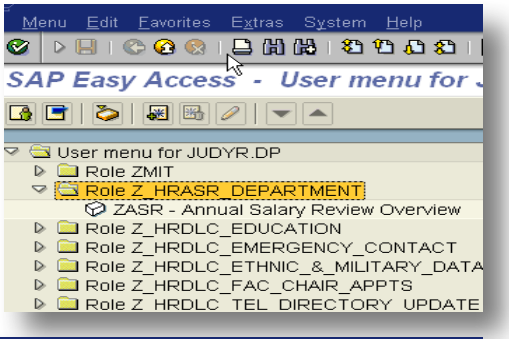
SPT ANNUAL SALARY REVIEW

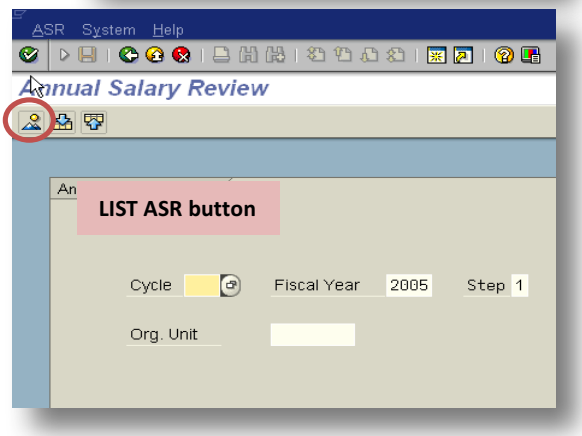
Quick Reference for the Administrator Role

SELECT THE DEPARTMENT FOR REVIEW:



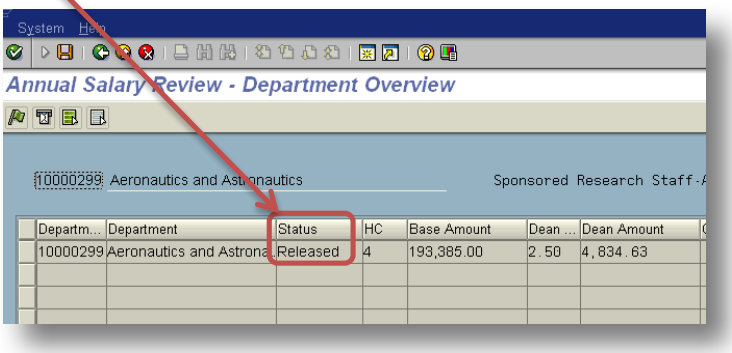
- From the SAP menu open the folder **Role Z_HRASR_DEPARTMENT**.
- Select **ZASR – Annual Salary Review Overview**.
- Click the **Matchcode** button (on a MAC) to select **Fiscal Year/Cycle/Step**. The year changes each cycle year.
- Select the **SPT** (Support Staff) review.
- Click the Matchcode button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

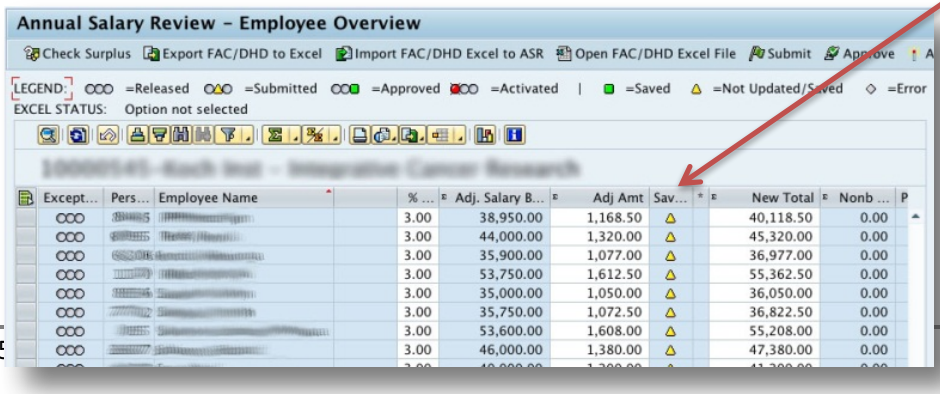


- Click the **List ASR** button.
- The Status field is right next to Department name. **Note**: Changes cannot be made until the status is **Released.**

