

Manager Self Service Request an Ad Hoc Salary Change



Reference Guide
Human Resource
Information System (HRIS)

V2



Submitting an Ad Hoc Salary Change Enhancements December 2007

Enhancements have been added to the Ad Hoc Salary submission process.

They are:

- Transaction date look up is up to 30 days in the future.
- A custom message is displayed which reads "Enter date and click the **Go** button to see your direct/indirect reports".
- A Help link has been added for the Action/Reasons.
- A drop down menu has also been added for the Action/Reason, which is now a required field.
- If the Change Percent is greater than 50% the transaction will be stopped. An error message will direct the user to contact OHR.
- If an Hourly employee's New Amount is less than \$6.90 a message will be displayed that reads "Cannot enter hourly rate less than minimum wage".
- Once the manager has approved the Ad Hoc Salary request, the employee's record will be updated to reflect that change; central OHR administration of salary adjustments has been removed.
- In the event of a conflict on the employee's job record caused by the salary adjustment request, an error message will indicate that central OHR will research and assist resolve the error.

Submitting an Ad Hoc Salary Change Enhancements December 2007

Please refer to SPP 403-08 for applicable terms, guidelines and required approval level for Salary Adjustments in addition to university authorized program(s).

Links:

Staff Personnel Policies and Procedures Manual

<http://www.asu.edu/aad/manuals/spp/index.html>

SPP403-08 - Salary Adjustments

<http://www.asu.edu/aad/manuals/spp/spp403-08.html>

SPP 402-05 - Career Progression

<http://www.asu.edu/aad/manuals/spp/spp402-05.html>

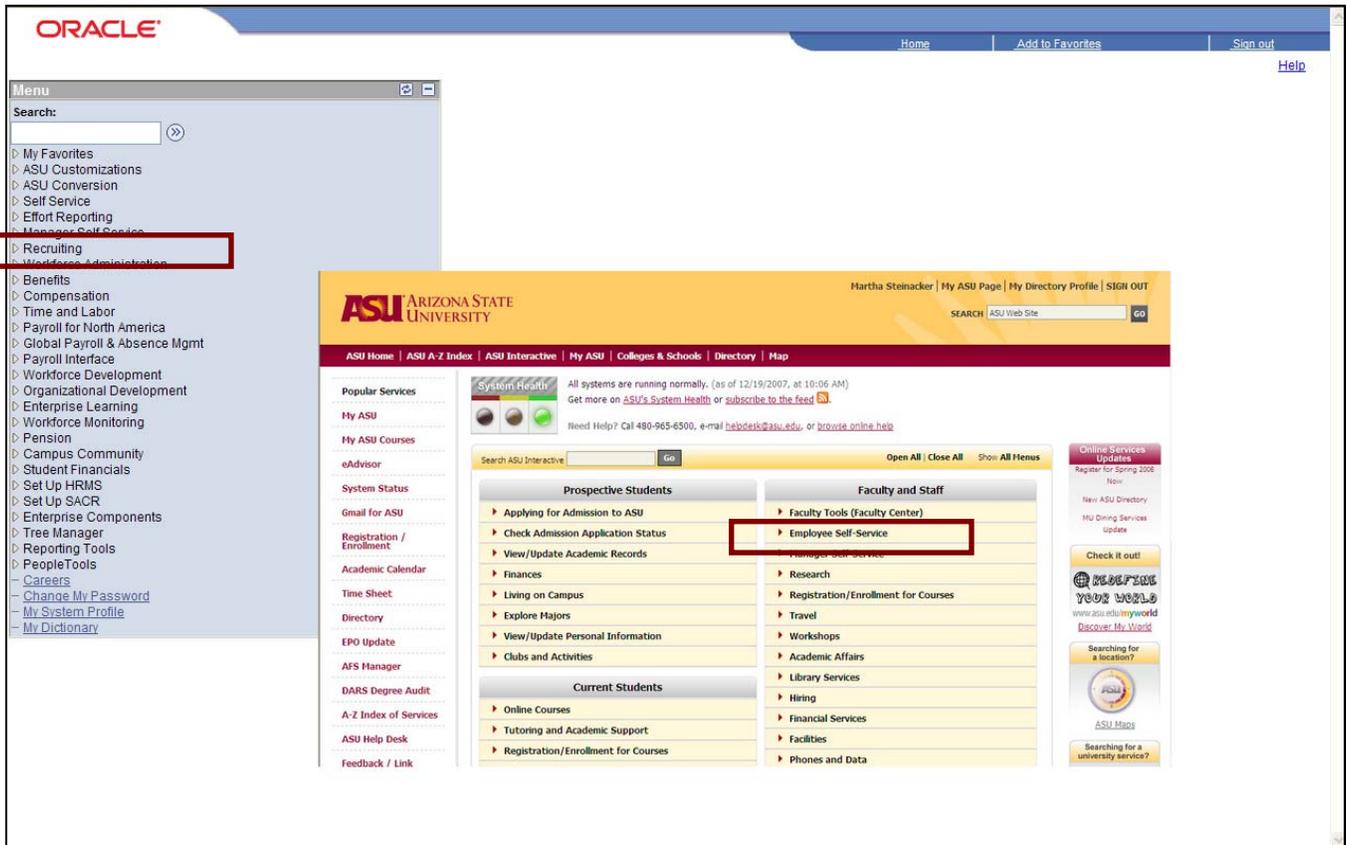
Guidelines Regarding Compensation Adjustments FY 2007 - 2008

These guidelines establish required internal approval by Leaders¹ for the following (does not require system VP approval.)

- Performance increases may only be granted when the university authorizes a salary increase budget and with the approval of the respective leader.¹
- Equity adjustments are intended to correct pay disparities within a job classification. Reviews of this kind must be approved by leaders prior to submitting to HR. Recommendations from HR must be approved by leaders prior to implementation.
- Job Reclassifications or Market Adjustments must be reviewed and approved by leaders¹ prior to submitting to HR. Recommendations from HR must be approved by leaders¹ prior to implementation.

¹Leader is defined as the University President, Provost, Dean, Executive Dean of a College, Executive, Senior or Associate Vice President.

