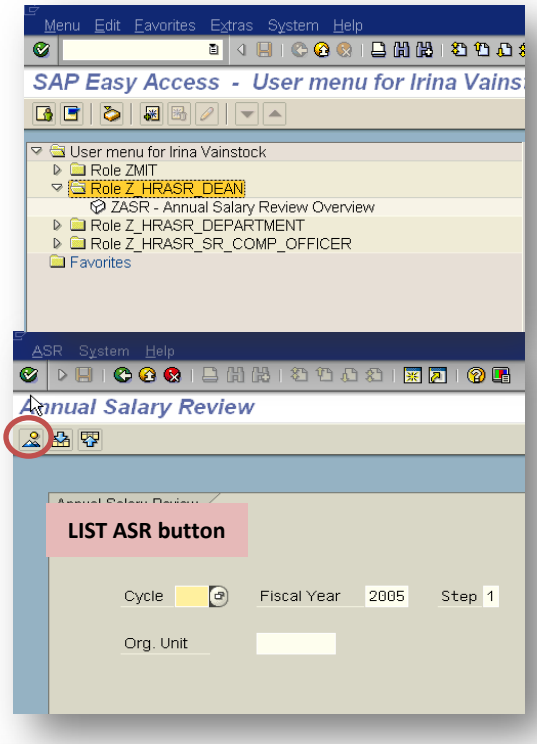
ADM ANNUAL SALARY REVIEW

Quick Reference for the Approver Role

SELECT THE SCHOOL OR AREA FOR REVIEW:

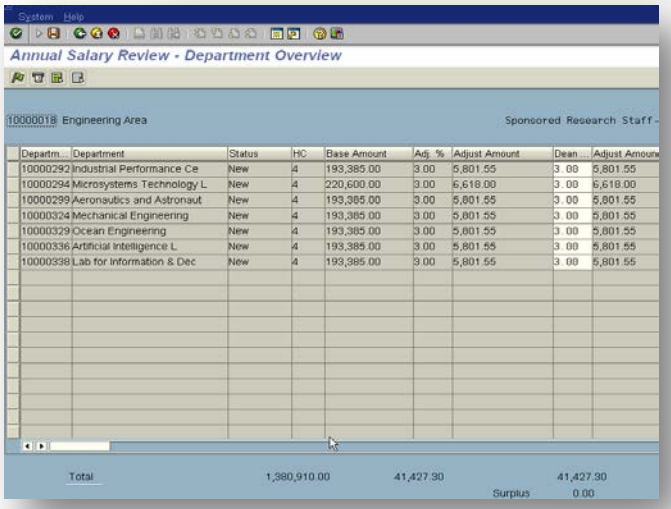


- From the SAP menu open the folder **Role Z_HRASR_DEAN**.
- Select **ZASR – Annual Salary Review Overview**.
- Click the **Matchcode** button (on a Mac) to select **Fiscal Year/Cycle/Step**. The year changes each cycle year.
- Select the **ADM** (Administrative Staff) review.
- Click the **Matchcode** button (on a Mac) to search for an SAP **Org. Unit** (under MIT-all). **Note**: If you know the SAP Org. Unit number you may enter it directly in the **Org. Unit** field. This will be an 8-digit code beginning with 1000.

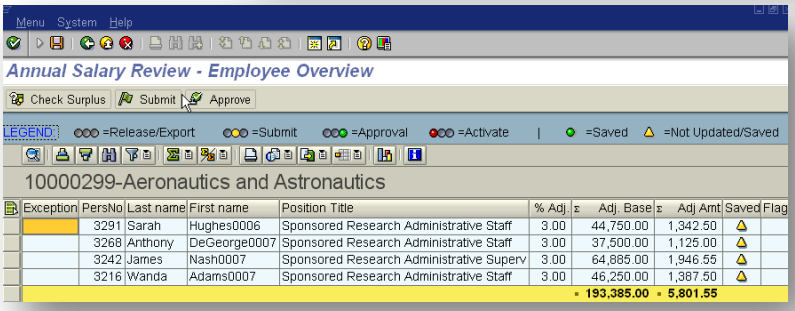
Tip: See the Matchcode Search Quick Card if you do not know the specific number and need assistance.

