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.

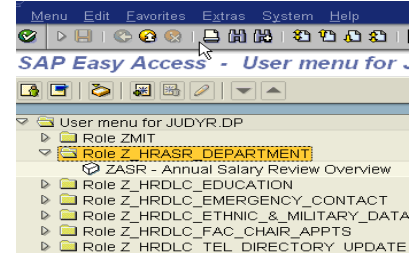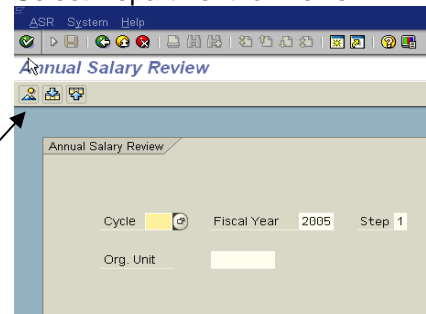|	
New	Created by Compensation Office.
Released	The Approver completed initial review and *saved & released* the ASR data for the DLC Administrator.
Submitted	The Administrator has completed their review and *saved & submitted* the data in SAP.
Approved	The Approver has completed their final review of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

Employee Overview screen

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 **Adjust dollar Amount** for an employee.

- Click the **Enter** key.
- Click the **Save** 🖫 button.
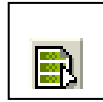
🪄 **Note:** SAP will recalculate the **New Total**.

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

- Click the **Save** 🖫 button.

Making Adjustments: Employee Detail screen

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.

Comments List

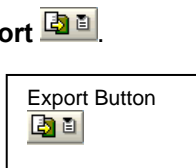| Comment	Description
01	Remove from ASR - Terminating (D)
02	Remove from ASR - Retiring (D)
03	Remove from ASR - Changing Department (D)
04	Remove from ASR - Changing Payroll Category (D)
05	Remove from ASR - Layoff (D)
06	Remove from ASR - Negotiated Salary (D)
07	Review no Increase - High in Range (*)
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)

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 (<u>before</u> making adjustments in SAP). <u>The final dollar increase amounts must be entered & saved & submitted in SAP.</u>
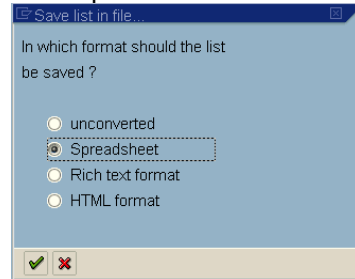
- From the **Employee Overview** screen click the **Export** 📇📋.

- 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**.

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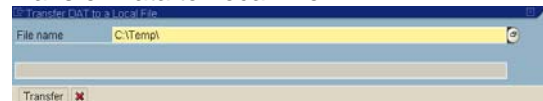
> **How To:** Click in the cell in column E in the total row.
> Choose **Insert ►Function**. In the pop-up window choose **SUM**. In the next pop-up window, check that **E7: E#** defaults in the Number 1 field, if not fix the data. Click **OK. Can use Auto Sum**

- 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#**

Employee Overview screen

Export Button
📇📋

Save Spreadsheet

Transfer Data to Local File

Unformatted Excel Spreadsheet

Formatted Excel Spreadsheet

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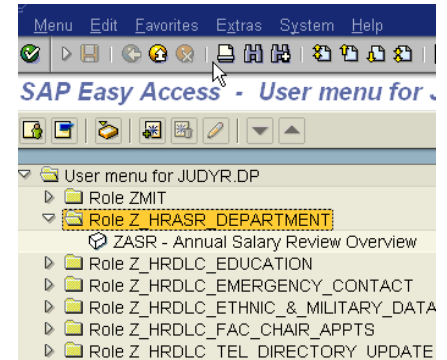
- Click the **Select All** button 📑 to select all employee records.

- Click the **Submit** 🏴 Submit button.

   📌 **Note***:* the Exception column for each employee displays the "yellow light". <u>You can submit one employee at a time.</u>
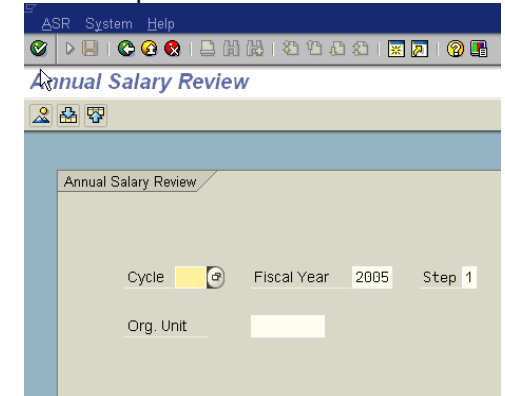
- Click **Back** 🔙 button. You return to the Departmental Overview screen.

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

SAP User menu

Select Department

Department Overview screen

Employee Overview screen

Department Overview screen