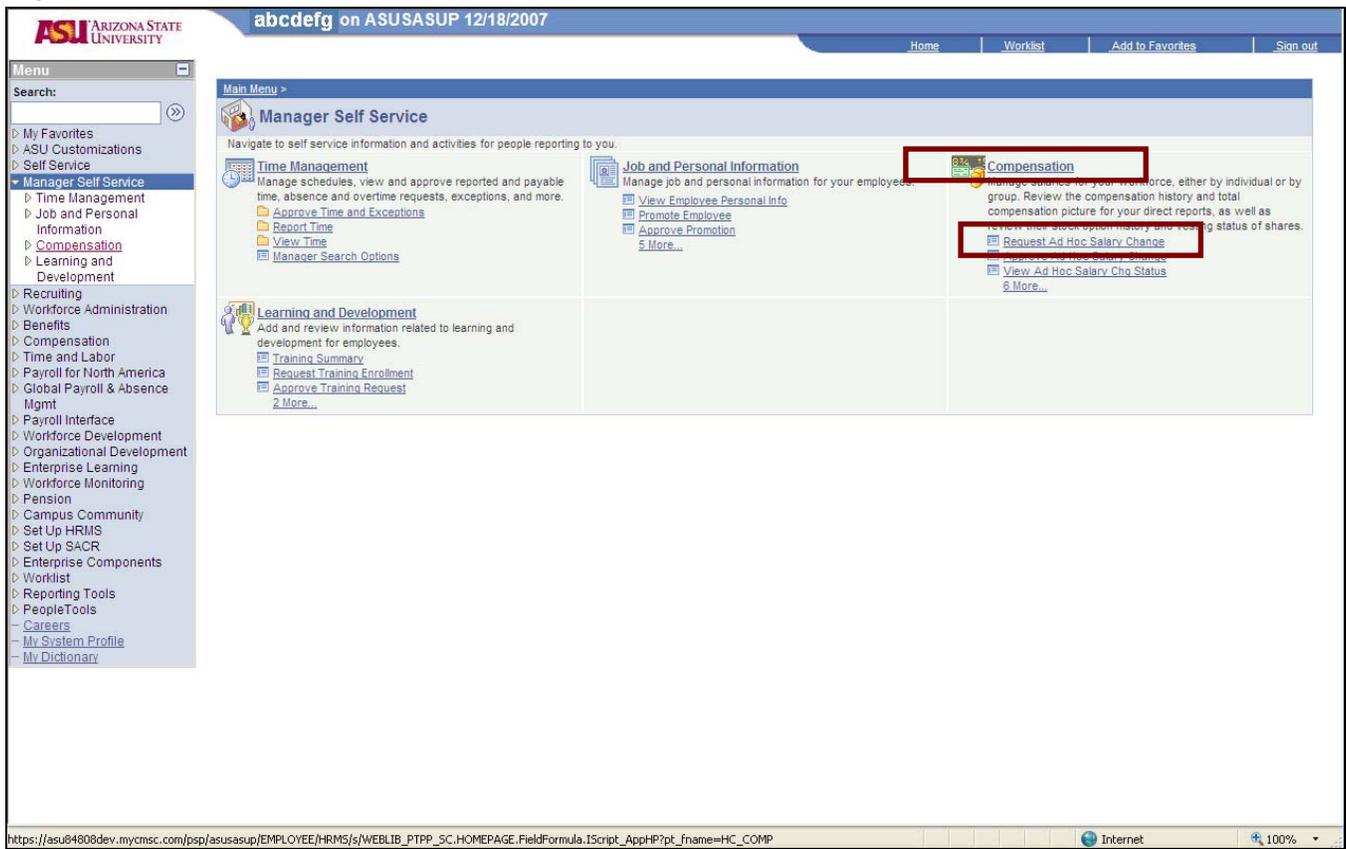
Figure 1



Step 1 – Click on the **Manager Self Service** link in PeopleSoft or in ASU Interactive

To begin viewing the enhanced version of Requesting an Ad Hoc Salary Change we'll navigate to a starting point in either PeopleSoft or ASU Interactive.

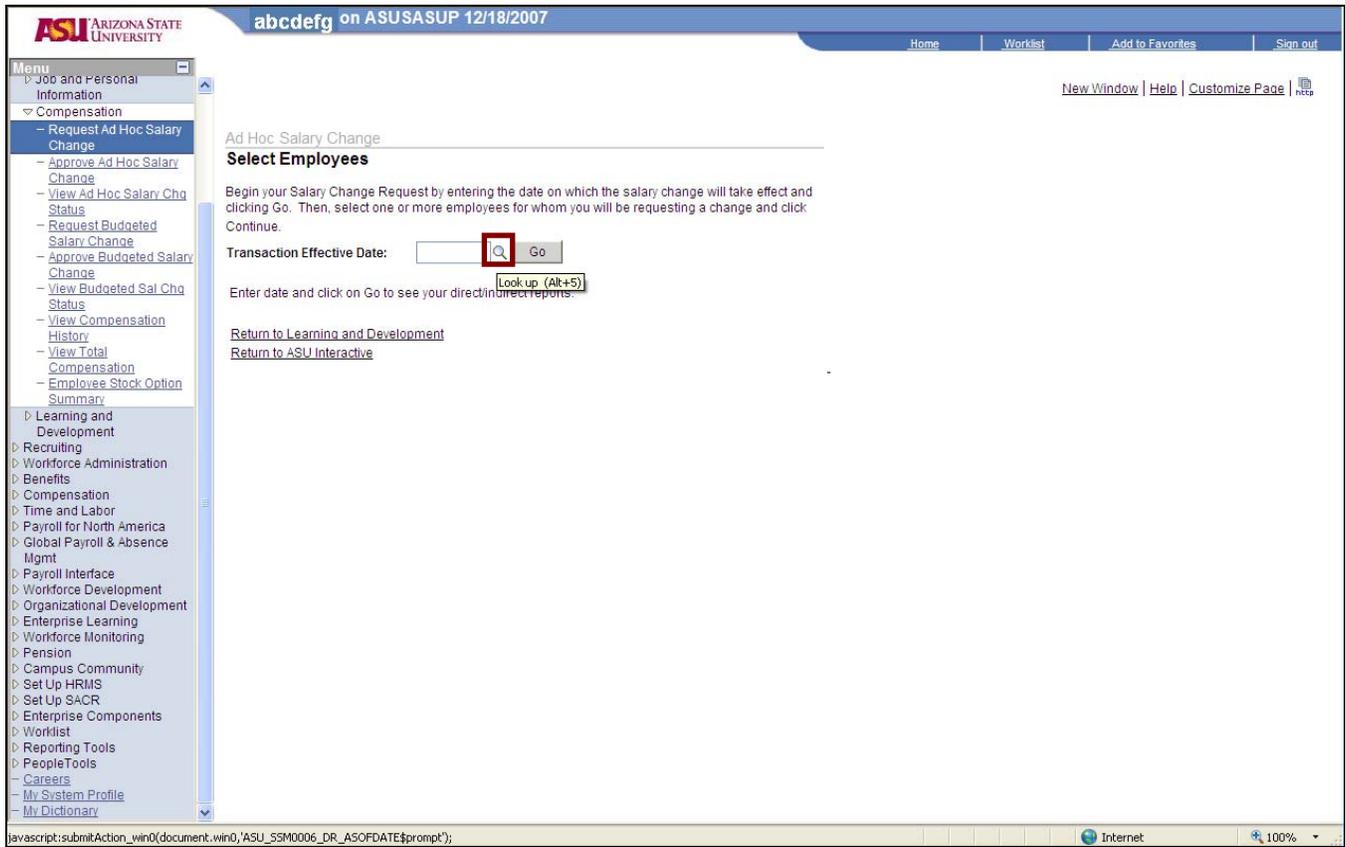
Figure 2



Step 2 – Select the Compensation link

Or, you can click directly on the **Request Ad Hoc Salary Change** link here.

Figure 3



Step 3 – Click the Magnifying glass link to select an effective date.

