





Annual Salary Review Quick Reference for the Administrator Role

-Faculty 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 **FAC** (Faculty), **DHD** (Department Heads/Directors) or **SEN** (Senior Research Staff) 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 DLC Administrator.

Submitted The Administrator has completed their review and *saved & submitted* the data in SAP.

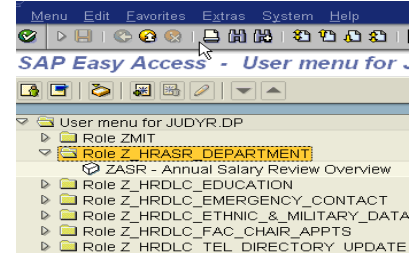
Approved The Approver has completed their final review of the ASR data and *approved* it.

Activated Compensation Office activated the ASR data in SAP and it can be seen by HR and Payroll as soon as it is activated.

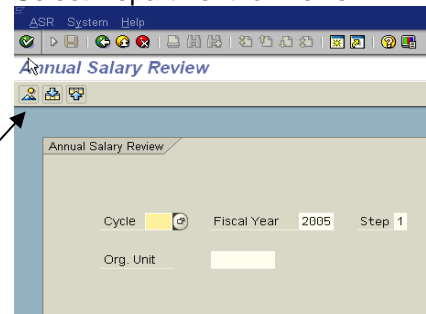
- Double click on the **Department** field to see the ASR amounts at the employee level.

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


Departm.	Department	Status	HC	Base Amount	Dean	Dean Amount	Contact
10000299	Aeronautics and Astron.	Released	63	6,147,000.00	3.00	184,410.00	

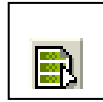
Employee Overview screen

EmpNo	PersNo	Last name	First name	Pos	Title	% Adj	Is	Adj	Base's	Adj	Amt	Saved	Flag	Is	New Total
0000	507	Lu	Peter18	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	506	Lu	Peter17	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	505	Lu	Peter24	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	504	Lu	Peter08	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	503	Lu	Peter21	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	502	Lu	Peter19	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	501	Lu	Peter12	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	500	Lu	Peter16	Professor	3.00			10,500.00	315.00						10,815.00
0000	499	Lu	Peter19	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	498	Lu	Peter11	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	497	Lu	Peter22	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	496	Lu	Peter15	Professor	3.00			10,500.00	315.00						10,815.00
0000	495	Lu	Peter10	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	494	Lu	Peter18	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	492	Lu	Peter14	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	491	Lu	Peter09	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	490	Lu	Peter17	Professor	3.00			105,000.00	3,150.00						108,150.00
0000	489	Lu	Peter13	Professor	3.00			105,000.00	3,150.00						108,150.00
										6,147,000.00	184,410.00			6,331,410.00	



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.
- Click the **Save**  button.



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


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

Employee Overview screen

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.

Employee Detail screen

Comments List



Employee Overview screen

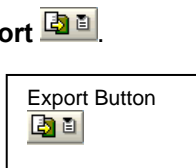
- Click the **Back**  button to return. *If you are ready to return to the Employee Overview screen.*

Note: That the **Adjustment Amount** field for that employee is **0.00**. The ASR Pool will decrease; the money can not be re-allocated

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.

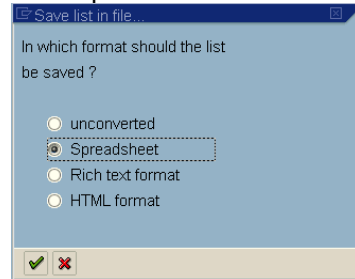
- From the **Employee Overview** screen click the **Export** .
- Select the **Local File** option.
- Select **Spreadsheet**.
- Click **Enter**  button.
- Enter a **File name**. save as **.xls**
- Click the **Generate** button.
- Go to the **Local File** and open the **Spreadsheet**.



Employee Overview screen

Personnel No.	Last Name	First Name	Pos Title	Percentage	Adj. Base	Adj Amt*	Total	Nonb Amt	0.00
000	2317	Agiles	Research Engineer	2.50	78,545.00	1,963.63	80,508.63	0.00	Planes
000	2862	Bies	Research Scientist	2.50	79,545.00	1,963.63	81,508.63	0.00	Planes
000	3386	Chen	Research Engineer	2.50	85,300.00	1,362.50	86,662.50	0.00	Planes
000	3390	Chen	Research Scientist	2.50	72,105.00	2,802.83	74,907.83	0.00	Planes
000	3442	Hanz Peter	Research Scientist	2.50	59,800.00	1,456.00	61,256.00	0.00	Planes
000	3040	Juan	Research Scientist	2.50	56,875.00	1,381.88	58,256.88	0.00	Planes
000	2980	Nora	Research Associate	2.50	42,100.00	1,052.50	43,152.50	0.00	Planes
000	2864	Prady	Research Scientist	2.50	85,600.00	2,140.00	87,740.00	0.00	Planes
000	3117	Pickett	Research Associate	2.50	41,258.00	1,031.38	42,289.38	0.00	Planes
000	3095	Vin-Ming	Research Scientist	2.50	88,538.00	2,213.38	90,751.38	0.00	Planes
000	3015	Yiwo	Research Engineer	2.50	53,950.00	1,301.25	55,251.25	0.00	Planes
000	3143	Yun-Ling	Research Associate	2.50	38,075.00	901.88	38,976.88	0.00	Planes
000	2091	Zachary	Research Scientist	2.50	88,800.00	2,217.00	91,017.00	0.00	Planes
					412,185.00	29,204.06	441,389.06	0.00	
							432,489.66	0.00	

Save Spreadsheet



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 H.