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.*



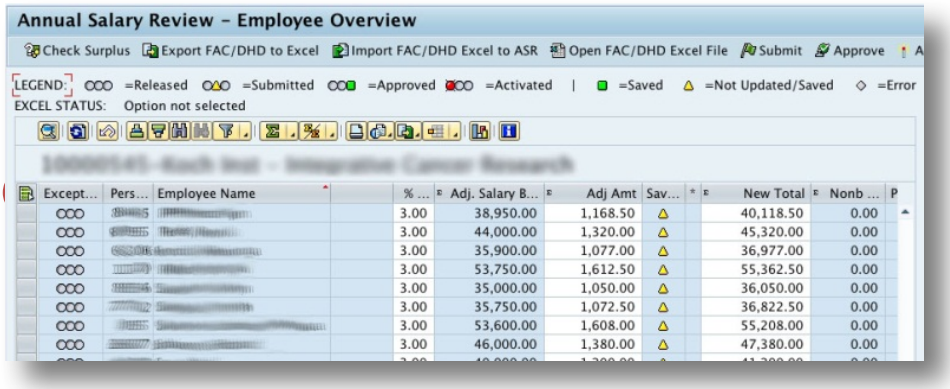
- Double click on the **Department** field to see the ASR amounts at the employee level. **Note**: The window lists the department's employees who are eligible for the ASR. To sort or change the layout, refer to the Quick Card on Changing/Saving Layout.



<u>New Column called Saved</u> 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

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.



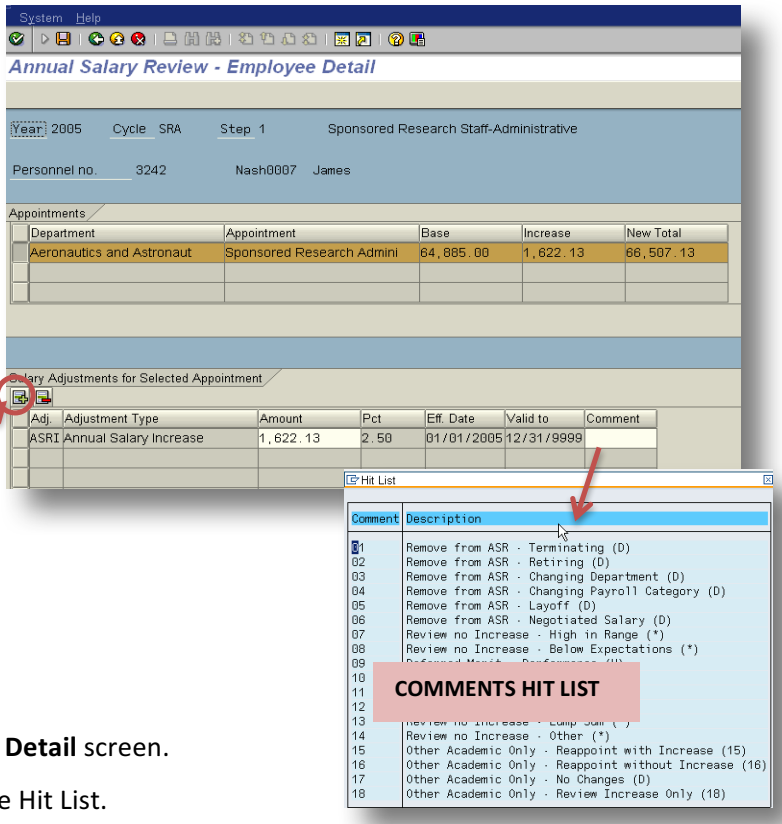
To export the data and use a "What If" scenario in Excel, see page 4.