Ad-Hoc Salary Change - Four points about submitting a request

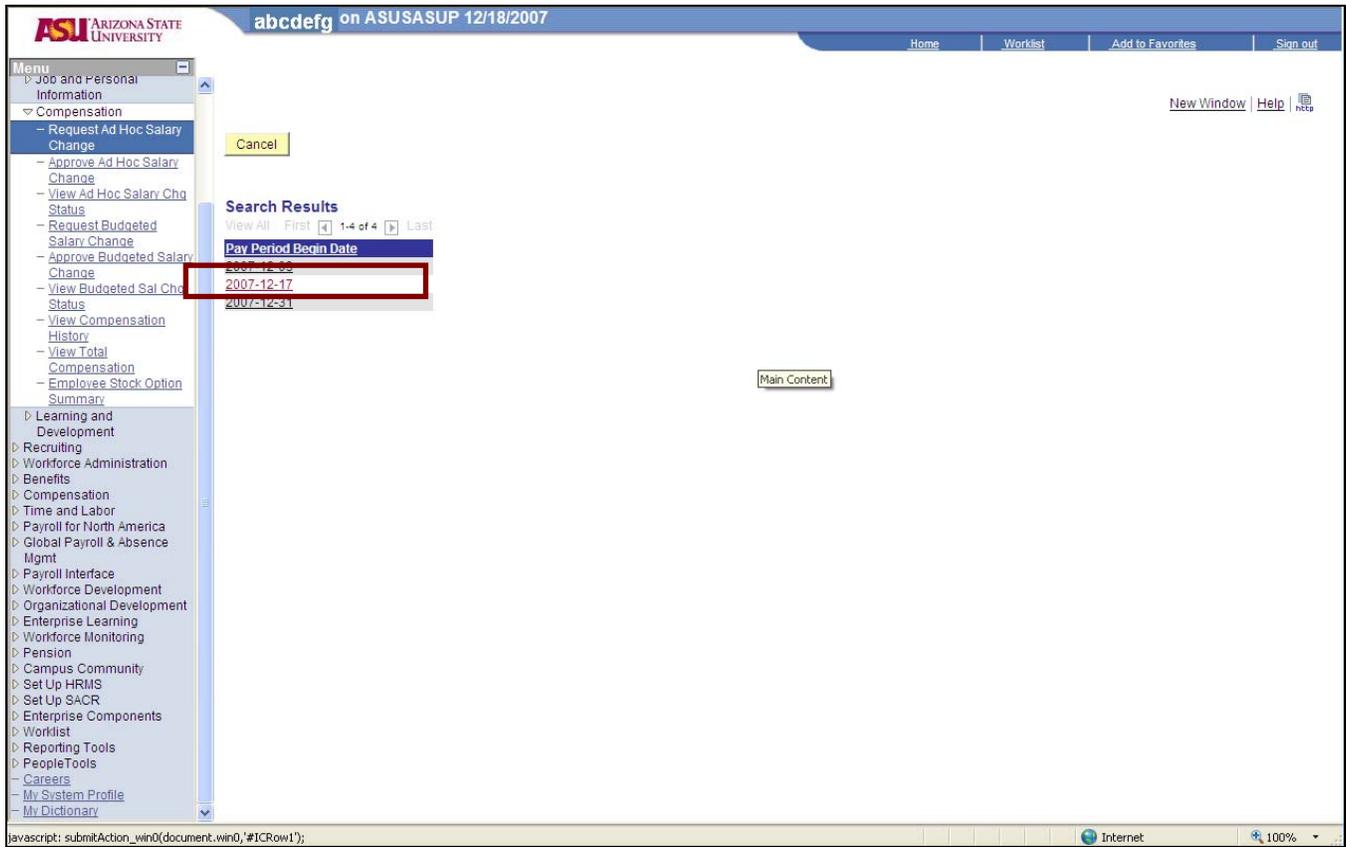
Enter the effective date and select an employee that requires a salary change.

The magnifying glass will provide three effective dates for Pay Period Begin Dates only.

The salary adjustment can only be processed within the current pay period or a maximum of 30 days into the future.

If you do not see the pay period you need in the lookup, that is because the payroll process has been started for that date range.

Figure 4

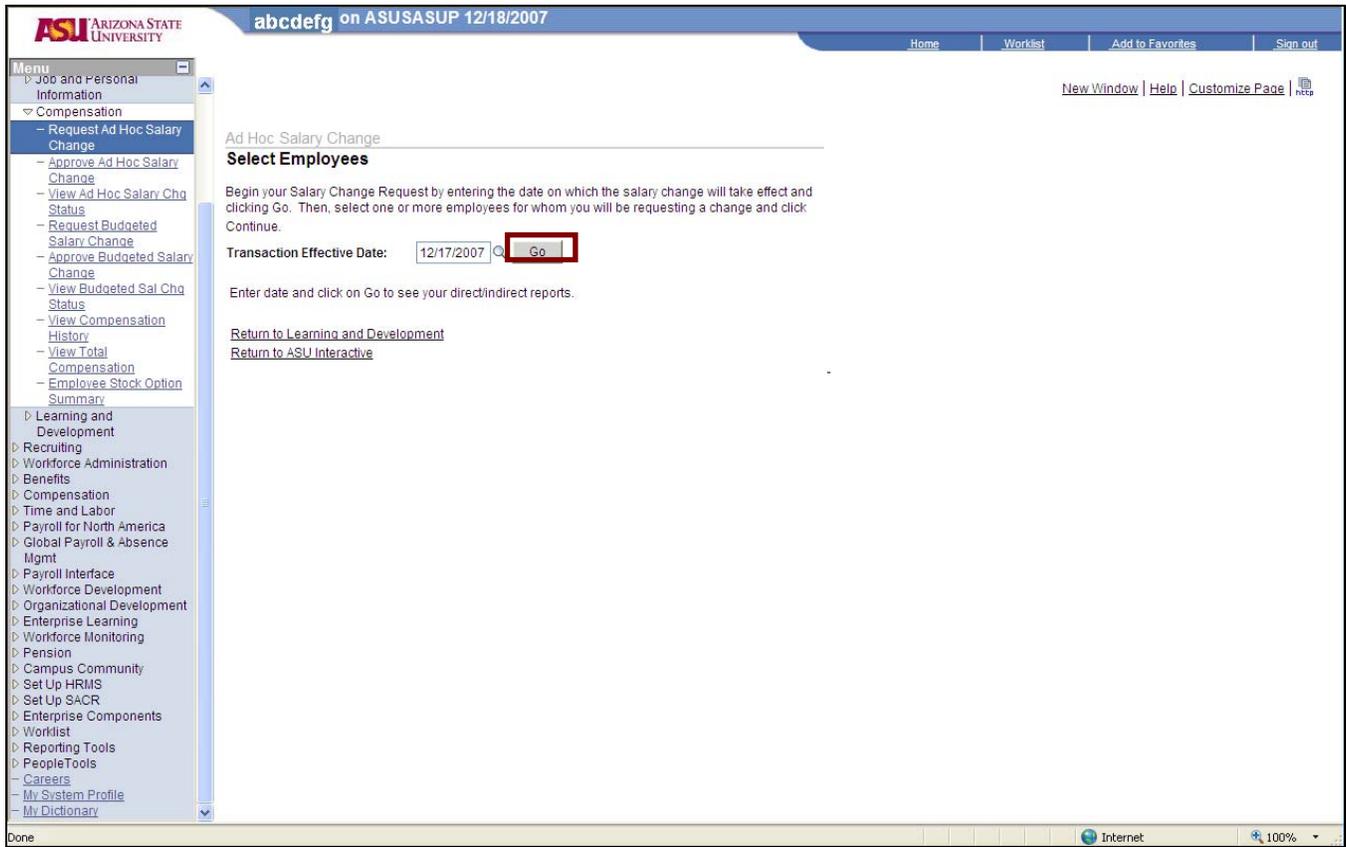


Step 4 – Select the **date link of your choice.**

Note

- The first date is the current pay period begin date.
- The second date is the begin date of the next pay period.
- The third date is the begin date of a pay period that is a maximum of 30 days in the future.