- Enter a formula for the **Total What if Adjustment Amount** in **column E**: (On the same row as the totals for H, I, & L)

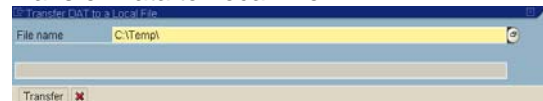
How To: Click in the cell in column E in the total row. Choose **Insert > Function**. In the pop-up window choose **SUM**. In the next pop-up window, check that **E7: E#** defaults in the Number 1 field, if not fix the data. Click **OK**. **Can use Auto Sum**

- 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

$$=I\#-E\#$$

Transfer Data to Local File



Unformatted Excel Spreadsheet



Personnel No.	Employee Name	Position Title	% Adj	Adj. Base	Adj Amt	Adj Amt Saved*	New Total	Nonb Amt
31525	Jones, Henry	Director, Instrumentation Facility	3.5	85,000.00	2,975.00		87,975.00	0.00
31456	Egges, Jay	Technical Assistant	3.5	32,730.00	1,145.55		33,875.55	0.00
28722	Miller, Pedro	Principal Research Scientist	3.5	75,000.00	2,625.00		77,625.00	0.00
24175	Kendal, Robert	Sponsored Research Technical Staff	3.5	75,750.00	2,651.25		78,401.25	0.00
23875	Borne, Rebecca	Technical Assistant	3.5	46,150.00	1,615.25		47,765.25	0.00
4277	Lewitt, Joseph	Sponsored Research Technical Staff	3.5	63,450.00	2,220.75		65,670.75	0.00
538	Linn, Ellis	Research Specialist	3.5	62,300.00	2,180.50		64,480.50	0.00
					440,300.00	15,413.30	455,793.30	0.00

Formatted Excel Spreadsheet


Personnel No.	Employee Name	Position Title	What if %	What if Adj Amt	What if Total	% Adj	Adj. Base	Adj Amt Saved*	New Total
31525	Jones, Henry	Director, Instrumentation Facility	3.00	2550	87,550.00	3.5	85,000.00	2,975.00	87,975.00
31456	Egges, Jay	Technical Assistant	2.50	818.25	33,548.25	3.5	32,730.00	1,145.55	33,875.55
9	Miller, Pedro	Principal Research Scientist	0	75,000.00	75,000.00	3.5	75,000.00	2,625.00	77,625.00
10	Kendal, Robert	Sponsored Research Technical Staff	0	75,750.00	75,750.00	3.5	75,750.00	2,651.25	78,401.25
11	Borne, Rebecca	Technical Assistant	0	46,150.00	46,150.00	3.5	46,150.00	1,615.25	47,765.25
12	Lewitt, Joseph	Sponsored Research Technical Staff	0	63,450.00	63,450.00	3.5	63,450.00	2,220.75	65,670.75
13	Linn, Ellis	Research Specialist	0	62,300.00	62,300.00	3.5	62,300.00	2,180.50	64,480.50
					3,308.25		440,300.00	15,413.30	455,793.30
					12,045.05				

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.**



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.**

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

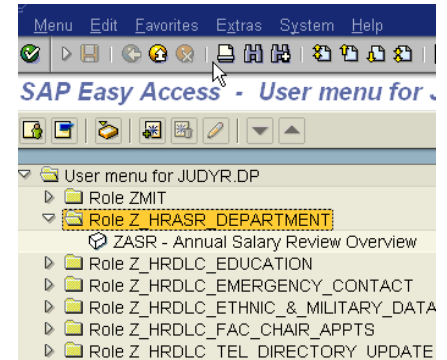
- Click the **Select All** button  to select all employee records.
- Click the **Submit**  **Submit** button.

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

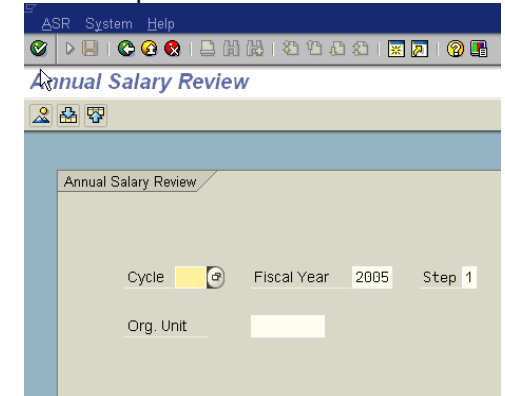
- Click **Back**  button. You return to the Departmental Overview screen.

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	Contact
10000299	Aeronautics and Astrona	Released	63	6,147,000.00	3.00	184,410.00	

Employee Overview screen

Exception	PerNo	Last name	First name	Position Title	% Adj	Adj	Base	Adj Amt	Saved	Flag
	3291	Garth	Hughes0006	Sponsored Research Administrat	2.50	44,750.00	1,118.75	0		45.98
	3248	Anthony	DeGeorge0007	Sponsored Research Administrat	2.50	37,500.00	937.50	0		39.43
	3242	James	Hugh0007	Sponsored Research Administrat	2.50	64,895.00	1,622.13	0		66.56
	3216	Wanda	Adam0007	Sponsored Research Administrat	2.50	46,250.00	1,156.25	0		47.40
						193,385...	4,834.63			198.21

Department Overview screen

Departm.	Department	Status	HC	Base Amount	Dean	Dean Amount
10000299	Aeronautics and Astrona	Submitted	4	193,385.00	2.50	4,834.63