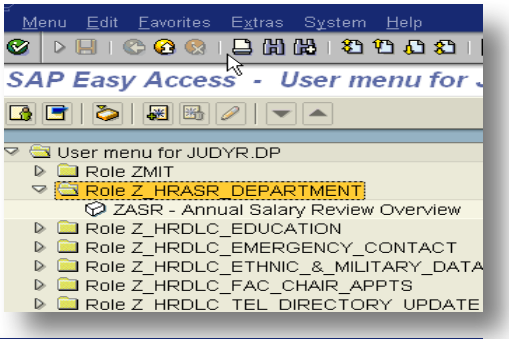
ADM Annual Salary Review

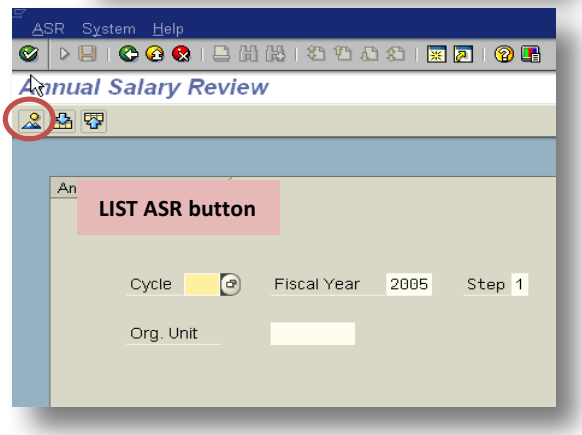
Quick Reference for the Administrator Role

Select the Department for Review:



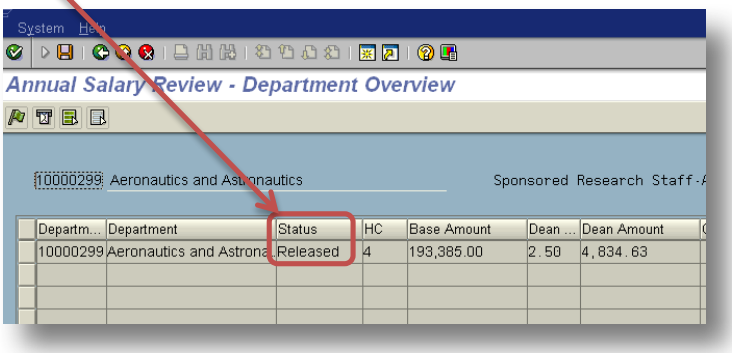
- From the SAP menu open the folder **Role Z_HRASR_DEPARTMENT**.
- Select **ZASR – Annual Salary Review Overview**.
- Click the **Matchcode** button (on a Mac) to select **Fiscal Year/Cycle/Step**. The year changes each cycle year.
- Select **ADM** (Administrative Staff) review.
- Click the Matchcode 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.

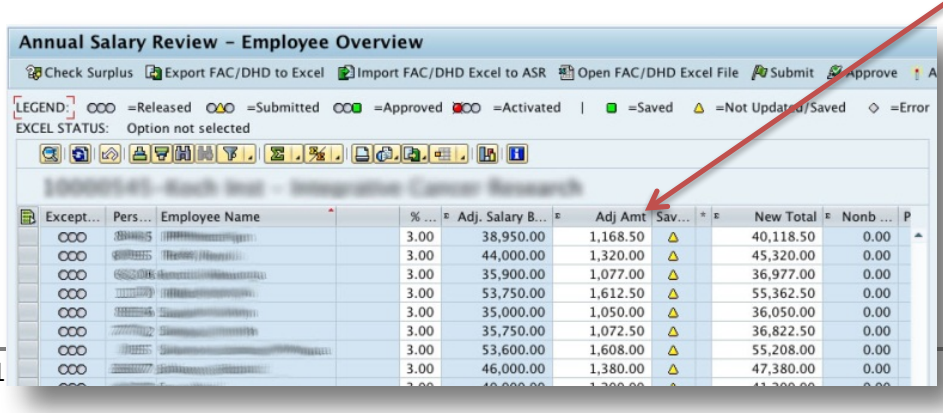


- Click the **List ASR** button.
- The Status field is right next to Department name. **Note**: Changes cannot be made until the status is **Released.**