Figure 5



Step 5 – Click the Go button

Note

You must first select an effective date THEN click the GO button to view your list of "reports to" employees.

Figure 6

ASU ARIZONA STATE UNIVERSITY abc on ASUSASUP 01/16/2008

Home Add to Favorites Sign out

New Window Help Customize Page

Menu Search: []

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
 - Time Management
 - Job and Personal Information
- Compensation
 - Request Ad Hoc Salary Change
 - Approve Ad Hoc Salary Change
 - View Ad Hoc Salary Chg Status
 - View Compensation History
 - View Total Compensation
- Learning and Development
- Recruiting
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Pension
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advising
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- Careers
- My System Profile
- My Dictionary

Ad Hoc Salary Change

Select Employees

Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click Continue.

Transaction Effective Date: 01/28/2008 Go

Direct Reports For Kathee Rutherford Find First 1,100 of 160 Last

Select	Name	EmpID	Empl Rcd Nbr	Job Title	Position Number
<input type="checkbox"/>	B	1000		AscProf	112243
<input type="checkbox"/>	B	1000		StudentWkr	133196
<input type="checkbox"/>	B	1000		AltChmObsv	136043
<input type="checkbox"/>	B	1000		StudentWkr	122205
<input type="checkbox"/>	C	1000		StudentWkr	122188
<input type="checkbox"/>	C	1000		StudentWkr	122187
<input type="checkbox"/>	C	1000		StudentWkr	122184
<input type="checkbox"/>	C	1000		EngineerPr	122345
<input type="checkbox"/>	C	1000		BusMgr	138327
<input type="checkbox"/>	C	1000		FacultyAsc	136387
<input type="checkbox"/>	C	1000		AscProf	109348
<input type="checkbox"/>	C	1000		Secretary	112305
<input type="checkbox"/>	C	1000		BusMgr	111232
<input type="checkbox"/>	C	1200		FacultyAsc	136462
<input type="checkbox"/>	D	1000		AscDeanTAS	112244
<input type="checkbox"/>	D	1000		StudentWkr	122203

Select All Search for an employee Continue

Step 6 – Select the **check box** of the employee you are looking for.

In PeopleSoft you may sort lists by clicking on the various headings to sort by that characteristic. For instance if you wish to alphabetize your list, click on the Name heading.

Figure 7

ASU ARIZONA STATE UNIVERSITY abc on ASUSASUP 12/18/2007

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Menu

- Job and Personal Information
- Compensation
 - Request Ad Hoc Salary Change
 - Approve Ad Hoc Salary Change
 - View Ad Hoc Salary Chg Status
 - Request Budgeted Salary Change
 - Approve Budgeted Salary Change
 - View Budgeted Sal Chg Status
 - View Compensation History
 - View Total Compensation
 - Employee Stock Option Summary
- Learning and Development
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Careers
- My System Profile
- My Dictionary

Ad Hoc Salary Change

Select Employees

Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click Continue.

Transaction Effective Date: 12/17/2007 Go

Direct Reports For S Find First 1-16 of 16 Last

Select	Name	EmplID	Job Title
<input type="checkbox"/>	B	1000	AscProf 112243
<input type="checkbox"/>	B	1000	StudentWkr 133196
<input type="checkbox"/>	B	1000	AllChmObsv 136043
<input type="checkbox"/>	B	1000	StudentWkr 122205
<input type="checkbox"/>	C	1000	StudentWkr 122188
<input type="checkbox"/>	C	1000	StudentWkr 122187
<input type="checkbox"/>	C	1000	StudentWkr 122184
<input type="checkbox"/>	C	1000	EngineerPr 122345
<input type="checkbox"/>	C	1000	BusMgr 138327
<input type="checkbox"/>	C	1000	FacultyAsc 136387
<input type="checkbox"/>	C	1000	AscProf 109348
<input type="checkbox"/>	C	1000	Secretary 112305
<input checked="" type="checkbox"/>	C	1000	BusMgr 111232
<input type="checkbox"/>	C	1200	FacultyAsc 136462
<input type="checkbox"/>	D	1000	AscDeanTAS 112244
<input type="checkbox"/>	D	1000	StudentWkr 122203

Select All Search for an employee

Continue

Step 7 – Click the **Continue** button

Figure 8

The screenshot shows the 'Ad Hoc Salary Change' interface in the ASU HRIS system. The page title is 'abcd on ASUSASUP 01/16/2008'. The left sidebar contains a 'Menu' with various navigation options, including 'Request Ad Hoc Salary Change'. The main content area is titled 'Ad Hoc Salary Change' and includes instructions: 'The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.' Below the instructions, the 'Salary Change Date' is set to '01/28/2008' and there is a link for 'Action Reason Help'. The 'Employee Name' section displays details for Employee ID 1000000000, FTE 1.000000, and Standard Hours 40.00. A table shows the salary change details for 'Default NA Annual' with a current amount of 46013.130001, a change percent of 0.000, and a new amount of 46013.130001 USD. The compensation frequency is 'Annual BI-weekly Payments'. The current total is \$1,769,735,769 USD and the new total is \$46,013,130 USD. A 'Calculate New Total' button is present. A comment field is also visible. The 'Submit' button is highlighted with a red box. At the bottom, there are links to 'Return To Manager Self Service', 'Return to Select Employees', and 'Return to Compensation and Stock'.

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason:

FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	0.000	0.000000	46013.130001 USD

Compensation Frequency: Annual BI-weekly Payments

Current Total: \$1,769,735,769 USD New Total:

Current Annual Rate: \$46,013,130 USD New Annual Rate:

*Comment:

[Return To Manager Self Service](#)
[Return to Select Employees](#)
[Return to Compensation and Stock](#)

Step 8 – Click the **Submit** button

Figure 9

ASU ARIZONA STATE UNIVERSITY

abcd ASUSASUP 01/16/2008

Home Add to Favorites Sign out

New Window Help Customize Page

Menu

Search:

My Favorites
ASU Customizations
Self Service
Manager Self Service
Time Management
Job and Personal Information
Compensation
Request Ad Hoc Salary Change
Approve Ad Hoc Salary Change
View Ad Hoc Salary Chg Status
View Compensation History
View Total Compensation
Learning and Development
Recruiting
Workforce Administration
Benefits
Time and Labor
Payroll for North America
Workforce Development
Organizational Development
Pension
Campus Community
Student Recruiting
Student Admissions
Records and Enrollment
Curriculum Management
Academic Advising
Set Up HRMS
Set Up SACR
Reporting Tools
PeopleTools
Careers
My System Profile
My Dictionary

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason: [Dropdown]
FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	0.000	0.000000	46013.130001 USD

Compensation Frequency: Annual BI-weekly Payments [Calculate New Total](#)

Current Total: \$1,769,735,769 USD **New Total:**
Current Annual Rate: \$46,013,130 USD **New Annual Rate:**

*Comment: [Text Area]

[Submit](#)

[Return To Manager Self Service](#)
[Return to Select Employees](#)
[Return to Compensation and Stock](#)

Step 9 – Select the Action Reason Help link

You must choose an Action/Reason from the drop down menu before you can proceed with your request, or an error message will appear.