- Click the **List ASR** button.
- The Status field is right next to department name. **Note**: Changes cannot be made until the status is **Released.**

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. Double-check status. **Note**: The window lists the department's employees who are eligible for the ASR in alphabetical order. To sort or change the layout, refer to the Quick Card on Changing/Saving Layout.
- Click the Back button to return to the **Department** view.

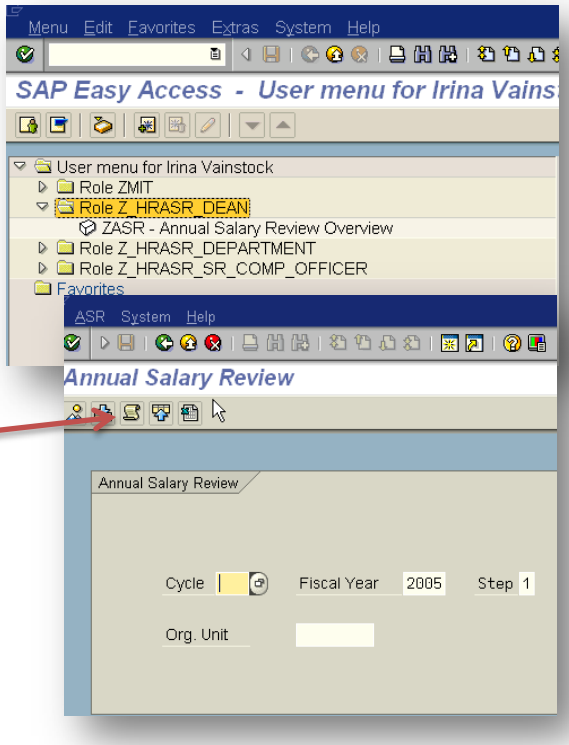


REVIEW ASR SUMMARY REPORT DATA:

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**.
- Select **ZASR – Annual Salary Review Overview**.
- Click the **Matchcode** button (on a Mac) to select Fiscal Year/Cycle/Step. **Note**: SAP will default to the last review choice that you made.
- Click the **Matchcode** button (on a Mac) to search for a SAP Org. Unit.

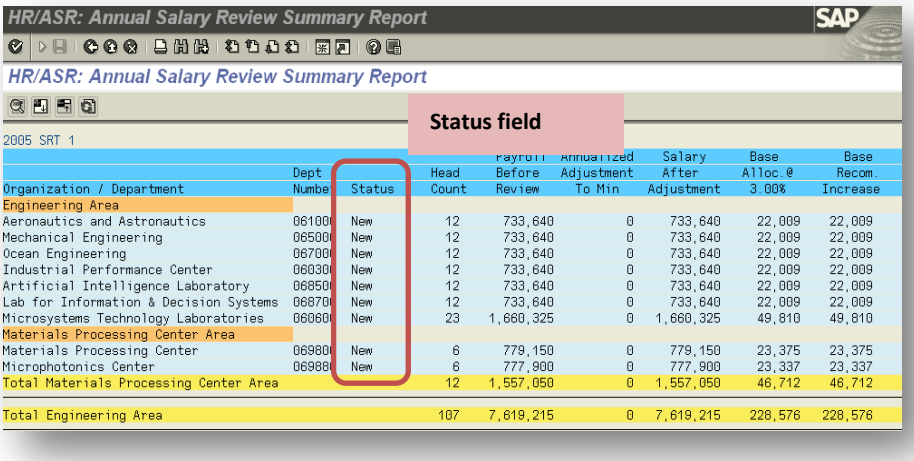
Tip: See the Matchcode Search Quick Card if you do not know the specific number and need assistance.



- 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

- Click the Print button from the Summary Report screen.
- Depending on whether you are using a PC or Mac, you may see either a green checkmark or a Continue button to proceed with printing.
- When finished, click the Back button to return to the **Annual Salary Review** screen.