MAKING ADJUSTMENTS: EMPLOYEE DETAIL SCREEN

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

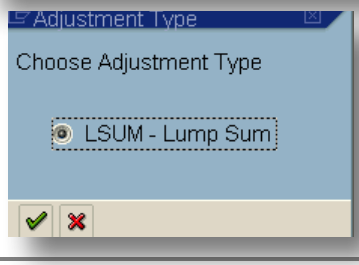
TO REMOVE AN EMPLOYEE FROM THE REVIEW

- 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.



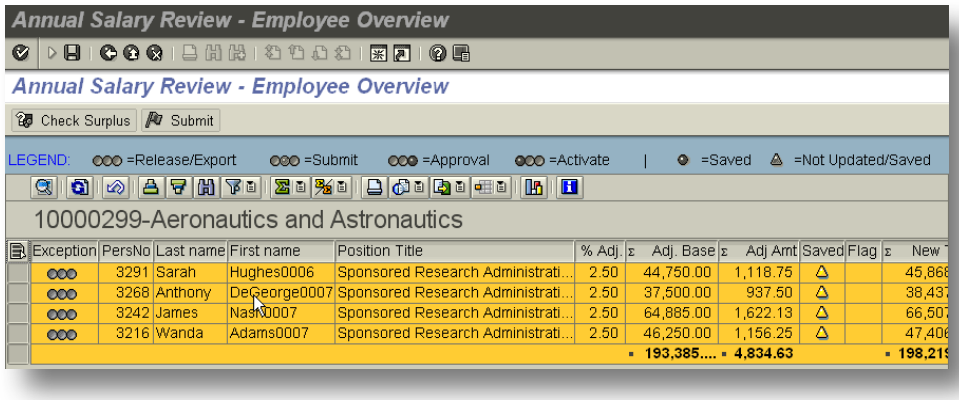
SUBMITTING THE ASR DATA:

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 Approver.

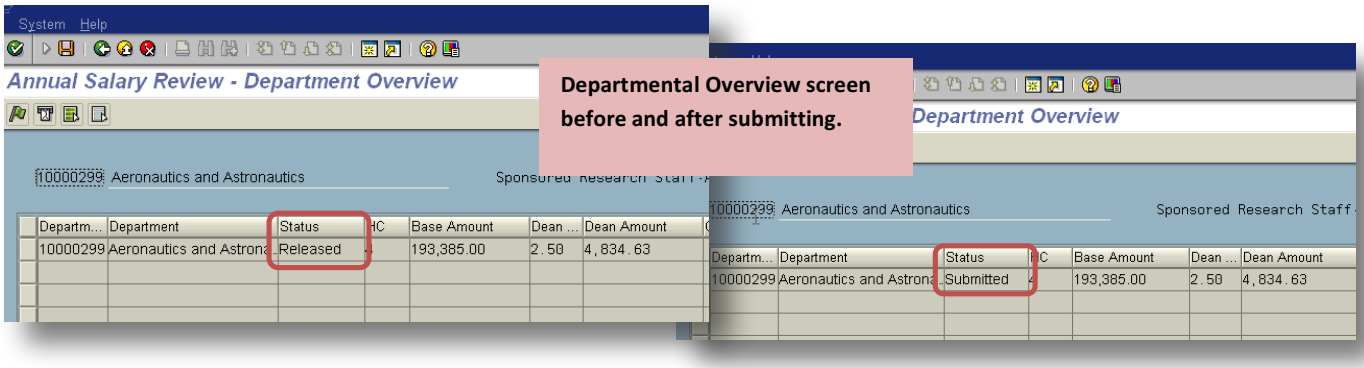
If you are not already at the Employee Overview screen, please see page 1 for instructions on selecting your Department for Review.

- Click the **Select All** button to select all employee records. (On a Mac the button is located underneath the Department Name and is not labeled)
- Click the Submit button. **Note**: The **Exception** column for each employee displays the "yellow light".