If you are unsure of which Action/Reason to select you can click on the Action/Reason Help link to read the explanations for each Action/Reason.

Figure 10

The screenshot shows the ASU HRIS interface. The header includes the ASU logo and 'ARIZONA STATE UNIVERSITY', the user ID 'abcd', and the session ID 'ASUSASUP 01/24/2008'. The navigation menu on the left is expanded to 'Request Ad Hoc Salary Change'. The main content area is titled 'Action Reason help' and contains a table with the following data:

Action Reason	Description
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	Supplemental compensation for taking on additional duties above and beyond regular job, with a set begin and end date.

A yellow 'Return' button is located at the bottom of the help text, highlighted with a red rectangular box.

Step 10 – Click on the **Return** button to return to your transaction from Help.

Figure 11

ASU ARIZONA STATE UNIVERSITY

abcd ASUSASUP 01/16/2008

Home Add to Favorites Sign out

New Window | Help | Customize Page

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
 - Time Management
 - Job and Personal Information
- Compensation
 - Request Ad Hoc Salary Change
 - Approve Ad Hoc Salary Change
 - View Ad Hoc Salary Chg Status
 - View Compensation History
 - View Total Compensation
- Learning and Development
- Recruiting
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Pension
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advising
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- Careers
- My System Profile
- My Dictionary

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason:

FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	0.000	0.000000	46013.130001 USD

Compensation Frequency: Annual BI-weekly Payments

Current Total: \$1,769,735,769 USD **New Total:**

Current Annual Rate: \$46,013,130 USD **New Annual Rate:**

*Comment:

[Return To Manager Self Service](#)
[Return to Select Employees](#)
[Return to Compensation and Stock](#)

Step 11 – Click the **Action/Reason** drop down menu

Figure 12

The screenshot displays the 'Ad Hoc Salary Change' interface. At the top, the header shows 'abcd on ASUSASUP 01/16/2008'. The left sidebar contains a 'Menu' with various navigation options, including 'Request Ad Hoc Salary Change'. The main content area features the title 'Ad Hoc Salary Change' and instructions: 'The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.' Below this, the 'Salary Change Date' is set to 01/28/2008. A table titled 'Employee Name' is shown with columns for 'Employee ID', 'FTE', 'Standard Hours', 'Component', 'Current Amount', 'Change Percent (ex. 10.850%)', and 'Action Reason'. A dropdown menu is open for the 'Action Reason' column, listing options such as 'Course Load Adjustment', 'Data Correction', 'Equity Adjustment', 'FTE Adjustment', 'Market Adjustment', 'Performance Based', 'Skill / Competency Based', and 'Temporary Interim Assignment'. The 'Skill / Competency Based' option is highlighted. Below the table, there are fields for 'Current Total' (\$1,769,735,769 USD) and 'New Total', 'Current Annual Rate' (\$46,013,130 USD) and 'New Annual Rate', and a 'Submit' button. Navigation links at the bottom include 'Return To Manager Self Service', 'Return To Select Employees', and 'Return to Compensation and Stock'.

Step 12 – Click on the Action/Reason you need

Abbreviations for the Action/Reason you select that will appear on subsequent pages are:

- CLA** = Course Load Adjustment
- COR** = Data Correct
- PEA** = Equity Adjustment
- RFT** = FTE Adjustment
- PMA** = Market Adjustment
- PPB** = Performance Based
- SCB** = Skill/Competency Based
- TIA** = Temporary Interim Assignment

Figure 13



If you select FTE Adjustment as the Action/Reason and you receive a warning, please be sure to follow the instructions closely.

Figure 14

ASU ARIZONA STATE UNIVERSITY

abcd on ASUSASUP 01/16/2008

Home Add to Favorites Sign out

New Window Help Customize Page

Menu

Search:

My Favorites
ASU Customizations
Self Service
Manager Self Service
Time Management
Job and Personal Information
Compensation

Request Ad Hoc Salary Change
Approve Ad Hoc Salary Change
View Ad Hoc Salary Chg Status
View Compensation History
View Total Compensation

Learning and Development
Recruiting
Workforce Administration
Benefits
Time and Labor
Payroll for North America
Workforce Development
Organizational Development
Pension
Campus Community
Student Recruiting
Student Admissions
Records and Enrollment
Curriculum Management
Academic Advising
Set Up HRMS
Set Up SACR
Reporting Tools
PeopleTools
Careers
My System Profile
My Dictionary

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason: Skill / Competency Based
FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	0.000	0.000000	46013.130001 USD

Compensation Frequency: Annual Bi-weekly Payments [Calculate New Total](#)

Current Total: \$1,769,735,769 USD **New Total:**
Current Annual Rate: \$46,013,130 USD **New Annual Rate:**

*Comment:

[Submit](#)

[Return To Manager Self Service](#)
[Return to Select Employees](#)
[Return to Compensation and Stock](#)

Step 13 – At this point in the request make an entry into one of three fields to indicate how you want to change the salary:

Enter the Change Percent or
Enter the Change Amount or
Enter the New Amount

If an Amount is entered that is greater than 50% of the Current Total a warning will appear. Contact Human Resources to make that kind of change.

For the purposes of this example, click into the **Change Percent** field to view an entry being made there.

Figure 15

ASU ARIZONA STATE UNIVERSITY

abcd on ASUSASUP 01/16/2008

Home Add to Favorites Sign out

New Window Help Customize Page

Menu

Search:

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
 - Time Management
 - Job and Personal Information
- Compensation
 - Request Ad Hoc Salary Change
 - Approve Ad Hoc Salary Change
 - View Ad Hoc Salary Chg Status
 - View Compensation History
 - View Total Compensation
- Learning and Development
- Recruiting
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Pension
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advising
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- Careers
- My System Profile
- My Dictionary

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason: Skill / Competency Based

FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	0.000	0.000000	46013.130001 USD

Compensation Frequency: Annual Bi-weekly Payments

Calculate New Total

Current Total: \$1,769.735769 USD **New Total:**

Current Annual Rate: \$46,013.130 USD **New Annual Rate:**

*Comment:

Submit

[Return To Manager Self Service](#)
[Return to Select Employees](#)
[Return to Compensation and Stock](#)

Step 14 – By clicking the Calculate New Total button new amounts will be calculated for:

Change Percent or
Change Amount or
New Amount

You must click on the **Calculate New Total** button to proceed.

Figure 16

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason: Skill / Competency Based
 FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	10.000	4,601.313000	50614.443001 USD

Compensation Frequency: Annual BI-weekly Payments

Current Total: \$1,769,735,769 USD **New Total: \$1,946,709,346 USD**

Current Annual Rate: \$46,013,130 USD **New Annual Rate: \$50,614,443 USD**

*Comment:

[Return To Manager Self Service](#)
[Return to Select Employees](#)
[Return to Compensation and Stock](#)

Step 15 – Click the Submit button

Note that the New Total and the New Annual Rate are now displayed.

Guidelines About Comments

The Comments field must, like the Action/Reason field, have an entry made into it before the request can proceed, or an error message will appear.

