

## Manager's "Cheat Sheet Notes" for Ad Hoc Salary Change Requests

### "Housekeeping" First:

- i. The employee must "Report To" you in the PeopleSoft system
- ii. The ad-hoc salary adjustment takes effect within the current or next 2 payroll cycles. Note you cannot backdate a request to before the last payroll that was processed.
- iii. You must enter the transaction with an effective date that is a pay period beginning date (provided in drop down selection).
- iv. If the transaction is not approved by your supervisor before the payroll has been started and its effective date is earlier than the payroll end date, the transaction must be resubmitted. It will appear in a Deny status in the Manager List.
  - o Example:
    - Requested ad hoc salary change date is 12/17/2007 submitted by requestor on 12/14/2007
    - 12/17/2007 payroll began processing as of 12/28/2007
    - Request is in "approval" status (supervisor has not approved) as of 1/3/2008
    - Request denied due to dates; resubmit request with available effective date from drop down
      - Submit Additional Pay Request for retro amount due employee if appropriate/approved
- v. Please note, every effort should be made to submit and approve the transaction prior to the cutoff date noted on the Payroll Calendar (found on HR Webpage- Employee Services, related links section Payroll Information, related links section Biweekly Pay Calendar)
  - o Available effective dates for ad hoc salary changes will only reflect open payroll periods; if payroll processing has begun, that pay period is considered closed for any changes.
- vi. The increase or decrease in salary is less than a 50% change. For changes greater than 50%, contact Human Resources.
  - o Refer to SPP 403-08 for recommended increase guidelines and requirements

**Do I do an Ad Hoc Salary Change or Promotion?**

- i. Use Ad Hoc Salary Change when the employee’s salary is being adjusted for any reason OTHER than that associated with a Promotion (competitive or non-competitive...see SPP 402-05)
  - o If the request is associated with a change in the employee’s standard hours (FTE Adjustment), you MUST:
    - Change the employee’s position standard hours and associated Full/Part time reference through Position Management (NOTE: changes to standard hours (FTE) and Full/Part time MAY change the employee’s benefit eligibility status)
    - Upon notification that the change has occurred to the position, within 24 hours, the employee’s job record will be updated to reflect this change THEN
    - Submit Ad Hoc Salary Change due to FTE change to adjust pay rate to reflect the change in the standard hours (exempt staff ONLY)
- ii. If the Ad Hoc Salary Request is associated with a Promotion, follow instructions below as noted under “How do I process an Ad Hoc Salary Change associated with a Promotion?”

**What reason do I use for the Manager Self Service Ad-Hoc Salary Change?**

<u>Action Reason</u>	<u>Description</u>
Course Load Adjustment	Change in number of courses taught during defined semester.
Data Correction	To correct prior rate due to error in data entry.
Equity Adjustment	As a result of an internal analysis of similar jobs within the area or across the university to more closely equalize pay.
Market Adjustment	As a result of an external analysis of prevailing wage rates necessary to maintain the defined competitive relationship.
Performance Based	Change directly related to demonstrated performance and contribution; associated with receipt of Performance Evaluation.
FTE Adjustment	Change due to increase/decrease in total hours worked per week for exempt staff.
Skill / Competency Based	Change directly related to and to recognize demonstrated increased skills, abilities, knowledge and competency within current job.
Temporary Interim Assignment	

Please refer to SPP 403-08 for approval requirements associated with any Ad Hoc Salary Change OTHER than associated with a Competitive Promotion.

## **How do I process an Ad Hoc Salary Change associated with a Promotion?**

- i. Promotion based increases would be submitted using the following reason:
  - o Use same effective date as Promotion and if:
    - Competitive Promotion, reason is “Performance Based”
    - Non-Competitive Promotion, reason is “Skill/Competency Based”
- ii. Submit Promotion through MSS first, then use the hot link for “Ad Hoc Salary Change”

For assistance or if you have questions regarding how to complete this transaction, please contact Compensation at 5-2702 or [carol.hurst@asu.edu](mailto:carol.hurst@asu.edu)