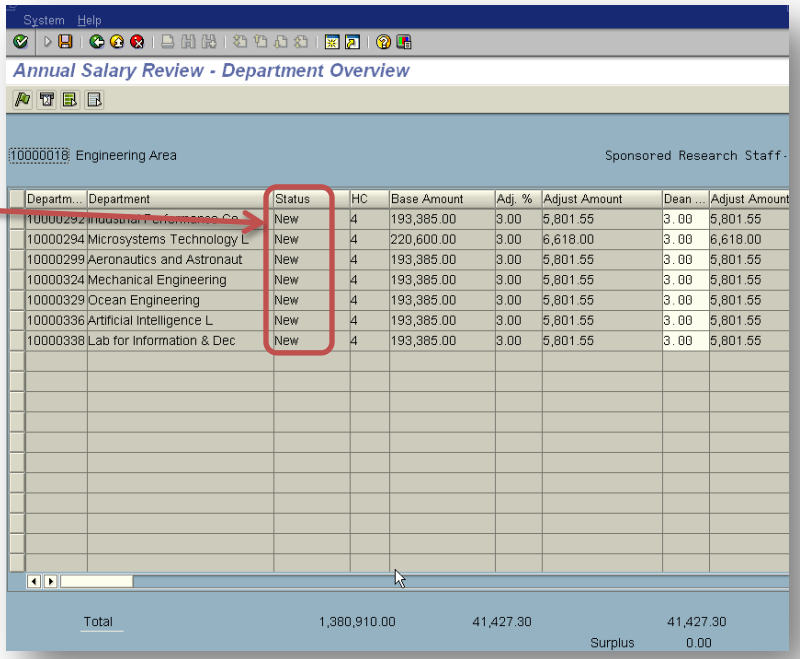


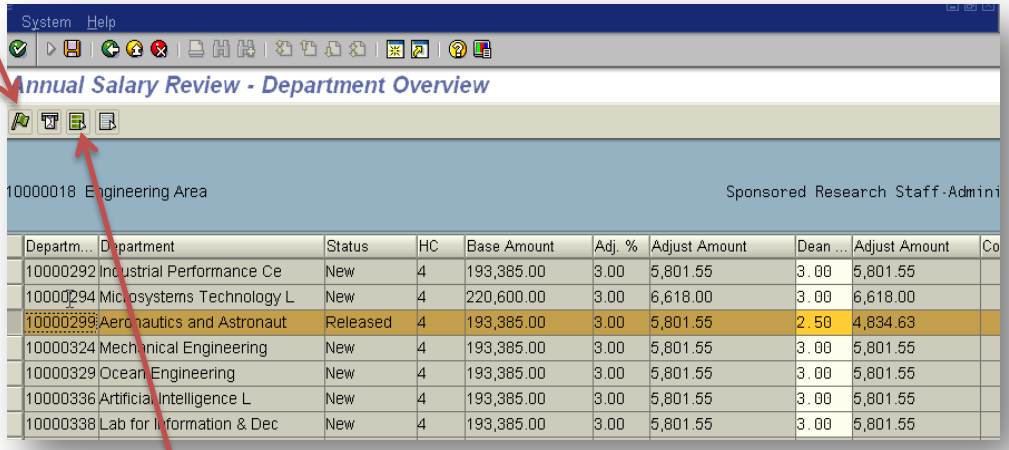
MAKING ADJUSTMENTS DURING THE ASR PROCESS

PART #1: SAVE & RELEASE THE ASR DATA

This releases the ASR file to the DLC Administrator.

- From the SAP menu open the folder **Role Z_HRASR_DEAN**.
- Select **ZASR – Annual Salary Review Overview**.
- Click the List ASR button.
- View that the status field is **New**.
- *Optional*: Change the **Dean Allocation %** field for specific departments. (if you change the % allocation SAP will Adjust Amount). **Note**: You can only change the white field (Dean %) on this screen
- Press 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. <u>The % amount will not change at the employee level until the ASR data is released to the DLC Administrator</u>.



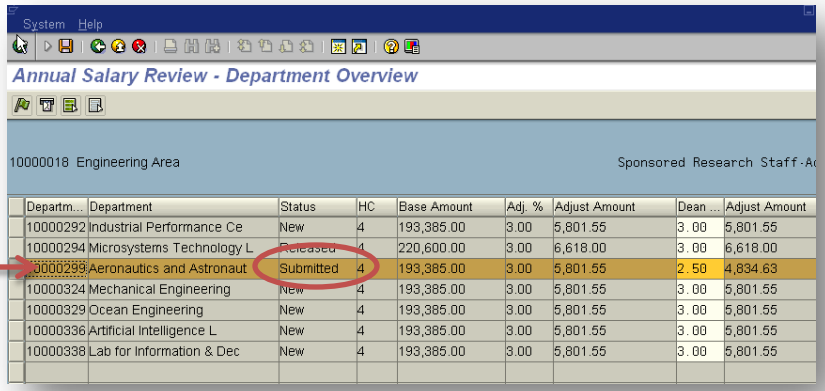


*TIP: To release all DLCs at once, click **Select All** and then click **Save & Release**. On a Mac, the Select All button is not labelled but is in the same location.*

PART #2: REVIEW, ADJUST & APPROVE THE ASR DATA

You can adjust the individual employee amounts after the DLC Administrator has submitted the data.