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.*



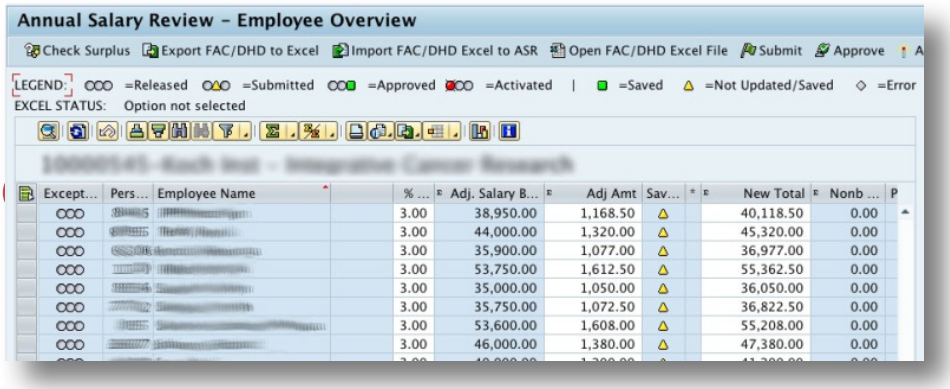
- Double click on the **Department** field to see the ASR amounts at the employee level. **Note**: The window lists the department's employees who are eligible for the ASR. To sort or change the layout, refer to the Quick Card on Changing/Saving Layout.



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

- Make a change to either the **%, Adjustment Amount**, or **New Total** for an employee.
- After making a change, press the **Enter** key.
  Note: These three columns are connected, so changing the number in any one column will dynamically change the other two, after you press Enter.
- Click the **Save** button.



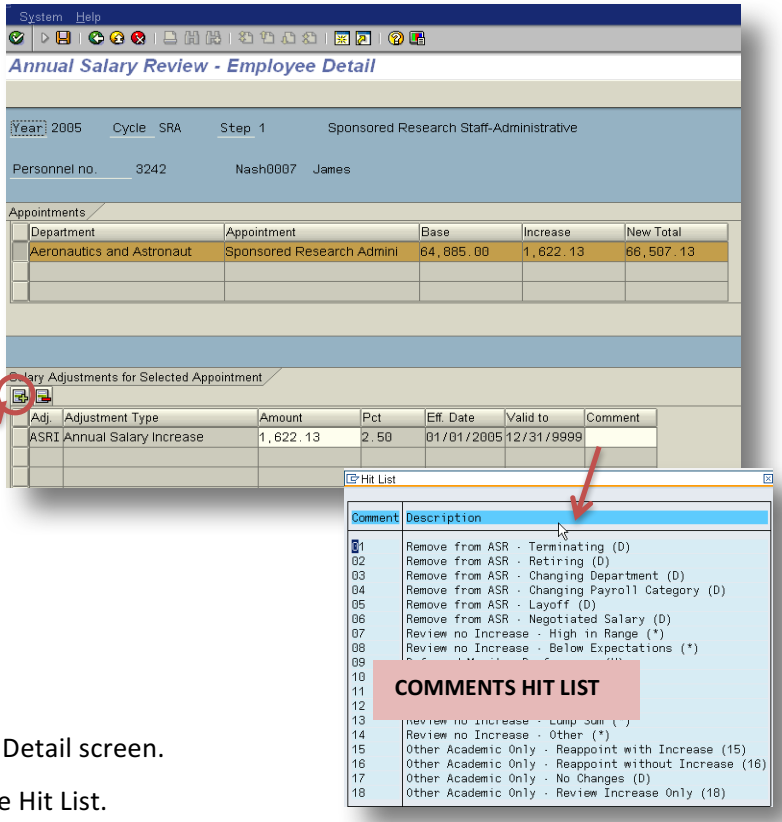
To export the data and use a "What If" scenario in Excel, see page 4.

MAKING ADJUSTMENTS: EMPLOYEE DETAIL SCREEN

- From the Employee Overview screen, double-click on the **Employee Name** field to view the **Employee Detail** screen.