If this Ad Hoc Salary change is the result of a promotion (competitive or non-competitive); please be sure to include the following information in the comments section:

- 1) Is the employee changing classification,
- 2) Have minimum qualifications been met,
- 3) Current performance evaluation indicates exceed expectations and
- 4) At least 1 year has passed since last non-competitive promotion

Reference

SPP403-08 - Salary Adjustments

[<http://www.asu.edu/aad/manuals/spp/spp403-08.html>](http://www.asu.edu/aad/manuals/spp/spp403-08.html)

SPP 402-05 - Career Progression

[<http://www.asu.edu/aad/manuals/spp/spp402-05.html>](http://www.asu.edu/aad/manuals/spp/spp402-05.html)

Other requirements in comments:

- Who in the department has approved the action. (Followed and obtained dept approval from _____ (dean)?
- Is the employee changing classifications? E.G. classified staff promoted to service professional?

For Administrative, Classified, and Service Professional employees be sure to indicate:

- Have Minimum Qualifications been met?
- Employee's performance evaluation currently exceeds expectations or is above Minimum Qualifications.
- It has been over a year since their last promotion (career progression).

Note: If this promotion will result in a change from non exempt to exempt, the department must pay out any compensatory time the employee has.

Figure 17

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason: Skill / Competency Based
FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	10.00%	4,601.313000	50614.443001 USD

Compensation Frequency: Annual BI-weekly Payments

Current Total: \$1,769,735,769 USD New Total: \$1,946,709,346 USD
Current Annual Rate: \$46,013,130 USD New Annual Rate: \$50,614,443 USD

*Comment: Approved by the Provost Office, minimum qualifications hav been met, 1 year has passed since last salary change.

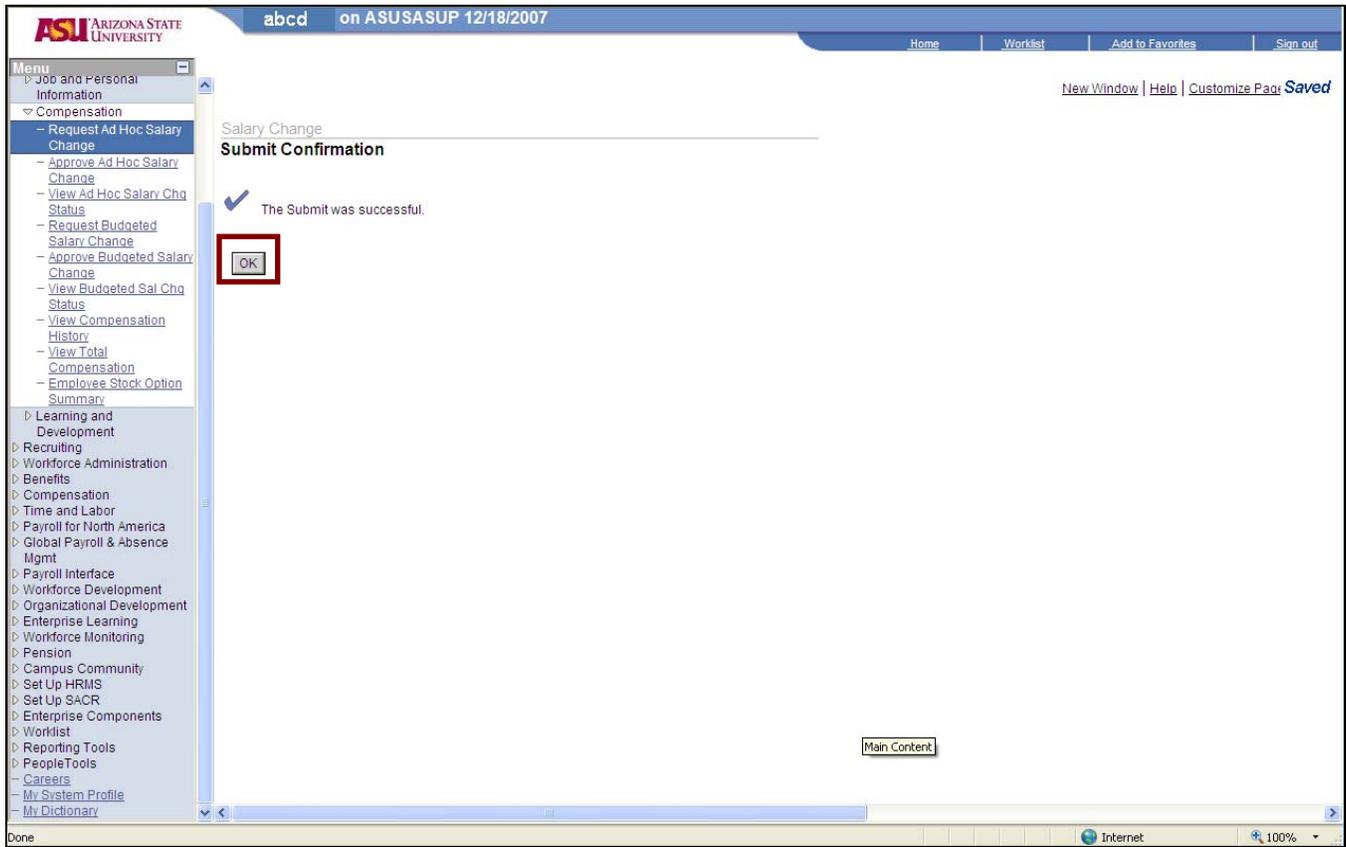
Submit

[Return To Manager Self Service](#)
[Return to Select Employees](#)
[Return to Compensation and Stock](#)

Step 16 – Click the **Submit** button to complete this process.

Your transaction will update the database if your Manager has approved it and there are no errors.

Figure 18



Step 17 – Click the **OK** button

Figure 19

Ad Hoc Salary Change

The employees you selected are displayed below. Enter the desired salary change information and click Calculate New Total for each person. Click Submit once all salary changes have been entered.

Salary Change Date: 01/28/2008 [Action Reason Help](#)

Employee Name

Employee ID: 1000000000 Action Reason: Skill / Competency Based

FTE: 1.000000 Standard Hours: 40.00

Job Information

Enter Salary Change Amounts [View Additional Salary Info](#)

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount
Default NA Annual	46013.130001	10.00%	4,601.313000	50614.443001 USD

Compensation Frequency: Annual BI-weekly Payments

Current Total: \$1,769,735,769 USD New Total: \$1,946,709,346 USD

Current Annual Rate: \$46,013,130 USD New Annual Rate: \$50,614,443 USD

*Comment: Approved by the Provost Office, minimum qualifications have been met, 1 year has passed since last salary change.