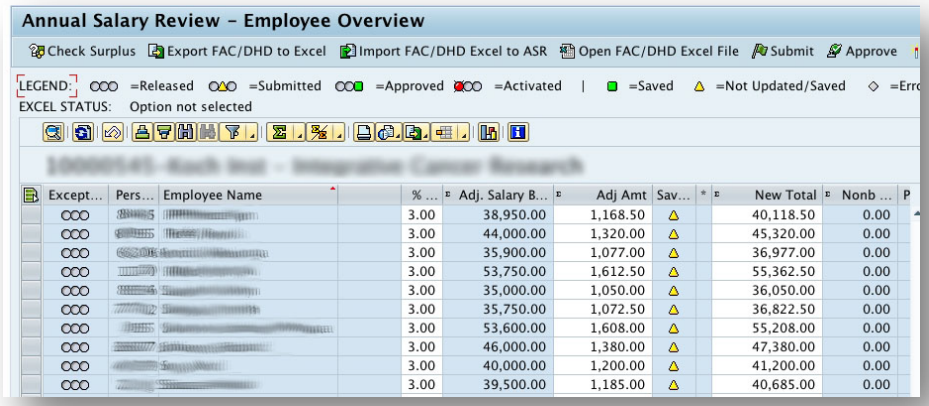
- From the SAP menu open the folder **Role Z_HRASR_DEAN**.
- Select **ZASR – Annual Salary Review Overview**.
- Click the **List ASR** button.
- Check to see that the status field is **Submitted**.
- Double click on the **Department** field to see the ASR amounts at the employee level.



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

NO ADJUSTMENT

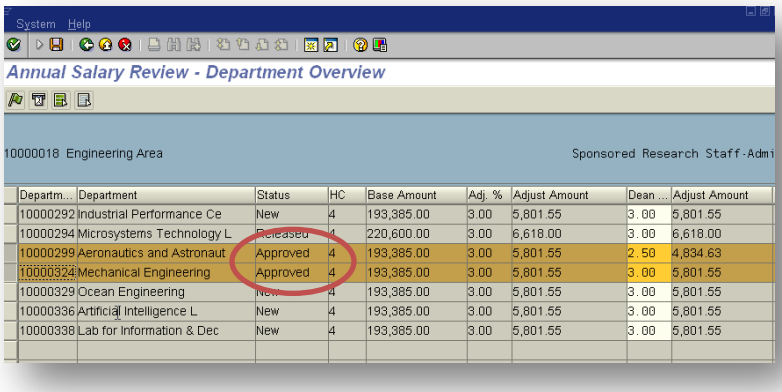
- Click the Select All button.
- Click the Approve button.



Except...	Pers...	Employee Name	% ...	Adj. Salary B...	Adj Amt	Sav...	New Total	Nonb ...
			3.00	38,950.00	1,168.50		40,118.50	0.00
			3.00	44,000.00	1,320.00		45,320.00	0.00
			3.00	35,900.00	1,077.00		36,977.00	0.00
			3.00	53,750.00	1,612.50		55,362.50	0.00
			3.00	35,000.00	1,050.00		36,050.00	0.00
			3.00	35,750.00	1,072.50		36,822.50	0.00
			3.00	53,600.00	1,608.00		55,208.00	0.00
			3.00	46,000.00	1,380.00		47,380.00	0.00
			3.00	40,000.00	1,200.00		41,200.00	0.00
			3.00	39,500.00	1,185.00		40,685.00	0.00

ADJUSTMENT

- Click the **Check Surplus** button to see the department's Surplus Amount.
- Change the amount in either the **%, Adjustment Amount**, or the **New Total** field. **Note**: These three columns are connected; changing the amount in one will dynamically change the other two after you press Enter.
- Press the **Enter** key.
- 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** button. **Note**: You have to Approve one Department at a time.
- Click **Back** button. You return to the Departmental Overview screen. **Note**: The Status has changed to Approved on the 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	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