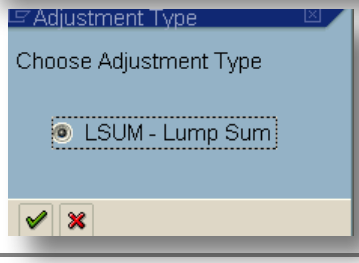
TO REMOVE AN EMPLOYEE FROM THE REVIEW

- Click the **Matchcode** button in the Comment Field.
- Double click on your comment choice from the **Comments Hit List**.
- Press the **Enter** key.
- Click the **Save** button.
- Click the **Back** button to return to the Employee Overview screen. **Note**: The Adjustment Amount field for that employee is 0.00. The ASR Pool will decrease; the money cannot be re-allocated, except in the case of deferred merit.



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. **Note**: The Lump Sum is a one-time payment and does not affect the New Total for the employee.
- Click the Save button.
- Click the Back button to return to the Employee Overview screen.



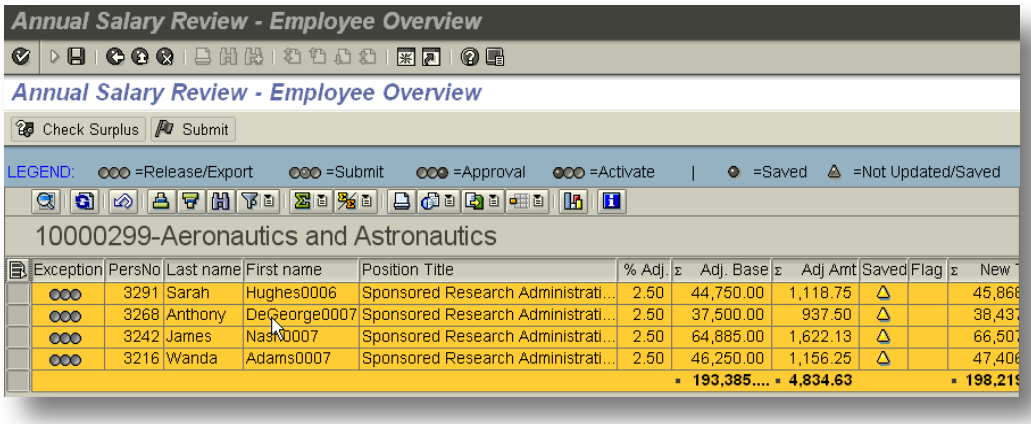
SUBMITTING THE ASR DATA:

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.

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

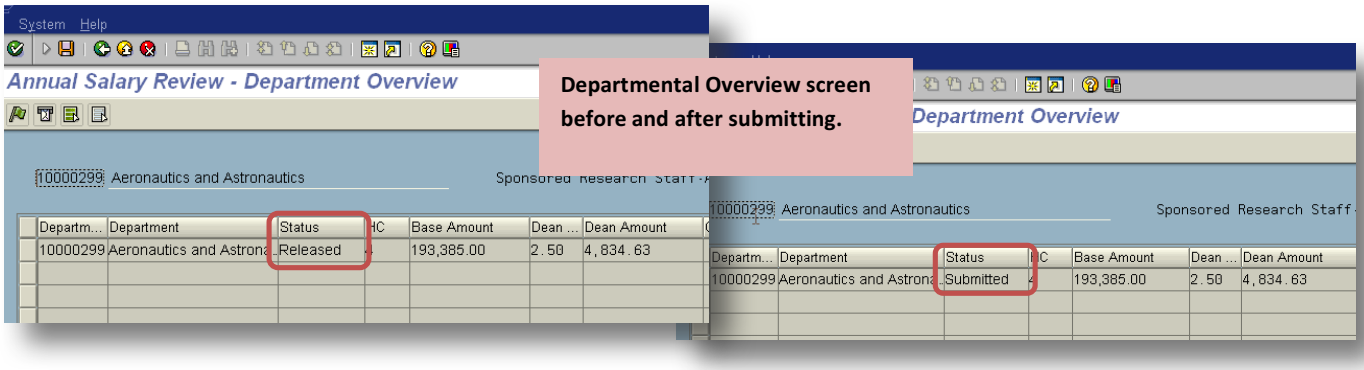
If you are not already at the Employee Overview screen, please see page 1 for instructions on Selecting your Department for Review.