*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.

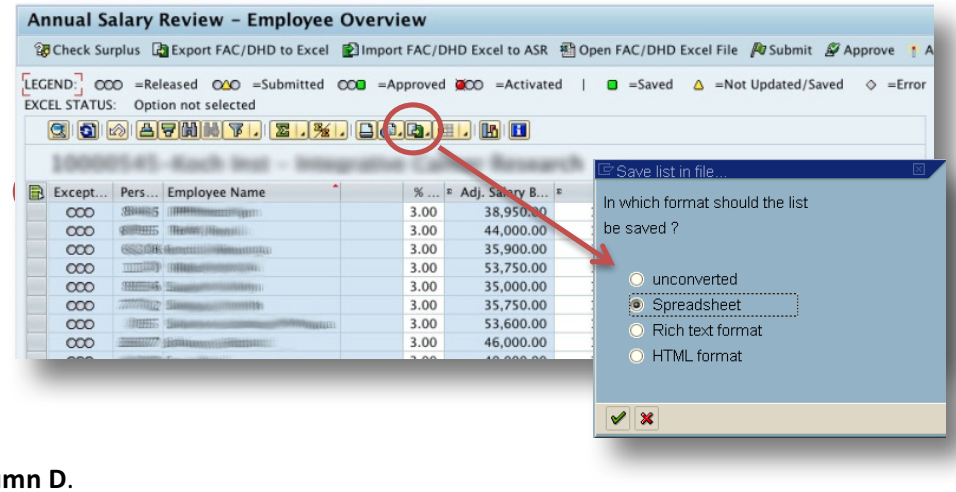


Departmental Overview screen before and after submitting.

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 4 columns to the left of **column D**.
- Enter the following column headings in bold text:
  Important Note: Format column D to 2 decimal places, and columns E, F and G to 4 decimal places. Resize the columns as needed.

D	E	F	G
What if %	**What if Hrly Inc**	**What if New Hrly**	**What if Annual Inc**

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 and G to calculate the **What if Hrly Inc, What if New Hrly**, and **What if Annual. Note**: Column E and G should show zeros; column F should show the Adj Hourly from column J.

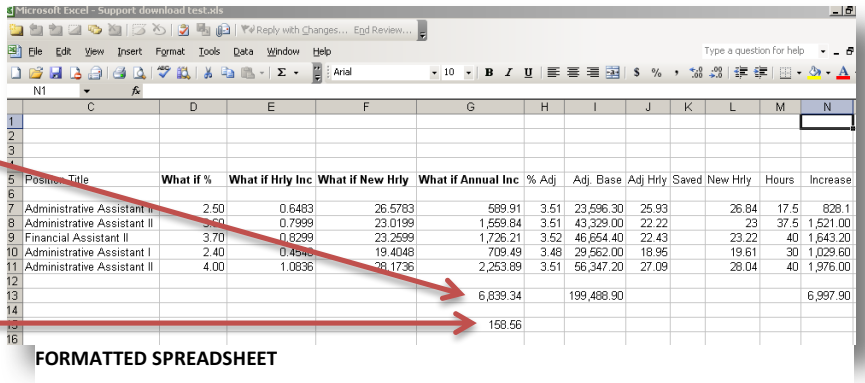
E	F	G
=(J7*D7)/100	**=J7+E7**	**=(E7*M7)*52**

- Enter a formula for the **Total What if Adjustment Amount** in column G (at the bottom of the column).

*How To: You can use the Auto Sum function, or enter the formula: **=SUM(G7:G?)** where ? is the last row of the column you need to add.*

- Enter a formula to calculate the **Remaining Allocation Amount** in column G below the Total What if Annual Inc: **=N#-G#**

Remaining Allocation Amt = Increase – Total What if Amt



FORMATTED SPREADSHEET

*Note: Remember to enter the **final Hourly Inc amounts** from Column E back into SAP with only 2 decimal places.*