Submit

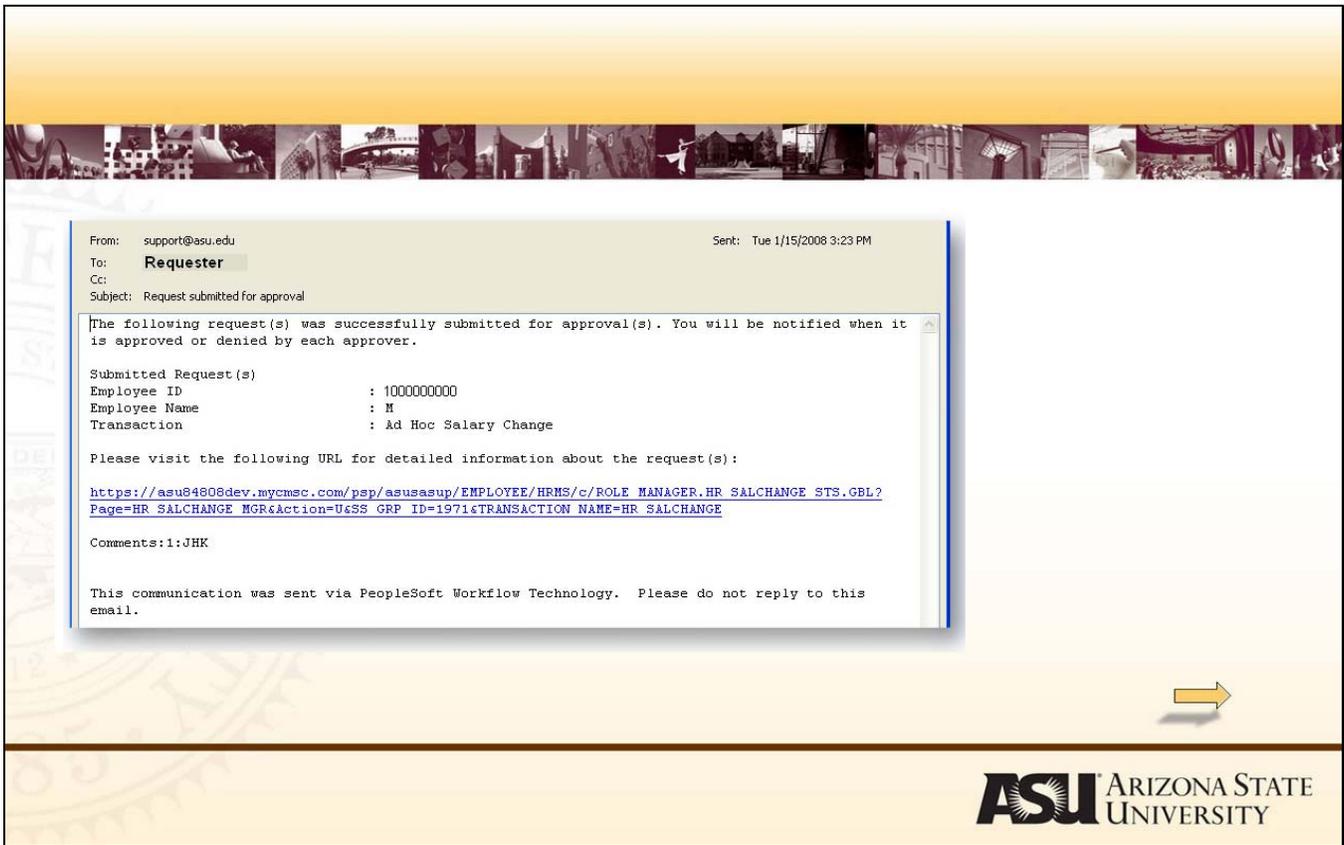
[Return To Manager Self Service](#)

[Return to Compensation and Stock](#)

Step 18 – Click this [link](#) to return to Manager Self Service.

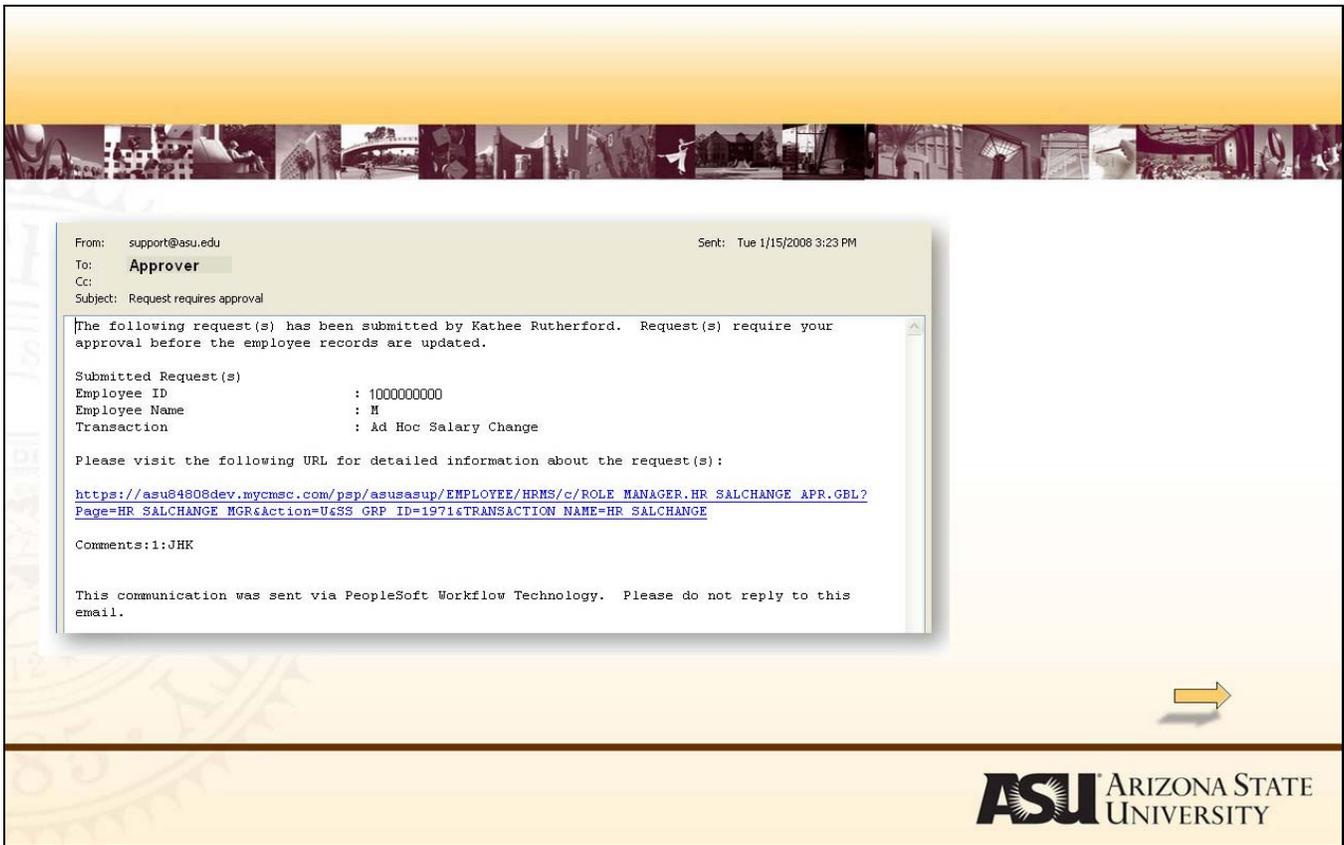
You may wish to log out or continue on with other tasks.