- Click the **Select All** button to select all employee records.
- Click the Submit button. **Note**: The **Exception** column for each employee displays the "yellow light". You can submit one employee at a time.



*If you see a **Base Allocation Error**, this means an employee's salary or percent effort has changed since the creation of the review. In this case, please contact Compensation.*

- Click Back button to return to the Departmental Overview screen. **Note**: The Status has changed to **Submitted** on the Department Overview screen.

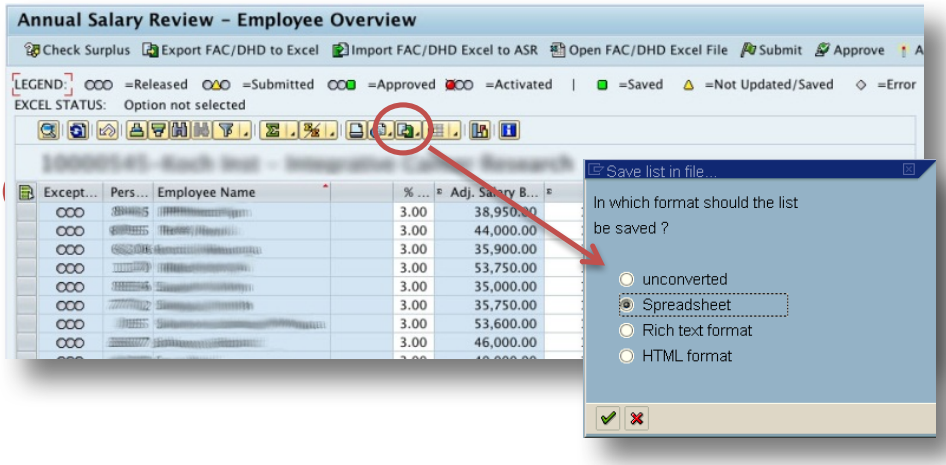


Departmental Overview screen before and after submitting.

WHAT IF SCENARIO IN EXCEL

*If you prefer, you can download the employee data to an Excel spreadsheet before making adjustments in SAP. However, the final increase amounts **must** still be entered, saved & submitted in SAP.*

- From the Employee Overview screen click the **Export** button .
- 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: Resize the columns as needed

D	E	F
What if %	**What if Adj Amt**	**What if Total**

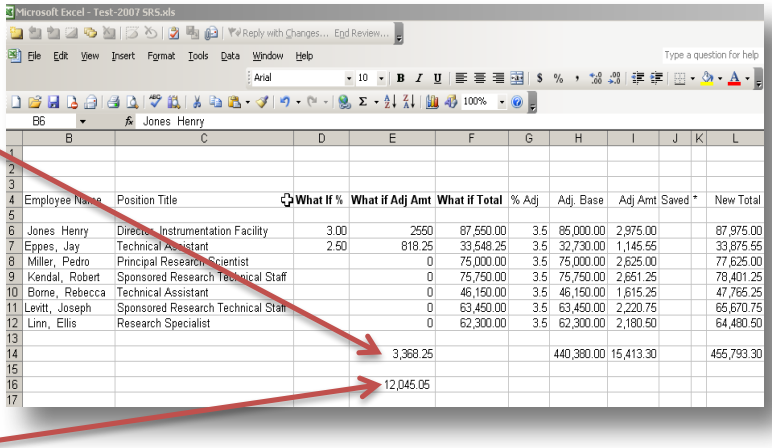
Tip: To re-size all columns at once click on the box in upper right corner (above the #1) and select spreadsheet. Then place your cursor between column A & B and double click.

- Enter the formulas shown at right in columns E & F to calculate the What if Adjustment Amount & What if Total (*where #=row number*)
  Note: Column E should show zeros and column F should show the Adjustment Base from column H.

E	F
=D#/100*H#	**=E#+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 F 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#