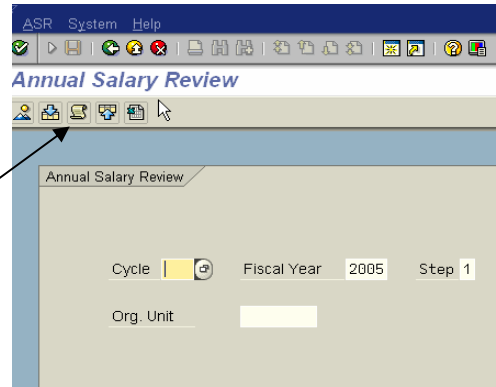
- To print the report:** clicks the **Print**  button. Click the **Continue**  button on the **Print Screen List** screen.

- 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 Mkt	Salary After Adjustment	Base Alloc. #	Base Pct	Increase
Engineering Area										
Aeronautics and Astronautics	061000	New		13	503,253	0	503,253	15,090	15,150	
Mechanical Engineering	065000	New		5	173,807	0	173,807	5,214	5,247	
Ocean Engineering	067000	New		13	503,253	0	503,253	15,090	15,150	
Artificial Intelligence Laboratory	065000	New		5	173,807	0	173,807	5,214	5,247	
Microsystems Technology Laboratories	060000	New		10	374,431	1,014	375,445	11,203	11,284	
Total Engineering Area				46	1,728,553	1,014	1,729,567	51,897	52,078	


Employee Overview screen

Exception	PersNo	Last name	First name	% Ag	Adj Hry	Saved	New Hry	hours	Increase	Increase Amt	Flag	tc	New Total
	3806	Wigger	Palfm0011	3.02	22.86		23.55	40.00	1,435.20	0.69			49,984.00
	3785	London	Nlad0003	3.01	26.89		27.69	35.00	1,474.20	0.61			50,295.80
	3780	Crowe	Peter0011	2.99	23.75		24.48	35.00	1,292.20	0.71			44,517.20
	3759	Ikuu	Mana0003	3.03	15.17		15.63	35.00	837.20	0.46			20,446.60
	3754	Sturges	Nulta0011	3.01	18.28		18.83	40.00	1,144.00	0.55			39,166.40
	3753	Brigham	Nancy0003	2.99	22.10		22.76	40.00	1,372.80	0.66			47,340.80
	3728	Story	Niel0011	3.01	25.25		26.01	40.00	1,580.80	0.76			54,100.80
	3707	Stern	Lily0003	3.03	13.55		13.96	40.00	852.80	0.41			29,036.80
	3702	Bukhman	Kaily0011	3.01	23.56		24.27	35.00	1,292.20	0.71			44,171.40
	3681	Chortroy	Pamela0003	3.01	16.28		16.83	40.00	1,144.00	0.55			39,166.40
	3676	Smitty	Atara0011	3.03	15.50		15.91	40.00	977.60	0.47			33,217.60
	3663	Pfeizer	Tomy0011	2.99	19.38		19.96	35.00	1,055.60	0.58			36,327.20
	3580	Rosenburg	helen0006	3.03	12.55		12.93	35.00	691.60	0.38			23,532.60
									15,150.20				518,403.60






Making Adjustments During the ASR:

Part #1: Save & Release the ASR data

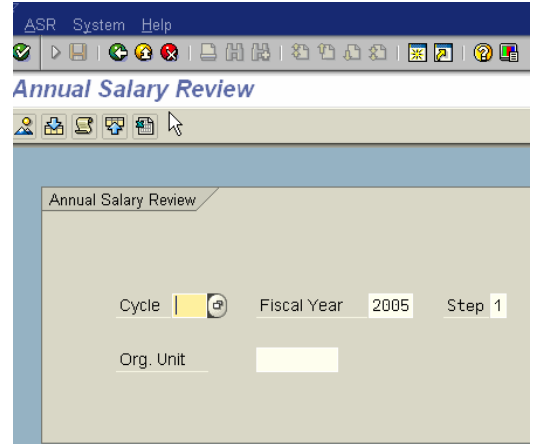
Note: This releases the ASR file to the Administrator.

- From the SAP menu open the folder: **Role Z_HRASR_DEAN.** (Approver Role)
- Select: **ZASR – Annual Salary Review Overview.**
- Click the **List ASR** button  to list the review data.
- 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 the **Select All** button  to select all of the departments at once. 
- Click **Save & Release**  button to save your changes and release the file to the Administrator. The file status changes to **Released**.