Figure 20



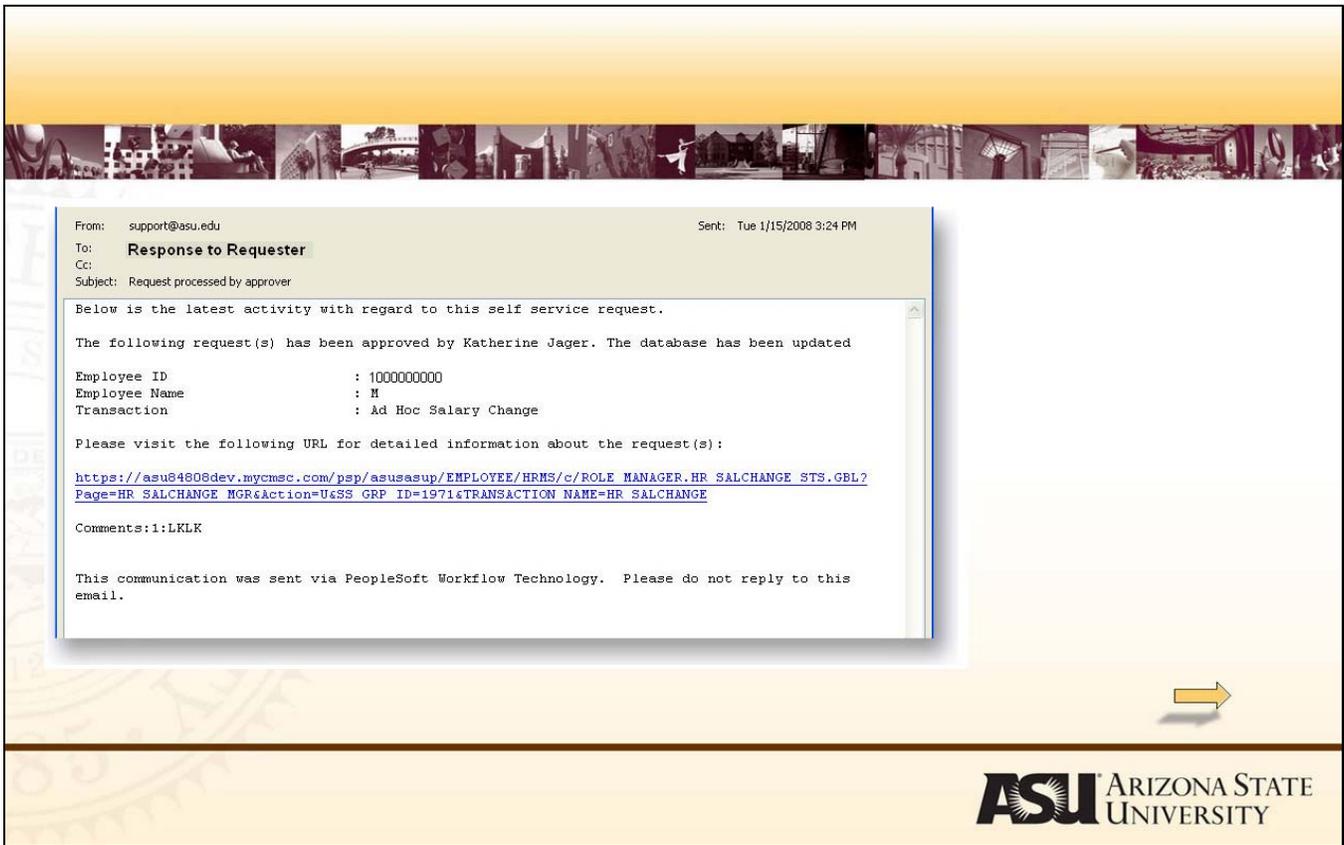
As soon as the Submit button is clicked the submitter receives an email that the transaction was successfully submitted and is awaiting final approval by the Manager.

Figure 21



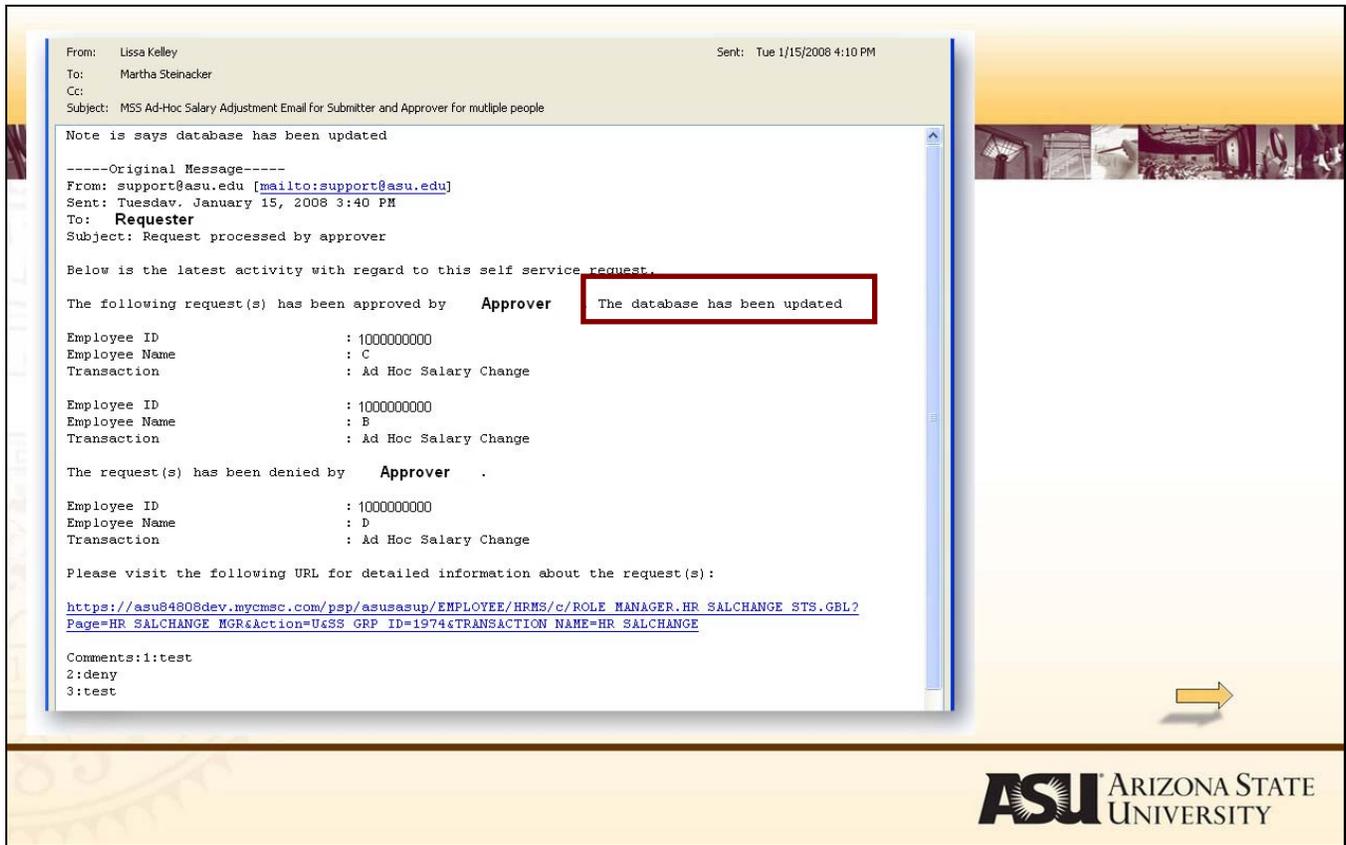
The approver receives an email that the request has been submitted and requires their final approval.

Figure 22



When the request has been approved both the submitter and approver receive this notification that the request has been approved and that the **database has been updated**.

Figure 23



An email can also be generated for multiple people with regard to a self service request. Note that the email states the database has been updated.

This brings us to the end of this example.

Thank you!