Select School or Area



Department Overview screen


Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000294 Microsystems Technology LT	New	10	375,445.20	3.00	11,263.36	3.00	11,263.36
10000299 Aeronautics and Astronaut	New	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000324 Mechanical Engineering	New	5	173,807.40	3.00	5,214.22	3.00	5,214.22
10000329 Ocean Engineering	New	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000336 Artificial Intelligence L	New	5	173,807.40	3.00	5,214.22	3.00	5,214.22

Selected All Departments

Note: Your changes are then released to the 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 Administrator.



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  to list the review data.

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.


Note: You can only **Approve** data from the **Employee Overview** screen.

- 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 **Increase Amount** field and change the amount. *Be sure to use decimal points.*
- Press the **Enter** key. *SAP will recalculate the Percentage, Annual Increase amount, and the Department's totals.*

- Click the **Save**  button.

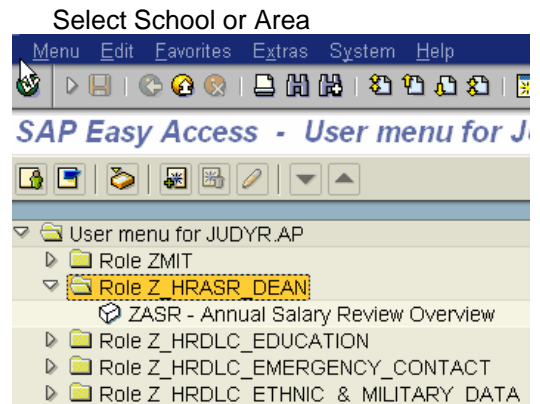
Note: After all the ASR changes are **Saved** , you can approve. Action will then be taken by the Compensation office.

- Click the **Select All** button  (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.

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



Department Overview screen

Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000294	Microsystems Technology L	Released	10	375,445.20	3.00	11,263.36	3.00	11,263.36
10000295	Aeronautics and Astronaut	Submitted	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000324	Mechanical Engineering	Released	5	173,807.40	3.00	5,214.22	3.00	5,214.22
10000329	Ocean Engineering	Released	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000336	Artificial Intelligence L	Released	5	173,807.40	3.00	5,214.22	3.00	5,214.22

Employee Overview screen

Person	Persiono	Last name	First name	% Adj	Adj Hely	Saved	New Hely	Hours	Increase	Increase Amt	Flag	New Total
0000	3886	Wagner	Nan0011	3.00	22.86		25.55	40.00	1,436.20	0.61		49,964.00
0000	3760	Crowe	Peter0011	2.99	23.75		24.46	35.00	1,292.20	0.71		44,517.20
0000	3759	Han	Nan0003	3.00	15.17		15.63	25.00	837.20	0.48		26,448.60
0000	3754	Burgin	Nan0011	3.00	18.26		18.63	40.00	1,144.00	0.56		39,166.40
0000	3733	Brigham	Nancy0003	2.98	22.10		22.76	40.00	1,372.80	0.66		47,340.80
0000	3728	Story	Nan0011	3.00	25.25		26.01	40.00	1,580.80	0.76		54,100.80
0000	3707	Stem	Lyn0003	3.08	13.66		13.96	40.00	652.80	0.43		29,036.80
0000	3702	Bushman	Kathy0011	3.00	23.56		24.27	35.00	1,292.20	0.71		44,171.40
0000	3681	Chotmoy	Patena0003	3.00	16.20		16.83	40.00	1,144.00	0.55		39,166.40
0000	3676	Wendy	Akan0011	3.00	15.00		15.97	40.00	977.60	0.47		33,217.60
0000	3663	Pfister	Tony0011	2.99	19.30		19.96	35.00	1,055.60	0.58		36,327.20
0000	3580	Rosenburg	Helen0006	3.03	12.55		12.93	35.00	691.60	0.38		23,532.60
										-15,190.20		- 518,403.60

Department Overview screen

Departm.	Department	Status	HC	Base Amount	Adj. %	Adjust Amount	Dean	Adjust Amount
10000294	Microsystems Technology L	Released	10	375,445.20	3.00	11,263.36	3.00	11,263.36
10000295	Aeronautics and Astronaut	Approved	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000324	Mechanical Engineering	Released	5	173,807.40	3.00	5,214.22	3.00	5,214.22
10000329	Ocean Engineering	Released	13	503,253.40	3.00	15,097.60	3.00	15,097.60
10000336	Artificial Intelligence L	Released	5	173,807.40	3.00	5,214.22	3.00	5,214.22